

## Inclement Weather Closing Codes

Generally, if a decision is made to open schools late or close, the announcement will be made by 6:00 a.m. All staff should tune to a local radio and television station. On rare occasions, it may become necessary to make an announcement after 6:00 a.m. Staff should continue to listen to media announcements after 6:00 a.m. in case weather conditions make it necessary to change the announcement. Announcements also will be posted on the school website ([www.bcps.k12.va.us](http://www.bcps.k12.va.us)). Any questions should be directed to the employee's principal or direct supervisor.

### **EMPLOYEE CODES**

- CODE 1** One-Hour Delay: All teachers and instructional support staff will follow the one-hour delay.
- CODE 2** Two-Hour Delay: All teachers and instructional support staff will follow the two-hour delay.
- CODE 3** Schools Closed: All 12-month employees report on regular schedule.
- CODE 4** System Shut Down: Only essential personnel will need to report to work.

### **DELAYED OPENING**

- CODE 1** One-hour delay, all teachers and instructional support staff will follow the one-hour delay. All 12-month employees have up to one hour to report.
- CODE 2** Two-hour delay, all teachers and instructional support staff will follow the two-hour delay. All 12-month employees have up to two hours to report.

### **SCHOOL CLOSINGS**

- CODE 3** Schools will be closed. All 12-month employees have up to two hours to report. Due to the various geography and regionalized impact of weather on the County's roads, all employees are encouraged to consider safety as the highest priority when making a determination to go to work or take leave. If a 12-month employee cannot arrive to work by 10:00 a.m., then the employee's direct supervisor must be contacted and appropriate leave should be taken.
- CODE 4** System shut down. Only essential personnel will report to work. At the Division level, essential personnel are designated as the Superintendent, Director of Operations, and Supervisor of Transportation. The Superintendent and/or Director of Operations may assign essential personnel, as needed, at both the Division and school level. At the school level, principals are responsible for making sure their buildings are checked as soon as possible. The principal and head custodian are deemed to be essential personnel. In the event that snow removal will be required to prepare for school events or school the next day, then all custodial staff will be considered essential personnel. Communication from the Superintendent and/or Designee may provide alternative directions depending on the situation.

**EARLY CLOSINGS**

If a decision is made to close schools early because of inclement weather, all teachers and instructional support staff may leave after students depart unless the building administrator requests the staff to stay longer due to the need for added support to help with students. Building administrator(s) and designated essential personnel are to remain at school until all students have arrived safely at home. Non-school based personnel are to remain at their work site for the normal working day unless specific instructions are provided from the Superintendent's office concerning early dismissal time.

Revised: January 9, 2014  
September 11, 2018  
December 9, 2021  
December 9, 2022  
January 5, 2023  
December 14, 2023