

Your Staff Position	CODE 1 Closed for Students Optional Teacher Workday	CODE 2 2 Hour Delay for Students	CODE 3 3 Hour Delay for Students	CODE 4 Closed for All Students & Staff (10, 11 & 12 month)
CERTIFIED STAFF (Administrators, Teachers, Guidance, Media, etc.)	Normal Report Time or Annual Leave or Arrange to make up time or Day without Pay	Normal Report Time	Normal Report Time	Annual Leave or Arrange to make up time or Day without Pay
TEACHER ASSISTANTS & CHILD NUTRITION MGRS	Normal Report Time or Annual Leave or Comp time (if earned) or Arrange to make up time or Day without Pay	Normal Report Time; Responsible for any missed time	Normal Report Time Responsible for any missed time	Annual Leave or Comp time (if earned) or Arrange to make up time or Day without Pay
BUS DRIVERS	Annual Leave (if eligible) or Day without Pay	2 Hour Delay, Based On Normal Report Time	3 Hour Delay, Based On Normal Report Time	Annual Leave (if eligible) or Day without pay
Child Nutrition Assistants Who Normally Report Before 8 am	Annual Leave or Day without Pay	2 Hour Delay Based On Normal Report Time; Responsible for any missed time	3 Hour Delay Based On Normal Report Time; Responsible for any missed time	Annual Leave or Day without Pay
Child Nutrition Assistants Who Normally Report After 8 am	Annual Leave or Day without Pay	Normal Report Time; Responsible for any missed time	Normal Report Time; Responsible for any missed time	Annual Leave or Day without Pay
ALL other Classified Employees	Normal Report Time or Annual Leave or Comp time (if earned) or Arrange to make up time or Day without Pay	Normal Report Time; Responsible for any missed time	Normal Report Time; Responsible for any missed time	Normal Report Time or *see note Annual Leave or Comp time (if earned) or Arrange to make up time or Day without Pay



WEATHER CODES

The codes used for staff members will be included on closing and delay information made by way of local television, radio, automated calls to staff and the BCS website.

These codes are to be used by BCS Staff in the event of inclement weather. Please direct any questions to your administrator or department director.

Thanks!

A delay may become a school closed decision should weather conditions deteriorate after the initial call was made to delay opening. Continue to monitor school operation announcements on days when a delay is initially announced.

Important Note Regarding CODE 4

12 Month Employees

Emergency Staff may be requested to work to check HVAC/water, to clear sidewalks or other situations as needed on ALL delayed or closed days.

(Codes 1,2,3,4)

Immediate supervisor may request employee to work to complete essential tasks, otherwise work sites may be closed and are therefore not accessible to 11 and 12 month employees.

Emergency Staff may be custodians, maintenance staff, administrators and other staff who may be designated when necessary.