

**MONTGOMERY COUNTY PUBLIC SCHOOLS
INCLEMENT WEATHER CLOSING PLAN**

EMPLOYEE CODES

CODE 1 – One Hour Delay for students. All instructional staff to report on time.

CODE 2 – Two Hour Delay for students. Instructional staff to report one hour late.

* **CODE 3 –Schools Closed.** Eleven (11) and twelve (12) month non-instructional personnel will report on regular schedule (see further explanation below).

** **CODE 4 –System Shut Down.** Only essential personnel will need to report to work.
(See explanation below)

SCHOOL CLOSING OR DELAYED OPENINGS:

If a decision is made to close schools or open schools late, every effort will be made to make the announcement by 5:30 am. Please tune in to your local radio or television stations, call the MCPS information line at 382-5102, or check one of the internet web sites listed.

Note: On rare occasions, it may be necessary to make announcements after 5:30 am. Please continue to listen to media announcements in case changing weather conditions make it necessary to add or revise the announcement. If you have any questions, please call your principal or supervisor.

* **Code 3** – Schools will be closed. 11 and 12 month non-instructional personnel will report on their regular schedule. Personnel will work until their regular ending time unless an announcement comes from the central office.

If an employee reports late, he/she will work with his/her immediate supervisor to schedule leave to be taken or make arrangement to make the time up on another day.

** **Code 4** – System Shut Down. Only essential personnel will need to report to work. Each department will identify individuals who are needed to report to work to deal with severe emergency conditions. **Principals are responsible for making sure their buildings are checked as soon as possible.** Essential personnel at the School Board Office have been designated by the administration to be the Superintendent, Assistant Superintendent, and Director of Human Resources.

A Code 4 will only be used if a state of emergency exists and orders are given to stay off roads (i.e.: ice storms, heavy snow, etc.).

EARLY CLOSINGS:

If a decision is made to close schools early because of inclement weather, all teachers and instructional aides may leave 30 minutes after students depart unless the building administrator requests staff to stay longer due to the need for added support to help with students. Essential personnel should remain at their school or building locations at least two (2) hours after students have been dismissed from schools or until all students have arrived safely at home.

Announcement of early closings will be made by telephone to schools and offices by designated Central Office staff. Non-school based personnel should remain at their work site for the normal working day unless specific instructions are provided from the Superintendent's office concerning early dismissal time.

**MONTGOMERY COUNTY PUBLIC SCHOOLS
SCHOOL CLOSING INFORMATION FOR
INCLEMENT WEATHER AND EMERGENCIES**

MCPS Public Information Phone Line: 382-5102

TV STATIONS

- WDBJ - Channel 7
- WSLS - Channel 10
- WSET - Channel 13

FM RADIO STATIONS

- 89.1 - WVTF (VA. Tech Radio)
- 91.5 - WPIN (Spirit FM)
- 92.3 - WXLK (K-92)
- 93.5 - WJLM (J-93 Hot Country)
- 94.9 - WSLC (Star Country)
- 96.3 - WROV (WROV Rocks)
- 99.1 - WSLQ (Q-99)
- 100.1 - WVBE (ViBE-R & B/Classic Soul)
- 100.7 - WFNR (The Information Station)
- 101.7 - WWBU (Bubba)
- 102.5 - WRXT (Spirit FM)
- 103.5 - WPSK (107 Country)
- 104.9 - WMGR & WMJA (Magic FM)
- 105.3 - WBRW (The Bear)
- 106.1 - WJJS (Jammin WJJS)
- 107.1 - WPSK (108 Country)
- 107.9 - WYYD (Today's Best Country)

AM RADIO STATIONS

- 610 - WVBE (ViBE-R & B/Classic Soul)
- 710 - WFNR (Information Station)
- 910 - WWRW (3 WR Family Radio)
- 960 - WFIR (News Talk 960)
- 1240 - WGMN (The GAME)
- 1320 - WVGM (The GAME)
- 1460 - WRAD (Country Music & Memories)

WEB SITES

- www.wdbj7.com (TV channel 7)
- www.wsls.com (TV channel 10)
- www.wset.com (TV channel 13)
- www.mcps.org
- www.nrvtoday.com
- www.schoolsout.com
