

# GARRETT COUNTY PUBLIC SCHOOLS

## Inclement Weather Calls Operational Guidelines



### ALL DAY CLOSING

#### Scenario #1: (All Schools and Central Office Facilities are closed)

- Approximate decision time by 5:30 a.m.
- **Code Red** (All employees, including essentials, do not report to work.)
- **Code Blue** (Only designated essential employees will report to work.)
- Sample Media Release—"Garrett County Public Schools will be closed today. Code Red/Blue for Employees."

#### What does this mean?

- All school activities (day and evening) are canceled. No buses will operate.
- Schools and Central Office Facilities are closed.
- All non-school activities, day and evening, are canceled, including adult education, college classes, and recreational programs scheduled in school buildings and on school grounds.

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#### Scenario #2: (All Schools are closed. Central Office Facilities open at 10:00 a.m.)

- Approximate decision time by 5:30 a.m.
- **Code Orange** (Essential employees report on time. Non-essential employees report two [2] hours late.)
- Sample Media Release—"Garrett County Public Schools will be closed today. Code Orange for employees. Central Office Facilities will open at 10:00 a.m. Liberal leave is in effect."

#### What does this mean?

- Essential employees will arrive on time.
- Twelve (12)-month school-based administrative and supervisory personnel and school-based secretarial staff will report to work two (2) hours late. Should an employee be absent, they must take either personal leave, annual leave, or leave without pay (if no leave is available) in half-day increments.
- Eleven (11)-month school-based administrative personnel may report to work two (2) hours late. The day will count toward satisfying their contract obligation.
- Teachers and other school-based supporting services personnel will not report to work.
- Food service staff will not report to work.
- Central Office Facilities non-essential employees will report by 10:00 a.m. Employees must contact their supervisor immediately if they cannot arrive at the announced time. Should an employee be absent, they must take either personal leave or leave without pay (if no leave is available) in half-day increments.
- Students will not attend. No route buses will operate.
- All school activities (day and after school) are canceled. Evening activities may occur as scheduled unless otherwise announced. All non-school activities (day and evening) are canceled, including adult education, college classes, and recreational activities.

NOTE: All-day closings can be specific to just the schools in the county's northern or southern areas; on rare occasions, they may be limited to one specific elementary school area. When this occurs, the items listed above only pertain to the closed school(s). All other schools will operate on a regular schedule. The approximate decision time will be 5:30 a.m.

- **Sample Media Release—*"All Northern Garrett County Public Schools will be closed today. Code Orange for those employees. Central Office Facilities will open on time. Liberal leave is in effect."***
  - **Sample Media Release—*"All Southern Garrett County Public Schools will be closed today. Code Orange for those employees. Central Office Facilities will open on time. Liberal leave is in effect."***
  - **Sample Media Release—*"Route 40 Elementary School will be closed today. Code Orange for those employees. Central Office Facilities will open on time. Liberal leave is in effect."***
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## **LATE OPENING**

**Scenario #1: (All Schools open two [2]- or three [3]-hours late. Central Office Facilities open on time.)**

- **Approximate decision time by 5:30 a.m.**
- **Sample Media Release—*"All Garrett County Public Schools will open two (2) three (3) hours late. Central Office Facilities will open on time."*** (Inclement weather conditions will be reassessed at 7:15 a.m.)

**What does this mean?**

- *Essential employees will arrive on time.*
- *School-based administrative and supervisory personnel and school-based secretarial staff will report to work at the regular start time. Should one of these employees be absent, they must take either personal leave, annual leave, or leave without pay (if no leave is available) in half-day increments.*
- *Teachers and other school-based supporting services personnel will report to work no later than the amount of time stated in the late opening announcement. Employees must contact their supervisor immediately if they cannot arrive at the announced time. Should an employee be absent, they must take either personal leave, annual leave, or leave without pay (if no leave is available) in half-day increments.*
- *Food service staff will follow the established departmental schedule.*
- *Breakfast programs will be canceled.*
- *Lunch will be served.*
- *All morning field trips will be canceled. Afternoon field trips will occur if weather permits.*
- *Travel out of the county to athletic contests, performances, and academic competitions will be evaluated based on the weather conditions to, from, and at the site.*
- *Dismissal will be at regular times.*

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**Scenario #2: (All Schools open two [2]- or three [3]-hours late. Central Office Facilities open at 10:00 a.m.)**

- **Approximate decision time by 5:30 a.m.**
- **Code Orange (Essential employees report on time. Non-essential report two (2) hours late.)**
- **Sample Media Release—*"Garrett County Public Schools will open two (2)/three (3) hours late today. Code Orange for employees. Central Office Facilities will open at 10:00 a.m. Liberal leave is in effect."*** (Inclement weather conditions will be reassessed at 7:15 a.m.)

**What does this mean?**

- *Essential employees will arrive on time.*

- Twelve (12) month school-based administrative and supervisory personnel and school-based secretarial staff will report to work two (2) hours late. Should an employee be absent, they must take either personal leave, annual leave, or leave without pay (if no leave is available) in half-day increments.
  - Teachers and other school-based supporting services personnel will report to work no later than the amount of time stated in the late opening announcement. Employees must contact their supervisor immediately if they cannot arrive at the announced time. Should one of these employees be absent, they must take either personal leave, annual leave, or leave without pay (if no leave is available) in half-day increments.
  - Food service staff will follow the established departmental schedule.
  - Breakfast programs canceled.
  - Lunch will be served.
  - All morning field trips will be canceled. Afternoon field trips will occur if weather permits.
  - Travel out of the county to athletic contests, performances, and academic competitions will be evaluated based on the weather conditions to, from, and at the site.
  - Dismissal will be at regular times.
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## EARLY DISMISSAL

Scenario: (All Schools close two [2]- or three [3]-hours early. Central Office Facilities close at 3:00 p.m.)

- Approximate decision time by 10:30 a.m.
- **Sample Media Release—"Garrett County Public Schools will dismiss two (2)/three (3) hours early. Central Office Facilities will close at 3:00 p.m. All after-school and evening activities are canceled."**

What does this mean?

- All afternoon and evening activities will be canceled.
- Field trips and athletic trips will be canceled. No trips will depart after the closing announcement. Recall efforts for field trips will be initiated.
- Essential employees will remain at their designated facility unless directed otherwise.
- Following the safe dismissal of students, teachers, and other school-based supporting services, personnel may leave thirty (30) minutes after the departure of the last school bus.
- School-based administrative and supervisory personnel, as well as school-based clerical staff, may leave upon confirmation all bus routes servicing the school have been completed.
- Central Office Facilities non-essential staff will be dismissed at 3:00 p.m.
- Lunch will be served.
- All non-school activities (day and evening) will be canceled, including adult education, college classes, and recreational activities.
- Daycare centers will follow the schedule determined by the daycare administration. Parents should make every effort to pick up children earlier, if possible.

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## AFTERNOON AND EVENING ACTIVITIES

### Scenario: (Afternoon and evening activities canceled)

- **Approximate decision time by 12:30 p.m.**
- **Sample Media Release—“Garrett County Public Schools’ afternoon and evening activities are canceled.”**
- **Sample Media Release—“Garrett County Public Schools’ evening activities are canceled.”**

### What does this mean?

*The following activities in schools and on school grounds will be canceled:*

- *Extracurricular activities*
  - *Interscholastic contests*
  - *Team practices*
  - *Field trips*
  - *After-school programs*
  - *Professional learning and training courses*
  - *Adult and community education classes*
  - *Recreation programs and community use by outside groups not affiliated with Garrett County Public Schools*
  - *Daycare centers will follow the schedule determined by the daycare administration. Parents should make every effort to pick up children earlier, if possible.*
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## SATURDAY AND/OR SUNDAY ACTIVITIES

### Scenario: (Activities canceled)

- **Approximate decision time by 7:00 a.m.**
- **Sample Media Release—“Garrett County Public Schools’ Saturday/Sunday activities are canceled. All facilities are closed.”**

### What does this mean?

*The following activities in schools and on school grounds will be canceled:*

- *Extracurricular activities*
- *Interscholastic contests*
- *Team practices*
- *Field trips*
- *Professional learning and training courses*
- *Adult and community education classes*
- *Recreation programs and community use by outside groups not affiliated with the Garrett County Public Schools*
- *Testing*