

KANAWHA COUNTY SCHOOLS
PUPIL TRANSPORTATION
3300 Pennsylvania Avenue, Charleston, WV 25302
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PLEASE POST

October 1, 2015

TO: ALL EMPLOYEES

FROM: Brette Fraley, Executive Director, Pupil Transportation

RE: INCLEMENT WEATHER PROCEDURES

Below please find information regarding *INCLEMENT WEATHER PROCEDURES* for the 2015-2016 school year.

This will be announced by the local media and the Parent Link System **WHEN SCHOOLS ARE CLOSED FOR STUDENTS:**

CODE B: **All 261 day employees are to report to work on time. All other staff ARE NOT REQUIRED TO WORK.**

WHEN SCHOOLS ARE OPEN FOR STUDENTS ON A DELAY OR EARLY DISMISSAL – FOR ALL STUDENTS PRE-K THROUGH 12 AND ADULT VOCATIONAL CLASSES:

CODE C: **WHEN SCHOOLS ARE OPENING TWO HOURS LATE:**

All employees are to report to work at their regularly scheduled time. If they run into a problem (i.e. hazardous roads, etc.) they should call their Immediate Supervisor/Principal and advise them of their particular situation.

All morning vocational classes will be canceled. Announcements regarding changes in bus schedules and routes will be made by 8:00 a.m.

CODE D: **WHEN SCHOOLS ARE CLOSED EARLY:**

All Vocational, Extra-Curricular activities, and Community Education classes scheduled for that afternoon or evening will be canceled. News media will be notified of early dismissal as soon as decisions are made in order that announcements can be made by noon.