

RADFORD CITY PUBLIC SCHOOLS

CLOSING CODES FOR EMPLOYEES

Code 0	Schools Closed. No Employees Report. On Call or Report as Needed: Superintendent, Executive Directors, Directors, Building Administrators, Maintenance and Custodial Staff.
Code 1	Schools Closed. All Twelve Month Employees Report to Work at 9:00am.
Code 2	Schools Closed. All Twelve Month Employees Report to Work at 11:00am
2 Hr Delay	Maintenance and custodial employees will report on time. All other faculty and staff will report when school doors open (Secondary @ 9:00 and Elementary @ 9:45).
2 Hr Early Release	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 (administrators, office staff and custodians) should remain at their school or building locations at least one (1) hour after students have been dismissed from schools or until all students have arrived home safely.

*****The closing codes are subject to change at the discretion of the superintendent or designee*****

Adopted:

December 19, 2018