

## School Closing/Delay/Early Dismissal Announcements

(Updated February 19, 2015)

GCS schools and offices operate on regular schedule unless otherwise announced. Decisions are made as soon as possible (by 6:00 a.m. for AM decisions) and communicated through GCS social media and website, local media, and The Schools Channel. TV stations provide limited info. For details, reference GCS sources. For early dismissal, parents are called by district. For closing/delay, parents are called by district IF decision is made the prior day by 4:00 p.m.

<b>Media Announcement for TV Scrolls</b>	<b>Impact on School Day/Work Day and After-School Activities</b>	<b>Impact on Employees</b>
<p>Greenville County Schools – Closed.</p>	<p>Schools and offices closed.</p> <p>No day-time or after-school activities. Instructional day will be made up per school year calendar.</p>	<p>All - Do not report to work. (Anyone required to work to check on buildings, etc. will be contacted.)</p> <p><u>Missed Time Impact:</u></p> <p>*Teachers – Work on scheduled Makeup Days.</p> <p>*Non 12-Month School Employees Requiring Work Time Records –Work on scheduled Makeup Days. For any days beyond scheduled Makeup Days, time made up through personal leave, comp time and/or makeup of missed hours.</p> <p>*12-Month School and District Dept. Employees Requiring Work Time Records (Non-Exempt per Federal Law) – If not working the day of closure, time made up through vacation, personal leave, comp time, and/or makeup of missed hours. Makeup work time must be approved in advance by supervisor.</p> <p><u>*Other 12-Month Employees (Exempt per Federal Law)</u> – Handle with supervisor.</p>
<p>Greenville County Schools - # Hour Delay</p> <p>(Note: Pre-school special education AM classes are cancelled. Parents are notified directly.)</p>	<p>The school day and department business hours will start per designated delay. Parents may drop off students # hour(s) later than normal school day. Light breakfast served. No AM transportation from schools to/from centers and programs. No day field trips; does not incl. competitions. After-school activities on schedule unless announcement to cancel.</p>	<p>All – Report designated hour(s) later than regular time. Any deviation must be approved by the supervisor.</p> <p><u>Missed Time Impact:</u></p> <p>*School and Department Employees Requiring Work Time Records – See “Closed” options.</p>
<p>(Used When Extremely Low Temperatures/Wind Chill with No Precipitation.)</p> <p>Greenville County Schools - # Hour Delay for Buses; Schools Open at Regular Time</p> <p>(Note: Pre-school special education AM classes are cancelled. Parents are notified directly.)</p>	<p>Bus routes will be delayed # hours. Schools will open at normal times and provide educational activities until delayed start time. Students are not absent/tardy until after delayed start time. Breakfast will end at 10:00 a.m. No AM transportation from schools to/from centers and programs. No day field trips; does not incl. competitions. After-school activities on schedule unless announcement to cancel.</p>	<p>All – Report at regular time.</p>
<p>Greenville County Schools – Dismissing at (time).</p>	<p>Schools will be dismissed at designated time. No after-school activities.</p>	<p>School Employees – Work regular number of minutes after students dismissed. Students must be supervised until picked up.</p> <p>District Dept. Employees – Work until time communicated by District administration.</p> <p><u>Missed Time Impact:</u></p> <p>*12-Month School and District Dept. Employees Requiring Work Time Records – See “Closed” options.</p>

NOTE: Employees should consider travel safety and other issues when there is a delay and discuss with supervisor when an announcement is made. Location supervisor and designated staff (plant engineer, etc.) are expected to handle any building issues.