



Northumberland County Public Schools
2172 Northumberland Highway
Lottsburg, Virginia 22511
(804) 529-6134

MEMORANDUM

Northumberland County Public Schools

SUBJECT: INCLEMENT WEATHER & EMERGENCY CLOSINGS

- A. In the event of inclement weather or other emergencies prior to the start of the school day, one of the following codes will be announced on television, radio, and by the school messenger automated phone system. It will also be posted on the Northumberland Schools website at www.nucps.net.

Announcement

Definition

Staff Code 0

Schools closed to all personnel.

Staff Code 1

**12-month *essential personnel report to work.
Start time will be posted to the website and by the
automated school messenger phone system.**

Staff Code 2

**All 12-month personnel report to work.
Start time will be posted to the website and by the
automated school messenger phone system.**

Staff Code 3

**All personnel report to work except bus/car
drivers, cafeteria staff, and aides.
Start time will be posted to the website and by the
automated school messenger phone system.**

- B. In the event of inclement weather or other emergencies after the school day has begun, the superintendent's decision to close will be announced directly to the school principals, and on television, radio and school messenger. It will also be posted on the Northumberland Schools website at www.nucps.net.

While under an inclement weather or emergency closing schedule, if an employee feels he/she cannot safely travel to work, he/she may choose to take personal or annual leave.

(*Essential Personnel includes Transportation Director, all maintenance, and custodial staff.)