

2024-25 Inclement Weather Chart

See Regulation 521 R-B for more details.

	Announcement	Instructional Professional Instructional Staff	Non-Instructional 10-Month Classified	Non-Instructional 10, 11, and 12-Month Custodians	Non-Instructional Other Professionals and Support Staff
		Athletic Trainers, Behavior Specialists, Career Counselors, Instructional Coaches, Librarians, Music Therapists, Occupational Therapists, Physical Therapists, Registered Nurses, School Counselors (10, 11 months), Social Workers, Speech Pathologists, Student Support Coaches, Accountability Specialists (11 months), Student Support Specialists (11 months), Teachers (10, 11 months)	Behavior Assistants, Bus Drivers, Bus Aides, Car-Van Drivers, Choral Accompanists, Interpreters, Instructional Assistants, Nurses – LPN, Parent Liaisons, School Nutrition Workers, School Security Officers, Substitute - FT Teachers, Teaching Assistants EIRI, Teaching Assistants Pre-K, Title I Teaching Assistants	Custodians	Accountability Specialists, Accountants, Accounting Technicians, Administrators, Administrative Assistants (10, 11, 12), Analysts, Bus Driver Trainers, Clerk of the Works, Communications Specialists, Computer and Media Techs, Coordinators, Department Lead-Sped, Diagnosticians, Mechanics, Media Production, Network Specialists, Network Systems Engineers, Parent Resource Center Specialist, Parts Technicians, Psychologists, School Counselors (12 months), Service Writers, Software Specialist I, Software/Network Support, Specialists, Supervisors, System Support I, Student Support Specialists (12 months), Teachers (12 months)
CODE RED	All Frederick County Public Schools are CLOSED. School offices and central offices are also closed. Only emergency service personnel reports.	DO NOT REPORT	DO NOT REPORT	Head Custodians, 11-month and 12-month custodians are designated as emergency personnel and must report as instructed. 10-month custodians should follow the reporting instructions provided by their administrator. 10-month custodians who do not receive specific instructions should not report.	DO NOT REPORT
CODE BLUE	All Frederick County Public Schools are CLOSED. School offices and central offices are to report on time. Employees should follow Code Blue. Liberal leave is in effect. Custodians report on time unless otherwise directed by their administrator.	DO NOT REPORT	DO NOT REPORT	All custodians report on time unless otherwise directed by their administrator.	REPORT ON TIME; LIBERAL LEAVE IS IN EFFECT
CODE YELLOW	All Frederick County Public Schools are CLOSED. School offices and central offices are opening at _____. Employees should follow Code Yellow. Liberal leave is in effect. Custodians will receive direction from their administrator.	DO NOT REPORT	DO NOT REPORT	Head Custodians report as directed. All daytime custodians arrive later dependent on the opening time designated in the Rapid Communications announcement unless otherwise directed by their administrator and work until regularly scheduled stop time. All evening custodians work their normal number of hours with the option to shift their start time with administrator approval.	Employees should report according to the time/delay designated in the Rapid Communication announcement and work until regularly scheduled stop time. The number of hours worked from opening time to end of shift are the hours to be accounted for and only the time of the actual closure is waived.
CODE GREEN	All Frederick County Public Schools are operating on a TWO-HOUR DELAY. School offices and central offices will open _____. Employees should follow Code Green.	Employees should report two hours after normal scheduled start time.	Employees should report two hours after normal scheduled start time. School Nutrition Staff should report based on direction given by the Director of School Nutrition.	All custodians report on time unless otherwise directed by their administrator.	Employees should report according to the time/delay designated in the Rapid Communication announcement and work until regularly scheduled stop time. The number of hours worked from opening time to end of shift are the hours to be accounted for and only the time of the actual closure is waived.
CODE ORANGE	All Frederick County Public Schools, school offices, and the central offices are closing at _____. Staff will receive direction from their administrator for the time they may leave.	LEAVE AT TIME ANNOUNCED	LEAVE AT TIME ANNOUNCED	All daytime custodians work normal schedule or until the designated closure time, if earlier. All evening custodians leave based on the closing time designated in the Rapid Communications announcement unless otherwise directed by their administrator.	LEAVE AT TIME ANNOUNCED
Maintenance Technicians, Plant Engineers, and Head Custodians are Emergency Service Personnel and follow Regulation 521 R-B					

NOTES:
 Employee's designated "Inclement Weather Group" is also listed on their staff calendar. Staff calendars are available on the division website under Staff > Staff Calendars by Position.
 Liberal Leave During Inclement Weather - In the event of the cancellation of the school day and the office buildings remain open or if the office buildings open on a delay, employees may only use liberal leave when specifically authorized by the Superintendent. Liberal Leave is defined as the ability to use annual, personal, or sick leave.
 When the building is closed due to inclement weather, the time is considered "waived" and does not have to be made up.
 Emergency Service Pay (ESP) - ESP is only paid for hours worked when the building is closed.
 The non-instructional 10-month classified group does not include all employees who are considered classified based on Fair Labor Standards Act (FLSA). This group is split in either the 10-month classified and the support group. The positions are listed into the correct group on the chart.

last updated 2/5/25