

Union City Area School District
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Union City, PA 16438
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MEMO

TO: All Professional Staff
FROM: Mrs. Joan Quickle, Director of Curriculum and Special Programs
RE: **TWO-HOUR DELAY PROCEDURES**

This notice is to serve as clarification for anyone who may have questions regarding two-hour delay procedures.

Due to inclement weather, the District may utilize a two-hour delay in lieu of cancelling classes for the entire day. Employees, including substitutes, should develop the habit of listening to the local media on a regular basis for possible announcements regarding the delay or cancellation of school.

NOTE: Employees who do not have children enrolled in the District will not receive a Global Connect from the District due to weather-related delays.

During a two-hour delay, all teaching staff (including substitutes) are to report no later than two hours after their regular starting time as listed below:

	Daily Report Time	Two-hour Delay Report Time
Elementary School	7:45 a.m.	9:45 a.m.
Middle School/High School	7:25 a.m.	9:25 a.m.

Please continue to listen to the radio or TV stations for updated information. If the weather continues to deteriorate, it may become necessary to cancel classes for the day.