

# INCLEMENT-WEATHER-RELATED SCHOOL CLOSINGS AND DELAYED OPENINGS

## I. ANNOUNCEMENTS

Announcements concerning school closings and delayed openings resulting from inclement weather are made as early as possible in the morning after it has been determined that road conditions are unsafe. Whenever possible, depending on weather conditions and the status of county roads, a decision will be made and announced the night before. If not announced the night before, a decision will be made and announced as close to 6:00 a.m. as possible. Once announced, changing weather conditions may necessitate a change in the original decision. Therefore, school personnel should continue to monitor radio and/or television stations in case a change is made.

Announcements are made using the following media in the priority listed:

- (1) SchoolMessenger™
- (2) Pittsylvania County Schools' website: <https://www.pcs.k12.va.us/closings>
- (3) Local Radio & Television Stations (Note: Some stations do not begin broadcasting or do not have personnel available to answer the telephone prior to 6:00 a.m.; therefore, announcements may be delayed on these stations.)

## II. WORK SCHEDULES FOR SNOW DAYS

- A. **School Closings** - In the event that Pittsylvania County Schools are closed, the division will follow one of the plans listed below. The information distributed by the division through the media will include the code. Personnel are responsible for ensuring that they know which code to follow and should, therefore, listen carefully to the announcements provided by radio or TV stations in their entirety.

### SCHOOL CLOSING CODES

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| <b>PLAN A</b>    | <b>ALL operations are closed and no employees should report to work.</b>   |
| <b>PLAN B</b>    | <b>Transportation personnel, maintenance personnel, custodial personnel (INCLUDING 10-CALENDAR-MONTH CUSTODIANS), information technology technical staff, and essential administrative personnel (Superintendent, Assistant Superintendents, Principals, Assistant Principals, Directors, &amp; Supervisors) should report to work at the regular time or as soon as road conditions permit.</b> |
| <b>PLAN C</b>    | <b>ALL employees (EXCLUDING TEACHERS) who work more than a 200-day contract should report at the regular time or as soon as road conditions permit. 10-CALENDAR-MONTH CUSTODIANS ARE ALSO EXPECTED TO REPORT.</b>  |
| <b>PLAN D-10</b> | <b>ALL employees (EXCLUDING TEACHERS) who work more than a 200-day contract should report at 10:00 a.m. 10-CALENDAR-MONTH CUSTODIANS ARE ALSO EXPECTED TO REPORT.</b>  |
| <b>PLAN D-12</b> | <b>ALL employees (EXCLUDING TEACHERS) who work more than a 200-day contract should report at 12:00 noon. 10-CALENDAR-MONTH CUSTODIANS ARE ALSO EXPECTED TO REPORT.</b>   |
| <b>PLAN E-10</b> | <b>Transportation personnel, maintenance personnel, custodial personnel (INCLUDING 10-CALENDAR-MONTH CUSTODIANS), information technology technical staff, and essential administrative personnel (Superintendent, Assistant Superintendents, Principals, Assistant Principals, Directors, &amp; Supervisors) should report to work at 10:00 a.m.</b>   |
| <b>PLAN E-12</b> | <b>Transportation personnel, maintenance personnel, custodial personnel (INCLUDING 10-CALENDAR-MONTH CUSTODIANS), information technology technical staff, and essential administrative personnel (Superintendent, Assistant Superintendents, Principals, Assistant Principals, Directors, &amp; Supervisors) should report to work at 12:00 noon.</b>  |

**NOTE: Teachers and aides should not report unless instructed to report.**

B. **Early Dismissals** – The following guidelines apply when schools close early due to inclement weather:

1. Teachers and aides will be dismissed after all students have departed for home.
2. Schools' office personnel may leave after all buses have completed their scheduled routes.

**NOTE:** When the decision to close schools is made after school has begun for the day, the school board office will notify schools of the early closing using the bus radio or telephone.

C. **Delayed Openings** - The following guidelines apply when schools start late because of inclement weather:

1. The Central Office and school offices will open on the regular schedule unless otherwise announced.
2. Central office and school office personnel will report to work according to their regular schedules. Teachers will report at the time that corresponds to the amount of time that school is delayed. (e.g. In the event of a one hour delay, teachers would report one hour later than they are normally scheduled to arrive.)

### **III. TORNADOES AND OTHER SEVERE STORMS**

- A. **Tornado Watches and Severe Thunderstorm Warnings** - In the event that the National Weather Service issues a tornado watch or a severe thunderstorm warning, the Superintendent of Schools, the Assistant Superintendent for Operations, and other division-level staff will exercise discretion regarding whether/when buses will be allowed to leave school for their afternoon routes. The presence of strong winds, thick and/or heavy-looking clouds, and generally unfavorable weather conditions may justify holding all buses at school until conditions improve.
- B. **Tornado Warnings** - In the event that the National Weather Service issues a tornado warning, all buses will remain at their respective schools until the warning status changes.

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