

EMERGENCY AND INCLEMENT WEATHER PROTOCOL

SCHOOL CLOSINGS

The superintendent or their designee may order the closing, delay in opening, or the early dismissal of any or all schools to protect the safety and welfare of Charles City Public School (CCPS) students, employees and the vehicles and equipment that transports CCPS students.

The following information establishes and provides information and specific procedures for such closings, delays or early dismissals in the event of an emergency or inclement weather event.

Communication Methods

School Messenger System/Employee Telephone Tree, CCPS Website, Local TV Stations

Inclement Weather Closing

In the event that the superintendent or their designee determines that weather conditions threaten the safety and well-being of students, employees and school division vehicles and their operation, school closure information will be broadcast through the above noted communication methods. The determination of closure will be made as quickly as possible based on all current meteorological information available and shared with the general community through the communication methods noted above.

In the event of snow/ice days or other weather events, the following essential employees will be required to report to their designated schools at the announced scheduled start times:

- Superintendent
- Principals
- Assistant Principals
- School Administrative Assistants (12 months)
- Maintenance
- School Board Office Employees
- Transportation/Operations Staff (**NOT** including bus drivers/aides)
- Cafeteria Managers (CNS staff will be contacted by the immediate supervisor for reporting time)

Scheduled start times will be determined and announced according to weather and safety conditions for each weather episode. Reporting employees will be required to assess the condition of their schools and work areas, ensuring that all pipes, HVAC systems, alarms, etc. are in proper working order. Additionally, main or most direct entrances to each school (not including the entire width of all sidewalks) will need to be cleared for access. Employees, students and visiting community members must walk within the cleared parameters of these designated entrances as other doorways will not be cleared unless time permits.

Liberal Leave

Liberal Leave will be in effect only when announced. Liberal Leave is defined as follows:

If an employee cannot make it into work at their scheduled time due to weather conditions in their area or weather conditions driving to their work destination, they may take a full or partial day off if they contact their supervisor, explain the situation, and receive approval. The employee may take annual leave if they are eligible, or personal leave. If either or both, of these leave options, are exhausted, then the approved time off will be designated leave without pay.

Closing Options

1. **All Schools and Offices Closed (All Day)** – Charles City County Public Schools and administrative offices will be closed for the entire instructional and business day due to inclement weather. All students and all employees do not report
2. **All Schools Closed/Administrative Offices Open** – Charles City County Public Schools will be closed for students and school employees. All Essential Employees will report as designated by the superintendent (two-hour delay or all day). Liberal Leave will be determined according to each individual weather episode and safety conditions.
3. **Two-Hour Delay** – Charles City County Public Schools will open two hours late. Liberal Leave will be determined based on each individual weather episode and safety conditions.

NOTE: In the event of a Two-Hour Delay, transportation will not be provided for the following programs:

- Bridging Communities
- Maggie Walker and Appomattox Regional Governor's Schools

The following programs will be cancelled in the event of a Two-Hour Delay:

- Pre-School Class
- Alternative Education Online Academy

4. **Early Dismissal** – Charles City County Public Schools will close at an earlier designated time due to inclement weather. Parents will be notified of the early closure through above designated communication methods. Principals will have discretion to delay the release of faculty and/or staff based on notification and verification through Transportation that students have been delivered safely to home/bus stop locations. Liberal leave will be in effect for any employee wishing to depart prior to the designated early dismissal time.
5. **After-School Activities Cancelled** – Charles City County Public Schools will cancel all after-school activities due to inclement weather or any other reason as specified. The closing will include all student activities, athletics and all public use activities that are located on any Charles City County Public Schools property.

Adopted: July 21, 2009

Revised: November 18, 2014

Legal Refs: Code of Virginia, 1950 as amended, § 22.1-70, 22.1-78. 22.1-98

Cross Refs: GAA Staff Time Schedule