

Policy 4-2.8

Superintendent's Regulation 4-2.8 and Title: School Closings

Background:

PCPS schools and offices may be closed, delayed or dismissed early due to inclement weather or other emergencies.

Process/Procedures:

The Superintendent/designee will determine if PCPS needs to close, delay or dismiss schools early. The superintendent/designee will consider input from weather experts, the Executive Director of Operations and other staff, as well as the City of Poquoson public safety services prior to deciding to alter the status of schools.

Once a decision is made, information will be communicated to employees and parents/guardians via the PCPS telephone notification system, the division web page, and local television stations. Information will also be communicated via email and other electronic means when possible and/or applicable.

Specific communication about employee reporting status will be included in the initial communication. Note that a decision made prior to the start of school will be made by 6:15 a.m.

During a closure, delay or early dismissal, essential personnel and/or 12 month employees may be required to report to work while other employees are not required to do so.

Essential personnel are identified in the Essential Personnel employee phone tree that is revised annually and distributed to all essential personnel.

If essential personnel are unable to report to work when required they must notify their supervisor immediately and the work absence will be addressed by the supervisor within 24 hours of their decision not to report to work.

Date Issued/Reissued: February 5, 2014

Attachments/Links: None

Legal Reference (if applicable): N/A

Approval: Jennifer B. Parish, Ed.D., Superintendent