



SPECIAL NOTICE 5767

TO: All Principals & Central Office Administrators
FROM: Mychael Dickerson, Executive Director of Communications & Community Outreach
DATE: September 7, 2010
SUBJECT: 2010-2011 Emergency Closing Procedures

This notice outlines instructions for personnel in inclement weather situations as well as certain procedures concerning early closings, late openings, and variations of each (refer to Regulation 7-13-004). Please distribute this information to every employee. Supervisors should have this notice available for immediate reference in times of inclement weather.

School Closings/Late Openings

If inclement weather changes the school schedule in any way, all assistant superintendents, directors, and principals will be contacted via Blackboard Connect phone notification system as soon as a decision is made by the superintendent.

HCPS Sources

The following outlets are totally controlled by HCPS and will have the most complete and accurate information available:

Blackboard Connect -- phone notification system to all staff and parents/guardians.

HCPS-TV -- regular programming will be interrupted allowing for updates and announcements.

HCPS Website (www.henrico.k12.va.us) will post updates and announcements.

HCPS main number (652-3600) will have a voice mail message with complete information.

Media Sources

The following media sources are notified; however, these stations may edit the information.

Television: CBS6, 8News, and NBC12

Radio: Sports Radio 910, WRVA 1140, NewsTalk 1240, and 1320 Selecta
WCVE 88.9, American Family Radio 89.7, Power 92, Q94, K95, 96.5 The Planet, Spirit FM 97.1,
Lite 98, KISS 99.3, Y101, 102.1 The X, Mix 103.7, Praise 104.7, KISS 105.7, and 106.5 The Beat

Employees

When schools are closed, all 12-month employees are expected to maintain regular working hours except when central office is closed. All employees who work less than 12 months are to follow the same schedule as teachers. The following school-based employees do not report unless students are in attendance: clinic attendants, campus duty attendants, bus drivers, food service, and temporary employees (including PRIME teachers and other remedial teachers). Refer to Policy 4-05-002, "Time Schedule," for further clarification of the policy. Be sure employees are clear regarding their classification: temporary, part-time, full-time, or 12-month. If you have any questions about the status of any employees, please check with the school secretary or call Human Resources at 652-3657. Annual leave may be taken if employees choose to report late or miss the day. However, supervisors should be notified.

Custodial & Maintenance Employees

In bad weather, it is the responsibility of the day custodian to call the C&M phone number (652-3900) to get instructions on what should be done. When schools and administrative offices are closed, do not report to work unless you are scheduled for work by your supervisor. When schools are closed, but 12-month employees are to report late, custodial and maintenance staff should report late unless you are scheduled to work by your supervisor. Check the Intranet website at http://10.165.80.79/c_m/Main5/closing.pdf for more information. Principals or their designee may change the reporting times if they desire. If it snows on a Saturday, Sunday, or holiday, employees will be contacted by their appropriate supervisor with instructions on when to report to work if overtime is required.

Cancellation of Activities

When schools are closed, all field trips, athletic events, after-school and evening activities are cancelled. This includes adult education classes, staff development programs, and any activities planned by outside groups in school facilities. Exceptions to this may be made, at high school level only, if the activity involves tournament playoffs, district, regional, or state level competition or activities. Approval for the exception may be given only by superintendent or his designee when conditions indicate transportation and facility access can safely occur. On non-school days, should emergency conditions exist or develop, superintendent or his designee will determine whether participation in scheduled or re-scheduled events can be safely permitted.

Late Openings

When schools open **two hours late** (10:00 a.m. for elementary), morning PEDD will be cancelled. Afternoon PEDD students will attend and arrive on the buses with all other students.

Early Dismissal

Notification

As soon as a decision is made by the superintendent to close schools due to weather or other problems, notification will be made to principals via Blackboard Connect phone notification system. Media sources will be contacted as soon as principals have been notified.

Dismissal of Students

Early dismissal of students will be in the following order: Elementary, Virginia Randolph Education Center, Middle, and High Schools.

School Bus Drivers & Bus Assistants

School bus drivers and bus assistants are notified to listen to local radio or TV stations when it appears schools may close early because of inclement weather or other emergency conditions. Drivers with shuttle runs will pick up students in usual order and return students to their home schools. Principals must hold all buses until students in special/center programs have returned to their home schools, unless otherwise notified by transportation. Special education buses will follow their designated routes. When buses serving a school have not arrived by the time of dismissal, other drivers are to return until all bus riders have been taken home. Transportation supervisors will contact principals once all students have been transported home safely.

Dismissal of Staff

Staff may be dismissed at the discretion of the principal. However, principals need to be certain enough staff are present to respond to calls from parents or any accident that may occur as school buses transport students home.

Cancellation of Activities

When early dismissal occurs, all field trips, athletic events, after-school and evening activities are cancelled. This includes adult education classes, staff development programs, and any activities planned by outside groups in school facilities.

If you have any questions regarding these procedures, please contact me at 652-3724.