

SCHOOL CLOSINGS

The Superintendent or his/her designee may order the closing, the delay in opening, or the early dismissal of any or all schools in order to protect the safety and welfare of the students and staff.

Unless employees are notified that their work schedule is changed because of adverse weather or emergency conditions, it is expected that all employees will work according to the terms of their contract and division policy.

During adverse weather or emergency conditions, however, employees will follow guidelines related to work schedules. The guidelines may be reviewed by the School Board.

EMERGENCY SCHOOL CLOSINGS:

CODE 1: ESSENTIAL EMPLOYEES ONLY

All schools and offices are closed for all employees with the exception of those deemed essential. Essential employees include facilities, grounds, custodial, transportation, safety, and other personnel as determined by the Superintendent. Supervisors will request essential employees to report as necessary.

CODE 2: 12-MONTH EMPLOYEES REPORT

10:00 A.M. TO 4:00 P.M.

Supervisors may modify hours for essential personnel.

CODE 3: ALL EMPLOYEES REPORT

(Except Bus Drivers, Cafeteria Workers, and Paraprofessionals)

10:00 A.M. TO 4:00 P.M.

Supervisors may modify hours for essential personnel.

EMERGENCY DELAYED OPENINGS:

Delayed opening times apply to all students and staff with the exception of 12 month employees. 12 month employees will be expected to work their normal hours unless otherwise directed by the Superintendent.

Supervisors may modify hours for essential personnel.

EMERGENCY EARLY DISMISSALS:

Dismissal times for all employees will be determined by the Superintendent and communicated to principals and supervisors as warranted.

ADOPTED: February 8, 1983

REVISED: November 11, 1986
July 1, 1991
January 11, 2005
June 9, 2009
December 13, 2011

LEGAL REFERENCES: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-98.

CROSS REFERENCES: GBJ Staff Time Schedules