

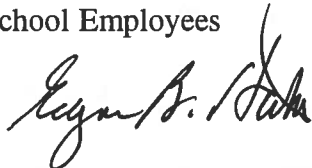


# LOUDOUN COUNTY PUBLIC SCHOOLS

Office of the Superintendent  
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Ashburn, Virginia 20148

**Edgar B. Hatrick, Ed.D.**  
**Superintendent**

TO: All Loudoun County School Employees

FROM: Dr. Edgar B. Hatrick   
Superintendent

DATE: August 27, 2012

SUBJECT: 2012-2013 School Year – School Closings for Inclement Weather

When school closings are determined, staff is expected to continue normal schedules unless notified otherwise. The announcement to close schools will be made under either “*schools and administrative offices are closed*” or “*schools are closed.*”

When schools and administrative offices are closed all employees except certain custodial and maintenance personnel (with whom individual arrangements have been made) may remain at home and not report to work.

When schools only are closed and administrative offices are open because of inclement weather or emergency situations teachers, counselors, 208-day/221-day secretaries, cafeteria managers/cafeteria workers, bus drivers/bus attendants, assistants, nurses and safety and security specialists are not scheduled to report for duty. In the event schools are closed temporarily as a result of an epidemic, inclement weather, or for other necessary cause, the School Board may require employees to make-up such loss of time within the school term by adding teaching days or hours or both, or, at its election, the School Board may extend the school term.

If there is a question as to which category you are in and whether you stay home or come to work when administrative offices are open, please ask your immediate supervisor.

Since our County is geographically diverse, it might be necessary (under very unusual weather circumstances) to close only a portion of our schools because of bad weather. The areas of the County that are most likely to be affected are the Loudoun Valley High School and Woodgrove High School Clusters, where we educate about 7,200 of the 68,170 students projected to enroll in our schools this year, and where we have a large number of unpaved and/or narrow roads that make school bus travel difficult.

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If school opening is delayed one hour, all staff except maintenance, cafeteria workers, custodial and transportation employees (regular work schedule) should report to work no more than one hour after their regular arrival time. When a two-hour delay is called all staff except maintenance, cafeteria workers, custodial and transportation employees (regular work schedule) should report to work no later than two hours after their regular arrival time. Delayed openings create situations which require some staff to be present to assist with circumstances created by the delayed start of school.

If it becomes necessary to close school early due to worsening weather conditions, that decision will be made and communicated by the Superintendent or his designee. School employees should continue with their normal work schedules until they are also dismissed due to the worsening weather conditions. Teachers and others who normally leave following the end of the school day should leave as designated by the building principal. When it is deemed advisable to release the remaining school employees to ensure their safe arrival at home, a decision will be made at the division level and communicated to individual managers who will then release employees at each school site at their discretion.

If you have questions about these procedures, please contact your principal or appropriate supervisor.

Attachment: Closing of Schools Due to Inclement Weather/Other Emergencies

**CLOSING OF SCHOOLS DUE TO  
INCLEMENT WEATHER/OTHER EMERGENCIES  
2012-2013 SCHOOL YEAR**

**I. Prior to School Session**

Once a decision is made as to whether or not to close schools because of inclement weather, one of the following two decisions will be made and announced:

**A. "Schools and Administrative Offices Are Closed" (Plan A):**

The entire school division will be closed for all employees because of severe weather conditions with the exception of certain custodial and maintenance personnel with whom individual arrangements have been made.

**B. "Schools Are Closed" (Plan B):**

Schools will be closed for students but all employees will report no later than one (1) hour later than usual. For employees who do not report, the day of absence will be deducted as stated below (See Policy and Regulations manual 7-58 Leave without pay).

1. Twelve-month employees: the day of absence will be charged to the employee's annual leave account, if eligible. If the employee does not have accumulated annual leave, a full pay deduction for that day will be made.
2. Eleven-month employees: 221-day secretaries will not be required to report to school on snow days or to make up a missed snow day at a later date unless that day is made up by students and teachers also.
3. Other employees who only report on days that students are in attendance will not report to work (teachers, guidance counselors, ten-month employees, nurses, safety and security specialists, assistants, bus drivers/bus attendants and cafeteria workers).

**C: "\_\_\_\_\_ Cluster Schools Are Closed" (Plan C):  
(i.e., Loudoun Valley Cluster Schools Are Closed)**

1. Personnel in the closed school/s will report in accordance with normal school closing guidelines.
2. Itinerant personnel must report in accordance with their daily schedule. If one of their schools is open and another closed, those personnel would be responsible for reporting to the open school during the time they normally are at that school.
3. When there is a partial closing of one or more, but not all schools, students and personnel in the closed school/s will normally not be required to make up the missed day. Should the closing go beyond a short time, make up may be required.
4. Staff who are not able to report to an open school will be required to use leave to cover their absence.
5. The decision to close schools because of inclement weather is based of the most recent meteorological information available at the time. The primary consideration in such decisions is the safety of students and staff.

II. During the School Day

In cases when severe weather conditions or other emergencies may need to be considered with regard to the closing of schools, the decision to continue normal operation or to close the schools is to be determined by the Superintendent or in his absence, by the designee.

This decision is based primarily upon the consideration of student welfare and safety. During the period of time that the schools are in session the responsibility for the safety and supervision of students as well as their instruction, rests with every staff member. No teacher or other employee is authorized to leave his or her assigned duties until his or her responsibilities have been fulfilled.

III. One-Hour Delayed Opening

Teachers and secretaries should be on duty no later than one (1) hour after their normal duty hour.

IV. Two-Hour Delayed Opening

Teachers and secretaries should be on duty no later than two (2) hours after their normal duty hour.

V. Specific Instructions to Principals and Other Personnel

Principals, assistant principals, and custodians are expected to be on duty at their normal time when we have a delayed opening. **No custodial personnel are to be released from their work stations unless expressly authorized by the Facilities Services Department.** Schools that have the capacity to remove snow from parking lots with snow blower or tractor with blade, should do so.

VI. Each principal should discuss the delayed opening with his/her faculty immediately, stressing the unusual circumstances of delayed openings.

All of us realize the stress that delayed openings place on working parents; thus, many parents, being busy, fail to hear the announcement that school is delayed. Make provisions to be ready to accept children early on these special delayed opening days. Have a designated place where these students can go.