



2017-18 employee information about severe weather and emergency closing procedures

September 2017

In the event of severe weather, Petersburg City Public Schools will assess road conditions as early as possible and will make every effort to provide information about school closings to employees and parents by 5:30 a.m.

Employees may receive closing information by

- checking their Petersburg City Public Schools email
- visiting the school system's Facebook page (www.facebook.com/PetersburgSchoolsVA/), Twitter feed (twitter.com/Pburg_Schools) or website (www.petersburg.k12.va.us)
- receiving a phone call or email from the school system via Blackboard
- checking local TV and radio stations

If schools are closed for severe weather or another emergency or if there is an emergency dismissal of students, then all after-school and evening classes, events and activities are canceled. This includes activities planned by outside groups at school division facilities. If threatening weather or another emergency occurs after schools dismiss at the regular time, then after-school and evening classes, events and activities may also be canceled.

If the announcement is made that schools and offices are closed, then

- No employees report.
- There is an exception for 12-month custodial and maintenance employees. They are considered essential personnel and are required to work during closings for facility protection, cleanup and maintenance. These employees are to report at their regular times, unless a change is announced and communicated by their supervisor.

If the announcement is made that schools are closed and offices will open two hours late, then

- 12-month employees in schools and departments report two hours late. Liberal leave* is in effect for 12-month employees who are not essential personnel.
- Other employees do not report.

If the announcement is made that schools are closed, then

- 12-month employees in schools and departments report to work at regular contractual hours unless a change is announced. Liberal leave* is in effect for 12-month employees who are not essential personnel.
- Other employees do not report.

If the announcement is made that schools will open two hours late, then

- Essential personnel (12-month custodial and maintenance employees) report at 5 a.m.
- All other employees report as soon as conditions safely permit or within the time specified (two hours late).

If the announcement is made that schools will close early, then

- 12-month employees remain unless conditions do not permit. At least one administrator must remain on-site until all students have been delivered home.
- Other employees are permitted to leave after students are dismissed.

* Liberal leave is available during emergency closings for 12-month employees who are not essential personnel; this means those who cannot safely get to work may use vacation days and stay home.