



Book	Lee County School Board Policy Manual
Section	E - Support Services
Title	Inclement Weather Operational Codes
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The deciding factor of any change in the operating status of Lee County Public Schools (LCPS) will be the safety of our students and staff. LCPS administrative and operational staffs will engage various resources to ensure that the best decision is made with the information that is made available. However, while generally predictable, weather does not impact all parts of the County in the same manner. All decisions will be made with the best interest of the safety of our students as the primary consideration. If a staff member does not feel that it is safe to travel, then the individual's direct supervisor should be contacted.

Generally, if a decision is made to open schools late or close, the announcement will be made by 6:00 a.m. If schools are operating on a delayed schedule, then the initial decision and weather conditions will continue to be evaluated until 8:00 a.m. for determining the start of the school day. On a regular and ongoing basis, LCPS administrative and operational staffs evaluate weather conditions to ensure operational effectiveness and efficiency for the safety of our students and staff.

All families, students, and staff should tune to a local radio and television station. Announcements will also be posted on the division website (www.lee.k12.va.us) and the call notification system will be utilized. Any questions should be directed to the school principal or employee's direct supervisor.

Codes

Code 1

Two-Hour Delay: All teachers and instructional support staff will follow the two-hour delay.

Code 3

Schools Closed: All 12-month employees report on regular schedule.

Code 4

Division Shutdown: Only essential personnel report.

Closings and Employee Attendance

Code 1

Schools operate on a two-hour delay schedule and all teachers and instructional support staff may follow the delay schedule. All 12-month employees report on their regular schedule.

Code 3

All schools will be closed. In general, only 12-month employees will report on their regular schedule. Due to the various geography and regionalized impact of weather on the County's roads, all employees are encouraged to consider safety as the highest priority when making a determination to go to work or take leave. However, if a 12-month employee cannot arrive to work by 10:00 a.m., then the employee's direct supervisor must be contacted and appropriate leave should be taken.

Code 4

Division shutdown and only essential personnel will report to work. Principals are responsible for making sure their buildings are checked as soon as possible. At the Division level, essential personnel are designated as the Division Superintendent and the staff member in charge of operations and/or staff member in charge of transportation. The Division Superintendent may assign essential personnel, as needed, at both the Division and school level. At the school level, the principal and head custodian are designated as essential personnel. In the event that snow removal will be required to prepare for school events or school the next day, then all custodial staff will be considered essential personnel.

Early Closings

If a decision is made to close schools early because of inclement weather, all teachers and instructional support staff may leave after students depart unless the building administrator requests the staff to stay longer due to the need for added support to help with students. Building administrator(s) and designated essential personnel are to remain at school until all students have arrived safely at home. Non-school based personnel are to remain at their work site for the normal working day unless specific instructions are provided from the Superintendent's office concerning early dismissal time.