

## SUPPORT SERVICES

File: EBCD-R

### SCHOOL CLOSINGS

1. The Superintendent has the authority to 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.
2. The Superintendent shall work with the Assistant Superintendent for Administrative Services, Coordinator for Communications and other staff as needed to develop a plan for closing or early dismissal of schools.
3. Appropriate information from the plan shall be shared with the schools, media and parents.
4. Employees shall be expected to report to work based on the contract terms and division policy unless notified by their supervisor that the work schedule has been altered.
5. Guidelines for work schedules for various situations that may result in the alteration of some or all of the work schedules shall be developed by the Director of Human Resources and included in the [Employee Handbook](#).

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-98

Cross References: [GAA Staff Time Schedules](#)