

**ALEXANDRIA CITY PUBLIC SCHOOLS**  
**Alexandria, Virginia**

**Administrative Directives**  
**2018-2019**

**No. 5**

**Date:** August 24, 2018

**TO:** All Staff Members

**FROM:** Gregory C. Hutchings, Jr., Ed.D.  
Superintendent of Schools

**TOPIC:** **Announcements and Procedures for Emergency Closings and Delayed Openings of Alexandria City Public Schools (ACPS)**

The following procedures are to be used by employees for reporting to work during emergency closings and delayed openings of schools. *PLEASE NOTE: The opening or closing of the federal or Alexandria City government does not affect the opening or closing of schools.*

School closings and emergency information will be e-mailed to all ACPS staff members at their ACPS e-mail address as soon as a decision is made. ACPS staff members may also sign up to receive emergency e-mail alerts on school closures from the City of Alexandria at [www.alexandriava.gov/eNews](http://www.alexandriava.gov/eNews). In addition, staff members may call the ACPS Information Hotline at 703-866-5300. Information on procedures for each type of delay or closure is contained in the attached tables.

Radio and Television Announcements: In the event ACPS offices or schools are to be closed or their openings delayed because of inclement weather or emergencies, messages will be disseminated to all local radio and TV stations, including ACPS-TV (Comcast Channel 71), as soon as the decision is made and will also be posted on the ACPS website and on social media, including Facebook and Twitter.

Early closings will be communicated to the principals and supervisors as soon as the decision has been made by the Superintendent. Please do not call the Superintendent's Office or the Clerk of the Board.

Payroll: During anticipated weather events that require closure of ACPS schools and administrative offices, the Payroll Office makes every effort to process payroll and to mail paychecks prior to closing as long as doing so does not pose a safety risk to payroll personnel. As such, ACPS cannot guarantee that staff members will be able to process pay for casual employees and timesheets or distribute paper payroll checks during school and/or office closures. In these cases, casual and timesheet pay will be processed and checks mailed when schools and offices reopen. Permanent employees are encouraged to establish direct deposit of paychecks.

**FOR ADDITIONAL INFORMATION CONTACT:** Ms. Helen Lloyd, Director of Communications,  
703-619-8003

Attachment

## TWO-HOUR DELAYED OPENING

### STUDENTS

Kindergarten through grade 12 and Virginia Preschool Initiative (VPI) students report two hours later than regular opening time.

Morning pre-K programs (Early Childhood Special Education and Preschoolers Learning Together) report two hours later than regular opening time, and dismiss one hour later than usual. Afternoon pre-K reports one hour later than regular opening time and is dismissed at the regular time.

### STAFF

All non-essential personnel should report two hours later than their regular time.

Essential personnel report at regular time.

## ONE- and TWO-HOUR EARLY CLOSING

### STUDENTS

All schools will be dismissed one or two hours early as announced. No make-up classes are required for early closings.

Morning pre-school will be dismissed at 11:00 a.m.

Afternoon pre-school canceled (make-up classes may be required).

### STAFF

Non-administrative licensed staff members, paraprofessionals, and hall monitors may be released at the principal's discretion after students have been dismissed and buses have departed.

All other day-staff members are expected to work a regular day.

Night personnel must report at regular time or take leave with supervisor's approval (unless otherwise instructed).

Bus drivers/bus monitors report one/two hours (as appropriate) earlier than regular time for afternoon runs.

## EMERGENCY SCHOOL CLOSING PROCEDURES

Alexandria City Public Schools employees should obey the following guidelines when schools are closed for the day due to an emergency, such as inclement weather:

### WHEN SCHOOLS AND ADMINISTRATIVE OFFICES ARE CLOSED

ONLY THE FOLLOWING ESSENTIAL PERSONNEL REPORT:

- Chief Operating Officer
- Director of Pupil Transportation
- Director of Educational Facilities
- Assistant Director, Facility Operations and Maintenance
- Assistant Director, Safety, Risk Management, and Health
- Supervisor, Maintenance Services
- Manager, Building Systems
- Building Systems Supervisor
- building engineers
- custodians (except temporary part-time)
- maintenance shop employees
- security personnel

### WHEN SCHOOLS ARE CLOSED BUT ADMINISTRATIVE OFFICES ARE OPEN

ALL 12-MONTH EMPLOYEES REPORT and LIBERAL LEAVE IS IN EFFECT