



Inclement Weather Procedures

In order to support the safety and well-being of students and staff, Pitt County Schools has outlined the following procedures in case of inclement weather.

If a change in the school schedule is necessary due to inclement weather conditions, an announcement will be posted to the following:

- Connect 5 phone notification system to all students and staff
- Pitt County Schools website
- Pitt County Schools inclement weather message line at (252) 830-3535
- Pitt County Schools social media
- Local media outlets, including television, radio, and newspapers

While keeping in mind the unpredictability of the weather and that forecasts can change quickly, every effort will be made to provide announcements as far in advance as possible so that students, parents and staff can plan accordingly.

No announcement means that school will operate on regular schedule.

Despite the status of the school system at large or the weather conditions, immediate supervisors may request employees report to work in order to complete essential tasks (examples include checking HVAC and water, clearing sidewalks or other duties as needed on all delayed or closed days).

One of the following conditions, as selected based upon the specifics of the weather conditions and forecasts, will be noted in the district announcement so that expectations of students and staff are clear:

Staff Position	CONDITION 1 x-Hour Delay for Students & Staff	CONDITION 2 x-Hour Early Release for Students & Staff	CONDITION 3 Closed for Students Optional Staff Workday	CONDITION 4 Closed for All Students & Staff (10, 11 & 12 month)
CERTIFIED INSTRUCTIONAL STAFF <i>10,11, & 12 month</i>	Report x-hours later than normal time.	Workday will end x-hours earlier than normal.	Report to work at normal time pending any delay. May use appropriate leave or a day without pay.	May use appropriate leave or a day without pay.***
TEACHER ASSISTANTS <i>10, 11 & 12 month</i>	Report x-hours later than normal time.	Workday will end x-hours earlier than normal.	Do not report to work unless instructed to do so. Further instructions will be provided.	May use appropriate leave or a day without pay.***
CLASSIFIED EMPLOYEES & ASSISTANT PRINCIPALS <i>10 month</i>	Report x-hours later than normal time.*	Workday will end x-hours earlier than normal.**	Report to work at normal time pending any delay. May use appropriate leave or a day without pay.	May use appropriate leave or a day without pay.***
CERTIFIED NON-INSTRUCTIONAL & CLASSIFIED EMPLOYEES <i>11 & 12 month</i>	Report x-hours later than normal time.*	Workday will end x-hours earlier than normal.**	Report to work at normal time pending any delay. May use appropriate leave or a day without pay.	May use appropriate leave or a day without pay.***
FACILITY SERVICES & TRANSPORTATION	Contact your immediate supervisor for instructions.	Contact your immediate supervisor for instructions.	Contact your immediate supervisor for instructions.	May use appropriate leave or a day without pay.
BUS DRIVERS	Report x-hours later than normal time.	Workday will end x-hours earlier than normal.	May use appropriate leave or a day without pay.	May use appropriate leave or a day without pay.
CHILD NUTRITION	Report to work at regular time or as soon as it is safe to travel so that meal service schedules can be met.	Need to secure the food service operation before leaving. See your cafeteria manager for instructions.	May report to work if the manager or asst. manager is also working. May use appropriate leave or a day without pay.	May use appropriate leave or a day without pay.

* Employees who begin their normal hours after the delay times, are not eligible for the x-hour delays.

** Employees who begin their normal hours after the early release time, will need to contact their immediate supervisors.

*** The opportunity of make up time may be available pending the approval of the superintendent.

Position Categories

<p>Certified Instructional Staff (10, 11, & 12 month):</p> <ul style="list-style-type: none">• All Classroom Teachers (Pre-K through 12)• School Counselors• School Social Workers• School Psychologists• Speech Language Therapists	<p>Teacher Assistants (10, 11 & 12 month):</p> <ul style="list-style-type: none">• Teacher Assistants• Drivers' Education	<p>Classified Employees & Assistant Principals (10 month)</p> <ul style="list-style-type: none">• Assistant Principals• Data Managers• Office Staff• Music Therapists• Occupational & Physical Therapists• Graduation Coaches• Transition Coaches• Parent Involvement Specialists	<p>Certified Non-Instructional & Classified Employees (11 & 12 month)</p> <ul style="list-style-type: none">• Principals• Assistant Principals• Central Office Administrators• Office Staff• Custodial Staff• Data Managers• Occupational & Physical Therapists• Parent Involvement• Community Schools & Recreation Staff
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