Rigor • Relevance • Relationships
TAZEWELL
County Public Schools

DIVISION OFFICE
506 Jeffersonville Street
Tazewell, Virginia 24651-5396
276-988-5511 | Fax 276-988-1976
www.tcpsva.org

CHRISTOPHER B. STACY, ED.D.
Division Superintendent

SCHOOL BOARD
Erik Robinson, Chair • Irene Mullins, Vice-Chair
Brannon Breeding • Freddie Elswick • David Woodard

TAZEWELL COUNTY PUBLIC SCHOOLS
STAFF MEMORANDUM

TO: All Employees
FROM: Dr. Christopher Stacy - Division Superintendent
DATE: November 16, 2026
SUBJECT: Inclement Weather Reporting and School Schedules

Unless otherwise directed by the Division Superintendent or designee, the following reporting expectations and scheduling procedures apply during inclement weather.

Virtual Day

- **Essential Employees**: **Maintenance and Grounds employees** report to their assigned buildings or areas at their regular starting time and work their regular shift. **Custodians** report to their assigned buildings at 8:00 a.m. and work their regular eight-hour shift.
- **All Other Employees:** All other employees, including teachers, report to their assigned buildings two hours after their regular starting time and work until their regular ending time.
- **Bus Drivers:** Report as directed by the Transportation Supervisor.
- **Absences:** Employees who are required to report on a **Virtual Day** but are unable to do so must promptly notify their immediate supervisor and enter their full-day absence in Frontline.

Snow Day

- Ten-month and ten-and-one-half-month employees do not report.
- Eleven-month elementary and middle school assistant principals, eleven-month high school counselors, and the Supervisor of Nursing do not report.
- Twelve-month employees report as directed by the Division Superintendent.
- Eleven-month secretaries, technology employees, and the Title I Family Engagement Coordinator report as directed by the Division Superintendent.
- **Essential Employees: Maintenance and Grounds employees** report to their assigned buildings or areas at their regular starting time and work their regular shift. **Custodians** report to their assigned buildings at 8:00 a.m. and work their regular eight-hour shift.
- Employees who are required to report on a **Snow Day** but are unable to do so must promptly notify their immediate supervisor and enter their full-day absence in **Frontline**. Any alternative work arrangements require prior supervisor approval.
- Cafeteria managers may be directed to report to receive scheduled deliveries when a custodian is unavailable.

Code 10 – No Employees Report

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Two-Hour Delay

- Eleven- and twelve-month employees report at their regular starting time.
- Ten-month and ten-and-one-half-month employees report two hours after their regular starting time.
- **Essential Employees: Maintenance, grounds, and custodial employees** report to their assigned buildings or areas at their regular starting time and work their regular shift.
- Schools begin two hours later than their regular starting times.
- Principals must ensure staff are assigned to supervise students who arrive before the delayed opening time.

Extracurricular Activities

- When schools are closed to students, including Virtual Days, extracurricular and after-school activities are canceled unless authorized by the Division Superintendent or designee. When schools are closed early, extracurricular and after-school activities are canceled unless authorized by the Division Superintendent or designee.
- When the start of school is delayed, extracurricular and after-school activities are not automatically canceled unless a divisionwide announcement states otherwise. Individual activities may be canceled at the school principal's discretion on a case-by-case basis.

Reporting Concerns

- Employees who anticipate difficulty reporting at the required time should promptly contact their immediate supervisor.
- Thank you for your cooperation and flexibility during inclement weather.