

SNOW WATCH PROGRAM 2010-2011

Dr. BRAD WINTER
CHIEF OPERATIONS OFFICER

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November 30, 2010

MEMORANDUM

TO: APS Principals

FR: Dr. Brad Winter
Chief Operating Officer

RE: **INCLEMENT WEATHER/ABBREVIATED DAY/EARLY DISMISSAL/CANCELLATION OF SCHOOL SCHEDULE**

The decision to implement an abbreviated day schedule requires coordinated efforts in several areas. State, county, and city street departments, as well as Snow Watch Volunteers may be contacted for reports on road conditions. Information from school bus contractors will be obtained before a decision is made to implement a change in schedule due to inclement weather.

APS Police and Student Transportation Services will provide me with reports on road conditions and the ability of school buses to transport students safely to and from school. I will make the final decision to implement an inclement weather day schedule for the Albuquerque Public School-abbreviated schedule, early dismissal, or cancellation of school.

ABBREVIATED DAY:

The abbreviated day schedule is a shortened school day that begins **TWO HOURS LATER** than the regular schedule but ends at the regular time. While schools may have different bell schedules, most schools on an abbreviated days schedule will utilize the following instructional times:

HIGH SCHOOL

9:40 A.M.-2:25 P.M.

MIDDLE SCHOOL

10:35 A.M.-3:05 P.M.

ELEMENTARY SCHOOL

11:15 A.M.-3:45 P.M.*

*This time schedule also applies on Wednesday

The most common use of the abbreviated day schedule occurs when severe weather causes street conditions that would endanger the safety of students to school and school employees to work. All site-to-site (e.g. physical and occupational therapy and work-study, transition services) bus transportation will be cancelled on an abbreviated day. Morning classes for the Developmental Pre-School Program (DPP) will be cancelled on an abbreviated day.

The reporting time for all employees will be delayed up to a maximum of two hours, on an abbreviated day schedule. Administrators and custodial personnel are expected to report as near to their normal starting time as possible, to prepare the building for the school day. District level employees are expected to report as near to their normal starting time as possible. Employees may decide that it is not safe to travel or if they are unable to travel may take leave. Any employee who is unable to reach their school or their office for the day must take 8 hours of annual or personal leave. If you have questions call the APS Student, School and Community Service Center at 855-9040.

The school principal is responsible for determining the adjustment of classes necessary to accommodate the abbreviated day schedule. The principal is also responsible for clarifying the exact beginning and dismissal time for his/her school site to the school community.

The decision to institute an abbreviated schedule will be made and announced through the news media no later than 5:30 a.m.

CANCELLATION OF SCHOOL:

Following the decision to implement an abbreviated schedule, weather conditions occasionally worsen to the point that makes it necessary to close the schools. This announcement will be made no later than 8:00 a.m. All students, parents and employees are encouraged to listen to the radio or watch television for announcements concerning changes in the school schedule.

EARLY DISMISSAL:

If severe weather conditions materialize during the school day at your site that would necessitate an early dismissal of students, please contact School Police who will then contact me with a recommendation and feasible plan. After 11:30 a.m., it will be very difficult to arrange for school buses to arrive at school sites, other than at their regular time. If a decision is made on a district wide basis to dismiss early: KANW (89.1 FM), commercial radio stations, and e-mail will be utilized to provide instruction and direction.

Principals and site administrators should refer to their **Safe School Response Plan** for specific site procedures in dealing with an abbreviated day, early dismissal, cancellation of school or the possibility of the retention of students in instances where school buses may be delayed, several hours, in arriving at your school to pick up students. Your assistance in preparing your students, staff and school community for inclement weather day schedules is critical.

INCLEMENT WEATHER DISMISSAL SCHEDULE-ELEMENTARY SCHOOLS:

During a district wide early dismissal, it will not be possible to schedule buses to pick up elementary school students at the same time. This will be evident when there are buses that are currently providing service to more than one elementary school, with different starting and ending times. Accommodations will be made so that buses are not scheduled to pick up students at two elementary schools at the same time.

To avoid conflicts in scheduling buses during a district wide inclement weather dismissal, the elementary schools listed below will need to follow the same dismissal time that will be announced for either the middle schools or the high schools. School buses will be scheduled to arrive according to the middle school or the high school schedule listed below.

2010-2011 School Year

<u>Elementary School-Ending Time</u>	<u>Use the Schedule Announced For</u>	<u>Elementary School-Ending Time</u>	<u>Use the Schedule Announced For</u>
Adobe Acres	High School	Inez	High School
Alamosa	High School	Kirtland	Middle School
Apache	Middle School	Kit Carson	High School
Armijo	High School	La Luz	High School
Atrisco	High School	La Mesa	High School
Bel-Air	Middle School	Lavaland	High School
Bellehaven	High School	Los Ranchos	High School
Carlos Rey	High School	Lowell	Middle School
Chamiza	Middle School	MacArthur	Middle School
Chelwood	Middle School	MaryAnn Binford	High School
Collet Park	High School	McCollum	Middle School
Coronado	Middle School	Mission	High School
Dolores Gonzales	High School	North Star	High School
East San Jose	Middle School	Reginald Chavez	Middle School
Edward Gonzales	High School	Rudolfo Anaya	High School
Emerson	Middle School	Sombra Del Monte	Middle School
Eugene Field	High School	Susie Rayos Marmon	High School
Griegos	High School	Washington MS	Elementary School
Hawthorne	High School	Whittier	High School
Helen Cordero	High School	Ventana Ranch	Middle School
Hodgin	High School		

INCLEMENT WEATHER SCHEDULE FOR MOUNTAIN SCHOOLS

1. When the mountain schools are on an abbreviated day, Manzano High School will be on an abbreviated day;
2. When the mountain schools are cancelled first call in the morning, Manzano High School will have the same schedule as the city schools; and;
3. In the event the mountain schools are put on an abbreviated day first call in the morning, and that decision is changed to a cancellation at the second call of the morning, then Manzano High School will be on an abbreviated day, regardless of the mountain school schedule.

If you have any questions regarding inclement procedures, please call Deputy Chief Steve Tellez, Transportation Specialist Roger Garcia, or me.

Thank you for your cooperation.

Cc: Community Relations
Student Transportation Services
Food Services
School Police



SNOW WATCH RESPONSIBILITIES

APS POLICE DISPATCH

THE "SNOW WATCH" PROCESS BEGINS AS SOON AS THERE ARE ANY INDICATION OF WEATHER CONDITIONS THAT COULD POSSIBLY PREVENT THE OPENING OR CLOSING OF SCHOOLS. THE COMMUNICATIONS SECTION OF THE APS POLICE DEPARTMENT WILL BE THE CENTRAL LOCATION FOR COORDINATING AND CONTACTING THE NECESSARY PERSONNEL INVOLVED. THE FOLLOWING PROCEDURES WILL BE USED ON INCLEMENT WEATHER DAYS.

1. Have the graveyard officer begin the snow watch program by checking the roads in the mountains, Highways South 14 and North 14 and the parking lots of the APS East Mountains Schools. Have the officer give you up-dates on the conditions of the roads.
2. Contact the On Call Commander of School Police before 0330 hours when questionable weather conditions exist.
3. The APS mountain bus companies will be contacted no later than 0455 hours. Bus companies have personnel who survey street conditions, they will relay information on the safety and conditions of the roads.
4. The dispatcher will stay in touch with county, state and city street departments for road clearing conditions. They will also stay in contact with the East Mountain Snow Volunteers.
5. The Transportation Specialist on duty will also be contacted.
6. The On Call Commander of School Police and the Transportation Specialist will contact the Superintendent or his designee no later than 0530 hours with a recommendation for school closings or delays. The Director of the Community Relations Office will then be contacted to coordinate media releases.
7. Notify the principals of A. Montoya ES, Roosevelt MS, San Antonito and Manzano HS.

ADDITIONAL DISPATCH PROCEDURES

- A. Keep updated on weather forecasts; phone number 243-0702 (recording 821-1111) on the Internet-Weather.
- B. Check with BCSO East Sub Station; phone number 798-7000/281-3377.
- C. Check with APD, BCSO, RRDPS, Corrales PD and To'hajillee School. The buses for the To'hajillee School normally leave by 0445 hours and a quick determination on school closing or delay, for that area alone will have to be made.



**ALBUQUERQUE PUBLIC SCHOOLS
INCLEMENT WEATHER DAY DECISIONS
SCHOOL BUS TRANSPORTATION TIME LINES
2010-2011**

<u>Time Line</u>	<u>School Bus Transportation Activity</u>
Prior to 4:55 am	School bus contractors and APS School officials gather information from different sources, which will be helpful in making a recommendation on an inclement weather day schedule.
No later than 5:00 am	School bus contractors make their recommendations to Roger Garcia and/or Steve Tellez or designee regarding the need for an inclement weather day schedule.
5:00 am - 5:30 am	Steve Tellez/or designee and Roger Garcia report inclement weather information to Dr. Brad Winter. A decision is made whether or not to institute an inclement weather day schedule. If an inclement weather day schedule is approved, Dr. Brad Winter will inform Community Relations with information which needs to be announced through the media.
5:30 am	The District will want the media to announce the decision to have an inclement weather schedule no later than 5:30 am.
7:30 am - 8:00 am	Should the weather worsen after an abbreviated day schedule has been announced, a decision may be made to cancel school. The district will try to inform the media of this decision no later than 8:00 am.
8:00 am - 9:00 am	The District will want the media to announce the decision to change from an abbreviated day schedule to cancellation of schools as soon as possible after 8:00 am.
11:30 am	<p>If students have already been delivered to school and weather worsens during the day, then a decision to "Early Release" students to go home should be made no later than 11:30 am, if at all possible. A decision made after that time would be difficult to implement.</p> <p>If an "Early Release" is needed district wide, then a schedule will be utilized which takes into account the different bell schedules at the elementary schools.</p>

Albuquerque Public Schools 2010-2011

Traditional School Calendar

Date, Day, Event

Aug. 12, Monday	Staff report to schools
Aug. 13, 14, Thursday, Friday	School Registration
Aug. 16, 17, Monday, Tuesday,	District Wide In-service (no classes)
Aug. 18, Wednesday	First Day of Classes
Sept. 6, Monday	Labor Day Holiday
Oct. 8, Friday	Fall Break (no classes)
Nov. 11, Thursday	Veterans' Day (no classes)
Nov. 24-26, Wednesday, Thursday, Friday	Thanksgiving Holidays
Dec. 17, Friday	Last Day of Classes (end of fall semester)
Dec. 20- Dec. 31	Semester Break (no classes)
Jan. 3, 4, 2011, Monday, Tuesday	District Wide In-Service (no classes)
Jan. 5, 2011, Wednesday	Spring Semester Begins (first day of classes)
Jan. 17, Monday	Martin Luther King Jr. Holiday
Feb. 21, Monday	Presidents' Day Holiday
March 14-18	Spring Break
April 22, Friday	Vernal Holiday
May 27, Friday	Last Day of Classes (end of spring semester)

May 30, Monday.....Memorial Day
Holiday

May 31 thru June 2,3, Tuesday thru Thursday.....Snow Make-Up Days (if
needed)