

## Delayed Start, School Cancellation, or Early Dismissal due to Snow or Ice

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### To find out if there is a Delayed Start, School Cancellation, or Early Dismissal due to Snow or Ice:

- Visit the District Office homepage announcements at [www.laschools.net](http://www.laschools.net)
- SchoolMessenger will send out e-mail/text notifications. If the parent or guardian is signed up to receive messages.
- Call 663-2223 (LAPS Info-Line)
- Watch one of the local morning news programs
- Call your school's info line (below)
- Tune in to KRSN AM 1490

This message is to provide district wide procedures, communications strategies, and to help us further prepare for the winter of 2015-16. The information may be particularly important because the National Oceanic and Atmospheric Administration (NOAA) is predicting ~150% of the annual average snow fall for northern New Mexico this year.

### Communications

- The decision to close school or delay the start of school will usually be made by 5:30am.
- Official announcements will be made via the media, district web page, LAPS E-Alerts, the school district's information line (663-2223), and each individual school line.
  - We will be coordinating with LANL and the County on all decisions about a delayed start, cancelation, or early dismissal. In general, if the Lab is on a delay, school opening will be delayed. If the Lab is closed due to weather, our schools will usually be closed.
    - When school is dismissed early or cancelled for the day, all after school programs including athletics (both home and away contests) and activities are cancelled.
    - This information will be used to update the LAPS webpage and Employee Handbook.

### Delayed Start

- Students should arrive at school for these start times
  - o 9:50am - LAHS
  - o 10:00am - LAMS
  - o 10:20am - Elementary schools (On Wednesdays, no school when there is a two-hour delay, YMCA programs start at noon)
    - o Morning Pre-School is cancelled; afternoon Pre-School will meet as usual
- Busses will arrive at bus stops two hours later than the usual pickup time
- Parking lots will usually be cleared and ready for buses and cars by 7:30am. Please allow our maintenance staff to clear the parking lots.
  - Parking lots will usually be cleared and ready for buses and cars by 7:30am. Please allow our maintenance staff to clear the parking lots.
- Sidewalks will usually be cleared by 8:00am
- With regard to employees reporting to work, safety comes first
  - o Certified staff should arrive no later than 2 hours after their normal start time
  - o Classified staff should follow instructions from their immediate supervisor

### Employees:

- For delayed opening/Early Dismissal:
  - o School site personnel (which includes teachers, instructional assistants, clerks and secretaries), should arrive no later than 2 hours after their normal start time. Time missed beyond the delayed start will be charged leave.

- o Classified staff (260 day employees):
  - Follow instructions from their immediate supervisor. Based on their regular schedule, Non-certified staff will report to work or remain at work, if possible. Custodians and maintenance staff may be called in early for snow removal. Employees unable to report to work will notify their supervisor. However, lost time must be made up as specified below:
    - An employee may use annual leave for absences on days when schools are closed because of inclement weather.
    - Sick leave may not be used for inclement weather absences.
    - With the approval of an employee’s supervisor, an employee may use comp time to cover short-term absences on “abbreviated days”.
    - No School Days/Bad Weather/Emergency Days
      - o School site personnel (which includes teachers, instructional assistants, clerks and secretaries), will not be required to report to work on those days when there is no school for the entire day and will not suffer any loss of pay or accumulated leave. They will be required to work any days or portions of days, which may need to be made up to meet state requirements without any additional compensation. (Snow days)
- o Classified staff (260 day employees) should follow instructions from their immediate supervisor. Site administrators and maintenance/custodial supervisors will determine the essential employees on bad weather or emergency days. Employees unable to report to work will notify their supervisor. However, lost time must be made up as specified below:
  - An employee may use annual leave for absences on days when schools are closed because of inclement weather.
  - Sick leave may not be used for inclement weather absences.
  - With the approval of an employee’s supervisor, an employee may use comp time to cover short-term absences on “abbreviated days”.

**When you see snow and ice on the roads, please**

1. Make safety your first priority
  - a. Be extra cautious when driving
  - b. Wear footwear that helps prevent slips, trips, and falls
2. Take advantage of the learning opportunities
  - a. Weather provides an incentive for students to write stories, learn science, and even calculate travel times
  - b. If possible, allow students to talk about their experiences getting to school in the snow
3. Exercise special patience
  - a. Snow and ice can cause stress; thus, try “giving an extra hand to your neighbor”
  - b. Remember that people have different tolerances for weather and we want to be understanding of each other
  - c. Consider getting up earlier than usual to clear snow and provide extra travel time

**Information Lines:**

District Office: 663-2223  
 Aspen Elementary: 663-2277  
 Barranca Mesa Elementary: 663-2732  
 Chamisa Elementary: 663-2472  
 Mountain Elementary: 663-2327  
 Pinon Elementary: 663-2682  
 Los Alamos Middle School: 663-2377  
 Los Alamos High School: 663-2512