

# **Dr. Sally K. Ride Elementary School**

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Dear Parents and Guardians:

Winter weather emergencies, such as snow and ice, may cause disruptions in school operations, including the closure of school, a delayed opening, or an early dismissal. This letter provides information about the procedures used when such disruptions occur. Information also is provided about the weather contingency plan that would add student instructional days to the end of the scheduled school year if schools are closed for more than four days due to excessive weather emergencies.

## **Closure of School**

When schools are closed systemwide, all instructional programs and extracurricular activities in schools are canceled. Private day care providers in school buildings may elect to stay open if the schools are closed but the central administrative offices are open. In extreme conditions, central administrative offices also may be closed. Day care providers housed in school buildings will not be able to operate on days when administrative offices are closed.

## **Delayed Opening**

A delayed opening means that schools open two hours later than scheduled. Morning Pre-Kindergarten and the Head Start program will be canceled. The afternoon pre-kindergarten class will meet as usual. All buses operate on the same delayed schedule and, therefore, the pick-up times are two hours later than normal. Full day kindergarten will follow the regular education school schedule. Field trips will be cancelled as well as other activities and programs that begin at 10:30 a.m. or earlier. All other activities will be held as scheduled. Delayed openings will be announced by 6:00 a.m. Parents should continue to check for radio, television, or Web announcements in the event a decision to delay the opening of schools is reconsidered and a decision to close schools for the day is made at 7:00 a.m.

## **Early Dismissal**

An early dismissal means that schools will close 2.5 hours earlier than scheduled. Early closing decisions will be announced by 11:00 a.m. All buses operate on that same early

schedule and, therefore, drop-off times are 2.5 hours earlier than normal. Morning Pre-Kindergarten will dismiss at 10:30 a.m. There will be no Head Start class. Full day kindergarten students will follow the regular school schedule. Lunch will be provided for all students. School and community activities scheduled for evening hours are cancelled unless otherwise noted.

### **Public Announcements**

Information about school operations is announced publicly as soon as possible on area radio and television stations, Cable Channel 6, Cable Channel 34-MCPS TV, Outlook, on the Internet at [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org), and on a taped telephone message service at 301-279-3673. Emergency e-mail announcements are available by signing up for MCPS QuickNotes on the school system's home page. Every effort will be made to make the announcement the night before. If schools are closed or delayed, the announcement is made no later than 6:00 a.m. (or the night before if possible). If schools are closing early, the announcements are made by 11:00 a.m.

### **Emergency Weather Contingency Plan**

An emergency weather contingency plan will add student instructional days to the end of the scheduled school year if schools are closed more than four days because of weather emergencies. The planned school year for students ends on June 16, 2009, and includes a spring break from April 6-13, 2009. However, if schools are closed for more than four days due to weather emergencies, the following scenarios would extend the school year in order to add the necessary make-up days:

1. If schools are closed for five days, the school year will be extended by one day to June 17, 2009.
2. If schools are closed for six days, the school year will be extended by two days June 17 and 18, 2009.
3. If schools are closed seven days, the school year will be extended by three days to June 17, 18 and 19, 2009.
4. If schools are closed for eight days, the school year will be extended by four days to June 17, 18, 19 and 22, 2009.
5. If schools are closed nine days, the school year will be extended by five days to June 17, 18, 19, 22 and 23, 2009.

### **Weather Conditions and Decisions**

The school system uses a variety of sources of information to determine whether to close schools, delay the opening of schools, or dismiss schools early. These sources include actual physical inspection of road and school conditions by transportation officials and other staff at areas throughout the county and an analysis of independent reports from the National Weather Service, Accu-Weather, and the news media. The most severe weather

conditions within the county are used as the basis for decision-making. Consistent procedures are maintained in order to respond quickly to emergency weather conditions and protect the safety and well being of students.

All public schools within Montgomery County adhere to the same schedule concerning emergency weather conditions. The decision to change school operations is made by the superintendent of schools or his designee and affects all schools within the school system.

Sincerely,

Christopher A. Wynne  
Principal