

Division of Operations
Student Transportation-
Late Openings/Early Closings

To: All Staff

From: Scott W. Washington
Chief Operating Officer

Attached is a chart that identifies details associated with late school openings and early school closings related to inclement weather and other emergencies.

Please note the removal of the one hour late opening option and pay close attention to the various arrangements for students assigned to half day programs and the ARL.

Questions may be directed to Brian Nevin, Director, Student Transportation, 410.313.6726.

Attachment

SW/BN/smf

Late School Openings/Early School Closings

If the decision is made after the preferred time, buses may be late to their first school.

DECISION TO OPEN SCHOOLS LATE

Time Schools Will Open	Decision must be made by		AM/PM Schedule
	Preferred Time	No later than	
Close	4:45 AM	5:30 AM	All Schools Closed
2 hours late	4:45 AM	5:30 AM	AM half-day students - closed PM half-day students - on time AM ARL – closed PM ARL - on time (B day mid-day) Work Study/Enclave - closed

DECISION TO CLOSE SCHOOLS EARLY

Time Schools Will Close	Decision must be made by		AM/PM Schedule
	Preferred Time	No later than	
1 1/2 hours early PREFERRED OPTION	10:00 AM	10:15 AM Due to earliest half-day - 1st AM bus leaves at 10:40	AM half-day students go home on their regularly scheduled noon-day buses PM half-day students - closed AM ARL - on time PM ARL - closed Work Study/Enclave - closed
3 hours early* *Only for dire emergencies due to noon day conflicts	10:00 AM	10:00 AM	AM half-day students go home on the same bus they came in on in the AM (there is no mid-day transportation) If students have a PM drop-off different from their AM pick-up, schools must notify bus drivers of these changes PM half-day students - closed AM ARL - on time PM ARL - closed Work Study/Enclave - closed