

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, MD 21042

Circular No. 3  
Series 2015 - 16

July 1, 2015

Chief Operating Officer

Pupil Transportation –  
Late School Openings/Early School Closings 2015-2016

To: All Staff

From: Camille B. Jones, 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 pay close attention to the various arrangements for preschool, ARL, and ESOL/Newcomer Program students for each type of late opening/early closing.

Questions may be directed to David Ramsay, Director, Pupil Transportation, 410.313.6726.

Attachment

CBJ/DR/jdh

Revised: July 1, 2015

### 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
1 hour late	4:45 AM	5:30 AM	AM half-day students - 1 hour late PM half-day students - on time AM ARL - 1 hour late PM ARL - on time ESOL/Newcomer - 1 hour late Work Study/Enclave - on time
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 noon may be late) ESOL/Newcomer - 2 hours late 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  <b>"PREFERRED"</b>	10:00 AM  <b>OPTION"</b>	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 ESOL/Newcomer - close 1 ½ hours early (buses go directly to River Hill HS) Work Study/Enclave - closed
3 hours early*  <b>*Only for dire emergencies due to noon day conflicts</b>	10:00 AM	10:00 AM	AM half-day students go home on the same bus they came in on in the AM ( <b>there is no mid-day transportation</b> ) 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 ESOL/Newcomer - close 3 hours early (buses go directly to River Hill HS) Work Study/Enclave - closed