

CUBA INDEPENDENT SCHOOL DISTRICT

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 SHIRLEY HURFORD, Mid School Principal
 SHIRLEY HURFORD, Elementary Principal

Inclement Weather Reporting Times 2017-2018 School Year

Employee Classification	2-Hour Delay	Cancellation	Early Release
9, 10 & 11-Month Employees (Teachers/EA's/Secretaries)	9:30 am	Do Not Report	After Buses Leave High School
School Secretaries	9:00 am	Do Not Report	½ Hour after Buses Leave High School
12-Month Employees*	9:30 am	11:00 am – 3:00 pm	½ Hour after Buses Leave High School
Custodians/Maintenance Staff*	6:00 am – 2:00 pm	10:00 am – 2:00 pm	1 Hour after Buses Leave High School (snow removal)
*12 Month Employees, Custodians, and Maintenance must use a full-day's leave, if they do not report on a cancellation day.			
Transportation manager will remain at transportation office until all students are delivered to bus stops.			

Notes:

Some buses begin their routes at 5:30 AM; therefore, the decision to call a two-hour delay needs to be made by 5:30 AM. The district transportation coordinator is responsible to the Superintendent for recommending the decision to delay or to close school. The decision will be made after consulting with bus drivers, state police, and/or contacts at representative locations.

Once the Superintendent's decision is made regarding the delay or closure, principals and other administrators will be notified by the transportation coordinator. Delays and closures will also be reported for broadcast to Albuquerque TV stations and will be announced using the District's text messaging system (please assure you're your phone numbers are accurate in Tyler database – you can update your mobile number by sending it to Josephine Velarde at jvelarde@cuba.k12.nm.us). Central Office recommends that a phone tree be considered at each building or office, especially for those who leave from their home location very early.

Snow days have been built into the calendar. These days are used to make up days missed due to inclement weather. Do not make plans for these days if school is cancelled due to inclement weather - staff and students will be required to report on the designated make-up day(s).

Approved by Adan Delgado, CISD Superintendent: 11/15/17