

TO: Special Education Directors, Transportation Vendors, and Parents

DATE: October 2015

FROM: Cindy Landanno, Executive Director, CAPS Collaborative

SUBJECT: PROCEDURES FOR HAZARDOUS WEATHER

Please let this memo serve as clarification on our program procedures related to cancellation, delayed openings, and early release procedures. **These procedures have been created with the safety of our students as the primary concern.** Most of our programs and the associated transportation routes involve multiple districts. We also have many students who can be considered medically fragile and need special consideration for transportation. Therefore, our plan is intended to provide maximum protections for our students.

Please pay particular attention to the last section of this memo regarding Early Release situations.

Cancellations:

In general, CAPS Collaborative Programs follow the schedule of the “host” school district. In other words, CAPS programs in Ashburnham/Westminster will be canceled if this district cancels school. If Mahar Regional School District cancels then the Jr., Sr. and Vocational Senators programs at Mahar will be cancelled as well. The same principle applies to our programs in Hubbardston and Winchendon.

All programs: When conditions in any student’s hometown are hazardous and the students home local school district cancels school, but the student’s CAPS program is in session, parents should use their discretion if they are dropping off the student at his/her CAPS program. Due to the local home districts cancelation transportation will most likely not be available for that day. Parents would take on the responsibility for transportation both to and from school.

Delays:

As with cancellations, CAPS programs will observe delays when the school district where the program is located has a delayed opening.

Early Releases:

Early releases may create a difficult and possibly unsafe situation for CAPS programs. Our programs involve multiple districts, and most of our students are generally on cost-shared bus routes. As with delays and cancellations, when conditions are hazardous and any school district calls for an early release, CAPS students from that district, in any

CAPS programs, will be released according to the timetable set forth by that sending school district.

In the event of an early release CAPS will follow these procedures:

1. CAPS staff will contact each special education department requesting that they notify their transportation vendors about the need for an early release for CAPS students.
2. CAPS staff will then contact parents to ensure that no student arrives home without an authorized adult to meet the bus.
3. CAPS staff will contact transportation vendors about the early release once the process of contacting parents is complete to supply student specific information.

If you have any questions regarding these procedures, please contact the CAPS office at 978-632-2208. Thank you for your cooperation.