

Susan D. Chavez  
Acting Superintendent



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Good Afternoon,

With the threat of inclement weather upon us, I wanted to share the following steps that will be followed on days inclement weather requires a delay:

1. LLS administration, security, and transportation keep diligent watch for potential weather that may impact the normal operation of our schools. Our first commitment is to ensure the safety of students and staff. LLS communicates with LLPD and other local agencies to determine if road conditions are safe for buses loaded with children and employees traveling to their work site. **Safety and Security, along with Transportation, will drive the roads to determine road conditions. Based on the road conditions and input from those checking roads, a decision will be made about delaying the start of the school day and/or moving the school day to remote learning.**
2. Once a decision is made to delay or move to a remote learning day, I will notify cabinet members who will then begin calling and texting Directors and Principals. Directors, if you have Supervisors working in your department, please share the information with them. Principals, please share the information with your Assistant Principals.
3. As Superintendent, I will send notification via Remind specific to the situation.
  - a. Notification of a 2-hour delay will be made by 6:00 am or earlier if possible.
  - b. Notification of a cancellation and remote learning day will be made as early as possible.
  - c. Any early dismissal will be made as early as possible.
4. Principals: Please copy the Remind message I send and send the same message to your community with additional specific information to your school. In addition, please include your Remote Learning Day Instructional Plan. At this time, we are not collecting your Remote Learning Day Instructional Plans. **For the sake of consistency and to alleviate the potential for miscommunication, please do not send a Remind message to your school community before receiving the Remind message I send out.**

Respectfully,

Susan D. Chavez  
Acting Superintendent  
Los Lunas Schools