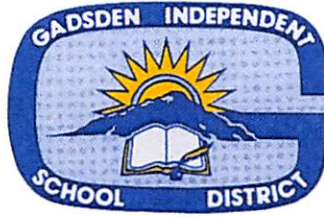


Travis L. Dempsey
Superintendent



4950 McNutt Road
Sunland Park, New Mexico

P.O. Drawer 70
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Phone: (575) 882-6200

December 1, 2017

Gadsden I.S.D. Employees, Parents, Boone Transportation:

In the event that it becomes necessary to delay the start of a school day due to weather, or other circumstances, Gadsden I.S.D. is implementing a standardized procedure to cover a **"DELAYED START ANNOUNCEMENT"**. Should it be necessary to implement a delayed start, Gadsden I.S.D. officials will contact the local media sources and inform them to broadcast that **"Gadsden I.S.D. schools will be on a delayed start of school"**. This announcement will trigger the following predetermined actions:

- **All schools will start two (2) hours later than their normal start time**
- **Buses will pick up students two (2) hours later than their normal pick-up time**
- **All GISD staff will report two (2) hours later than their normal reporting time**
- **Parents who drop off their children will do so two (2) hours later than their normal time**

This process will hopefully provide for a smooth communication process in the event that it is necessary to **delay** the start of school. Each school site should develop a predetermined schedule of the school day to address a delayed start.

We appreciate your cooperation and assistance.

Sincerely,

A handwritten signature in black ink that reads "Travis L. Dempsey". The signature is written in a cursive style with a large, sweeping initial "T".

Travis L. Dempsey
Superintendent