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## SANDWICH PUBLIC SCHOOLS

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To: All Parents, Students and Staff  
From: Dr. Pamela Gould, Superintendent of Schools  
Re: School Cancellation, Delayed Opening and Early Dismissal  
Date: September, 2018

As we begin the new school year, it is important to communicate information about potential weather or emergency changes to the school day. Storm related closures and delayed opening decisions are made by 6:00AM and are based on the best information available to the superintendent. This information is derived from meteorologists, the local police department, school maintenance supervisors and the town highway department. The decision to alter the school calendar is made with the assurance that make-up days will give students the required 180 day of instruction but there is the reality that schedule changes are difficult for working parents. Every school day is important for students but safety is our priority.

If conditions require school to be CANCELLED, notification will be carried through the ALERT NOW MESSAGE and the following sources:

District Wide (<http://www.sandwichk12.org>)

Radio WBUR 90.9

Radio WXTK 95.1

Radio WPLM 99.1

Radio WQRC 99.9

Radio WKPE 104.7

TV WBZ Channel 4

TV WCVB Channel 5

TV WHDH Channel 7

If the forecast suggests that schools can open but additional time is required to clear roads, school parking lots and sidewalks, a DELAYED OPENING will be declared. A delayed opening will be a 2-hour delay. This means that buildings will open and school bus-stop pickups will occur 2-hours later than normally scheduled. Announcements for delayed openings will include Alert Now and the same radio and television stations used for cancellation announcements. On delayed opening days, schools will be dismissed at their regular times and lunch will be served at the regular time in each school. When there is a 2-hour delay, there is NO MORNING PRESCHOOL. Please do not call the school unless it is absolutely necessary.

There may be some occasions when school is in session but afternoon and evening activities may have to be cancelled. If this occurs, announcements will be made within the school and the same media sources will be used to provide notification.

The decision to close or delay school involves many factors relating to roads and school conditions. Forecasting is not a perfect science but every effort will be made to open schools while not compromising student safety. There may be some instances where parents believe that their local street is not safe for their child and schools will be understanding in instances where parents keep their children at home until conditions improve.

While people tend to be attuned to weather related issues, there can be some other emergency events, such as loss of electricity, heating or water service that can result in individual school closings, delays or early dismissals. If these should occur, the district will use the Alert Now system as primary notification and will notify the same radio and television stations used for weather-related issues.

The School for Early Learning (SEL) follows the school decisions for closures or delayed openings, including the morning extended day program. In the event that the afterschool and evening school activities are cancelled, the SEL will also be closing early. Parents are asked to arrange for pickup of their child as soon as practical. SEL staff will remain until the last child is picked up.

Summary of weather related closing and delays:

- A. NO SCHOOL - All classes and school activities are cancelled for the day and evening.
- B. 2-HOUR DELAY - NO MORNING PRESCHOOL - Morning bus pickup and start times are postponed for 2-hours; however, lunch and afternoon dismissals and all other school activities will take place at their regularly scheduled times.
- C. EARLY DISMISSAL DUE TO EMERGENCY CIRCUMSTANCE/S: Primary notification will be made by the Alert Now system. Radio and television stations used for weather-related issues will also carry the early dismissal messages.