



January 2018

To: Parents/Guardians

From: Mr. Chris Malone, Superintendent of Schools

Re: Cancellation, Delayed Opening, and Early Dismissal Procedures

DELAYED OPENING

In order to conserve on the use of "NO SCHOOL" days, we have developed an alternate plan to delay the start of school by 2 hours on mornings when it appears weather conditions will improve. Under this plan, the following schedule will be followed:

<u>SCHOOL</u>	<u>STARTING TIME</u>	<u>EARLIEST BUS PICK-UP STARTS AT*</u>
Tewksbury Memorial High School	9:30 a.m.	8:35 a.m.
Wynn Middle School	9:35 a.m.	8:35 a.m.
Ryan Elementary School	10:15 a.m.	9:30 a.m.
Heath Brook / Trahan Schools	10:45 a.m.	10:05 a.m.
Dewing / North Street Schools	10:45 a.m.	10:05 a.m.

BUS pick-up should be 2 hours later than normal pick-up.

All schools will be dismissed at their regular times.

NOTE: MORNING PRE-SCHOOL and BEFORE SCHOOL EXTENDED DAY – Classes will be cancelled.

AFTERNOON PRE-SCHOOL – Classes will be held.

Delayed Openings will be announced on television stations normally used for "NO SCHOOL" announcements (Channels 4, 5, 7, 25 and NECN), on One Call Now, our telephone notification system and *Twitter @tpsdistrict*.

SCHOOL CANCELLATION

The decision to cancel school will be made after all weather and road conditions have been evaluated on the basis of the information available at the time. **Parents should use their discretion regarding sending their children to school on inclement weather days.** "NO SCHOOL" announcements will be broad casted on television stations (Channels 4, 5, 7, 25 and NECN), on One Call Now, our telephone notification system, and *Twitter @tpsdistrict*.

EARLY DISMISSAL: Early dismissals are highly unusual.

In the event we must dismiss schools early due to inclement weather or other conditions, an announcement will be made on television stations (Channels 4, 5, 7, 25 and NECN), on One Call Now, our telephone notification system, and *Twitter @tpsdistrict*. System-wide early dismissal will be in the following order: High School, Wynn, Ryan, Heath Brook/Trahan, and Dewing/North Street Schools. Hopefully, we can avoid some school cancellations during the winter by use of this plan. Your cooperation is appreciated.

INCLEMENT WEATHER RELEASE

It is HIGHLY UNLIKELY that Tewksbury Public Schools will execute an unplanned early dismissal due to weather conditions. However, on occasion, if unexpected weather and/or traffic conditions warrant, we may execute an **Inclement Weather Release**. Under and **Inclement Weather Release**, the two earliest releasing schools, Tewksbury Memorial High School and John Wynn Middle School will be released 15-20 minutes early. Subsequently, the Ryan School would release 7 minutes early. The purpose of this plan is to allow school buses and vans more time to complete their drop off routes (under these slower conditions) and arrive at their next school(s) on time for dismissal. **Note, there would be no change in dismissal time at our K-4 elementary schools.**

Under an Inclement Weather Release the schools would follow this dismissal schedule:

TMHS – 1:30 (normally 1:51) Wynn Middle – 1:40 (normally 1:55) Ryan School – 2:20 (normally 2:27)

ONE CALL NOW ALERT

Our emergency alert system will notify parents of cancellation or delayed opening. A telephone call will be initiated to individual homes generally at 5:45 a.m. Calls to the entire District are usually completed within 45 minutes.

NEW: Families who have opted IN for One Call Now text messages will also receive a text notification of cancellations, early dismissals or delays.