

Medway Public Schools  
Medway, MA

## **SCHOOL COMMITTEE POLICY**

Policy #43

### **Policy on School Cancellations, Delayed Openings and Emergency Early Dismissals**

The Superintendent, or his/her designee in the Superintendent's absence, has the authority to close the schools, delay the opening, or dismiss students early due to inclement weather, or due to any emergency which the Superintendent deems threatening to the health and/or safety of students and personnel.

In making such a decision, the Superintendent may consult with the Medway Police Department, the Medway Highway Department, and take into consideration the following:

- weather conditions both existing and predicted
- road conditions
- parking conditions at all schools
- actual occurrence or imminent possibility of an emergency which threatens the health and/or safety of students and personnel
- condition of sidewalks within the walking zones of each school
- decisions of school officials from neighboring districts

If the Superintendent makes a decision to cancel or delay the opening of school, he/she will contact the following personnel: all Building Principals, Business Manager, SPED Administrator, Executive Secretary to the Superintendent, Medway Police Department, Medway Highway Department. The Business Manager will notify agreed upon radio and television stations, the school bus transportation company and the Cafeteria Director. Each Building Principal will notify his/her own building personnel through a telephone chain developed in his/her building. The SPED Administrator will notify the appropriate special needs service providers and transportation carriers.

In cases where the Superintendent dismisses school early, it is the responsibility of each Building Principal to see that parents are informed of school dismissal procedures.

Parents/guardians, students, and school personnel will receive information regarding closing of schools, delayed openings, and emergency dismissals early in the school year. This information will include no school signals, radio and television station listings, and procedures for snow emergency bus assignments for walkers.

The student and teacher handbooks shall contain a listing of the radio and television stations used in cases of no school announcements, delayed opening announcements and emergency early dismissals, as well as the snow emergency bus assignments for walkers.

First Reading: **March 8, 1994**

Adopted: **April 7, 1994**