



SUFFIELD PUBLIC SCHOOLS

Office of the Superintendent

*Timothy M. Van Tassel
Superintendent*

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Executive Secretary*

***** Winter Weather Procedures *****

- Any decision to close school will be done in collaboration with Town of Suffield Public Works. A notification will be sent out to parents as soon as possible once a decision has been made regarding potential closures, delays, or early releases. The district's status will always be posted on the district website at www.suffield.org.
- School Messenger is used to inform parents of all school closings, delays, or early releases. All parents of students registered in the Suffield Public Schools are automatically added to our School Messenger automated notification system. If your phone number happens to change during the school year, it is important that you notify your school office with your new contact information. We will make sure it is kept up-to-date in our School Messenger system.
- Parents should take a few minutes to review our school closure, delay, and early release schedules and procedures. This information can be accessed online at:

<https://www.suffield.org/district/important-notifications>

SCHOOL CLOSING PROTOCOLS

- When district schools are closed, transportation to all magnet school and out-of-district special education placements will not occur.
- All sports programs and student activities are canceled. If you have questions regarding this, check the district and school website.

DELAYED OPENING PROTOCOLS (2 hour or 3 hour delay)

- Buses will arrive at stops approximately two (2) hours or (3) hours later than the usual time. Bus arrival times are dependent on which delayed opening schedule occurs (2 or 3 hour). Please monitor morning updates in the event of road closures or transportation issues.
- The 2 hour delay is our standard delay schedule. 3 hour delays are uncommon and will only occur when unusual factors, such as an accumulation of school cancellations, have occurred.
- AM Pre-K will be canceled whenever a delayed opening occurs.
- School will be dismissed at the regular times on delayed opening days.

UNSCHEDULED EARLY DISMISSAL PROTOCOLS

- The electronic alert telephone system will be utilized to inform parents on the day of the event, generally prior to 9:30 a.m. The information will be distributed to the radio and television stations as well. Dismissal times are outlined below:

Suffield High School	10:45 am
Suffield Middle School	10:45 am
McAlister Intermediate	11:50 am
Spaulding School	11:50 am

Please note that there always exists the possibility that we may need to adjust the dismissal times if emergency circumstances arise. We will notify you if we need an earlier dismissal time due to weather or emergencies.

- There are no afternoon pre-school classes on unscheduled early dismissal days.
- It is imperative that you maintain a current emergency telephone number listed within our PowerSchool student information system.
- For our students who participate in the magnet school program, or students with special needs attending an out-of-district school, when Suffield moves to an early dismissal schedule, students in these settings will be transported home early as well.

BEFORE/AFTER SCHOOL PROGRAM PROTOCOLS

- If there is an early dismissal due to inclement weather, after school programs are **canceled**. If there is a delayed opening, students who attend the before school program at A. Ward Spaulding may be dropped off **no earlier than 8:30 am**
- The Before/After School Program Coordinator will contact parents of the students who participate in the before/after school program when there is an early release.
- All sporting events and extra-curricular student activities are canceled during school closings or early dismissals.

TRANSPORTATION REGULATIONS

- Students in grades PreK-2 will be returned to school in the event an adult is not present at the bus stop to meet them. Should this occur, parents will need to pick their child up at A. Ward Spaulding School.

Most importantly, please utilize extreme caution and be cognizant of your surroundings when driving on or near school property during inclement weather. Slippery road surfaces and sidewalks, snow banks, and darkness are all concerns that should be considered during the winter months.