



Superintendent of Schools

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Dr. Suzanne Scallion
Superintendent of Schools

October 1, 2013

Dear Families,

This letter is to inform you of the procedures for days when the Westfield Public Schools will be closed or have a delayed opening due to inclement weather, hazardous traveling conditions and/or other emergencies. Please keep this letter handy for future reference. Weather in New England is very unpredictable and we do our very best to act on the latest and most reliable information with a team of district and school officials. During periods of potential and actual storms, school personnel are in regular contact with the Westfield Department of Public Works, Police, and Fire Departments. In addition, we are closely monitoring local and national weather stations. The final decision regarding school opening is based on advice and recommendations from these agencies. Our highest priority is the safety of our students and staff based on the imperfect science of meteorology. Regardless of the school district's decision, parents must make the final decision concerning school attendance because they know the degree of hazard in their own neighborhood. If they feel conditions are unsafe, parents should not hesitate to keep their child home.

We will activate the Blackboard Connect system that will place calls to parents notifying them of closings, delays, or an early release. Be certain to update your phone number at your child's school any time there is a change. Radio and television stations will broadcast announcements regarding the status of our schools including WHYN (FM-93.1/AM-560), WAQY (FM-102), WRNX (FM-100.9), KIX (FM-97.9), Channel 40 WGGB, Channel 22 WWLP, CBS 3, local Channel 15 or you may call the School Information Line 572-6417.

Occasions might arise that would necessitate the closing of school during normal school hours. Families should have an emergency plan in place in the rare event of early dismissal. A student should know what to do if there is an early closing.

ONE OR TWO HOUR DELAYED OPENING

Whenever possible, a delay of one or two hours will be used in lieu of closing for the full day. In rare instances, we may change a delay into a cancellation if conditions worsen in the early morning hours. Therefore, **please monitor television and radio stations until your student's departure for the most up-to-date information.** On days of delayed opening, breakfast and morning snack in schools will be cancelled and school lunch will be available.

When the decision is to have a delayed opening of school, hours will be effective as follows:

<u>School</u>	<u>Regular Starting Time</u>	<u>1 Hour Delay Starting Time</u>	<u>2 Hour Delay Starting Time</u>
Westfield High	7:20 am	8:20 am	9:20 am
Westfield Vocational Technical High	7:20 am	8:20 am	9:20 am
North Middle & South Middle	8:00 am	9:00 am	10:00 am
Elementary Schools	9:00 am	10:00 am	11:00 am
Fort Early Childhood Center (preschool)	9:00-11:30 session	No classes	No classes
Fort Early Childhood Center (preschool)	9:00-2:00 session	10:00 am	11:00 am
Fort Early Childhood Center (preschool)	9:00-3:00 session	10:00 am	11:00 am
St. Mary's (K-12)	8:00 am	9:00 am	10:00 am

Above all, thank you for your support and patience regarding the very difficult task of predicting New England weather.

Sincerely,

Suzanne Scallion, Ed.D.
Superintendent of Schools