

SUFFIELD PUBLIC SCHOOLS

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Mark L. Winzler, Interim Superintendent
Michelle Zawawi, Assistant Superintendent of Curriculum and Instruction
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Dear Parent/Guardian:

With winter weather soon around the corner, I would like to take this opportunity to remind you of the district's procedures relative to school closings, delays, and early dismissals. The district will communicate the decision to parents to close school, delay the opening, or dismiss early using our electronic alert system and social media. This system provides us with the capability to send a message to your home and cell phone by either text message or voice message. ***Please update your contact information with your child's school secretary.*** Information related to delayed openings and school closures will typically be communicated by 5:30 a.m. The district's status is always posted on the district website at www.suffield.org.

The decision to change school schedules is made after careful review of information collected from the local Police, Highway, transportation company, and the School Maintenance Departments. Road conditions, sidewalk status, precipitation, temperatures and forecasts are all considered when making a determination to delay or close school. In some circumstances, a delay may be upgraded to a school closing. Information related to delayed openings and school closures is also broadcasted on the television and radio stations below, typically by 5:30 a.m. As always, the safety of our children is the priority factor in all decision making.

Television/Radio Stations

WVIT Channel 30 TV	WFSB Channel 3 TV	WWLP Channel 22 TV (Spfld)
WRCH 100.5 FM	WTIC 1080 AM – 96.5 FM	

SCHOOL CLOSING PROTOCOLS

- All district schools closed
 - Transportation to all magnet school and out-of-district special education placements cancelled.
- All sports programs and student activities are cancelled. If you have questions regarding this, check the district and school website.

DELAYED OPENING PROTOCOLS (2 hour delay)

- Buses will arrive at stops approximately two (2) hours later than the usual time.
- **PLEASE do not drop children off at school at their usual time.** Staff members are only available to supervise students fifteen (15) minutes before the delayed opening on that day.
- AM Pre-K will be cancelled.
- School will be dismissed at the regular times on delayed start 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 10:30 a.m. The information will be distributed to the radio and television stations as well. Dismissal times are outlined below:

Suffield High School	12:00 p.m.
Suffield Middle School	12:15 p.m.
McAlister Intermediate	1:10 p.m.
Spaulding School	1:10 p.m.

While we will attempt to maintain these times, there may be circumstances that require earlier dismissal times. We will notify you if we need an earlier dismissal time due to weather or emergencies.

- **There are no p.m. pre-school classes on unscheduled early dismissal days.**
- It is imperative that you keep a current emergency telephone number listed at your child's school building. **Consider arranging with a neighbor or friend to look after your child in the event you are not home.**
- 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

If there is an early dismissal due to inclement weather, after school programs are **cancelled**. If there is a delayed opening, students who attend the before school program may be dropped off **no earlier than 9:00 a.m.** Melissa Colon, 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 sports events and student activities are cancelled during school closings or early dismissals.

TRANSPORTATION REGULATIONS

Please remember that 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 Spaulding School.

I appreciate your cooperation and support and look forward to a safe and healthy winter season.

Sincerely,



Mark Winzler
Interim Superintendent of Schools