



## Needham Public Schools

A school and community partnership that creates excited learners, inspires excellence, fosters integrity.

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To: Parents and Guardians Date: November 2011  
From: Daniel E. Gutekanst, Superintendent of Schools  
Re: No School, 2-Hour Delayed Opening, Emergency Early Release

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During the sometimes stormy New England winter, it is the goal of the Superintendent to hold school whenever possible. Parents and students should plan accordingly and leave plenty of time on winter mornings to arrive at school safely. However, there may be occasions when deteriorating weather will mean that schools should close due to unsafe conditions.

After reviewing anticipated road and sidewalk conditions, access to our schools, the projected weather forecast, and consultation with the Needham Police and the Department of Public Works, the Superintendent will make a determination between approximately 5:00 and 6:00 a.m. whether conditions will be safe for the children to come to school. The following plans will be in effect for inclement weather:

### No School Announcement

If the conditions are severe, school will be canceled. The Needham Public Schools will utilize an emergency notification system that will contact your home phone, cell phones, and send an email using the information you have updated in PowerSchool. The "No School" announcement will also be carried by television channels 4, 5, 7, and FOX25, and the local cable channel. Information regarding schools during inclement weather is also prominently displayed on the Needham Public Schools' website [www.needham.k12.ma.us](http://www.needham.k12.ma.us).

- All classes and school activities will be canceled for the day, including scheduled adult evening classes, before and after school programs, including Needham Extended Day Program (NEDP), and other school-based activities.
- Transportation of students to out-of-district schools will be canceled on Needham's "No School" days.

Parents **may opt out** of the emergency notification system for weather related events only:

1. Please log onto [PowerSchool](#) and click on Update Information.
2. On the Student Data Update page ensure all personal/family contact information is correct, then click submit to continue.
3. On both Parent/Guardian pages, verify information and click submit to continue.
4. On the Emergency Contact page verify information and click submit to continue.
5. On the Copy Student Data page follow the on screen instructions.
6. On the next page titled "Other" your home phone appears in the box, and you simply have to delete it and no calls will be made for weather related school cancellations/delays. Click submit to continue. You will receive calls for other school emergencies. Alternatively, you may change the number in that box to a phone number more convenient to you and your family.
7. Contact the school secretary if you have a question or problem with your PowerSchool account.

### Two-Hour Delayed Opening Announcement

If the Department of Public Works needs extra time to plow the roads or sand the streets to assure safety, the school day will be shortened. Under this alternative plan, the opening of school and all bus pickups will be delayed two hours. This includes special education transportation pick-ups for students in out-of-district schools. The "Two-Hour Delayed Opening" announcement will be the same as for school closure. Parents are reminded not to send their children to school early on "Two-Hour Delayed Opening" days since the school yards may not be plowed nor will staff be available to supervise early arrivals.

#### On "Two-Hour Delayed Opening" days:

- Schools will be dismissed at their regular times.
- Noon meal will be served at the regular times in all school cafeterias.
- Kindergarten a.m. session and Preschool a.m. sessions: canceled
- KASE a.m. session: Mitchell, Hillside, and Broadmeadow canceled; Eliot and Newman – 2-hour delay
- All KASE p.m. sessions will be held at their regularly scheduled times.
- Needham Extended Day Program (NEDP) before-school program will be closed; all after-school programs will be open.

### Emergency Early Release Announcement

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In the event of a severe weather emergency or some other emergency that develops during the school day, the Needham Public Schools may release students before the end of the school day. We will use the emergency notification system to alert parents and guardians. As appropriate, the Needham Public Schools will work with public safety officials to shelter students we are unable to send home.