



---

**School Committee Policy:**

**#207**

---

**School Cancellation, Delayed Opening, and Early  
Emergency Dismissal**

1. The Superintendent of Schools or his/her designee, in consultation with the Department of Public Works, Police, and Fire Departments, as applicable, will determine when school must be canceled due to inclement weather, loss of utilities, or other reasons. This policy applies, as well, to a two-hour delayed opening of school or to an emergency dismissal. The safety of students and staff will be the primary factor considered in making such decisions.
2. If it is necessary to dismiss students from the elementary school before regular dismissal time, the parent group leadership will be called. Parents are expected to have a home emergency plan in place so that children will know what to do if parents are not present when children arrive at home.

Upon initial registration, and each fall, every parent will complete an emergency form with the following information:

- a. a telephone number where a parent can be reached during the day; and
  - b. a telephone number for an alternate home or place the child can be sent in the event the parent cannot be reached.
3. Parents are encouraged to discuss a "Family Emergency Plan" with their children.

---

Date Approved: 1/20/05

Earlier Version: 11/94, 10/88, 4/98, 6/99

---