

## MEMORANDUM

**TO: All Parent/Guardians and Salem School Department Employees**

**FROM: Dr. William J. Cameron, Jr.  
Superintendent of Schools**

**DATE: November 7, 2008**

**RE: Procedures and Protocol for Inclement Weather**

This memorandum serves as a useful tool as we all start preparing for the upcoming winter season. In the event of inclement weather that would necessitate either closing schools for the day or requiring a delayed opening, the following procedures and protocols will be followed.

### Cancellation:

- Decision on canceling school for the day is made as early as possible
- Decisions are made by the Superintendent of Schools after consultation with public safety staff, public works staff, and school officials from neighboring towns
- Factors considered when making a decision include:
  - existing and predicted weather conditions
  - driving, traffic, and parking conditions
  - conditions that would make the operation of schools difficult
  - the school department's ability to effectively supervise students

Information on School Cancellation can be obtained from the following sources:

- Connect-Ed telephone message to all school employees and students
- Salem Public Schools Website: [www.salem.k12.ma.us](http://www.salem.k12.ma.us)
- Boston's Channel 4
- Boston's Channel 5
- Boston's Channel 7

### Delayed Opening:

- Decision on having a "delayed opening" for the day is made as early as possible
- On a "delayed opening" all school schedules may be delayed for either one hour (1); one and a half hour (1-1/2); and two (2) hours. That includes the bus stop times as well as school starting time.
- On a "delayed opening" our morning Early Childhood programs are cancelled
- Decisions are made by the Superintendent of Schools after consultation with public safety staff, public works staff, and school officials from neighboring towns
- Factors considered when making a decision include:
  - existing and predicted weather conditions which are favorable to opening the schools
  - driving, traffic, and parking conditions
  - conditions that would make a delayed opening favorable for the operation of schools
  - the school department's ability to effectively supervise students

Delayed Opening Information can be obtained from the following sources:

- Connect-Ed telephone message to all school employees and students
- Salem Public Schools Website: [www.salem.k12.ma.us](http://www.salem.k12.ma.us)
- Boston's Channel 4
- Boston's Channel 5
- Boston's Channel 7

**Finally, in the event that schools are not closed, the final decision concerning school attendance on stormy days must rest with each individual parent based on local safety factors, as they understand them.**