

**Office of the Superintendent**  
Acton-Boxborough Regional School District  
(978) 264-4700 x 3211  
[www.abschools.org](http://www.abschools.org)

**To: Parents and Guardians**  
**From: Dr. Glenn A. Brand, Superintendent of Schools**  
**Date: October 2016**  
**Re: No School, Delayed Opening & Emergency Release Procedures**

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Our goal as a school system is to ensure that our school campuses and facilities are safe for students to attend each day. While every effort will be made to achieve this goal, there will be times when conditions beyond our control, including weather and/or environmental factors, might force a decision to delay the opening of school, release school early or cancel school altogether. This information is provided in an effort to clarify the plans that will take effect when the holding of school is impacted.

### **The Decision-Making Process**

The Superintendent is responsible for deciding when to cancel, delay or close our schools. This decision-making process, however, is influenced by a number of factors including consultation with the Departments of Public Works in Acton and Boxborough, local public safety officials and our own facilities and transportation offices. The Superintendent will make a determination between approximately 5:00 and 5:30 a.m. regarding any school closure or delays for the day.

### **Communication**

If schools are closed or delayed, the information will be disseminated through the following means:

- District website ([www.abschools.org](http://www.abschools.org) )
- ConnectEd (automated system that places calls to home and cell phone numbers provided to PowerSchool)
- Superintendent's Twitter Account: @SuperABRSD
- Local media including WBZ, Channel 7 WHDH, Channel 5 WCVB, and FOX 25.

**If you would like to change your contact information, including phone number(s) and/or email, or if you would like to opt out of the ConnectEd notifications, please update your information in the PowerSchool Parent Portal at <https://absis.ab.mec.edu>.**

### **Delayed-Opening Announcement**

If extra time is deemed necessary to safely clear roads and sidewalks, a decision will be made to shorten the day through a "Delayed-Opening." Once this decision is made, usually either a "1-Hour" or "2-Hour" Delayed-Opening will be announced.

Under such conditions, the following will apply:

- Transportation will begin their schedules and pick-up times as close to the delayed time of opening as possible. For example, if a bus run begins at 6:45 a.m. on a regular

school day and a two-hour delay is called, that bus will then aim to pick-up students beginning at 8:45 a.m.

- Schools will be dismissed at their regular times.
- Meals will be served at their regular times in the cafeteria.
- Kindergarten AM sessions will be cancelled.
- PM and All Day sessions at the Carol Huebner Early Childhood Program-Acton Site will begin at 12:30. PM and All Day sessions at the Boxborough Site will begin at 12:35. For both sites, AM sessions will be cancelled.
- Community Education Extended Day will open on a delayed schedule. All after-school activities and programs will operate under their normal schedule.
- School offices will open either one or two hours later depending on the delay announced.

### **School Closure**

If the decision is made to cancel school for the day a “No School” announcement will be made and all schools and programs within the Acton-Boxborough Regional School System will be closed. An emergency notification system will be used to contact home phones, cell phones and emails provided by parents/guardians through PowerSchool at 6:00 a.m.

If a “No School” decision is made then the following will apply:

- All classes PreK-12 and school activities will be canceled for the day, unless otherwise notified. This will include all before and after school activities, sports and extra-curricular events.
- All after school and evening meetings will be cancelled unless an exception is made.
- All Community Education programs will be cancelled.
- Transportation of students to out-of-district schools will be cancelled when the Acton-Boxborough Regional School District is closed.
- All offices will be closed.

### **Emergency Release**

Once students arrive at school and the buildings are open, every effort will be made to operate a normal schedule and release students at the normally scheduled time. However, in the event of severe weather or other emergency conditions, it may be necessary for the Acton-Boxborough Regional Schools to release students before the end of the school day. If such a decision needs to be made, the emergency notification system will be used to alert parents and guardians.

Please have a plan in place with your child who might arrive home early on these unusual occasions.