



PLAINEDGE PUBLIC SCHOOLS

DISTRICT ADMINISTRATION BUILDING
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Edward A. Salina, Jr., Ed.D.
Superintendent of Schools

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Dear Parents/Guardians/Staff:

The winter season is upon us, and with it comes the possibility of inclement weather affecting our ability to open school on any given day. We understand that our decision to open or close schools in bad weather has a big impact on families. We also understand that our students are better served by being in school. However, our top priority is the safety of our students.

How do we make school closing decisions?

The decision to open or close schools in bad weather is based on a careful analysis of all the relevant factors, including:

- Road conditions throughout the Plainedge School District
- The amount of snow and ice on the roadways, school parking lots and sidewalks
- Whether precipitation is expected to continue
- Building conditions
- Temperatures and wind chill factors
- School closing decisions by other surrounding districts

Who makes the decision?

The Superintendent of Schools is responsible for the final decision, based on the above factors and input from the transportation and facilities departments, and in collaboration with surrounding school Superintendents.

When is the decision made?

The decision is typically made between 5:00 - 6:00 AM.

How are the staff and public notified?

You will be notified by a direct phone call from the Superintendent or Assistant Superintendent, using the *School Messenger* calling system.

What is *School Messenger*?

School Messenger is a web based communications program that gives us the ability to contact a large amount of people in a small time with important information, such as school closings. Contact information for students has been loaded into the system based on information provided at registration. Earlier this year, a letter was sent to all staff members and parents to invite them to add additional phone numbers and email addresses to their *School Messenger* account. If you have not logged in to this account yet, please do so immediately to ensure that your contact information is correct. If you cannot log in, or you want to add additional phone numbers and email addresses you will need a new password for your *School Messenger* account. Please be advised that passwords do expire, and if you have not logged on during this school year, you will need to have your password reset. To do so, please email

support@plainedgeschools.org and provide your name, your child(ren) name(s) and the School(s) that they attend if applicable. You only need one account per family/staff member, not per child. A new letter with your account activation information will be sent to you within 3-5 business days. If you make no changes to your account, you will be contacted through *School Messenger* using the phone information on file in our student management system, PowerSchool.

How else will we be notified?

The school district website <http://www.plainedgeschools.org> is the next best source of information on school closings and delayed openings. Once a decision is made, the information will be posted on the website and communicated to Verizon’s FIOS (Channel 1), Cablevision (Channel 12), as well as radio stations KJOY (98.3 FM) and WBAB (102.3 FM).

What are the procedures during a delayed opening?

In the event of a delayed opening when the school schedule is delayed two hours, all bus routes will also be delayed by two hours:

Schools	Students Report	Instructional Staff Must Report No Later Than	Support Staff Report Must Report No Later Than
Central Office			See Administrator
Plainedge High School	9:26 AM	9:00 AM	See Principal
Plainedge Middle School	10:00 AM	9:30 AM	See Principal
Eastplain Elementary School	11:00 AM	10:30 AM	See Principal
John H. West Elementary School	11:00 AM	10:30 AM	See Principal
Charles E. Schwarting Elementary School	11:00 AM	10:30 AM	See Principal

During inclement weather, school buses have the best safety record; therefore, we encourage parents of students eligible for busing to not drive their children to and from school on snowy days, but to use our school transportation, rather than driving them to school.

What about early closings?

Every effort is made to keep the students in school for their full day once they arrive. In the rare instance that severe weather or emergency conditions warrant an early closing, the information will be on the district website and posted on TV stations. In addition, parents/guardians will be notified by a direct phone call through *School Messenger*. Be sure the district has your current contact telephone numbers.

The decision to close schools or delay openings due to inclement weather is based on the best information available at the time that the decision is made and is never taken lightly.