



February 13, 2019

Dear Central Office Staff,

Please be aware, Lawrence Public Schools has prepared weather emergencies policies for schools in an effort to safeguard our students and staff. These include the two weather-related policies below:

2-Hour Delayed Opening for Students

Early Dismissal for Students

If the Superintendent implements either of these policies, staff and students will be notified by:

local media outlets (TV and radio), Connect Ed message to your home, and the LPS website. ([www.lawrence.k12.ma.us](http://www.lawrence.k12.ma.us))

When these emergencies policies are implemented Central Office Staff should follow the following:

### **2-Hour Delayed Opening**

- On days that are called as: **2-Hour delayed opening for students**, Staff will be responsible to **report 90 Minutes later than normal start time**. The majority of staff will report at 9:30 AM. However, some staff may have a different schedule based individual responsibilities and/or schedule.
- Central Office will open to the Public at 9:30 AM
- Lawrence Public Schools will follow the regular dismissal schedule.

### **Early Dismissal for Staff**

- All staff will be released at the discretion of the Superintendent.

It is important to note that Custodians and School Safety report per their department head administrator.

Please contact your department head administrator with any questions or concerns.

Sincerely,

Cynthia Paris  
Superintendent

**KEEP THIS LETTER, so that you may refer to it during weather-related changes to district schedule.**