



November 1, 2015

Dear Parents and Guardians the SPARK Academy,

Please be aware, Lawrence Public Schools is preparing for weather emergencies. In an effort to safeguard our students and staff, LPS will be implementing two weather-related policies:

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)

2-Hour Delayed Opening for Students

- On days that are called as: **2-Hour delayed opening for students**, the SPARK Academy will begin school at 10:00 AM, with breakfast starting at 9:30 AM.
- For safety reasons, no children should be left at school prior to the 9:30 AM opening.
- Special Education Students who are transported by Lawrence Public buses will be picked up two hours later than they are picked up on regular school days. (Example; *If your child is picked up at 7:00 AM, he/she will be picked up at 9:00 AM.*)
- Parents are responsible to make arrangements for children who are transported by private/daycare buses.
- Off-site school based enrichment programs will be canceled during school day (example; field trips).
- Lawrence Public Schools will follow the regular dismissal schedule.

Early Dismissal for Students

- On days that are called as: **Early dismissal for students**, all afternoon activities and off-site enrichment programs are canceled.
- All students at the SPARK Academy will be dismissed at 11:30 AM.
- Special Education Students who are transported by Lawrence Public Schools buses will be dismissed for the 11:30 AM run. Parents must be home beginning at 11:30 AM for their arrival or pick-up of walkers .
- Parents are responsible to make arrangements for children who are transported by private/daycare buses.

Please contact your school principal with any questions or concerns.

Sincerely,

Jeffrey C. Riley
Superintendent

**KEEP THIS LETTER, so that you may refer to it
during weather-related changes to your child's school schedule.**



November 1, 2015

Dear Staff,

Please be aware, Lawrence Public Schools is preparing for weather emergencies. In an effort to safeguard our students and staff, LPS will be implementing two new weather-related policies:

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)

2-Hour Delayed Opening for Staff

- 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**.
- All off-site school based enrichment programs will be canceled.
- Lawrence Public Schools will follow the regular dismissal schedule.

Early Dismissal for Staff

- On days that are called as: **Early dismissal for students**, all afternoon activities and off-site school based enrichment programs are canceled.
- All staff will be released at the discretion of the Principal or a maximum of 30 MINUTES from student dismissal.

On the back side of this letter is the students procedures which was sent home Please contact your school principal with any questions or concerns.

Sincerely,

Jeffrey C. Riley
Superintendent

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during weather-related changes to your school's schedule.**