



**Superintendent of Schools**  
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**Mr. Stefan Czaporowski**  
Superintendent of Schools

October 23, 2018

TO: Principals, Secretaries  
FR: Mr. Stefan Czaporowski, Superintendent of Schools *SC*  
RE: Delayed Opening/Emergency Closing for the 2018-2019 school year

The School Messenger system is used to inform students and staff in the event of a delayed opening, early release, or school closure. Student telephone numbers are extracted from PowerSchool and staff numbers from Munis. So, it important that up-to-date information is in PowerSchool and Munis.

All students and WPS employees will receive a phone call between 5:30-5:45 am. Information will also be posted on Channel 40, Channel 22, Channel 3, local access Channel 12 & 15, or by calling the School Information line 413-572-6417.

Please note:

1. If there is a 2-hour delay, **ALL** Westfield Public School employees (except custodial/maintenance staff) will have a 2-hour delay.
2. If school is cancelled, there will be an automatic 2-hour delay for all 12-month employees. In some serious weather conditions situations we may need to close central office. If that occurs, a follow-up call will be sent via School Messenger, to all principals, 12-month secretaries, district level administrators, and 12-month non-contract personnel informing them not to report to work.
3. If school is cancelled, all 10-month employees do not report to work.
4. If school is cancelled, Principals and Unit B members may report to work. It **will** be considered a work day. Principals and Unit B must update their work calendar with the Human Resources Office.
5. Custodial/Maintenance staff are considered essential personnel and will be required to work unless otherwise notified.

Please remember, that if at any time, school is in session and you do not feel that is it safe to travel to work because of local weather conditions, you may use your accumulated personal time or vacation time.

Please be sure that all employees in your building or under your direction are notified.

SC/cm

cc: Central Office, Food Services