

**GREENWICH PUBLIC SCHOOLS  
Greenwich, CT**

**STANDARD OPERATING PROCEDURE  
NOTIFICATION OF SCHOOL CLOSINGS, DELAYS, EARLY RELEASE**

**IMPORTANT:**

**Do NOT rely on any single form of communication for information related to school closings, delayed openings and/or early release.**

**CHECK MULTIPLE COMMUNICATION SOURCES FOR ANNOUNCEMENTS**

**In the event of a DELAYED OPENING and/or a SCHOOL CLOSING:**

In the event of inclement weather or other causes (e.g., power outages, etc.) for the delayed opening or closing of school, the Superintendent or his/her designee will determine an appropriate and safe course of action. Generally, the decision is made and announced\* between 5:00AM and 6:00AM. *Please note that although every attempt is made to determine the opening status of the schools as early as possible, the Superintendent reserves the right to make that decision at any time based on the conditions of the moment.* In the case of a delayed opening, please continue to check the status of the schools, as the status could change if conditions continue/worsen.

\*The following methods of communication will be used for notification of school closures and delayed openings:

- GPS Web Site: [www.greenwickschools.org](http://www.greenwickschools.org)
- [CT Weather Website/IAN Cancellations](#)
- District ParentLink: The District will use the ParentLink electronic telephone communication system to call the primary number for staff members at 5:30 AM and each family at approximately 6:00 AM.
- Radio: local and regional stations
- Television: Cablevision Channel News 12 and other local and regional stations in CT and NY
- Social Media/Twitter: Follow @EvesGPSCOMM

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**In the event of an EARLY RELEASE:**

In the case of an early release, all efforts will be made to make a decision prior to 10:00 a.m. in order to follow the standard early release schedule. However, a decision could be made at any time to dismiss earlier or later than the 'standard' schedule. *It is suggested that if there is a chance of inclement weather, and parents/guardians will not be available that day due to work or other obligations, that parents/guardians check in with emergency contacts to make and/or confirm child care arrangements in case an early release is called.*

\*The following methods of communication will be used for notification of an unscheduled Early Release:

- GPS Web Site: [www.greenwickschools.org](http://www.greenwickschools.org)
- Local Radio Station: WGCH
- Gmail for GPS staff
- Social Media/Twitter: Follow @EvesGPSCOMM

\*The following methods of communication MAY be used for notification of an unscheduled Early Release:

- Other local and/or regional radio and television stations
- **School ParentLink: School Principals/Headmaster will use their ParentLink electronic telephone and/or email system at their discretion and based on the school's Early Release notification protocol. Please check with your Principal to be sure you understand your school's early release protocol.**

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**PLEASE NOTE: In the event of an EARLY RELEASE or SCHOOL CLOSING, all Greenwich Public Schools sponsored after-school activities, events, etc. are cancelled.** Activity and event planners are encouraged to provide information in advance to participants/attendees as to their procedures for cancellations due to school closings, etc.

**See the GPS Website for more information: [www.greenwickschools.org](http://www.greenwickschools.org)**