

Tiffany J. Moutis
Superintendent



Mansfield Township School District
Office of Superintendent
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Joyce A. Goode
Business Administrator
Board Secretary

December 15, 2016

Dear Parents and Guardians:

During the winter months, it is important you are aware of our procedures for inclement weather. We realize our decision to open, delay, or close schools in bad weather has an impact on families. However, the safety of our students, faculty and staff is our top priority. Attached please find detailed guidelines for these procedures.

As superintendent of schools, I am responsible for the final decision to open, delay or close schools based upon factors and recommendations from NBC and the Mansfield Township School District's facilities manager. The decision to open, delay or close schools is made by 5:00 AM to ensure the public is notified in a timely manner. Please understand decisions regarding inclement weather are based on a careful analysis of all relevant factors. Only in an **extreme** emergency would the district consider an early dismissal.

For 2016-2017, emergency closing days will be made up on February 17, May 30, April 21, April 20, and April 19 consecutively. The six day cycle will continue as scheduled and any missed days will be made up on the make-up days listed.

Please note the importance of keeping the district informed of any changes in phone numbers or emergency contacts. It is important the district is informed of your most up-to-date contact information. Please notify the main office of any changes.

I wish you a healthy and safe winter season!

Sincerely,

A handwritten signature in cursive script that reads 'Tiffany J. Moutis'.

Tiffany J. Moutis
Superintendent

C: File

**Emergency Closing Procedures and Guidelines
2016-2017**

Factors to Open, Delay or Close Schools
<ul style="list-style-type: none">• Road Conditions• Accumulation of ice and snow• Current weather conditions• Building conditions (electricity and heat)• Parking lot conditions• Weather predictions• Consideration of other district decisions
Public Notification
<ul style="list-style-type: none">• Website: www.mansfieldschool.com• Twitter: @mtes_jhes• District Facebook page• Blackboard Connect: call and texts• Channel 19: NBCRHS emergency closings
Delayed Opening Schedule – 90 minute delay
<ul style="list-style-type: none">• AM MVP – Cancelled• PM MVP: Follow normal schedule• JHES Grades K-2: 10:10 AM – 3:25 PM (Lunch will be served)• MTES Grades 3-6: 10:03 AM – 3:25 PM (Lunch will be served)• Preschool Full Day: 10:40 AM – 3:10 PM• Preschool Half Day: Cancelled
Early Dismissal Schedule
<ul style="list-style-type: none">• Automated calling system will attempt phone numbers on file• If your child will NOT ride the bus, please notify the main office as soon as possible• PM MVP: Cancelled• Grades K-6: Dismissal will begin at approximately 12:45 PM (No lunch)• PreK: Full Day – Parents must report to main office at 12:45 PM for pick up