



EAST HAMPTON PUBLIC SCHOOLS

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Superintendent of Schools

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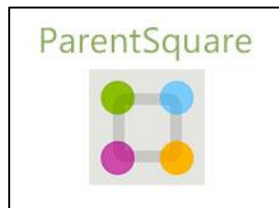
KAREN HITCHCOCK ASETTA
School Business Manager

October 2019

Dear Parents:

Whenever a school cancellation, late opening, or early dismissal is necessary, the Superintendent's Office makes every effort to make the decision as early as possible. Once the decision is made, notification to families and the community is made via **ParentSquare**, our text message and e-mail notification system. In addition, area radio and television stations have been designated to make the announcements for the East Hampton Schools including WTIC (1080 AM), WMRD (1150 AM), WFSB Channel 3, WTNH Channel 8 and WVIT Channel 30 and FOX Channel 61. Information will also be posted on the school district's Facebook page.

The East Hampton Public Schools will not be alerting families to snow cancellations via a telephone call system.



Please note that the REMIND app used in the past is no longer active due to legislation concerning family and student data privacy. However, **ParentSquare** will deliver a TEXT MESSAGE along with an EMAIL as part of our communication plan for school cancellation. If you have given the schools a cell phone number, you are already set up to receive text alerts. ParentSquare information is populated by the school data base through PowerSchool.

PARENTS: You can confirm that you are set up to receive texts from the Superintendent of Schools by doing the following:

1. Visit www.parentsquare.com.
2. Select **"SIGN IN"** in the upper right hand corner.
3. **SIGN IN** if you have an account or **SIGN UP** if you have not established your account.
4. Click on your name in the upper right hand corner.
5. Select **"MY ACCOUNT"** from the menu.
6. Click **"Edit"** and your contact information will be displayed.
7. Confirm that your cell phone number is present and accurate. If it is, you are all set to receive texts.
8. If your cell phone number has changed or is missing, you must contact your school's main office to add a current cell phone number. Please let them know that you want this cell phone number connected to your ParentSquare account.

If you do not wish to receive text alerts, you will still receive email communication from the schools.

NOTE – ALTERNATE WAYS TO LEARN ABOUT CANCELATIONS:

1. Cancellations will be posted on the district's Facebook page. [Click here for East Hampton Public Schools.](#)
2. Families can subscribe to the text alerts from a favorite television network.

Please note that in the event of inclement weather school sessions will be held according to the following schedule if necessary:

2 HOUR DELAY:

<u>BUILDING</u>	<u>STUDENT STARTING TIME</u>	<u>STUDENT CLOSING TIME</u>
High School	9:35 a.m.	2:15 p.m.
Middle School	10:00 a.m.	2:35 p.m.
Center School	10:40 a.m.	3:10 p.m.
Memorial School	10:40 a.m.	3:10 p.m.

EARLY DISMISSAL:

In the event of an early dismissal every effort will be made to make the decision by 10:00 a.m. Schools will be dismissed according to the following schedule.

<u>BUILDING</u>	<u>DISMISSAL TIME</u>
High School	12:10 p.m.
Middle School	12:35 p.m.
Center School	1:10 p.m.
Memorial School	1:10 p.m.

Should school be canceled or closed early, all after-school activities in all schools will be canceled except upon approval of the Superintendent of Schools.

Sincerely,

Paul K. Smit

Paul K. Smith
Superintendent of Schools