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3398 E. 55<sup>th</sup> Street, Cleveland, OH 44127 | (216) 271-7747

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## Weather Related School Closing Information

Dear Parent/Guardian,

At Broadway Academy, we aim to minimize the loss of instructional time while being mindful of student and employee safety. When severe weather is predicted, you will be able to check local television and radio stations (live and their web sites), for announcements about school closings or delayed openings. It is very important that the school office has updated and correct emergency contact information. With correct telephone and email information on file at the school, you will be able to receive automated messages from Broadway Academy about school closings or delayed openings.

The decisions to close Broadway Academy is based on decisions made by Cleveland Municipal School District (CMSD). **If CMSD decides to close, Broadway Academy will also close.** When this occurs, the school's closure information will also be listed on local television and radio stations and you will be contacted via phone.

There may be cases when Broadway Academy will choose to close when the district does not, although that will be rare. Again, when this occurs the school's closure information will be listed on local television and radio stations and you will be contacted via phone.

Should Broadway Academy choose to have a two-hour delayed opening, the following procedures will be followed:

- Yellow buses will pick up students at morning bus stops two hours later than the normal schedule.
- Students who are driven to school by parents/guardians should arrive at Broadway Academy no earlier than the 9:30 AM. Walkers should also arrive no earlier than 9:30 AM.
- Afternoon dismissal will occur at each school's normal time of 3:30 PM.

Again, it is very important that the school has updated and correct contact information. With correct telephone and email information on file at the school, you will be able to receive automated messages from Broadway Academy about school closings or delayed openings. Please call the school at (216) 271-7747 to ensure your contact information is up to date.

If you have any questions, please contact the office of Broadway Academy at (216) 271-7747.

Sincerely,

Sherree Dillions  
Principal  
Broadway Academy