

Woodridge Local School District

EMERGENCY SCHOOL CLOSING

Dear Parent:

During each school year, conditions may arise which could cause the School to close during the day. The reasons for closing are usually related to severe weather conditions which appear to be worsening through the day. If deteriorating weather is the reason to close the School, efforts are made to make that decision prior to noon.

Other conditions may arise necessitating school closing. These could include loss of electrical power, loss of water, damage due to wind, storms, fire, or other circumstances. **THE SCHOOL IS OBLIGATED TO SEND CHILDREN HOME BECAUSE OF POTENTIAL HEALTH OR INJURY FACTORS AT THE SCHOOL BUILDING. THIS IS REQUIRED BY VARIOUS AGENCIES RELATED TO HEALTH, WELFARE, SAFETY, AND/OR FIRE.**

In an effort to safeguard your child if sent home in the middle of the day due to emergency, the following procedures will be used:

- A. It is essential that you are to complete a "school closing card" and return it to the school.

This card, which will be kept by your child's teacher, will identify at least two (2) "safe places" that you want your child to go to in case of an early school closing. Your child will be reminded of his/her "safe places" and then assigned to one of those places.

You should not depend upon siblings to be a caretaker for your child (if not in the same school) as only this school may be closed.

- B. FAN-OUT - A fan-out is established as soon as possible at the beginning of the school year. It is an ATTEMPT to notify parents of an early school closing, however, notification cannot be guaranteed. Sometimes one (1) person away from his/her telephone causes a breakdown to those who are next in the calling cycle. Many times phone lines are down at the school site or in your neighborhood, so there is no phone service. Often no one is available to receive the call. A maximum of two (2) numbers will be called for each student.

In addition to the established fan-out, you may wish to exchange calls with friends and neighbors (also from this School) as a back-up in the event the system breaks down.

Please do not call the School as such calls tie up lines that are needed to run the fan-out.

- C. BUSING - Your child will not be permitted to ride a bus other than one already assigned. If your child normally walks to school, s/he may not ride a school bus. The reasons for this relate to overcrowding, liability factors, and increased confusion.

- D. CAR POOLING - At the time of closing, if you pick up your child and wish to drive some other children, please inform the School office, prior to pick up, so we know which children are being picked up and by whom.
- E. CONFUSION - Though we have experienced school closings in the past and this procedure has worked well, an air of excitement tends to prevail. It is essential that everyone remains calm and collected so the dismissal procedure can work effectively.

We are as concerned as you about the safety of your child in early dismissal situations. We have studied other options that would keep students housed somewhere within the School when early closing is necessary, but after consulting other schools in the area, we find no reasonable means of dealing with these emergencies other than closing the School and sending students home.

The staff and I appreciate your cooperation and assistance in creating the safest possible environment for students upon any early dismissal.

Sincerely,

Principal