

ST. LAWRENCE SCHOOL EMERGENCY CLOSING PROCEDURE

St. Lawrence School has established a procedure to be used in the event of an emergency early dismissal due to inclement weather. We follow *Oak Hills School District* for Emergency Closings, Delays, and Emergency Early Dismissals. For this procedure to work, it is *essential* that you provide us with **accurate home, work and cell phone numbers**.

If our school is forced to close early because of extreme weather conditions or an unforeseen situation, it is essential that we know what procedure to follow for releasing your child(ren).

To aid us in this procedure, please complete the form printed on the back of this letter. We cannot have each child calling home nor can we accommodate parent phone calls requesting last minute changes to your stated procedure. The procedure you indicate on the attached form will be followed when an early dismissal is necessitated. This is to ensure the safety of your child.

If the weather looks threatening, listen to the radio or television or check the television web sites for school closing information. **DO NOT CALL THE SCHOOL** to see if we are closing early. We cannot call out if every parent is calling the school – we only have two phone lines out. When inclement weather forces an early dismissal of school, **ALL AFTER SCHOOL ACTIVITIES WILL ALSO BE CANCELLED**. This would include *Afterschool Care*, detentions, tutoring, and choir practice.

This Emergency Closing Procedure will be utilized to the best of our ability, given the time constraints, and with your cooperation in providing accurate phone numbers.

Thank you,

Mrs. Alma Lee Joesting

Mrs. Alma Lee Joesting
Principal

