



Challenging Students to Achieve Their Goals and Dreams

Dr. Daryl Herrick, Superintendent
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November 1, 2011

Dear Parent/Guardian,

The purpose of this letter is to clarify snow day procedure and explain the variables employed to make an informed decision. It is the intent of the Cedarburg School District, whenever possible, to maintain school according to the published calendar.

Before a decision is made, several persons collect data in order to make a safe decision. Data analyzed includes multiple individuals from the bus company driving the roads, weather reports on current and pending conditions, and highway and road condition reports from the Ozaukee County Highway Department. Several persons, including area superintendents and bus company officials, are in contact beginning at 4:00 a.m. Upon review of the data collected, if conditions are deemed unsafe, the bus company will cancel all transportation. **The major factor for the decision to close schools is always the safety of our students.** In the majority of the situations, the superintendent will follow with the closing of school. Upon a decision being made to close school, the school district will initiate a phone tree. A portion of the phone tree includes contact with media, including television and radio stations, in order to best notify parents and students. It is our sincere, earnest intent to make a decision no later than 5:30 a.m. Please keep in mind that even though a decision is made at this early hour and the media is immediately contacted, it may take time for the media to announce the closing. It is a very busy time for the media as they receive a barrage of phone calls.

There have been concerns in the past regarding early dismissals of the students due to inclement weather. The typical procedure implemented is to release the middle school and high school children first. They would be released around 2:00 p.m. in order to give the bus company ample time to complete these routes and report to the elementary schools upon their normal dismissal time. The elementary students would not necessarily be released early, as we understand this poses childcare problems. In the event we do plan to release elementary students early, we will attempt to call all parents and/or guardians at home or work to notify them of the early dismissal. We ask for your patience and understanding in these challenging matters.

Sincerely,

A handwritten signature in blue ink that reads "Daryl Herrick".

Daryl Herrick, Ed.D.
Superintendent

DH/aw