

Cedarburg

School District

Challenging Students to Achieve Their Goals and Dreams

December 8, 2016

Dear Parent/Guardian,

I hope this letter finds you in good spirits. I am writing this letter to clarify snow day procedure and explain the variables involved in making an informed decision. It is the intent of the Cedarburg School District, whenever possible, to open school according to the published calendar.

Before a decision is made to close school, data is collected to make an informed 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. I am in contact with area superintendents and bus company officials at approximately 4:00 a.m. We do communicate the prior evening if there is a forecasted storm or weather emergency. 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, I will make the decision to close school. Upon a decision being made to close school, the school district will initiate a phone tree. A portion of the phone tree includes contacting media, including television and radio stations. It is my sincere and 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. For your convenience we will post the school closing announcement on the District website, www.cedarburg.k12.wi.us. In addition, there will be an automated message sent from the district to all district families. **The Cedarburg School District communicates with families in a variety of methods. Communication during emergency situations will be sent using the School Messenger/Skylert application. Families are encouraged to keep their Skylert communication methods and contact information current by logging into [Skyward Family Access](#) and configuring preferences for phone, email and text message communication. Instructions to do so may be found [HERE](#).**

There have been concerns in the past regarding early dismissals of the students due to inclement weather. The typical procedure implemented is to release first middle school and high school students. They would be released around 2:00 p.m. in order to give the bus company additional 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 need to release elementary students

early, school staff will attempt to call all parents and/or guardians at home or work. Thank you in advance for your patience and understanding.

Serving Cedarburg School District Students,

A handwritten signature in black ink that reads "Todd Bugnacki". The signature is written in a cursive style with a large, sweeping initial "T" and "B".

Mr. Todd Bugnacki, Superintendent

TB/br