

School District of Whitefish Bay
1200 East Fairmount Avenue
Whitefish Bay, Wisconsin 53217

--PLEASE POST--

To: All School District Parents, Students and Personnel
From: Dr. James Rickabaugh
District Administrator
Date: October 26, 2009
Re: School Board Policy 723.4 -- Emergency School Closing

School Board Policy 723.4 provides for the closing of schools and cancellation of school activities due to weather or other emergencies. This policy covers cancellation for the entire or part of a day.

In general terms, the policy empowers the District Administrator to close schools or dismiss students early in the event of existing or predicted hazardous weather or other emergency. The authority governs both emergencies affecting a single building and the entire district. The policy ensures clear communication to families and groups during a time when the weather emergency makes such communication especially important. When school is closed or dismissed early due to weather, school district-sponsored activities are also canceled. If an emergency is caused by a factor other than weather, school sponsored activities may be conducted depending on safety conditions.

Please note the following:

- The decision will always be made to protect students from the potential harm of severe weather or other hazards.
- When possible, the decision to close school will be made by 6:00 a.m. and to dismiss early by 11:00 a.m.
- The following radio and TV stations will be contacted and asked to announce decisions:
 - WISN (1130 AM)
 - WTMJ (620 AM)
 - TV Channels 4, 6, 12 and 58
- The school district web site will indicate if school is not in session. (www.wfbschools.com)
- Announcements will be made **only** when school is canceled or dismissed early. No announcements are made when school is following a normal schedule.
- Communication during any emergency is critical to safety. **Please do not phone the school unless absolutely necessary.** Such phone calls delay operations and tie up phone lines and time needed to deal with the emergency or hazardous condition.
- The district will work closely with police, fire, highway personnel, and other offices as decisions regarding dismissal are made.
- Parents should be certain that their children are properly clothed, instructed and otherwise prepared for emergencies. **If you will not be at home, please have an alternate safe location arranged.** Listen to radio and TV reports during times of severe weather.
- Each school has an emergency plan and conducts periodic fire and tornado drills.
- If parents/guardians disagree with a decision to hold school on a bad weather day because they think it is too hazardous, they are urged to keep their students at home.