

SCHOOL CLOSURE PROCEDURES

Brookings-Harbor School District 17-C

If there is a weather-related emergency or other event that requires our school close or students be dismissed early, parents are asked to **please follow these procedures**:

1. Make sure that you have a **current and complete Emergency card** on file at **EACH** school for **EACH** student in your family.
2. Tune your radio to **KURY (95.3)** for announcements about school closures. Any early dismissal will be announced at least one hour prior to students being released.
3. Please **DO NOT CALL** the school office. We will need all the lines for outgoing communication related to the early dismissal of students or school closure.
4. If your child contacts you via a cell phone, please follow proper school procedures and **sign out with the homeroom teacher**.
5. If you made plans to come to school to pick up your child, go directly to the homeroom classroom for **EACH** student you plan to pick up an **SIGN OUT** with the homeroom teacher.
6. Make sure your child knows what to do if you are not at home.
7. Double check with your **CHILD** and the **TEACHER** on any **SPECIAL** instructions in the event of early dismissal.

*Above all, stay calm.
Student safety is the school's top priority.*