

(SCHOOL DISTRICT)

(Street Address – City, State, Zip Code)

(Area Code) (Phone Number)

(Date)

Dear (School District) Parent(s)/Guardian(s),

We have entered into the tornado season and most recently experienced a disruption to the school day because of a tornado watch that went into effect. Although the (School District) staff across the district did a very good job of releasing and maintaining accountability for our students, it was a confusing and challenging event.

Our student handbooks currently state, for both the elementary and middle schools, that students will be released during the school day should a tornado “watch” go into effect. After consulting with my colleagues in other districts and within the (School District), I have made changes to the administrative guidelines regarding weather delays or dismissals. These new guidelines will take effect immediately and are as follows:

1. If a tornado watch or warning is in effect at 6:00am in the morning and announced to be ending at or before 8:00am, we will implement a 2-hour delay to the school day.
2. If a tornado watch or warning is in effect at 6:00am in the morning and not expected to be lifted until after 8:00am, we will close school for the day.
3. If our school day has already begun and a tornado watch or warning goes into effect while the students are in our care, we will keep the students safely at school.
4. If a tornado watch is in effect at the end of our regular school day, we will release the students at the end of the day and our buses will be running their normal schedules.
5. If a tornado warning is in effect during the school day, we will not release the students until the warning has been lifted – even if the regular school day has ended. We will supervise our students at each building until the tornado warning is over. Buses will then transport their assigned student’s home by their normal route.

The official weather source we use is (Local News Station) at (New Station Website). We try and make timely decisions about school disruptions always with the safety of our students in mind. As soon as we make a decision to delay or close school, we immediately contact the major local radio and television stations as well as placing a recording on our phones regarding the school delay or closing.

If you should have any questions regarding these guidelines, please do not hesitate to call our central office at (Area Code) (Phone Number).

Sincerely,

(School District Superintendent)
Superintendent