



## GREENDALE SCHOOL DISTRICT

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5900 South 51<sup>st</sup> Street ~ Greendale, WI 53129 ~ [www.greendale.k12.wi.us](http://www.greendale.k12.wi.us)  
Administrative Office (414) 423-2700 ~ FAX (414) 423-2723  
Pupil Services Office (414) 423-2714

December 8, 2009

Dear Parents/Guardians,

The purpose of this letter is to clarify the Greendale School District's procedures for closing school due to inclement weather. It is the intent of the District, whenever possible, to maintain school according to the calendar, but concern for the safety of our students may necessitate the closing of our schools.

Before a decision is made to close school, information from the bus company, weather reports on current and pending conditions, and road condition reports from the area are taken into consideration. Several persons, including area superintendents and bus company officials, are in contact beginning at approximately 4:00 a.m. If conditions are deemed unsafe, the bus company will cancel all transportation. In the majority of the situations, the superintendent will follow with the closing of school. It is our sincere intent to make a decision no later than 6:00 a.m. When a decision is made to close school, we will notify parents and students through various channels.

- All parents/guardians will receive a School Messenger phone message.
- The school closing notice will be posted on the District website at [www.greendale.k12.wi.us](http://www.greendale.k12.wi.us) and on all five school websites.
- The media will be contacted. Please keep in mind that even though a decision is made at this early hour, 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 the early dismissal of students due to inclement weather. If deemed appropriate to close schools before the end of the school day, the typical procedure will be to release the high school and middle school students first in order to give the bus company ample time to complete these routes and report to the elementary schools. 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 when inclement weather necessitates the closing of our schools.

Sincerely,

A handwritten signature in black ink that reads 'William H. Hughes'.

William H. Hughes, Ph.D.  
Superintendent of Schools