KATONAH-LEWISBORO SCHOOL DISTRICT
2022-2023
(Please print legibly)

Student's Last Name:	Student's First Name:	22-23 Grade:	22-23 School:

SECONDARY SCHOOL UNSCHEDULED EARLY CLOSING
(Please indicate preference and sign below)

The Katonah-Lewisboro School District uses an automated phone system to announce inclement weather delays and closings, emergency dismissals, and other general announcements. In the event of a delayed opening or a full day closing, only the student's primary household phone number will be called. For Unscheduled Early Closings and Emergency Dismissals, the system will call the student's primary household phone number, as well as the work and/or cell numbers for the designated parents/guardians (please note that extensions are not used in this system), and two e-mail addresses for the designated parents/guardians.

There may be circumstances beyond the District's control that could prevent the use of the automated calling system, Connect-ED. For this reason it is essential that you have a plan in place for precisely what your child should do when he/she gets off the bus or arrives at home in the case of an *Unscheduled Early Closing* or *Emergency Dismissal.*

In the case of an *Unscheduled Early Closing,* schools close early due to a weather-related or a building facility malfunction, such as no water, heat, electricity, etc. With this type of closing, parent/guardian notification systems will be put into effect. **Please dismiss my child as indicated below (check only one):**

_____ Ride assigned bus home

_____ Walk home

_____ HS only: Drive his/her own car or be a passenger in a car driven by a sibling only

In the case of an *Emergency Dismissal*, students must be placed on buses as soon as possible and buildings must be evacuated. The Connect-ED System and District website will be used as needed, if available. **All K-12 students will be sent home on their assigned buses and dropped off at the closest bus stop to the child's home that is accessible. Walkers, drivers and riders (JJHS only) will be dismissed as usual, and any student who is usually picked up will be sent home on his/her respective bus.**

Please provide your signature to verify that this plan has been discussed with your child and all responsible individuals.

Parent/Guardian signature:_____ **Date:** _____