

September 2019

Dear Parents:

This letter is to inform you of the District's emergency school closure procedures due to inclement weather or other circumstances. You will also find this information on the district website at [www.rogueriver.k12.or.us](http://www.rogueriver.k12.or.us).

The decision to either delay the start of the school day and transportation services, send students home early, or close some or all District schools is made with the safety and well-being of your child in mind and the information available at the time. Information will be communicated via local radio and television stations as well as the Blackboard Connect System, and posted on the District website. To keep you fully informed, it is imperative that your child's school has your updated contact information.

The emergency school closure procedures are as follows:

**I Delayed Starting Time**

1. The decision to delay the start of school will be communicated to the local television and radio stations and District Website ([www.rogueriver.k12.or.us](http://www.rogueriver.k12.or.us)) by 6:00 A.M. Stay tuned to any of the following stations or website on mornings when the weather appears inclement (snow, cold/ice, fog):

**Radio Stations**

KAJO	KRRM
KBOY	KLDR
KCMX	KSOR
KDOV	KYJC
KMED	KTMT
KRWQ	KAKT

**Television Stations**

KTVL (Channel 10)  
KDRV (Channel 12)  
KOBI (Channel 5)

2. A delayed start will begin two (2) hours later than the regular bus pickup time and school starting time. If the normal bus pickup is 7:00 A.M., expect the bus at 9:00 A.M. Breakfast will not be served on a delayed start day. The end of the day dismissal time remains the same. The delayed starting schedule is:

### **Beginning Time**

Rogue River Elementary	10:00 A.M.
Rogue River Junior/Senior High School	10:03 A.M.

3. If there is a school closure, after school and co-curricular activities will be cancelled. Sporting competitions may be an exception as determined by the Athletic Director and School Administration.
4. Listen to the television and radio stations or check the District Website for a further report indicating whether the schools will open on the two (2) hour delayed schedule or that school will be canceled for the entire day.

## **II Sending Students Home Early**

1. The decision to send students home early will be communicated to the local television and radio stations and posted on the District Website.
2. Parents are urged to have an "Emergency Closure Procedure" form (see attached) completed and on file in the school's main office.
  - A. The school will follow your instructions. Please indicate the bus or walking destination or the adult who will pick up your child at school. The bus delivery point will either be the regular stop or the nearest stop to the alternative household listed on the form.
  - B. Your child will receive a bus pass by the office or classroom teacher to ride a different bus if he/she is being sent to the alternative household listed. The child will give this pass to the bus driver.
3. If a school bus cannot proceed to delivery points due to road conditions, the children will be returned to school. Children will only be allowed to leave the bus at the regular or parent approved alternative delivery stop. The school will call the child's home or the alternative person if the child was returned to school.

It is extremely important to have a family contingency plan when a change in routine occurs. The following may be helpful when school is delayed, canceled or students are sent home early due to an emergency closure.

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1. Communicate your contingency plan to your child and the school. In case of an early dismissal, your child should know:
  1. The household to which he/she is to be bused; or
  2. The household to which he/she will walk; or
  3. The person who will pick up your child at school.
2. If you leave for work before your child leaves for school, prepare now by arranging childcare with another adult in case school is delayed or canceled.
3. Check that all members of your family know the contingency plan (where to go, who to call, etc.)
4. If students are bused home early because of closure during the school day, be sure the person meeting your child knows the delivery stop your child will exit the bus. Contact that person as soon as you become aware of a closure during the school day.

Please fill out and submit the attached form to the school office. Students will be bused to their regular stop if we do not have a form on file.

Your understanding of the District's procedures and your family preparations for emergency school closures is greatly appreciated. It is extremely important that students are fully aware of the school procedures and family plan when schools are delayed, canceled or dismissed early. I hope we are fortunate and have no school closures this year. Thank you for your cooperation.

Sincerely,

Patrick Lee  
Superintendent  
Rogue River School District #35

**EMERGENCY CLOSURE PROCEDURE**

Check one

- My child is to be bused home to the regular school bus delivery stop.
- My child is to be bused to the alternative household and dropped off at the nearest bus delivery stop to the address listed below. This stop must be within the Rogue River School District bus routes.

Adult's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

- My child is to walk home or to:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

- My child is to be picked up by:

\_\_\_\_\_ or \_\_\_\_\_  
Adult's Name Adult's Name

If the school does not receive this form, your child will be placed on his/her regular bus and delivered to the home bus stop.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
School - Grade

\_\_\_\_\_  
Date