

Southwest Elementary School

Dismissal Information

On occasion, weather conditions may require school to be dismissed earlier than normally scheduled time. If school is dismissed early it will be announced on local radio and television stations. Families may also be contacted by the Automatic Dialing System. Please update phone numbers as needed in the elementary office.

We must have a regular procedure for your child for these days. Please inform your child(ren) of the procedure to follow when there is an early dismissal.

Because the phone is always very busy, especially at these times, we **cannot** call parents to find out what to do in the event that school is dismissed early. If we don't have special instructions from the parent the child will follow his/her regular routine.

Local (Missouri) radio and television stations will be contact in case of inclement weather. Please do not call the elementary office and ask if we will be dismissing early, the secretaries do not make the call on dismissal. Southwest School has trained personnel checking the roads during inclement weather and will contact the media as soon as possible. The Automatic Dialing System is very helpful during inclement weather, so please keep current phone numbers updated in the office.

Please fill in the following information.

Student' Name

Teacher

Please check one:

_____ My child will follow their normal routine for inclement weather.

_____ My child will need to go to an alternate location when school is dismissed early due to inclement weather. My child is to go to:

_____ Bus # _____

Parent Signature _____ Date _____