

## EMERGENCY DISMISSAL FORM

\*\*\*Please complete this form for each child you have in our school\*\*\*

Dear Parents:

We are all aware that school can be dismissed early because of inclement weather, or other emergencies during the course of the school day or year. In order to provide for the safety of every child, we would like to have a plan of action that we could implement in case we are faced with this situation. Please read this memo very carefully and then check the option that you want us to follow in case of an emergency dismissal from school. We have limited telephones and it is very difficult to call and announce an emergency dismissal or school emergency. Contact a neighbor/friend/relative and make your arrangements for the year. Let your child know the plan as well.

\_\_\_\_\_ 1. Dismiss my child from school as usual. Someone will be home to provide care for him/her.

\_\_\_\_\_ 2. My Child has my permission to go to the home of \_\_\_\_\_ ( name of a person) in case school is dismissed early. Please select someone that is usually home during school hours. Also, please, make sure they are willing to accept your child.

\_\_\_\_\_ 3. You have my permission to release my child to \_\_\_\_\_ (name of person) in case school is dismissed early. They must have a valid photo I.D. and enter the building to sign your child out. We will only release your child to the person whose name you have given us.

---

### INCLEMENT WEATHER: CLOSING OF COUNTY SCHOOLS

It is important that you keep your primary phone number current on our records – Parent Link, our automated phone system, will notify you if there is to be a delay or school closure by calling the primary phone number listed on your child's student information sheet.

You may also go to the Monongalia County Schools web site @[boe.mono.k12.wv.us](http://boe.mono.k12.wv.us) and click on school closing in the yellow bar. Local radio stations also list school closings and delays from 5:30 a.m. – 7:30 a.m.

---

(Date)

---

(Child's Name)

---

(Parent/Guardian Signature)