Dear Parents/Guardians:

When school is closed due to inclement weather or other unforeseen problems such as water or power outages, the following is some of the important information used by the district.

What are some of the variables used to determine when school will close?

1. **Snow and/or Ice** – Determination of road safety is made with many variables in mind. Such determinations are made with collaboration from district transportation leaders as well as district operations staff. These determinations will be made as early as possible so that there will be an appropriate amount of time to notify families and staff.

2. **Cold** – Across Oakland County, a study was conducted in order to provide standards for determining when school should be closed due to cold weather. At this time, 25 degrees below zero wind chill temperature is being used by most districts as the critical temperature.

3. **Power/Water Issues** – In the case that a building does not have power or running water, the building will be closed for the day.

Options for school closure:

1. **Full day school closure** – School would be closed for the entire school day.

2. **2 hour delay** – In the case that weather issues are isolated to the early morning hours, the Brandon School District may call for a two hour delay to the school day. The following would be the school times:
   a. **Brandon High School** – 9:25 a.m. to 2:20 p.m.
   b. **Brandon Middle School** – 9:35 a.m. to 2:30 p.m.
   c. **Harvey-Swanson Elementary** – 10:35 a.m. to 3:30 p.m.
   d. **Oakwood Elementary** – 10:45 to 3:40 p.m.

   ** Expected bus pick-up times would be actually two hours later than a student’s normal pick-up time unless otherwise notified.

When it is determined that school will close:

- **Notification**
  - **TV/Radio** - School closing announcements will be broadcast on these local TV stations: WJBK-TV (FOX2), WDIV-TV (Local 4), WXYZ-TV (Channel 7), WWJ-TV (CBS Detroit), WKBD-TV (CW50), NBC25.
  - **District Contacts** - School cancellations can also be found on our district website [www.brandonschooldistrict.org](http://www.brandonschooldistrict.org), Facebook and Twitter. The Blackboard Connect 5 system will also send notices to the first phone contact on a student’s emergency list. If you have changed your telephone number or if the emergency contact person’s telephone
number has changed, please contact pupil services at (248) 627-1866 or thill@brandon.k12.mi.us.

➢ Other Information Related to School Closing

- **Night Events** - Should the entire Brandon School District close, all scheduled activities during and after school for grades K-8 will be canceled unless otherwise notified. This includes all community education and Brandon Township Parks and Recreation activities. At the high school level, after-school activities (games, practices, etc.) will be determined by early afternoon based upon current weather conditions. For the most up-to-date information, please visit the appropriate school or athletic webpage (www.brandonschooldistrict.org, click school or athletics).

- **Latchkey** - Latchkey will be open if possible during snow days.

- **School Closing During the Day (Due to Inclement Weather)** - Once students arrive at school, we will not close early and send students home due to inclement weather. In the case of a power outage at the high school or middle school, school may be closed early. We will attempt to hold school at least a half-day should power go out in the morning, and a full day should power go out in the afternoon. Students in these buildings (grades 6-12) will be transported home, by buses, should this be necessary.
  - **Option to Pick-up Students Early** - Since we will not be closing school during the day due to inclement weather, you may as a parent or guardian, pick up your child at school. An absence of this type will be considered “excused.” We will **NOT** release students to individuals who are not listed on the emergency card. This is for your child’s safety. If you wish to add a relative, neighbor or friend to your child’s emergency card, please contact pupil services at (248) 627-1866 or at thill@brandon.k12.mi.us.

- **Emergency Drop-Off** - Should the weather become severe during the day and it becomes hazardous to transport students down back roads after school, we will have to use emergency drop-off points throughout the District. (The emergency drop-off areas can be found online: www.brandonschooldistrict.org, then click on the Transportation Department link.) The **Blackboard Connect 5 Notification System** will be used before the students are sent home. **We will not release Kindergarten through sixth grade students** at an emergency drop-off site if a parent or guardian is not present to receive the student. If a parent or guardian is not at the drop-off site, the student will be retained on the bus and returned to the Transportation Department. It is expected that children will be picked up from the Transportation Department by a parent or guardian as soon as possible. For your child’s safety, identification may be requested prior to a student’s release.
  - If you want your child to remain at school and not ride the bus when we need to invoke the emergency routing, please notify your building principal of this request. It is expected that children will be picked up within a half-hour after the regular dismissal times.

- **Do we have to make this time up?** – Here in the Brandon School District, we greatly value instructional time. With that said, safety is our top priority. The State of Michigan understands that inclement weather is a reality for schools across the State, thus allowing districts up-to 6 snow days before requiring that time is added to a district’s academic calendar.

➢ **There may be exceptions to these procedures if unusual circumstances occur.**
Thank you for taking the time to review these procedures and we are hopeful to have as little interruption to instructional time as possible.

Sincerely,

Matthew S. Outlaw
Matthew S. Outlaw, Ed.D
Superintendent of Schools