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September 1, 2010

**RE: School Closings**

Dear Parents and Guardians of Kaukauna Area School District Students

Decisions to close school due to inclement weather always prompt questions regarding the process. For that reason, I want to review the process with you. Several steps are taken each time consideration is given to closing schools. Those steps are:

1. A Kobussen Buses Ltd. representative and the District Administrator discuss the weather conditions. This discussion usually begins at 4:00 a.m. unless conditions are predictable on the previous day.
2. School districts contiguous to Kaukauna Area School District are contacted as to their plans.
3. If the Kaukauna Area School District and/or the Kobussen Buses Ltd. consider that students can get to school safely, schools will be open. If the conditions prevent the likelihood of students getting to school safely school opening will be delayed or schools will be closed.
4. Every effort is made to make the decision and notify the appropriate radio and T.V. stations before 6:00 a.m. (The radio stations are: FM STATIONS; WAPL 105.7, WIXX 101.1, WNCY 100.3, WYDR 99.7, WYDR 94.3, WTAQ 97.5. AM STATIONS; WTAQ 1360, WHBY 1150. WBAY – 2, WFRV -5, WGBA -26, WLUK – 11 are the TV stations). The information will also be available on the school district website: [www.kaukauna.k12.wi.us](http://www.kaukauna.k12.wi.us) (always refresh your screen to get up-to-date information)
5. If weather conditions warrant sending students home from school early, each school site will activate its emergency closing procedures plan. Parents or guardians are urged to plan for such schedule changes so that students will be able to get into their home or know where to go in the neighborhood until parents or guardians arrive.
6. If school is open but you the parent or guardian feels the weather conditions are hazardous for the child due to health, physical circumstance, distance to school, etc., the parent or guardian is encouraged to use their best judgment.

We know that the decision to open, close or delay, presents difficulties for some families. Please know that every effort is made to get up-to-date information to provide for the safety of our children.

Sincerely,

Mary K. Weber  
District Administrator