

July 1, 2017

Dear Parents and Guardians:

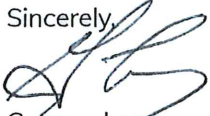
As your Business Manager, I, along with a team of people from Transportation and Operations, work hard to determine the appropriate decision as it relates to delaying or closing school. We traditionally try to make this decision by 5 a.m. On these mornings, we communicate with the City of Middletown, the National Weather Service and other school districts (usually to the west of us) to help make decisions. We are usually out on the roads as early as 2 a.m., working to evaluate road conditions and any storm changes.

Our biggest challenge is when we have to make the decision to close or delay based on predicted weather. As all of us know, predictions are just that, and are not always accurate. So, on a given morning when you're scratching your head wondering how we made the decision we did, please understand it is sometimes based on our 5 a.m., crystal ball and not what you're seeing when you wake up.

1. School Delay and closing information will be broadcast as soon as possible via:
  - a. All Cincinnati and Dayton commercial television and radio stations.
  - b. One Call automated phone system will alert staff and parents.
  - c. Middletown City School's website at [www.middletowncityschools.com](http://www.middletowncityschools.com).
  - d. All building answering machines will carry the information.
2. All adult classes, building rentals and school activities will be cancelled on days when school is not in session, unless otherwise noted and approved by the Superintendent.
3. If school is on a **two hour delay**:
  - a. All employees are to report to work as soon as they can safely arrive.
  - b. There will NOT be A.M. Preschool
4. If school must be dismissed early because of bad weather:
  - a. Messages will be broadcast via the communication outlets above.
  - b. It is imperative that no child be left stranded or locked out without a parent or other designated responsible adult.
  - c. Parent whose work schedule would prevent them from being a present if their child is dismissed early, should tell the school secretary the alternate plan for their child in advance of the event.

If you have any questions or concerns, please contact me at the number listed below.

Sincerely,



George Long  
Business Manager