



Huber Heights City School District

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Superintendent: William E. Kirby
Assistant Superintendent for Operations: Susan Gunnell
Assistant Superintendent for Instruction: Kathy Demers

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Dear Parents:

I want to inform you about procedures the Huber Heights City School District plans to follow in the event bad weather or some other condition such as an electrical or water problem forces a change in school hours. We will continue to utilize our current delay policy. When weather forecasts indicates a winter storm or other inclement weather should be over within a short period of time, then a delay will provide an extra measure of safety for our students. The procedures we will follow for school closings and delays are outlined below.

We urge all parents to be certain that children know where to go and what to do if school is delayed or dismissed early. If they do not have a house key, they need to know where to go or whom to contact. Prior planning can provide the needed protection and security to successfully deal with interruptions to our normal schedule. Thank you for understanding.

School Closings

Assessment of road conditions usually begins around 5:00 A.M., and a decision to cancel school is normally made by 6:00 A.M. *One Call Now*, our automated dialing system will be used to call parents and staff. Delays or closings will be posted on our district web site at huberheightscityschools.org. The area radio and television stations are notified immediately once the decision is made. Transportation will not be provided to and from private and parochial schools on days when Huber Heights announces a school closing. Weather conditions will be evaluated at 1:00 P.M. for afternoon and evening activities, and any changes in the schedule of extracurricular activities will be announced on the television and radio stations.

Two-Hour Delays

When conditions are such that a delayed start is judged to be appropriate, a two-hour delay will be announced. The procedures for a two-hour delay are as follows:

All Preschool and Kindergarten will be on Plan B

Plan B:

Early Schools (Kitty Hawk, Menlo Park, LaMendola)

AM Kindergarten/Preschool 10:45 to 12:15 **PM Kindergarten/Preschool** 1:45 to 3:15

Late Schools (Monticello, Rushmore, Titus, Valley Forge)

AM Kindergarten/Preschool 11:15 to 12:45 **PM Kindergarten/Preschool** 2:15 to 3:45

The morning pick-up times for all bus riders will be scheduled two (2) hours later than the normal schedule. This includes all public as well as private/parochial school students.

1. The delayed starting times for schools will be:

Stuebaker and Weisenborn	9:20 A.M.
Wayne	9:50 A.M.
LaMendola, Kitty Hawk, Menlo Park, and St. Peter	10:45 A.M.
Rushmore, Titus, Monticello, and Valley Forge	11:15 A.M.

2. Dismissal times will not change.
3. Afternoon and evening activities will be held as scheduled unless otherwise announced.

Two Hour Early Dismissal

Changing weather conditions may warrant an early dismissal. A two-hour early dismissal will be announced. The procedures for a two-hour early dismissal are as follows:

All Preschool and Kindergarten will be on Plan A

Plan A:

Early Schools (Kitty Hawk, Menlo Park and LaMendola)

AM Kindergarten/Preschool 8:45 to 10:15 **PM Kindergarten/Preschool** 11:45 to 1:15

Late Schools – Monticello, Rushmore, Titus and Valley Forge:

AM Kindergarten/Preschool 9:15 to 10:45 **PM Kindergarten/Preschool** 12:15 to 1:45

Studebaker and Weisenborn	12:05 P.M.
Wayne	12:50 P.M.
Kitty Hawk, LaMendola, Menlo Park, St. Peter	1:15 P.M.
Monticello, Rushmore, Titus, Valley Forge	1:45 P.M.

Early Dismissal for Teacher Work Day

Our school calendar has 4 days scheduled for early dismissal for teachers to focus on curriculum and instruction. Latchkey will remain open until the normal time. All bus routes will run 90 minutes earlier than the normal schedule.

All Preschool and Kindergarten will be on Plan C

Plan C:

Early Schools – Kitty Hawk, Menlo Park and LaMendola:

AM Kindergarten/Preschool 8:45 to 10:30 **PM Kindergarten/Preschool** 12:00 to 1:45

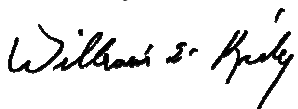
Late Schools – Monticello, Rushmore, Titus and Valley Forge:

AM Kindergarten/Preschool 9:15 to 11:00 **PM Kindergarten/Preschool** 12:30 to 2:15

Studebaker and Weisenborn	12:35 P.M.
Wayne	1:20 P.M.
Kitty Hawk, LaMendola, Menlo Park, St. Peter	1:45 P.M.
Monticello, Rushmore, Titus, Valley Forge	2:15 P.M.

We realize that in homes where both parents work, any disruption in the normal schedule can cause a major inconvenience. We can appreciate and understand your concern over school closings, delays, and early dismissal and we will try to keep any disruptions to a minimum. However, when conditions dictate a deviation for the safety of our students, we hope that you will work hand-in-hand with us to provide your children with a plan should there be a change in the school schedule.

Sincerely,



William E. Kirby
Superintendent of Schools