

KWAME NKURUMAH ACADEMY
901 East 95th Street
Chicago, IL 606019
(773) 966-1600



EMERGENCY SCHOOL CLOSING PROCEDURES

January 20, 2012

Dear Parent/guardian:

In the event Kwame Nkrumah Academy closes due to severe weather, including cold weather, temperatures dropping below 40 degrees Fahrenheit, strong winds, rain, sleet, heating problems, evacuation, etc., the following procedures will take place:

- Classroom teachers will telephone students' home to let parents/guardians know the school will be closed. Please make sure your child's teacher has at least **two (2) working telephone numbers**, including neighbors and other relatives' home and cell numbers.
- In the event school is closed, a message will be placed on the school's message center with instructions as well as on the school website. Please leave a message if you have any questions and your call will be returned as quickly as possible.
- Due to probable inclement weather conditions over the next few days, please make prior arrangements for your child to have a safe place to go in the event school is closed. We will make every effort, to contact you well in advanced, however, the decision to close the school may not be made until the morning of the school day.
- If it becomes necessary to evacuate the school before 3:30 p.m., parents/ guardians or designees will be immediately telephoned and asked to pick up their child. There will not be any after school programs that day. Please make prior arrangements to have someone pick up your child in the event you will probably not be able to do so immediately due to the location of your workplace. Also, Kwame Nkrumah Academy has two safe emergency evacuation sites near the school. Parents will be telephoned if students need to be moved to an emergency site immediately. Staff members will notify parents and guardians of the location of the emergency site as soon as possible.
- Per Chicago Public Schools guidelines, **"If any student arrives at a school that is closed, the engineer/custodian or any other staff present should admit them into the building and call their parents or guardians. If a parents or guardian cannot be reached, the police should be called. Under no circumstances should any child be left outside the school building. Staff members should not drive students home."**

We will make every effort to have the doors of Kwame Nkrumah Academy remain open and will notify you of any school closings as soon as possible. Please listen to weather forecasts daily in an effort to predict when schools may be closed. If you need additional information regarding these procedures, please do not hesitate to let me know.

Sincerely,

Ms. Monique Whittington

Principal

Children's safety is everyone's responsibility!