

**RUSSELL ELEMENTARY SCHOOL  
2010-2011**

**EMERGENCY DISMISSAL INFORMATION**

Experience has taught us that the possibility of an early dismissal from school may occur at any time. This letter is sent to inform you that if school is dismissed early, local radio stations will announce the time of school closing.

In order that your child's teacher will know what your child is to do in the event of an early dismissal, we ask that you complete this form and return it to school where it will remain on file with the classroom teacher for reference.

Please discuss with your child what you would like him/her to do if school is dismissed early.

In order to keep the school telephone lines open, we ask that you *do not instruct your child to telephone home*. **STUDENT USE OF THE TELEPHONE WILL NOT BE AN OPTION.**

If this procedure changes, please send a note to school with your child detailing those changes.

Thank you for your cooperation.

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Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Directions for students when school is dismissed early:

Go home as usual. \_\_\_\_\_ (Please check if this is appropriate).

Other Instructions: (Please be specific)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_