



**Lincolnshire-Prairie View School District 103**  
**Administration Offices**

1370 N. Riverwoods Road • Lincolnshire, IL 60069  
847/295-4030 • FAX 847/295-9196  
<http://www.d103.org>

**Scott H. Warren, Ed.D.**  
Superintendent

November 10, 2017

Dear District 103 Parents and Guardians,

With winter weather arriving soon, we want to share information with you about the decision-making process in the event of a school closure. As an elementary district serving young children, we recognize that you rely on us to keep our schools open, providing it is safe to do so.

On a severe weather morning, we begin to assess conditions the day before, with student safety as our number one priority. The variables we consider include the following:

- Local weather forecasts;
- Road conditions;
- Temperature (-20° F or colder) and Wind Chill (A wind chill of -35° F is dangerous as exposure for more than 20-30 minutes makes skin susceptible to frostbite.);
- Whether all buses are operating and drivers are available;
- Whether the majority of our staff can safely arrive at school;
- If school buildings are functioning properly (e.g., furnaces/heat/water/no frozen or burst pipes/phones);
- The District 125 Consortium superintendents communicate at 4:45 a.m. to share information. Although circumstances may result in all the Consortium elementary districts closing, the final decision rests with the superintendent in each district. Stevenson High School rarely closes, because its students have access to alternate transportation options.

We need to determine whether to close District 103 schools, or to implement the Late Arrival Procedure, by 5:00 a.m.

**Notifications are the next steps:**

- To notify parents of school closings or Late Arrival Days due to severe weather, I contact the **Emergency School Closing Center**, which broadcasts the information on television and radio stations. Please note: These broadcasts may only update this information in 30-minute intervals.
- Using contact information (e.g., home phone, cell phone, and/or e-mail address) on PowerSchool, **District 103 will notify parents and staff through SchoolMessenger**. Note: Temporary delays can be expected when communication lines are stretched beyond capacity, such as when high volumes of messages are sent throughout the United States.
- Many of you have already opted-in to receive our emergency alerts **by text message on your cell phone**. If you have NOT received an invitation to opt-in your cell phone number, please call your school office. With your consent, we can add your cell number to PowerSchool, and you should receive an invitation the next day to opt-in. If you choose to opt-in, you must reply to the text message invitation.

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(Superintendent letter of 11/10/17, continued from prior page)

- The District's **Late Arrival Procedure** provides us with the opportunity to hold school during severe weather conditions when it is safer to transport students to school later than the usual start times. On a Late Arrival Day, buses pick up students on their normal routes 90 minutes later than the morning pick up time. **School begins 90 minutes later than the usual starting times.**
  - **On a Late Arrival Day, Laura B. Sprague School will start at 9:45 a.m. and end at 2:45 p.m.** Students in the Extended Day & AM Early Childhood classes, as well as the AM Kindergarten class, will attend school, which will begin at 9:45 a.m. and end at their normal times. The Early Childhood PM and afternoon Kindergarten bus routes will operate as normal per their typical schedule.
  - **On a Late Arrival Day, Half Day School will start at 10:30 a.m. and end at 3:30 p.m.**
  - **On a Late Arrival Day, Daniel Wright Junior High will start at 10:00 a.m. and end at 3:35 p.m.**
  - **On a Late Arrival Day, we expect the 103 Club will operate as normal.** Should roads not be safe for travel in the morning, families will be notified in advance of a possible cancellation.
  - **Additional details are provided on the Late Arrival Procedure** posted on the virtual backpack at [www.d103.org/virtualbackpack](http://www.d103.org/virtualbackpack) or [www.d103.org/latearrival](http://www.d103.org/latearrival).

Based on the adult supervision requirements for the age of students we serve in District 103, it will be extremely rare for us to dismiss students early from school, once they have arrived for the day. However, if an early dismissal decision is made, we will implement the SchoolMessenger system by 12:00 p.m. (Noon).

As a parent, you have the best perspective to determine the right course of action for your child based on your family circumstances. On severe weather days, you may decide to transport your child to school, or determine that you want to keep your child at home. We know that your child's safety is your primary concern and will respect whatever decision you make. We appreciate your continued support throughout these winter months.

#### **Summary of Notifications in the Event of a School Closure or Late Arrival Day due to Weather**

1. You will receive a phone call and e-mail from District 103 through School Messenger. This system relies on your contact information in PowerSchool.
2. Cell phone numbers that have opted-in to receive text messages will receive a text alert.
3. Our website will post a message indicating schools are closed or Late Arrival Day: [www.d103.org](http://www.d103.org).
4. TV News stations will broadcast the information:
  - a. CBS 2
  - b. NBC 5
  - c. ABC 7
  - d. WGN 9
  - e. FOX 32
  - f. CLTV
5. AM Radio Stations will broadcast the information:
  - a. WGN (720)
  - b. WBBM (780)

Parents and staff members can also sign up for the Emergency Closing Center's free notification service at [www.emergencyclosings.com](http://www.emergencyclosings.com) for any or all of our facilities: Dist #103, Daniel Wright Middle School, Half Day Elementary School, Laura B. Sprague School.

Thank you for your partnership in growing the leaders of tomorrow.

Sincerely,

Scott Warren, Ed.D  
Superintendent  
Lincolnshire-Prairie View School District 103

