

# HARLEM PUBLIC SCHOOLS

Harlem Jr/Sr High  
610 1st Ave SE  
PO Box 339

Harlem Elementary  
110 3<sup>rd</sup> Ave. SW  
PO Box 309

## DISTRICT #12

### SCHOOL BOARD of TRUSTEES:



JOHNATHAN WALKER  
Chairperson

KATHLEEN ADAMS  
Vice Chairperson

VALERIE BLACKCROW  
Board Member

DEAN DONEY JR.  
Board Member

CLAYTON TALKS DIFFERENT  
Board Member



*"We are Here to Provide a Learning Environment That Encourages Excellence."*

02.07.2019

To: Harlem Public School District #12 Parents and Students

From: Doreen Warren, Superintendent

Re: Cold Weather (including Activity/Athletic Trips)

Please keep the following information for the upcoming winter season, as it is better to be prepared "just in case."

Historically, Montana schools do not close for cold weather unless road conditions, visibility or facilities become issues. It would not be practical... if a cold weather front settled in, schools could be closed for weeks at a time. With this in mind, the following is Harlem Public Schools procedure during cold weather:

1. *Since 90% of our student population live within 3-4 miles of the school, Harlem Public Schools will rarely **not be in session.***
2. *If the roads are not passable, visibility is poor, or school facilities are not operational (heating problems, frozen pipes, etc.) an announcement will be made via our School Messenger system and on Facebook before 7:30 a.m. whenever possible. This announcement will address the status of school opening/closing and/or the limits of bus routes. (People's Creek and East Valley routes may not run at times, even though the Agency routes are operational.)*
3. *If school is let out early for the weather, an announcement will go out via our School Messenger System. We will try to make any decisions before 12:00 noon, with a dismissal time of 1:00 p.m. unless conditions dictate otherwise. This will be coordinated with the Aaniiih Nakoda College and the Tribal Council. If they do not dismiss, I feel the students are safer at school with supervision until their parents are released from work. Parents are welcome to pick up their children at school if they are travelling home prior to our dismissal time.*
4. *In extreme cold weather (-40° F wind-chill) bus drivers will be advised to watch for any students exiting their homes, in case parents want to hold their children inside until the last moment. Buses cannot wait very long at any stop, so that they stay as close as possible to regular route schedules. **NOTE: Students may be refused transportation on the bus if they are not dressed for the weather conditions. (Hats, gloves, etc. are suggested, especially on the long bus routes.) No flip-flops or short pants (trunks, cutoffs, etc.) and a coat/jacket must be worn.** If you are in need of winter clothing, please let your child's teacher/advisor or the counselors know as there are local organizations that may have winter supplies for families.*

DOREEN WARREN  
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Fax # (406) 353- 2674

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7-12 Jr/Sr High Principal  
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K-6 Elementary Principal  
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Business Manager/Clerk  
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5. *If the local weather service announces wind-chills in excess of -40° F, parents will have the option of keeping their children home. Please call to inform the school so it will be recorded as an excused absence. If your child misses school, they will still be required to make up their work. When buses cannot run on certain routes, those students will also be excused with the understanding that they will have school work to make up.*

***Please have current working phone numbers on file at your child's school.***

***School Messenger cannot provide a message to you if your number is listed incorrectly!***

If you are not certain what numbers and contacts are listed, please call the school and check the information with the secretary. (An update form is attached with this memo.)

***Caution: Parents, please check to make sure that your child is dressed for the weather conditions.*** Cutoffs or trunks, flip-flops or sandals, a hoodie instead of a coat are not acceptable winter gear! It is critical that proper precautions are taken for the prevention of cold weather injuries, such as hypothermia or frostbite. Layered clothing, covering exposed areas of the body and extra insulation on fingers and toes will help prevent injury. Taking younger children to the bus stop to ensure their safety is recommended. Leaving this responsibility to older siblings doesn't always work.

***Remember, no amount of schooling is more important than your child's life or limb.*** The suggestions offered in this memo are general guidelines and every parent should make the final decision for the welfare of their child. Do your best to get them to school in a timely manner, but please be reasonable in those attempts.

If you have questions, please contact the following people listed below:

<i>District:</i>	<i>Doreen Warren</i>	<i>353-2289 (work)</i>
<i>Transportation</i>	<i>Robert Bear</i>	<i>353-2289 (work)</i>
<i>Elementary:</i>	<i>Shiloh Seymour</i>	<i>353-2258 (work)</i>
<i>High School:</i>	<i>Doug Komrosky</i>	<i>353-2287 (work)</i>

**Attachment: Student information up-date form**

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### HARLEM SCHOOLDISTRICT #12 STUDENT INFORMATION (for School Messenger)

Please complete the information form and return to your child's school as soon as possible.

NAME: \_\_\_\_\_ GENDER \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT'S PHYSICAL ADDRESS AND DIRECTIONS TO HOME: \_\_\_\_\_

Normal dismissal plans: \_\_\_\_\_ Bus : Bus Driver/Route: \_\_\_\_\_

or \_\_\_\_\_ Walk \_\_\_\_\_ Ride w/ \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

MOTHER'S MAILING ADDRESS: \_\_\_\_\_

FATHER'S MAILING ADDRESS: \_\_\_\_\_

MOTHER'S PHONE:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

FATHER'S PHONE:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

LEGAL GUARDIAN (if different from parent) \_\_\_\_\_

Legal Guardian Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Guardian Physical Address & Directions to Home: \_\_\_\_\_

SIBLINGS:

Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

### EMERGENCY INFORMATION

EMERGENCY CONTACTS:

(Person OTHER than parent that the school can contact if PARENT CANNOT BE LOCATED.)

#1. Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

#2. Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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### People's Creek and/or East Valley Bus students:

#### Alternate plan if not able to take student home:

Home Phone Number of parent/guardian: \_\_\_\_\_

Cell Phone Number of parent/guardian: \_\_\_\_\_

#### Alternate placement/plan:

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