

Dear School Board Members,

I hope this message finds you well. As we prepare for the winter season, I would like to remind everyone of our snow day policy.

In the event of inclement weather, decisions regarding school closures or delays will be made by the Superintendent in consultation with local weather authorities. Parents and guardians will be notified via our automated messaging system, and updates will be posted on our school website and social media channels.

It is crucial that all board members are familiar with these protocols to ensure clear communication with our community. Please review the attached policy document for detailed information.

Thank you for your attention to this important matter. Let's work together to ensure the safety of our students and staff this winter.

Sincerely,

[Your Name]

[Your Title]

[School District Name]