

EMERGENCY DISMISSAL:

If, due to unusual circumstances, there is an occasion when students need to be dismissed before or detained after regular dismissal time, the following procedures will be followed:

- The principal will put into operation the PTA emergency call system to alert all parents of the early or delayed dismissal and to obtain specific dismissal instructions from them.
- Children who have received authorization to be released will be dismissed by grade level, starting with fourth grade and ending with kindergarten. As each grade level is released, children with younger brothers or sisters will be dismissed first and instructed to pick up their brothers or sisters before they leave school.
- Children whose parents cannot be reached by telephone at home or work will remain in school until alternate arrangements can be made. Information on the blue emergency contact cards will be used to locate a neighbor or a relative who can assume responsibility for the child.

In the event of a “lock down” situation, teachers will follow the following guidelines:

- Ensure that hallways are clear and classroom doors are locked.
- Instruct students to sit on the floor in a specific section of the classroom.
- Engage students in a quiet activity, such as continuing to discuss the lesson they were involved in or reading a book.

If an emergency occurs that requires alternate housing, all children will be moved to Park Middle School for dismissal. Should Park Middle be unavailable a secondary location will be determined. Families will then be notified of this site. Parents should understand that during emergency situations they may not be able to contact the school by telephone to make dismissal arrangements for their child as the telephone lines may be in constant use. For this reason, parents are advised to discuss emergency dismissals with their child and provide specific instructions for their child to follow if an emergency occurs. Taking a few minutes each year to make sure your child knows exactly what to do in an emergency dismissal situation will help the child take appropriate action in case of an emergency.