

To: Parents and Guardians
From: Mrs. Koziol
Re: Emergency Dismissals / Altered Procedures

There may come times during the course of the school year when student dismissal times and/or procedures must be altered for the safety and well being of the students.

Please know that in these exceptional circumstances, we will opt to hold the students, keep them under supervision, and dismiss individually. In the event that it is necessary to conduct a “hold” dismissal for safety reasons (this may occur before, at, or after normal dismissal), the following procedures will be in place:

A Blackboard ConnectEd message will be sent as an emergency communication, ensuring that each phone number and email address you have provided is contacted. It is imperative to keep your information current.

Signs will be posted on the doors and/or windows that say “hold” (see below). When the hold signs are in place, you may not enter the building unless you need to seek shelter. Once the signs are removed, parents will pick up their children in the following manner:

Children with last names A-H will be dismissed individually at the **west gym doors (rear of building)**.

To pick up your child in the back of the school, you should remain in the right hand lane heading East on 7th Street. This right hand lane will turn down into the school’s driveway where our West gate is located (use caution and stay all the way to the right, the left lane will be turning into this entrance as well for a hold dismissal). Once your child is secure in your vehicle you may pull around and exit at the East end, back onto 7th Street.

YOU MAY ALSO OPT TO PICK UP YOUR CHILD ON FOOT DIRECTLY AT THE DOORS.

Children with last names I-Z will be dismissed individually at the **east front doors (K-1 doors)**.

To pick up your child in the front of the school you should remain in the left hand lane heading East on 7th Street. This left hand lane will turn right into the school’s driveway and make a quick left to access the LOWER FRONT drive directly in front of the school (use caution and stay to the left when turning into the school drive – the right lane will be turning into this entrance as well for a hold dismissal). Once your child is secure in your vehicle, you will pull back onto 7th Street to leave.

YOU MAY ALSO OPT TO PICK UP YOUR CHILD ON FOOT DIRECTLY AT THE DOORS.

DISMISSING IN THIS MANNER WILL SIGNIFICANTLY INCREASE YOUR WAIT TIME; WE THANK YOU IN ADVANCE FOR YOUR PATIENCE WHILE WE ENSURE THE SAFETY OF YOUR CHILD. If you are uncertain which door to choose, choose the door your student typically dismisses from; we will have the child report to whatever door you are at.

