Bad Weather Dismissal Plan

$2013 \sim 2014$

PROCEDURES:

- At 2:45 p.m. an administrator will announce Bad Weather Dismissal on the intercom.
- Pre-K will remain in the classrooms and wait for parents to pick up the student; or a staff member will call out the student's name for parent pick-up.
- Kinder 2nd will sit in hallway titled, "Responsibility Rd," and wait for parent pick-up; or a staff member will call out the student's name for parent pick-up.
- Third $-5^{\rm th}$ will move students to the cafeteria and have them sit by the tables closest to the east parking lot, by class/teacher and wait for a staff member to call out the student's name.
- Students who walk home will be dismissed after the traffic clears and weather permitting.
- Students who attend daycare will be dismissed to their designated areas as usual.
- The Staff listed below will report to the doors by the Pre-K and Music classrooms in Responsibility Rd hallway in order to assist with the dismissal of students in grades $\text{Pre-K}-2^{\text{nd}}$:
 - o Yvonne M. Hernandez Assistant Principal
 - o Rose Espinoza Counselor
 - o Christina Vasquez/Viviana Ramirez Parent Educator/Social Worker
 - LSSP/Speech Teacher
 - o Coach Simpson P.E. Teacher
- The Staff listed below will report to the cafeteria in order to assist with the dismissal of students in grades 3rd 5th:
 - o Milsi Perez Principal
 - o Esmeralda De La Cruz Instructional Facilitator
 - o Jesusita Rios A.I.T.
 - o Vicki De La Garza Instructional Technology Facilitator
 - o Kenneth Saul Librarian
 - Sue Harris Special Education Teacher
- All non-teaching staff must report to his/her assigned after-school duty.
- Parents will be allowed in the building to pick up his/her child. In the event the teacher does not
 recognize the adult, the office must be contacted in order to refer the adult to the office for
 verification.
- Available Support Staff members will remain in the hallways to assist parents find children.

