

## Procedures for Emergency Dismissal of Students

The following procedures will be adhered to upon emergency dismissal of school (inclement weather, school-community dismissal, parish wide dismissal):

1. The principal or his designee will notify all faculty and staff immediately upon receipt of notification by the proper authorities (the Superintendent or the Assistant Superintendent of Schools) via the intercom.
2. All students are to immediately prepare for dismissal. Each teacher should have on file the completed Checklist for Emergency Dismissal of Students. Teachers are to divide the students into the following groups:
  - a. Bus students with someone at home
  - b. Private transportation (regular carpool) students with someone picking them up
  - c. Students with no one at home
3. When the bells are rung and/or intercom announcements are made, teachers will dismiss only those bus students who have someone at home and/or those students who have someone picking them up (regular carpool).
4. Teachers are to partner with fellow teachers to supervise students and to supervise calling parents to notify them of an early dismissal.
  - a. The following telephones will be available for use: secretary's phone, computer lab, faculty lounge, gym, and cafeteria phones.
  - b. Primary building will use the phone in the computer lab.
  - c. Third grade building will use the cafeteria phone.
  - d. Fourth and fifth grade teachers will use the secretary's phone.
  - e. Sixth grade teachers will use the phone in the gym.
  - f. Seventh and eighth grade teachers will use the phone in the teacher's lounge.
5. Any student leaving the campus other than by carpool or bus must be signed out in the office.
6. The principal or designee must be notified of any students remaining on campus.
7. Each homeroom teacher must make a folder containing the following:
  - a. Emergency Dismissal of Students Procedures
  - b. Class roll
  - c. Checklist for Emergency Dismissal of School