

### EARLY DISMISSAL PROCEDURE DUE TO SNOW OR OTHER EMERGENCY

1. Parents/guardians must keep phone numbers and emergency contact information updated with the school offices so they can be reached in the event of an emergency. Do not block the school phone number.
2. Announcement of the early dismissal will be made via
  - a. School messenger (phone and text)
  - b. Radio stations
  - c. Cancellations.com
  - d. Website
  - e. Twitter
3. All after-school activities will be cancelled.
4. There will be no after-school daycare. Parents should have emergency plans in place and let the office know what those plans are (ex. will someone be picking up the child or should s/he go home on the bus).
5. Office staff must stay until released by administrator.
6. Administrators must stay until all buses are back.
7. Staff who lose hours because of the early dismissal may take personal or vacation time if available to make up for those hours.
8. Teachers may be required to stay if needed to supervise students waiting for pick-up. This decision will be made by the principals.

### EARLY DISMISSAL PROCEDURE DUE TO NON-EMERGENCY REASONS (ex. Parent/Teacher Conferences)

1. Notification of these dates is made in the school calendar, newsletters, teacher correspondence, School Messenger emails, etc.
2. Sports teams may still practice. Coaches will let the teams know.
3. After-school clubs are cancelled.
4. After-school daycare is available if arranged in advance with the Childcare Program Coordinator.
5. Generally, teachers must stay the full day. Aides and monitors will be dismissed with students unless their supervisor requires them to stay and has received approval for the overtime with the Superintendent.