

ADMINISTRATIVE REGULATION EBCD-R

SUPPORT SERVICES- EMERGENCY/HEIGHTENED DISMISSAL

If a situation arises when students must be dismissed early and/or under heightened security due to safety issues within the school or community, the school will not release any student unless we can confirm that there will be someone to meet the student at the bus stop. In the case of students who normally walk home, they will need to be picked up by someone on the emergency form or another authorized adult.

In this regard, the school will take the following actions to ensure the safety of our students:

1:0 PROCEDURE

- 1:1 The building principal or his/her designee shall call parents at their primary phone number.
- 1:2 If there is no answer, parents will be called at their place of employment and/or cell phone number(s). If we are still unable to personally reach the parent/guardian, emergency contact phone numbers listed on the Emergency Form will be called. If we are still unable to reach a parent/guardian or other responsible/trusted adult, the child will be held at the school until a responsible guardian/authorized adult is notified. Under no circumstances will a voice message left on an answering machine be considered sufficient notification.
- 1:3 All parents and guardians are required to keep their child(ren)'s transportation schedule as well as their contact information current. Providing this information will enable the school district to respond effectively in any situation.

S.C. Received: May 14, 2008