

Safety Matters!

FAMILY EDITION

November 2019



Student Departure before Dismissal

It would be fantastic if all of our students stayed in school each day from the first bell in the morning until the dismissal bell in the afternoon. For a variety of reasons, that doesn't always occur. It may benefit you to understand the procedures that take place when your child departs early, and what you can do to aid in the process.

Early Dismissal: This occurs when a parent or guardian comes to the school office and requests the release of his/her child before dismissal. By policy, front office staff must follow the formal check-out system, so be sure to bring your ID. Also, always make sure that the "Authorized to Pick Up" form is up to date.

Emergency Dismissal: This decision rests with the Superintendent, who will notify each affected school and all media outlets. This situation could occur in the event of loss of utilities, weather emergency, medical emergency, hazardous materials, flu pandemic, fire, etc. You will receive information and direction from the principal and/or Andy Jenks, Director of Communications and Community Engagement. Please follow their instructions. One of the following may be conveyed to you:

1. Students will dismiss early and will go home as they usually do resulting in students arriving home earlier.
2. Students will be evacuated to another location. Bus riders will be transported home. Parent pick-up will take place at

the evacuation site, just as it does at child's school, meaning you pull up and pick up your child. Student drivers may need to be picked up at the evacuation site.

Mass Dismissal: This occurs when an emergency occurred, but is over, or there is a rumor that something has happened or is going to happen, and regardless of assurances by the school, parents respond to the school, in large numbers, before the end of the day to pick up their children. If you choose to have your child picked up early, please make sure that the person picking up your child is on the Authorized to Pick Up list and has ID. Also, please know that lines may be long and many staff members will be working diligently to assist.

Emergency Dismissal with On-Site or Off-Site Reunification: All emergency situations are different. There could be one requiring students to remain in one location in the school and parents to report to another location to be reunited with them. Each school has a reunification process in place to ensure organization and efficiency. There may be an emergency dismissal requiring students to walk to an evacuation site, or be transported by buses to the site. The same reunification process would be used there as well. As always, follow all instructions conveyed by the principal or Andy Jenks.

Thank YOU to
our HCPS
Volunteers!



Did you know that HCPS has 10,866 volunteers? Thank you to all of the adults in our community who volunteer in our schools. You chaperone field trips and assist teachers in so many other ways that benefit our students. We are grateful that you are a part of our learning community.

Interested in becoming a volunteer? If so, call the school, ask for the volunteer coordinator, and he/she will provide information.

Do your part this flu season.....



- Wash hands frequently.
- Cover mouth with sleeve when you cough.
- Stay home if sick.

No "Piggybacking"

Please do not hold the front door open for another visitor at any school, and please remind your children not to do this either. It is important that every visitor is screened. For safety reasons, we don't want anyone to "piggyback" into the school meaning that they bypass the camera buzzer system. For the sake of consistency, even if you know the person well, please close the door to ensure that everyone is screened using the camera buzzer system. It takes a village to keep our children safe!



Thank you for
cultivating a culture
of safety in your
school!

Safety Matters! is a newsletter created by the Office of School Safety & Emergency Management. We would like to hear from you about topics that you would find interesting. Please contact us at 652-3511 or by email.

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