



Parents,

In an effort to keep you informed, as well as safeguarding our students, we want to inform you of our Emergency Release Procedures. Please take a moment to review and familiarize yourself with the procedures in the event we should ever need to use them.

**STUDENT RELEASE in an EMERGENCY SITUATION**

**In the event of an emergency requiring student release, the following procedures apply:**

- All students will remain in the custodial care of the school district staff until they can be released to a parent or to an individual designated by the parent on a **current Emergency Form**.
- If students are not being released from within the school building, the Student Release Team will establish a Student Release Station just **south of the tennis courts on the East side of the school**. If an alternative to this site is needed, the Administration will determine the location. Signs will be posted to indicate alternate pick up sites if the students have been evacuated to another location.
- The Team will keep written records of students released to parents or other authorized persons. All parents or designated parties who come for students must sign them out through the Student Release Station. The Team will ensure that ***all students released are signed out with a destination indicated for future reference.***
- The Team will periodically update the Administration regarding the number of students remaining in the care of school staff.

**WE ENCOURAGE ALL PARENTS TO:**

1. HAVE A CURRENT EMERGENCY FORM ON FILE FOR THEIR STUDENTS. THIS IS IMPERATIVE!
2. DESIGNATE A RESPONSIBLE ADULT OTHER THAN YOURSELF WHO CAN ALSO PICK UP YOUR STUDENT IN CASE OF AN EMERGENCY AND MAKE SURE THEY ARE ON THE CURRENT EMERGENCY FORM.

THANK YOU!