



## COVID-19 Rainy Day Dismissal

1. The administration will make the determination on whether or not to have a rainy day dismissal. Once the determination has been made to have a rainy day dismissal, we may revert back to a normal dismissal. This determination will be made by reviewing local weather reports and viewing local weather radar. Administration will make the decision.
2. Once the determination has been made, an all call announcement will be made notifying the teachers and staff of a rainy day dismissal.
3. A parent alert will be sent via text message announcing rainy day dismissal.
4. Students will be located in the following areas.
  - a. Pre-K students will move to the overhang outside of the main entrance.
  - b. Students in the Main Building will remain in their classrooms.
  - c. All Annex, 7/8 Grade, and Mrs. Ortiz's 3<sup>rd</sup> Grade:
    1. Carpool riders (older siblings) will go directly to the gymnasium.
    2. Single riders (no siblings) will remain in their classrooms.
5. Assigned personnel will be stationed at following areas with walkie talkies:
  - a. Front Overhang Entrance –VP, After-Care Director and Facility Director.
  - b. Gymnasium - PE Department supervising students.
  - c. School Principal and Technology Director dismissal in back.
  - d. Office Area – Reception and Registrar.
6. At 3:15 pm (or soon after) the 2 facility members will start at the front entrance and move down the car line relaying to the Office and/or Gym dismissal area the student car tag numbers. The Registrar will announce the student car tag numbers over the all call intercom for grades Pre-k through 4. The School Principal and Computer teacher will notify the 5<sup>th</sup> to 8<sup>th</sup> grade teachers to ready these students for pickup.
7. Dismissal will start at 3:20 p.m. or earlier if needed. It is the school's goal to complete the dismissal by 3:45 p.m.
8. Once dismissal has started, both Facility Personnel will continually update the student's car tag numbers as the parents continue to pull through the upper and lower parking lots.
9. The School Principal and Technology Director will announce student rides for the 5<sup>th</sup> to 8<sup>th</sup> grade.
10. The VP, After-Care director and Facility director will assist in escorting the Pre-K through 4 graders to their appropriate vehicle once they reach the overhang entrance.



# Rainy Day

# Dismissal Map 2020-21

\*This map is subject to change

Updated: 08/17/20