INCLEMENT WEATHER PROCEDURES

Admission
- During inclement students will be admitted to the building at 8:45 am.
- Students will report to assigned areas. Teachers will pick students up from designated areas and escort them to class
- **Parents are not allowed to escort students to assigned areas and/or classrooms.**

Dismissal
- During inclement weather dismissal will begin at 3:25 pm.
- All students K-3 **MUST** be signed out by parent or guardian.
- Students 4th-8th grade who are picking up younger siblings will be dismissed at 3:30 pm to be ready to receive and sign-out their younger siblings.
- **Parents are not allowed to enter the building during dismissal.**
- Parents are to meet lower grade students (K-3) outside near Stairwell C1.
- Upper grade students (4-8) in the main schoolyard.

ADMISSION

- Pre-K students will enter using stairwell B
- K-8 Students will enter through stairwell C1 and report to designated areas.
- Front Desk
- Main Office
- Bus students will enter through main entrance and report to class.
Entry through the main entrance will not be allowed.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Admission Procedure</th>
<th>Dismissal Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K</td>
<td>Will use stairwell B</td>
<td>Will dismiss using stairway B</td>
</tr>
<tr>
<td>K-3</td>
<td>Will go directly to class and be escorted by the classroom assistant</td>
<td>Will use the auditorium. Parents will sign-out students at exit C/1 which is located in the main school yard</td>
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<tr>
<td>4-5</td>
<td>Will use the auditorium and will enter using C/1</td>
<td>Will dismiss in the main school yard</td>
</tr>
</tbody>
</table>
| 6-8   | • 6th grade use room 111 and enter through stairway D.  
      • 7th grade will use room 105 and enter using stairway A  
      (Thursdays 7th grade will use the auditorium due to Staff Covid Testing)  
      • 8th grade will use room 102 and enter using stairway A | 6-8 will be dismissed in the main school yard. |