

# BATON ROUGE CENTER FOR VISUAL AND PERFORMING



## 2017-2018 PARENT HANDBOOK

2040 S. ACADIAN THRUWAY  
BATON ROUGE, LA 70808

PHONE: (225) 344-0084

\*\*\*All items are subject to change upon release of the 2017-2018 Students Rights and Responsibilities Handbook, directives from Central Office Staff, and/or mandates from the Louisiana Department of Education.

## CALENDAR

We made an effort to schedule major events for the year. However, other considerations may cause us to reschedule. Although the dates posted on our school website should be considered tentative, they may help you to project your calendar of activities. Please continue to check the school calendar online at [www.brcvpa.com](http://www.brcvpa.com) for updated events and information. BRCVPA will use our school blog, push notifications, emails, and/or flyers to communicate important information and reminders throughout the year.

## CONTACT INFORMATION

BRCVPA must have accurate addresses, telephone numbers, and emergency numbers for emergency and administrative reasons. If you need to update your address or telephone number where you can be reached during the day, notify the school immediately so we can keep our files current and be able to reach you in the event of an illness or emergency situation.

## ARRIVAL

The school day for students begins at 8:25 a.m. Students should not be dropped off prior to 8:00 a.m. unless they are enrolled in our Extended Day program. **There is no supervision in the building or on the playground before 8:00 a.m.** Any student dropped off prior to 8:00 am will be charged a daily drop-in rate of \$25.00 per day. The Extended Day Program is available for students who have completed the registration and paid the required fees. Additional information is available in the office upon request, and posted under our parent resource page on our school website.

In the morning, carpoolers must be dropped off in the carpool line and never in the Catholic Life Center parking lot or at the curb on South Acadian Thruway. Students are to go directly to their classrooms if they are not eating breakfast. Children who eat breakfast are to go directly to their classrooms after picking up their breakfast. Breakfast is served Monday-Friday until 8:25 a.m.

Children who arrive after 8:25 a.m. must be signed in by the parent or guardian in the office (unless arriving by bus) before being permitted to class. The **ONLY** tardies that will be excused are for medical appointments and extreme weather delays. All medical appointments must be supported with a written note from the doctor.

## LUNCH AND BREAKFAST

All students eat free! Both, breakfast and lunch are served daily for all students.

## DISMISSAL

Carpoolers are dismissed at 3:25p.m., except during conference days and professional staff development days. On early dismissal days, students will dismiss at 12:45 p.m. Carpool students must be picked up in the established carpool line. For safety reasons, children cannot be picked up on the street, in the Catholic Life Center parking lot, or at the Catholic Life parking lot curb. Carpool students must be picked up by 3:40 p.m. **Students who have not been picked up will be sent to Extended Day and parents will be charged a \$1.00 per minute/per child fee (not to exceed \$25.00) for extended day services. After the third time a student is picked up late, and the late fees have not been paid, the student will be sent home on their regularly scheduled bus for the remainder of the school year.**

A written note must be sent to the school and approved by the office if a child goes home by a different mode of transportation other than the one on file in the office. The office will copy the note and send an approved copy to the child's teacher. **Transportation changes must be made in writing prior to 2:30 p.m. Due to safety issues, we will not accept telephone calls for this purpose.** It is the responsibility of the classroom teacher to see that each child from his/her class gets on the school bus to which he/she has been assigned. In the event that a student misses the bus, the classroom teacher will call the child's parent. The classroom teacher will remain with the child until a responsible adult comes for the child.

## PARKING LOT REGULATIONS

It is very important that you cooperate with us and adhere to the following policy regarding driveways for the safety of your child.

1. You are asked to refrain from passing other vehicles (buses included) in the parking lot. The unpredictable behavior of children demands that you do this. You cannot assume that a child is not going to dart out and run around the car or bus that you are attempting to pass.
2. During carpool, pull all the way up so that people behind you can get as far into the driveway as possible. Do not park or let children off on the street.
3. Children arriving in carpool and via bus transportation, will be received and dismissed from the gym. **NO CARS WILL BE ALLOWED TO PARK IN THE BUS LANE FROM 7:30 a.m.-8:45 a.m. or 2:30 p.m.- 3:45 p.m.**
4. Carpool tags will be distributed with each child's name printed on the front. Please hang them from your rearview mirror or on the passenger window for easy viewing. Anyone without a carpool tag should notify the office immediately! Additional carpool tags may be requested from the front office.
5. **NO LEFT TURNS** are to be made from the driveway exit onto Acadian Thruway from 7:30 a.m.- 8:45 a.m. or 2:30 p.m.- 4:00 p.m.
6. There is a no parking zone in the front of the school to allow parents to drop off children safely. **NO ONE SHOULD PARK OR LEAVE A CAR UNATTENDED ALONG THE FIRE LANE (RED CURBS).**

## CHECK-OUTS

Children must be checked-out by a parent (or other authorized person listed on the emergency card) from the office during the school day. **Parents cannot go to the classrooms to pick up a student.** Students cannot be checked-out after **3:00 p.m.**

## ATTENDANCE

Regular attendance is essential to a student's success in school. All absences require a written excuse from a parent or guardian **within three (3) days** after the child returns to school. Excessive cases will be reported to the Child Welfare and Attendance Office who monitors school attendance. **Louisiana law** states that a child will repeat his/her present grade if school absences exceed 10 days in one school year. Children are allowed to make up schoolwork if they are absent for any of the following reasons:

- a. Personal illness
- b. Serious illness in the child's immediate family
- c. Death in the child's immediate family (not to exceed one week)
- d. Recognized religious holidays of the child's faith
- e. Natural catastrophe and/or disease

Unexcused absences, unexcused tardies, and unexcused early checkouts will result in "zeros" for all missed schoolwork. Exceptions will be made only if the parent presents the school office with a doctor's excuse written and signed by a physician's office. Parents are expected to make every effort to schedule doctor/dentist appointments outside of school hours. When this is not possible, students will be excused for these special appointments with verification from the doctor/dentist. Late check-ins and early check-outs are counted against perfect attendance.

## SCHOOL HOURS

<b>Students</b>	<b>Extended Day</b>	<b>Teachers</b>
8:00 a.m. Arrival Begins 8:25 a.m. Tardy Bell Rings 3:15 p.m. Bus Dismissal 3:25 p.m. Carpool Dismissal	7:00-8:00 a.m. Morning Care 3:30-5:30 p.m. After Care	7:55 a.m. Arrival 3:40 p.m. Dismissal

### **EXTENDED DAY PROGRAM**

Extended Day Program is available daily from 7:00 a.m. until 5:30 p.m. including dismissal days for staff development. Students must pre-register to participate. Homework assistance, computer, art, and outdoor activities are provided for the students. Only students enrolled in the Extended Day Program are allowed in the building before 8:00 a.m.

### **RECESS**

All children go outside for recess unless it is raining or below freezing temperature. If, for serious medical reasons, your child needs to remain inside during recess, you must send a note to the teacher.

### **SCHOOL VISITORS**

We welcome visitors, especially the parents of our students. East Baton Rouge Parish School System requires all visitors to register in the school office and obtain a nametag if visiting in the classroom or cafeteria. This measure is planned for the protection of the children. Classroom visits are limited to 15 minutes unless otherwise approved by the principal. Any person coming into the school for any reason is considered a visitor. **At no time may a teacher leave his/her class unattended to have a conference or visit outside of the classroom.** The instructional time belongs to the students. The teacher is responsible for their instruction and safety. Parents should make an appointment with a teacher if a conference is desired. **All visitors will be asked for identification. Preschool children cannot accompany a parent to observe in the classroom.**

Parents bringing student lunches, projects, homework folders, etc. to their child are asked to label them with their student's name, teacher's name, and leave the items in the front office. We will make sure all items are delivered to your child's classroom. It is never permissible for a parent to confront another parent's child for any reason. If your child encounters a problem with another child, please contact the teacher or the principal immediately.

### **CELL PHONES**

Students are encouraged NOT to bring cell phones to school. If the student must have one for emergency situations, they must be turned off at all times and kept inside their booksack. Cell phones are the responsibility of the student and not the school. If a cell phone is turned on or being used anywhere in the school or on the bus, it will be picked up and stored in the principal's office until the parent picks up the cell phone. The EBRPSS will not be responsible for lost or stolen cell phones or electronic devices.

### **TURNING IN MONEY**

Money for field trips, fundraisers, and special events will not be accepted by teachers or office staff after 10:00 a.m. daily.

### **WORK PACKETS**

In order for you to know the progress of your child, work packets and data binders will be sent home at least every other week. This will contain classwork, test results, and test papers completed by your child at school. It is very important that you sign and return the work packets and data binders the next school day. Please feel free to include any comment pertaining to your child's work. If for any reason your child does not bring home a work packet or data binder, please call the school office and inform the principal immediately. It is our intent to maintain regular communication between the school and home. If there is a concern about your child's work when you review the work packet, please get in touch with your child's teacher – requesting a conference via email, phone call, or by indicating your concern in writing on the outside of the schoolwork packet envelope. Teachers will confer with parents whenever necessary. These contacts may be in the form of notes, telephone visits, or parent/teacher conferences. Please ask for a conference with your child's teacher when you feel it is necessary. **The teachers will request all parents come in for a conference during the first and third nine weeks.**

## **HOMEWORK POLICY**

The faculty and staff at BRCVPA continually seek ways to ensure quality educational experiences for our students. Homework is an integral part of the total school experience. Homework is a basic educational tool that provides a connective link between home and school. Homework is an extended time of learning. It can provide practice and drill that reinforces classroom learning and opportunities for independent study, research, creative and critical thinking. We at BRCVPA believe the following basic principles to be philosophically sound for our homework policy. We believe:

1. Homework should have a definite purpose and should be reinforcement of the skills taught in the classroom.
2. Homework should vary according to grade-level and the students' attention span in order to determine the time spent on homework.
  - a. Kindergarten – First Grade 10-30 minutes
  - b. Second – Third Grade 30-60 minutes
  - c. Fourth – Fifth Grade 60-90 minutes
3. Homework should be used to foster responsible work-study habits.
4. Homework should be utilized as a means of communication between home and school.
5. Homework should be clear, specific, and written on the board, planners, and websites daily.
6. Teachers should coordinate homework, special projects and major tests for students who have more than one teacher to avoid overlapping.
7. Projects that require extensive research should be limited to one per nine-weeks. Teachers will provide students and parents with written requirements well in advance of due dates for such projects.

Homework is the primary responsibility of the child. Parents should check nightly to see that homework is completed neatly and accurately. Homework is not only written work assigned, but also reading assignments, fact fluency, and studying test material.

### **THE RESPONSIBILITIES OF THE TEACHER ARE:**

1. To assign homework which is an integral part of the instructional program to reinforce student understanding and mastery of skills being taught.
2. To make assignments clear.
3. To provide appropriate time to copy assignments.
4. Teachers in departmentalized classes will not exceed combined time for work for the child.
5. To check homework daily.
6. Teachers will post homework assignments daily on teacher webpages.

### **THE RESPONSIBILITIES OF THE STUDENTS ARE:**

1. To copy assignments daily.
2. To make sure assignments are understood and to ask questions to clarify any doubt or questions regarding assignment given.
3. To take home all appropriate materials needed to fully complete assignments.
4. To complete assignments accurately and neatly as assigned.
5. To return to school on date assigned to be completed.

### **THE RESPONSIBILITIES OF THE PARENTS ARE:**

1. To provide suitable study place and time for homework.
2. To insist that the child properly use and care for books used for homework.
3. To check to see that homework has been completed neatly and accurately as assigned.

**Daily/weekly conduct/work-habits communication forms will be sent home with every child.**

## **GRADING SCALE FOR ACHIEVEMENT**

\*\*As per Bulletin 741 §2302 Uniform Grading Policy, all LEAs shall use the below uniform grading system for students enrolled in all grades K-12 for which letter grades are used.

<b><u>Grades 1-5</u></b>		<b><u>Kindergarten</u></b>	
A	93-100	E	(Excellent Performance) 93-100
B	85-92	S	(Satisfactory Work) 92-80
C	75-84	NI	(Needs Improvement) 67-79
D	67-74	U	(Unsatisfactory Work) 66-0
F	Below 66		

**Students failing to meet the requirements for promotion to the next grade as defined by the East Baton Rouge Parish Pupil Progress Plan will lose magnet status for the following school year and be exited from the program. Re-admittance may be applied for after a full academic school year has elapsed.**

## **PARENT ACCESS MANAGEMENT SYSTEM**

BRCVPA is pleased to offer access to the East Baton Rouge Parish Public School System's Parent Access Management System. Accessing this software will provide you with another means of monitoring your child's academic and disciplinary progress as well as school attendance. The Technology Department will mail your username and password to access the Parent Access Management System. Please call the office if your home address has changed. If you do not receive this information in the mail, please call the school's front office for more assistance.

## **STATE ASSESSMENTS**

In 2017-2018, students in grades 3-8 will take annual assessments in English Language Arts and Mathematics that are fully aligned to the Louisiana Student Standards. These assessments are being developed collaboratively by Louisiana educators. LEAP assessments will also continue to be used for social studies and science content subjects.

### **2017-2018 Louisiana Statewide Assessment Schedule: As of August 2017, these dates are tentative:**

*April 9th – May 4th is the LDOE Computer Based Testing window for **5th grade students**. All 5th graders will take Math, Reading, and Social Studies online this year. Science will be a field test and those dates will be announced at a later date.*

*April 30th – May 4th is the LDOE Paper Based Testing window for **3rd grade students**. All 3rd graders will take Math, Reading, and Social Studies this week. Science will be a field test and those dates will be announced at a later date.*

*\*\*Currently, the district has 4th graders taking the paper-based assessment. This may change to computer-based assessments. The school website will be updated accordingly, and we will have specific information at BRCVPA LEAP Night.*

## **BIRTHDAY TREAT POLICY**

Birthday parties for individual students are not allowed in the classrooms. Parents may send a treat (cupcakes, cookies, or individually wrapped treats), which must be served during lunch or at the end of the day. No balloons, flowers, or gifts will be allowed in the classroom.

## **SCHOOL TEXTBOOKS AND MATERIALS**

**EBRPSS Policy:** Each pupil, as well as his parent or guardian, is responsible for textbooks, library books, and workbooks issued to him/her. If they are lost or damaged, the parent or guardian is financially obligated. Please encourage your children to take care of their books and to keep them covered.

Library Policy: Students are encouraged to checkout one or two books during their assigned library period. Books must be returned or renewed each week. Library books have barcodes on the back that must remain.

Overdue Library Policy: If books are overdue, the student may not check out any new books. The student is responsible for seeing that his/her record is cleared with the librarian or her designee at the checkout desk. One week prior to issuing of report cards, the librarian will give each teacher and the principal a list of students who have overdue books. If records are not cleared by report card day, the cards may be picked up in the office.

### **READING WITH YOUR CHILD AT HOME**

This single most important activity for building the knowledge required for eventual success in reading is reading aloud or with your children. Few children learn to love books by themselves. Someone has to lure them into the wonderful world of the written word: someone has to show them the way! Following are some suggestions, some “do’s” for reading aloud at home:

1. Set time aside for reading aloud and individual or “silent” reading. Make this a special time, without interruptions. Include other children.
2. In addition to mothers, fathers, grandparents, other siblings, and others should also read aloud to children.
3. Involve the child in decision making on a reasonable amount of time to read each day. Allow time for discussion about the text (characters, setting, theme/message, connections to the real-world, etc.)
4. When picture books are used, be sure children can see the pictures. Provide additional time for children to enjoy and explain the illustrations.
5. When reading to your child, read the story a second time encouraging your child to track the words with his/her eyes by placing a marker/finger under each line.

### **MEDICATION POLICY**

The Medication Policy of the EBRP School Board (approved 8/3/95) states that:

1. Trained school employees will dispense medication to children only if they have both doctor and parental written permission on a designated form. New forms must accompany new prescriptions and all forms must be updated annually.
2. The parent or guardian must bring medication to school in the original pharmaceutical container. Under no circumstances may students ever bring medication to school without a prescription.
3. Parents may bring up to one month’s supply of the medication (25 days).
4. The school will keep the medication in a locked container and will log daily all dispensed medication.
5. Parents must check-out their child if he/she is too ill to stay in the classroom. If a child has a fever of 100 degrees (or above) he/she must be checked-out and picked up immediately for the safety and well-being of all students.
6. Children must stay home until they are clear of fever and/or have stopped vomiting for at least 24 hours.
7. Parents must list a person(s) to contact in case of an accident or illness. Please keep your emergency numbers current!

## UNIFORMS

East Baton Rouge School Board has an approved, mandatory policy for all elementary school students, including Pre-K and K, to use a “standard uniform”.

- ❖ **Navy blue** bottoms **not more than 5” above the knee**.
- ❖ **Burgundy** shirts/blouses with a collar (turtlenecks are acceptable in the winter).
- ❖ **ONLY navy blue, black, or burgundy** sweaters and sweatshirts.
- ❖ During the winter, coats, or jackets worn **outside** do not have to be uniform colors.
- ❖ Closed-toed shoes/sneakers, no sandals or flip flops.
- ❖ Belts will be worn on bottoms with belt loops; shirts/blouses will be tucked in.
- ❖ Pre-K students are required to wear **navy tops** and bottoms.  
No hoop earrings or dangling earrings are permitted. This is a safety issues because children are running or playing during recess, dance, and P.E.
- ❖ No visible piercing other than earrings are allowed.

*\*\*BRCVPA spirit t-shirts or sweatshirts may be worn any day of the week, both inside and outside of the building. Parents may purchase BRCVPA t-shirts and sweatshirts in the front office, or on-line, throughout the school year.*

## LOST AND FOUND

Please put your child’s name on all removable clothing, book bags, lunch boxes, and any other item he/she can put down. All unclaimed items will be periodically donated to charity.

## CAFETERIA

Parents are welcome to come eat lunch with their child. Students must eat in the cafeteria during their regular lunch period and return to class with their classmates. **No outside food can be brought to the cafeteria with labels (McDonald’s wrappers, Subway, etc.).** No canned sodas are allowed in the cafeteria.

## DISCIPLINE

To maximize each child’s opportunity to learn, our school follows a school-wide PBIS RTI behavioral model. This plan specifies rules for the classroom, playground, cafeteria and bus. Children who do not follow the rules will receive one or more of the following consequences: Recess Detention, Time-Out Room, Suspension, or Expulsion to the Discipline Intervention Center.

<b>CLASSROOM RULES</b> <ol style="list-style-type: none"><li>1. Follow directions the first time given.</li><li>2. Stay at designated work place.</li><li>3. Keep hands, feet, and objects to self.</li><li>4. Be respectful to others.</li></ol>	<b>HALLWAY RULES</b> <ol style="list-style-type: none"><li>1. Walk quietly to the right.</li><li>2. Enter the room when your teacher gives the signal.</li><li>3. Place your hands by your side.</li></ol>	<b>CAFETERIA RULES</b> <ol style="list-style-type: none"><li>1. Come in quietly.</li><li>2. Wash hands before eating.</li><li>3. Get all items in line before being seated.</li><li>4. Keep your area clean.</li></ol>
<b>CARPPOOL RULES</b> <ol style="list-style-type: none"><li>1. Listen for your name.</li><li>2. Sit quietly.</li><li>3. Sit in a straight line.</li></ol>	<b>BUS RULES</b> <ol style="list-style-type: none"><li>1. Walk in a single file line.</li><li>2. Walk quietly.</li><li>3. Walk in the middle of the walkway.</li></ol>	<b>RECESS RULES</b> <ol style="list-style-type: none"><li>1. Walk on the sidewalk; run on the grass.</li><li>2. No tackling or flipping.</li><li>3. When the bell rings, walk quietly to your line.</li><li>4. Candy/snacks or not allowed.</li></ol>



## **BUS RULES**

1. Be on time because the bus will not wait.
2. Cross the road carefully when waiting for and leaving the bus.
3. Remain quiet enough not to distract the bus driver.
4. Sit in assigned seat, and never stand on the bus when it is moving.
5. Keep body and objects inside the windows and doors.
6. Use the emergency door only for emergencies.
7. Do not bring food, drinks, or other prohibited items on the bus.
8. Do not fight or curse on the bus.
9. Do not damage the bus in any way.

*\*\*\*Students are not permitted to ride a bus different from the one they are assigned.*

## **ZERO TOLERANCE**

The EBRP School System takes a position of “Zero Tolerance” with regard to weapons, explosives, physical attacks, or batteries (two [or more] on one) fights, and illegal narcotics, drugs, and controlled substances.

## **REFERRAL PROCEDURES**

Consequences are used as an intervention for misbehavior that occurs on school property (playground, bus, or in the school building).

1. Warning (name on board, verbal, etc.)
2. TIME OUT with a partner teacher for up to 15 minutes.
3. Parent Contact (written note, phone call home, etc.)
4. Recess Detention referral, only after steps 1-3 have occurred.
5. Parent-Teacher Conference
6. In-School or Out-of School Suspension
7. Referral to Counselor and School Building Level Committee (SBLC) where a Behavior Management Plan may be developed.

## **REASONS FOR BEHAVIOR REFERRALS**

Misbehaviors include, but are not limited to the following:

1. Being disrespectful towards teachers, staff, or other students.
2. Willful disobedience.
3. Fighting, pushing, or tripping
4. Bringing inappropriate or injurious articles to school or school activities
5. Leaving class, campus, or other location without permission
6. Defacing or destroying property
7. Throwing objects
8. Committing an immoral or vicious act
9. Using profane language
10. Possessing weapons
11. Unauthorized use of technology
12. Other (Refer to the EBR Rights and Responsibilities Handbook Discipline Policy given to each student).

## **TIME-OUT ROOM (TOR)**

Students with chronic disruptive or dangerous behavior will be removed from the classroom to TOR for 30 minutes to 2 days depending on the infraction.

## **SUSPENSION AND/OR EXPULSION**

Students may be suspended to a Discipline Intervention Center with work provided from the school. If the student is present at the Discipline Center, the suspended days will not be counted as an absence.

Transportation to the Discipline Center is not provided. If a student does not attend the Discipline Center, he/she will be counted absent. Transportation is the parent's responsibility for students suspended from riding the bus. Students who are absent will not be excused.

## **DISASTER PREPAREDNESS INFORMATION**

In the event of an emergency, the safety of students and staff is of paramount importance. Thus, all actions will be related to the safety and well-being of both students and staff. Under no circumstances will a student be released from the custody of school personnel until such may be done with complete safety.

Any adult calling for a student at school will be required to identify himself/herself to an administrator before being permitted to take a pupil off the premises. The adult should be prepared to show a photo identification card such as a driver's license. A record of the students released shall be kept. A student will be released only to an individual listed on the student's emergency card. No exceptions!

The following emergency procedures have been implemented:

1. Emergency drills occur twice a month. One fire drill and one other (ie. Tornado, hurricane, lockdown, etc.).
2. Students will receive instructions through drills and classroom orientation in all aspects of emergency plans, including fire and disaster drills.

## **EMERGENCY PROCEDURES**

All schools in East Baton Rouge Parish operate under a Disaster Plan Policy, which gives specific regulations and procedures for principals and teachers to follow for school closings due to an emergency disaster. The best time to prepare for school emergencies is when things are safe and calm.

## **EMERGENCY SCHOOL CLOSINGS ARE ANNOUNCED ON RADIO AND TV**

Inclement weather and malfunctioning equipment occasionally result in the closing of schools before the buses run. The emergency is announced to the media as soon as possible. If the closing is due to icy road conditions, tornadoes, or hurricanes, the Superintendent releases the information to the media pending recommendations by the State Police and/or the United States Weather Bureau. Every attempt is made to inform the media by 6:00 a.m. Parents should listen to the radio or TV for announcements of school closings. Sometimes it is impossible to close school before students arrive at school. When emergency situations arise after the students are in schools, many factors are weighted before the students are released. The major consideration is whether the students will be safer being released or kept at the school.

## **IMPORTANT EMERGENCY SCHOOL CLOSING INFORMATION**

- ✓ Tune into local radio and TV stations.
- ✓ Contact a relative or neighbor who has volunteered to keep your children during an emergency if you cannot come immediately to the school. Make sure you list the individual on your child's emergency card as someone who has permission to pick up your child.
- ✓ In case of an emergency that requires emergency vehicles, please do not block the entering or exiting of emergency vehicles.

## **GENERAL PROCEDURES**

- a. **First Aid/CPR**: Designated staff members at the school are trained to administer First Aid and CPR.
- b. **Building Evacuation**: Evacuation procedures for fire drills are practiced each month, and Tornado and Hurricane drill procedures are in place and practiced several times throughout the year.

- c. Holding Students: Procedures are in place for holding students in school during emergencies rather than sending them home. These emergencies might include community disasters, unusual weather conditions, and civil disturbances. In any such event, the principal advised by the Central Office Administrators will determine specific steps to protect the safety of the students and staff.
- d. Pupil Dismissal: When the decision to close a school comes from the Superintendent's office, the following procedures are followed:
  - 1. Parents are notified of the dismissal in advance (through the media) so they can make plans for a responsible adult to take care of their children if they cannot be at home.
  - 2. Carpool students will be released to a designated individual.
  - 3. Children who ride the bus will be kept in a safe place until the bus arrives.
  - 4. Any student may be released to his/her parent.
  - 5. If the school building must be evacuated, students will be moved immediately to the Catholic Life Center. Students will be dismissed from the new location.

**BE ASSURED THAT THE SAFETY AND SECURITY OF YOUR CHILDREN ARE EXTREMELY IMPORTANT TO OUR FACULTY AND STAFF. PLEASE REALIZE THAT OUR POLICIES AND PROCEDURES ARE ESTABLISHED FOR THAT SOLE PURPOSE.**