

## **Harper School Parent Handbook Addendum**

Kindergarten and 1<sup>st</sup> grade children should enter at the south ramp door; 2<sup>nd</sup> graders will line up at the 2<sup>nd</sup> grade door, and 3<sup>rd</sup> and 4<sup>th</sup> graders will line up at the main entrance. Staff will be there to assist the children.

At dismissal, 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> graders should exit through the front doors. Second graders exit through the 2<sup>nd</sup> grade doors, and PM kindergarten students exit at the south ramp door. AM kindergarten students exit through the front door.

If you have a friend or relative picking up your child instead of you, you must send a note to the teacher. The teacher cannot release students to unauthorized parties.

### **Lunch**

Grades 1/2 11:30-11:55 Lunch, 11:55-12:20 Recess

Grades 3/4 11:30-11:55 Recess, 11:55-12:20 Lunch

### **Snacks**

Fruits and vegetables are the only items allowed as snacks in the classroom.

### **Birthdays**

Please talk with your child's classroom teacher about birthday celebrations. Birthday treats are not allowed.

## **Severe Weather Procedures**

If we should have severe weather at **dismissal** time, we will do the following:

- Hold ALL students (walk/ride bike or get picked up by a parent) in the classroom
- An emergency call/email will go out to parents indicating children are being held in their classrooms
- Announce to all students who take the bus to enter the hallways to be escorted by staff to ramp doors in back to wait for a good time to go on bus (all students are supervised by bus supers)
- Do not send crossing guard or parent volunteers outside-this will be the sign to waiting parents that students are being held in the classrooms
- When the weather lifts, dismissal will occur starting at 3:30 and then on ten-minute intervals: 3:40, 3:50, 4:00
- When weather lifts students will exit via their typical door (K-ramp, 1<sup>st</sup> 2<sup>nd</sup> and 4<sup>th</sup>-front, 2<sup>nd</sup> north door)
- Students will NOT go to a sibling's classroom (if needed, they should have a meeting place out front)
- Teachers will quietly walk their students outside and will stay with their class until all children are accounted for by a parent
- The car pool line should operate in the same manner as it would on a non-weather day (do not leave car, keep pulling forward until your child comes to your car)
- Teachers without classrooms will assist outside
- If severe weather warning/tornado warning (not watch) students and staff will take cover in their severe weather locations in the building-parents are welcomed to take cover in building
- If extreme cold, a call/email will go out prior to 3:00 indicating that walkers will be held and that parents need to pick up their children
- We do NOT want parents to exit cars to get their child(ren) from the building.

## **Cold Weather Evacuation Procedures**

Our school building is warm, safe, and an ideal place for students to be during cold weather. However, in the event that we need to evacuate the building during extremely cold weather the following procedures will occur:

- Students will be led out of the building by their teacher using their evacuation route.
- IF POSSIBLE, students will bring warm clothing items.
- Staff and students will relocate to the off-site emergency location.
- Parents will be contacted via phone or email or text.

## **Extreme Heat Procedures**

During the early fall and late spring there are always days that are hot. In the event that there is extreme heat and/or humidity, the following procedures will occur:

- “Cooling centers” are located throughout the building and all classes have access.
- Frequent water intake will be highly encouraged.
- Lights will be turned off or lessened in large areas and classrooms.
- Students will be encouraged to run less during outside recess and PE.
- Students will be monitored for signs of heat-related illness.