

# Detroit Community Schools

## Standard Operating Procedures

### SECTION 700: Other Non-Instructional Operations

Effective Date: 12.9.14

## S.O.P.# 701.1: Early Dismissal-Due to Inclement Weather

### A. Background

The Director of Safety & Security will closely monitor weather conditions in order to minimize the likelihood of having to recommend an early dismissal after the school day has commenced. However, weather can sometimes be very unpredictable and may suddenly change after the school day has begun. If the inclement weather is an expected tornado or severe winds, then the school will utilize the procedures delineated in S.O.P. #603 Tornado or Severe Storms.

### B. Early Dismissal Procedure (General)

1. The Director of Safety & Security is required to monitor media outlets for up-to-date notifications of impending severe weather. Upon receiving an alert that a severe weather condition has arisen during the course of the school day, the Safety & Security Director should alert the Chief Administrative Officer (CAO) with a recommended course of action.
2. If the CAO makes the decision for an early dismissal then the following actions must be taken:
  - a. The Safety & Security Director shall immediately contact Pupil Accounting for a *PowerSchool* printout of DCS students by class (Seminar/homeroom) with their home addresses.
  - b. K-8 and High School office staffs are to provide the Safety & Security Director with any additional or more up to date student home address and contact information.

- c. The “One Call” template for an early dismissal should be updated and presented to the CAO for approval. The “One Call” must advise parents & guardians of the time and specific campus location where they may pick up their children. The “One Call” must indicate that all after school activities (including athletics) have been cancelled and that parents/guardians/emergency contacts must present a current photo ID in order to sign out their student.
- d. Separate “One Calls” must be issued to parents/guardians of K-8 students and to parents/guardians of high school students.
- e. The CAO or designee will alert principals and Executive Staff by telephone that the school will be initiating an early dismissal due to inclement weather.
- f. Principals will advise their teachers by the most expeditious method (e.g., P.A. announcement or speaking with each teacher individually) that all students are to report to their Seminar or homeroom classes.
- g. Teachers are to escort students in the gym or music classes to their Seminar/homeroom classes.
- h. Security staff will coordinate the movement of students from the cafeterias to their Seminar/homerooms.
- i. The DCS Parent Coordinator will contact the school bus contractor and cancel service for the afternoon.
- j. The Food Service Manager will set-aside any available snack food for students not picked up on a timely basis by their parent/guardians or emergency contacts.

### **C. HS Early Dismissal Procedures**

1. Once all high school students are assembled in their classrooms/Seminar/homerooms, high school teachers will immediately take attendance.
2. Teachers and paraprofessionals will use classroom phones to call students’ parents/guardians/Emergency Contacts to pick them up.
3. Teachers must confirm that the parent/guardian/Emergency Contact understands that they have to pick up their child as soon as possible.
4. HS Main Office staff will call students down to the office upon arrival of parent/guardian/Emergency Contact.

5. Parents/guardians or other persons on the authorized Emergency Contact list must show ID in order to pick up their DCS student.
6. Security staff will return cell phones to high school students as they are released to their parents/guardians.

#### D. K-8 Dismissal Procedures

1. Once all K-8 students are assembled in their classrooms/homerooms, K-8 teachers will immediately take attendance.
2. K-8 classroom teachers are to contact parents/guardians/Emergency Contacts and request that they come immediately to pick up their child.
3. K-8 parents/guardians or designated “Emergency Contacts” must pick up students from the K-8 Administrative Office.
4. Once a parent/guardian/emergency contact arrives, they will be required to show ID and the office staff will call the teacher to send the student to the K-8 Administrative Office so that they can be signed out.
5. K-8 students’ cell phones will be returned to them upon release to their parent/guardian or emergency contact.

#### E. Students Not Picked Up by Parent/Guardian/Emergency Contacts

1. If a parent/guardian/emergency contacts are unable to come to the school to pick up the student, then the Principal should obtain verbal authorization from the parent/guardian to drive the student home. Teachers/paraprofessionals contacting parents/guardians must record the full name, time and phone number used for the parent/guardian/emergency contact providing the verbal authorization. The parent/guardian must **confirm** that they will be home to receive the student.
2. DCS staff, previously approved to drive DCS owned or personally owned vehicles, will drive the students home, but will not depart until the student has entered the home or been met at the curb by their parent/guardian/emergency contact.

3. If teachers or principals are unable to reach a student's parent/guardians/emergency contacts, then the student is to be brought to the DCS cafeteria. DCS staff will continue attempting to reach remaining students' parents/guardians/emergency contacts.
4. Teaching and paraprofessional staff shall remain with these students in the designated assembly area until all have been picked up or driven to their homes.
5. DCS staff may not leave the DCS campus until authorized to do so by the CAO.