

## **Riley Elementary School Inclement Weather Dismissal Procedure**

The Riley Team of Educators, in collaboration with Riley Parents, will adhere to the following steps for dismissal on all future 2015-2016 inclement weather days:

- Parents will be requested to wait patiently in the foyer area.
- Kindergarten teachers will use their normal dismissal procedure where students exit the outside kindergarten doors and parents will pick up their children there.
- 2:55 P.M. – An administrator will begin announcing for teachers to bring specific grade levels to the gym.
- After all classes are lined up in the gym with their teachers, parents will be requested to go to the gym and pick up their children.
- Teachers are to remain with their students until their parents pick them up from the gym.
- Older students that are to pick up siblings may do so once the teachers give the instructions to do so.
- Teachers may dismiss students in the After School Program to go to the cafeteria.
- Walking students may be dismissed from the gym by their teachers.
- 3:10 P.M. Students who have not been picked up by parents/siblings/others, are to come to the office where the office staff will be contacting parents/others to pick them up.