

SNOW EARLY RELEASE PROCEDURES

Dear Families,

The following letter reviews Christa McAuliffe's early release procedures should the Lake Washington School District shorten the school day due to snow.

Parent Notification:

- Parents will be notified by call/email/text by District
- District will post an alert (red alert box) on District and McAuliffe Web site
- McAuliffe will email our school's snow release procedures

Student Release Procedures:

- Parents are to pick up students at the outside classroom doors
- Teachers will verify that the person picking up the student is listed as a parent/alternate contact on the student's emergency card.
- Teachers may ask for ID, if needed
- Teachers will have parents sign out the student
- Teachers will only release students to parents/alternate emergency contact
- If adult picking up student is not listed as an emergency contact, the teacher will send them to the office. The front office will then call the parent/guardian to get a verbal "ok" to release the student.

You may check your emergency contact information on Parent Access. Parents are allowed to have up to 5 emergency contacts. Please email Kathleen Jeffcoat at kjeffcoat@lwsd.org if you would like to change/update your emergency contact information.

We hope these procedures will streamline the student process for parents, while at the same time ensure that students are checked out of school properly.

Thank You,

Brady Howden
Principal
McAuliffe Elementary