

Emergency Procedures

The following is a summary of emergency procedures in the Allen Park Public Schools. We appreciate your cooperation in helping us to ensure the safety of students during emergency situations that might arise. We believe that observance of the procedures outlined will enable us to achieve that goal together.

WELCOME TO THE ALLEN PARK PUBLIC SCHOOLS

For the care and safety of our students, we ask that all visitors use the main entrance and check in at the school office where a visitor's pass may be obtained.

WE HOPE YOU ENJOY YOUR VISIT!

Special Notice:

1. Students are released from the building through the school office only.
2. Trespassing or loitering on school premises is strictly prohibited.

The message you have just read is posted on signs outside of each school building located in the Allen Park School District. In an effort to facilitate an even safer environment for staff and students, all entrances (with the exception of the main entrance) are now locked after school begins. This means that visitors to the building must use the main entrance and check in at the school office to obtain a visitor's pass.

The Allen Park Board of Education recognizes the necessity for a planned safety program to ensure a safe environment for all personnel and pupils throughout the District. Every possible precaution is taken to protect the safety of all students, employees, visitors, and others present on District property.

We appreciate the cooperation of the parents and members of the community in helping us to maintain healthful and safe conditions for all those concerned.

Emergency Procedures:

In general, schools remain in session if it is at all possible. Changes are made only when conditions develop which are detrimental to the health and safety of students or staff.

At the beginning of each school year, parents are requested to provide emergency information for each child enrolled in school. It is essential that "Emergency Data Cards" be completed and returned to the school office for emergency use and that parents assume responsibility for keeping the information up-to-date.

Parents are asked to update any incorrect demographic information in their ParentConnection account.

**REMEMBER, THE SAFETY OF OUR
STUDENTS
IS OUR FIRST CONCERN!**

Closing of School Prior to Regular Starting Time:

The decision to close schools is made by the Superintendent. When weather conditions suggest that schools might be closed, please tune in to your local radio and television stations. Every effort will be made by District officials to report a necessary closing early enough to allow radio and television stations to carry the announcements prior to the time students leave for school.

Once the decision to close schools is made, the information is disseminated to local television and radio stations. Generally, school closings are for one day only. A decision to close a second day would be made when weather or snow removal conditions are known. Students should plan to attend school the day after a weather closing unless notified again through the media.

Early Dismissal:

We will attempt **NOT** to send children home after school has started. However, on rare occasions when mechanical failures occur in the school building or when inclement weather develops after school is in session, it could become necessary to dismiss school early. Local police will be notified. *It is important that all parents discuss thoroughly with their children the possibility of an early dismissal and make certain each child knows where to go when parents are not at home.*

Elementary School Procedures: Each school principal develops procedures for early dismissal that are best suited to the needs of the students in an individual school. Information is provided to parents at the beginning of each school year, and intermittently during the year. In some cases, a telephone fan-out system may be used. However, parents should understand that telephone fan-out systems can break down. Therefore, although a strong attempt is made, it is impossible for school authorities to assure all parents that they will be notified by phone of early dismissal.

Middle School, High School, Community School Procedures: Because of the maturity level of the secondary school students, fan-out procedures are not normally used. When early dismissal becomes necessary, students who are bussed will remain at school until transportation is available. Others will be dismissed to walk home.

Tornadoes:

In the event of a tornado watch or warning, schools are notified immediately. We have a communication link with National Weather Service authorities. Although tornadoes are a rare occurrence, each school conducts tornado (severe weather) drills as it does fire drills, so that all children are familiar with the procedure to be followed. We ask that parents do not telephone the school during a tornado warning—it is essential that lines remain open for emergency matters.

Because children are safer in school than they would be traveling home when a tornado has been sighted in the area, children will not be sent home. Appropriate safety measures will be taken, and students will stay at their emergency stations until we have been notified that the danger is over. Under certain circumstances, such as fallen wires or trees, children may also be kept in school after the "all clear" signal.

Field Trips

In order for your son or daughter to attend a school-sponsored field trip, you, as a parent or guardian, will be asked to complete and sign a parental permission slip. This includes both in and out-of-state field trips.

Please be aware that parents and guardians will be asked to complete a Consent for Medical Treatment of a Minor Child form for **all out-of-state field trips** in addition to the parental permission slip. Should your child require medical treatment while attending an out-of-state field trip, it is necessary that the consent form be properly executed and notarized (with notary's seal). This procedure has been recommended by legal counsel and has been adopted by the Board of Education as a policy and regulation.

For your convenience and as a service to parents, school offices will be equipped to assist you with notary services. If you require notary assistance, please contact your building principal or secretary to schedule an appointment. Notary services will be provided to notarize Consent for Medical Treatment of a Minor Child forms **ONLY**.

Emergency/Important Numbers

Parent(s) at Work:

Cell Phone Numbers:

Name:	Number:
Name:	Number:
Name:	Number:
Name:	Number:

Neighbor or Relative:

Fire:

Police:

Emergency Services:

Doctor/Health Care:

Other: