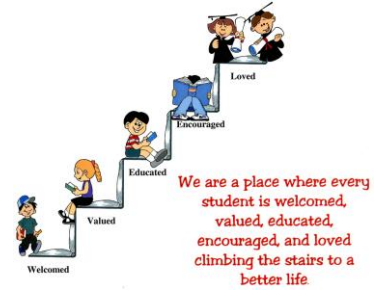


Lincoln Elementary School

1102 N. Milner
Ottawa, Kansas 66067
Office (785) 229-8080
Fax (785) 229-8089

Austin Entress, Principal
Janis Heck, Office Manager
Jan Wallis, Secretary
Tracy Crosley, Secretary



Severe Weather Dismissal

For the safety of students and adults, in the event that severe weather (lighting nearby, extreme cold, snow or ice falling) occurs at the time of dismissal, we may follow the procedures listed below as a school and also ask that adults follow the procedures listed for parents/guardians:

School Procedures

- Students will remain indoors during pickup and will line up on the West wall of the gym in the same position that they would be on the outside.
- A school staff member will be outside that will communicate with school staff members in the gym via radio to identify what students are ready to be picked up in the pickup lane.
- A school staff member will escort students from the gym to their vehicle in the pickup lane.
- If parents/guardians choose to pick up their student inside the gym (instead of using the pickup lane), the students will be released to that adult after communicating with the student's teacher.

Parent/Guardian Procedures

- Those adults picking up children need to stay in their vehicles if they are in the pickup line.
- If adults are getting out of their vehicle to get their child, they must park as usual in the parking lot (not in the pickup line) and come through the gym doors (not the front doors).
- Adults that have parked will need to come into the gym once school is dismissed to pick up their child and will need to wait along the north wall of the gym, until notified to come get their child.
- Depending upon the severity of the weather, in extreme cases we may hold students and all staff inside the building until the weather has passed.

In the event that we need to implement these procedures, we will attempt to notify parents through our school messaging system and with a sign up outside the first driveway off Milner. If this occurs, student dismissal will take longer in order to help provide for the safety of all and we thank you for your help.

Sincerely,

Austin Entress-Lincoln Principal



Unified School District # 290



