

CASHTON SCHOOL DISTRICT EMERGENCY RELEASE PROCEDURES

The following student emergency release procedures are designed to ensure that parents/guardians know where to go to pick up their children in the event of a school-wide emergency or an event that causes students to be released at an unplanned time. The goal is to lessen confusion/panic and to ensure that students are released only to the parent/guardian or the person designated as the emergency contact in Skyward.

STUDENT RELEASE

1. All students will be required to remain at school or an alternate, safe site under the supervision of district personnel until police/proper authorities deem the situation safe enough for student dismissal.
2. Once deemed safe for dismissal, students will be released only to the parent/guardian or the person designated as the emergency contact in Skyward.
3. Once deemed safe, students who are not picked up by an authorized adult will be released via regular transportation methods. The specific timing of dismissal will depend on the situation. Parents will be notified of specific dismissal instructions via SKYLERT: Emergency Messaging System; Local Media, and the School Website. Email will be sent to the primary parent as listed in Skyward.

PARENT NOTIFICATION OF SCHOOL EMERGENCY

1. In the event of a school-wide emergency, when given the authority by police, school personnel will notify parents of the emergency in the following ways:
 - a. SKYLERT: Emergency Messaging System.
 - b. LOCAL MEDIA: WKBT Channel 8, WXOW Channel 19
 - c. SCHOOL WEBSITE (www.cashton.k12.wi.us) AND SCHOOL FACEBOOK PAGE.

IF YOU WISH TO PICK UP YOUR CHILD AFTER AN EMERGENCY

1. The specific location of student pick up will depend on the nature of the emergency. Please follow the directions given via the SKYLERT/website/Facebook.
2. Please bring proper identification.
3. Children will only be released to the parent/guardian or the person designated as the emergency contact in Skyward.
4. We will make note of who signs a student out and their destination so a parents/guardian will know how to locate their child.
5. Upon arrival to the designated pick up location, school personnel will direct you to a designated location to park. Do not block driveways, exits, or fire lanes.
6. Please walk, remain calm, and follow school personnel directives.
7. The process of signing out each individual student will take time. The protocol is set up to make sure each child is released to an authorized adult, to account for each child, and to make the atmosphere as calm as possible for students, who are waiting, and the parent/guardians, who are checking them out.

WHAT IS SKYLERT?

Skylert is a mass messaging system that allows the district to send automated phone and text messages in cases of emergency. Skylert works directly with our Skyward database. All families have the option to receive these messages. Please make sure to contact the school if your phone numbers or email address change.