

September 25, 2015

Dear Parents:

If there is an emergency or disaster on a school day, the following rules apply:

DURING SCHOOL HOURS:

1. Your child will be kept at **SCHOOL** unless it is unsafe.
2. **YOUR CHILD WILL BE RELEASED ONLY TO PERSONS LISTED ON YOUR SCHOOL EMERGENCY CARD.** Anyone attempting to pick up your child will be asked for identification. Your High School Student will be released on their own **only** if you have signed and returned the "Parent/Guardian Consent to Release High School Student Without Additional Authorization" form.
3. Your child will be taken to the nearest safe location should it be necessary to evacuate the school. Listen to the following Emergency Broadcast Stations to determine this location.

K-VEN	1450	VENTURA
K-HAY	100.7	VENTURA
KGIL (AM)	1260	San Fernando Valley

GOING TO AND FROM SCHOOL:

1. Your child is to continue on his/her way to school if he/she is already going to school.
2. If your child rides the bus, the bus driver will go to the nearest school that is safe and remain with the students. The school administrator or his/her designee will then take the responsibility for the students and their safety.
3. Your child is to continue on his/her way home if he/she is already going home.

RECOMMENDATIONS:

1. Review these rules periodically with your child.
2. **It is VERY IMPORTANT that you update your child's emergency card with any changes AS SOON AS POSSIBLE so that we have accurate contact information.**
3. Keep a copy of this notice at your daytime location.