

JOSH GREEN M.D.
GOVERNOR



Keith T. Hayashi
SUPERINTENDENT

TAMMIE PICKLESIMER
PRINCIPAL

JANETTE F.L. SNELLING
COMPLEX AREA SUPERINTENDENT

STATE OF HAWAII
KA `OIHANA HO`ONA`AUAO
Waimea Elementary School
67-1225 Mamalahoa Highway
Kamuela, Hawaii 96743
PHONE: (808) 887-7636
FAX: (808) 887-7640

Dear Parents/Guardians;

The Department of Education directs that "each school will have a plan for dismissal on file in the event school is closed before the end of the school day." School closure may be necessary in the event of a natural disaster, fire, or enemy attack.

Should an event occur that requires closure of school, the following procedure will be followed:

1. School Officials, in consultation with the Complex Area Superintendent and the appropriate authorities, will notify parent(s)/other designated adults about the school closure via the media and telephone calls.
2. Parents/other designated adults will be required to come to school/other designated areas to pick up their child (ren).
3. Bus transportation may not be available. If it is available, we will not put students on the bus unless we have made contact with parents/other designated adults and are assured that someone will be available to meet the child (ren) when the bus arrives.
4. In the event that we are unable to contact parents/other designated adults, we will keep students at school, or other sites if the school campus is unsafe, until such contact can be made.
- 5. STUDENTS WILL NOT BE RELEASED FROM SCHOOL TO WALK HOME**

Please complete the attached form and return it to the Waimea Elementary School Office as soon as possible.

If you need assistance understanding this document, please contact the Principal at (808) 887-7636

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER
Waimea Elementary School does not discriminate on the basis of race, color, sex, disability or age in its programs and activities and provide equal access to the Boy Scouts and other designated youth groups-ESE only.
The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Tammie Picklesimer, Principal, 67-1225 Mamalahoa Highway Kamuela, Hawaii 96743
Telephone: (808) 887-7636 Email: tammie.picklesimer@k12.hi.us

Waimea Elementary School Emergency School Closure Information

Name of all students attending Waimea Elementary School:

- | | | |
|----------|---------------|-------------|
| 1. _____ | Teacher _____ | Grade _____ |
| 2. _____ | Teacher _____ | Grade _____ |
| 3. _____ | Teacher _____ | Grade _____ |
| 4. _____ | Teacher _____ | Grade _____ |
| 5. _____ | Teacher _____ | Grade _____ |

Names and Grades of siblings attending Waimea Middle School:

- | | | |
|----------|---------------|-------------|
| 1. _____ | Teacher _____ | Grade _____ |
| 2. _____ | Teacher _____ | Grade _____ |
| 3. _____ | Teacher _____ | Grade _____ |

Name and phone numbers of Parent(s)/Guardian and two adults to contact and release your child(ren) in case of school closure.

- | | |
|-------------------------------|-----------------------|
| 1. Parent/Guardian _____ | Relationship _____ |
| Home _____ | Work _____ Cell _____ |
| | |
| 2. Parent/Guardian _____ | Relationship _____ |
| Home _____ | Work _____ Cell _____ |
| | |
| 3. Emergency Contact #1 _____ | Relationship _____ |
| Home _____ | Work _____ Cell _____ |
| | |
| 4. Emergency Contact #2 _____ | Relationship _____ |
| Home _____ | Work _____ Cell _____ |

_____ I want my child(ren) sent home on the bus if it is safe and a parent/designated adult listed above can be contacted.

_____ I DO NOT want my child(ren) sent home on the bus. Someone will pick up my child(ren) at the school designated location listed above.

Parent/Guardian Signature _____ Date _____

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