



CROSTOWN
HIGH



Date: 8/7/2025

Dear Crosstown High Parents/Guardians,

The need to close a school and evacuate students/staff before closing time could arise from a host of unforeseen events, such as a prolonged interruption of power or from a major event such as a fire, earthquake, or severe storm. In the event of a major disaster, information will be disseminated in a number of ways, including:

- Broadcasting by the local radio and television stations
- Cell phone and/or landline calls
- Text messaging
- Posting on the school website and social media

The following procedures will be observed with regard to dismissal of students during school hours per MSCS and Crosstown High Board Policy – School Day #6060 Administrative Rules and Regulations

1. Students shall not be permitted to leave school alone prior to regular dismissal time, unless permitted by law, the District, or Board policy/regulations. Additionally, no student shall leave school accompanied by any person prior to regular dismissal hours, except with the request of the parent/legal guardian and the approval of the principal.
2. All persons checking out a student during school hours will be required to present valid identification to the appropriate school personnel. No child shall be released to any person except when released as follows:
3. Children will be released only upon the request of the parent/legal guardian who the court holds directly responsible for the child, or who is the parent/legal guardian registered on the school record.

To the Parent's Designee – Students may be released during school hours to an individual designated in writing by their parents. It is required that the parent designee be listed on the student's enrollment form as an emergency contact. When the parent, guardian or a designee cannot check out the child, school staff will work with the parent to confirm the parent's request to have their child released and verify the identity of the person requesting to check out the child (e.g., the parent provides the school with a note identifying the person checking the child out). Additionally, District emergency protocols may apply for releasing students in extenuating circumstances.

We are prepared to care for your child in case of an emergency situation. If you are not able to reach the school, we will care for your child until you or a designated person arrives. We have a number of staff members certified in first aid training, and we will communicate with local emergency services. We do ask for your help in the following ways:

- Do NOT call the school. It is essential that all telephone lines are open for emergency calls.
- Stay tuned to your radio and TV stations for updated developments on the school
- Avoid traffic congestion by not driving immediately onto the school grounds. The school access route and street entrance areas must remain clear for emergency vehicles.

During the school year, your child will be trained in the necessary emergency procedures. He/she will learn how to react, where to assemble, and what to expect in an emergency situation. If you have any questions or comments about the Crosstown High Multi-Hazard Emergency preparation plans, please call the school at (901) 401-5500.

Sincerely yours,

Erin Johnson
Head of School