

Mrs. Amy V. Goodell  
*Superintendent*

Mr. Mark Foti  
*K-6 Principal*

Mrs. Julie A. Adams  
*7-12 Principal*

Ms. Patti J. Sawyer  
*Dir. of Special Ed.*

Mr. Eric O'Brien  
*Asst Principal*

November 8, 2016

Dear Parents/Guardians,

We will be practicing an emergency evacuation of the campus by implementing our **Early Evacuation Drill** on November 10<sup>th</sup>. *Students in grades K-6 will be dismissed at 2:00 pm, twenty minutes earlier than usual; so you can expect them home earlier.*

Parents that normally pick up their children may still do so for the Early Evacuation drill on November 10<sup>th</sup>. **It is important that you are at school by 1:30pm to sign them out.** This will ensure we start the drill promptly at 2:00pm. The SACC program will run as usual on this day. Students who attend the SACC program will evacuate with the rest of the students, and stand with a Program member until the drill is over. They will return to the school at the completion of the drill, and you may pick them up as usual.

We also want to let you know about other dates planned for the month of November:

Wednesday	Nov. 9	Parent-Teacher Conferences, <i>11:15 am dismissal</i>
Friday	Nov. 11	School & Offices Closed – Veteran’s Day
Tuesday	Nov. 15	Parent-Teacher Conferences, <i>11:15 am dismissal</i>
Thursday	Nov. 17	Parent-Teacher Conferences, <i>evening hours</i>
Wednesday	Nov. 23	Staff Development Day, <i>11:15 am dismissal</i>

Sincerely,



Mark Foti  
K- 6 Principal