

November 7, 2016

Dear Parents/Guardians:

Each school year we are required to conduct an "Evacuation Drill" / "Go Home - Early Dismissal" drill. This year the drill will be held on **THURSDAY, NOVEMBER 10, 2016**. The purpose is to simulate an evacuation of our buildings in the event of a real emergency. We hope to make this as realistic as possible and, therefore, ask your cooperation in carrying out the drill.

We will **EVACUATE** the buildings and have students go directly to whatever means of transportation they would **normally** use to go home. In other words, students who typically ride the bus home will go directly to the bus garage and board their regular bus. High school students who drive to and from school will be dismissed to their cars. Students who normally walk home will be sent directly from the building and be instructed to walk home.

The schedule will be as follows:

- At 2:00 p.m. Pleasant Avenue will be blocked off from incoming traffic
- Students in the elementary building will proceed to the bus garage and begin boarding the buses at 2:00 p.m.
- Students in the high school building will begin dismissing at 2:10 p.m. Bus riding students will be escorted to the bus garage by their 12<sup>th</sup> period teacher. Walkers and drivers will sign out of their 12<sup>th</sup> period class so that we have a record of those students who have other means of transportation.

**Please note:**

- **If you need to pick your child up for early release, please do so no later than 1:45 p.m. After this time, students will be held until their classroom is dismissed as part of the drill.**
- **The high school will be closed during the evacuation and reopened after the completion of the drill. Students will be reminded to take their coats, books and anything else they need for the weekend.**
- **Athletes waiting for practice and/or try-outs will evacuate with the rest of the building and held in a designated area at the bus garage. They may return when the building is reopened.**

The safety of our students is our first and foremost consideration. We conduct these drills in preparation for an event or emergency that requires a building evacuation. Your cooperation and support is greatly appreciated.

Sincerely,

Mrs. Julie A. Adams  
7-12 Principal

**November & December Reminders:**

**Nov. 10 – 15 minute 'GO HOME EARLY' Drill**

**Nov. 11 – No School (Veteran's Day)**

**Nov. 23 – Professional Development Day – 11:15 am Dismissal (elementary), 11:20 am Dismissal (hs)**

**Nov. 24 & 25 – Thanksgiving Recess**

**Dec. 23-30 – Holiday Recess**

**Jan. 2 – New Year's Day Observed – School Closed**