

Mr. G. Michael Apostol  
Interim Superintendent

Mr. Mark Foti  
K-6 Principal

Mrs. Julie A. Adams  
7-12 Principal

Mrs. Patti J. Sawyer  
Director of Special Education

*(518) 753-4458*

November 5, 2018

Dear **Junior/Senior High School** Parents, Guardians and Students:

Each school year we are required to conduct an Evacuation Drill /Go Home Early Dismissal drill. This year the drill will be held on **Friday, November 9, 2018**.

The schedule will be as follows:

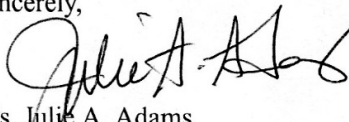
- At 1:45 p.m. Pleasant Avenue will be blocked off from incoming traffic.
- Students in the Elementary building will proceed to the bus garage and begin boarding the buses at 2:00 p.m. Please see the letter from Mr. Foti with complete details for student pick up and dismissal times.
- Students in the High School building will begin dismissing at 2:10 p.m.
  - Students who ride the bus home will be escorted to the bus garage by their 12<sup>th</sup> period teacher.
  - Walkers, drivers, and students riders who will not be taking a bus will be required to sign out of their 12<sup>th</sup> period class so that we have a record of those students who are not riding the bus.

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 beginning at 2:10 p.m.
- **If you are picking up your child at dismissal, please do so in the front of the building *only* at 2:10 p.m.**
- **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,



Ms. Julie A. Adams  
7-12 Principal