



# GREENWICH PUBLIC SCHOOLS

## NEW LEBANON SCHOOL

Alexandra Michaelson  
Principal  
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August 28, 2020

Dear New Lebanon Families,

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to each situation.

Should we have a major disaster during school hours, your student will be cared for at this school. Our school district has a detailed emergency operations plan that has been formulated to respond to all hazards.

Your cooperation is necessary in any emergency.

- 1) Do not come to the school or phone the office. Roads may be blocked closed for emergency responders who will need clear access. Telephone lines may be needed for emergency communication.
- 2) If students are to be kept at school, information will be relayed via Parentlink, Phone, and Dojo.
- 3) In prolonged events, parents / guardians will be contacted by all forms of communication. It is extremely important the phone information you provide to us is accurate and the most up-to-date. In the event that your child needs to be picked up at school, please be sure you have a current "contact list" for your family. When listing an emergency contact, please see that:
  - a. He/She is 18 years of age or order
  - b. We have his/her home/mobile number
  - c. He/She can walk to school if necessary
  - d. He/She is known to your child
  - e. He/She is both aware and able to assume the responsibility
  - f. They must have a valid photo or form of identification when they arrive at school
- 4) Impress upon your children the need for them to follow the directions of school personnel and emergency service workers in times of an emergency.
- 5) Students will be released only to parents, guardians and persons identified as an Emergency Contact. During an extreme emergency, students will be released to a designated area. Please be patient and understanding with the student release process.
- 6) When the dangerous incident has subsided, an all-clear signal will be given. Please discuss these matters with our immediate family. Planning will help alleviate concern during emergencies.

Sincerely,

*Alexandra Bartholomew*

Mrs. Michaelson  
Principal

*"The New Lebanon School community is proud to empower students with knowledge and to inspire them to become compassionate citizens of our ever - changing world."*

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[www.greenwichschools.org/nls](http://www.greenwichschools.org/nls)

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