



THE INTERNATIONAL SCHOOL  
at Dundee

*“Setting the Standard for Excellence in Public Education”*

TERESA RICCI  
Principal

EUGENE MATEJEK  
Assistant Principal

August 2020

Dear ISD Parents:

If a major disaster should happen during school hours, your child(ren) 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 telephone the school.** Roads may be blocked/closed off. Emergency responders need clear access. Telephone lines may be needed for emergency communication. You will be notified of a reunification location, if necessary.
2. If students are to be kept at school, information will be relayed via Parentlink. Information regarding day-to-day school operations will also be through the Parentlink notification system covering email, telephone.
3. In prolonged events, students will only be released to parents, an official guardian, or an authorized responsible adult. Authorized adults are identified as emergency contacts by parents who have designated them. Please be sure your emergency contact information is up to date and consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
  - **They must have a valid photo identification.**



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4. During an extreme emergency, students will be released at a designated reunion location if necessary. Please be patient and understanding with the student release process. Please instruct your child(ren) to remain at the release or reunification location until you or a designee arrives.
5. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.
6. When the dangerous incident has subsided, an all-clear signal will be given. Please discuss these matters with your immediate family. Planning will help alleviate concern during emergencies.

Sincerely,

Terry Ricci  
ISD Principal