Glenville Elementary School

August 2026

Dear Parents:

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 such situations.

If we have a major disaster during school hours, your student(s) 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 be relayed through the Parentlink notification system, covering email and 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 on the Student Profile Information Sheet. 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**

4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

5. Students will be released only to parents, guardians, and persons identified as Emergency Contacts. 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 student to remain at the release or reunification location until you or a designee arrives.

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,

Klara Monaco

Klara Monaco
Principal