

TUPPER LAKE CENTRAL SCHOOL DISTRICT

...Where excellence is no accident



Tupper Lake, NY 12986
www.tupperlakecsd.net

District Offices
294 Hosley Avenue
518-359-3371 ext. 1000
518-359-7862 (fax)

Middle/High School
25 Chaney Avenue
518-359-3322 ext. 2000
518-359-9636 (fax)

LP Quinn Elementary School
294 Hosley Avenue
518-359-2981 ext. 1004
518-359-3415 (fax)

November 8, 2017

Dear Parents:

On **Tuesday, November 21st** the school district will conduct an Early Dismissal Drill in accordance with our School Safety Plans. The Annual Drill provides us with the opportunity to practice and test procedures we use when schools close early due to weather or other emergency conditions. Our dismissal times for this drill will be 10:30 a.m. at the Middle/High School, and begin at 11:15 am at LP Quinn.

At the beginning of the year, each parent of a child in grades K - 8 filled out an emergency closing form. This is on file at your child's school, and contains the emergency drop-off location you indicated. If you have any questions feel free to contact the Main Office at that school. **For the purpose of this drill, emergency drop-off locations will not be changed after November 17th.** Your child will be bussed to this emergency location for the drill on **November 21st**.

In order to replicate a real emergency, the parking lot will be closed to traffic except for emergency vehicles. You will not be able to enter to pick up your child.

I also urge you to talk to your child about what to do if they are sent home when you, or your designated contacts, are not at home. It is important that they know your family's plan and where to go, or who to call if circumstances are not what they expect when they arrive.

As a general rule, we do not dismiss school early unless plans are made well in advance. However, we need to be prepared for an early dismissal. This drill will help us improve children's safety in the event of an emergency.

Thank you for your cooperation.

Sincerely,

Seth McGowan, *Superintendent of Schools*
Tupper Lake Central School District

Seth McGowan
Superintendent
District Office

Michele Pinard
Principal
LP Quinn Elementary School

Russell Bartlett
Principal
Middle/High School

Matthew Southwick
Special Programs Director
Middle/High School

Daniel Bower
Business Administrator
District Office