October 11, 2013

Dear Parents/Guardian:

Under Regulations from the State of New York, each school district must schedule an early dismissal drill once each year. The Huntington School District has scheduled its annual test of the Early Dismissal Plan for November 26, 2013.

Pupils will be released **15 minutes earlier** than their normally scheduled time in order to test the early dismissal response of the **District’s Emergency Management Plan**. Please make appropriate arrangements for the early dismissal of your children as a result of this drill.

From time to time, the school district also practices unannounced Emergency Evacuation procedures in accordance with our Emergency Management Plan. Should it become necessary to evacuate a school building during the day, students would be transported to the high school auditorium where a decision would be made either to retain students there until they could return to the school, or dismissed and sent home from the high school. High school students, on the other hand, would be sent home directly. Since these unannounced tests of our preparedness system are done in a single building at a time, it is possible that your child may become involved in such a test. Please make your child aware of this possibility.

We would also like to take this opportunity to remind you that if you have not already sent in the Demographic Sheet that was sent home, for your students in the High School, please do so as soon as possible. It is very important that this information be updated each year and kept on file. In addition, if you are signing your student out for any reason during the school day, it is imperative that you send a note in the morning with your student, explaining the need for him/her to be excused, the time that they will be picked up, and instruct them to bring it to the Attendance Office immediately upon arriving at school. At that time he/she will be given a pass to leave the class at the time stated in the note, therefore ensuring that educational time will not be interrupted for the entire class when we need to call in and disturb the lesson in progress.

Thank you.

Sincerely,

Carmela Leonardi, Ph.D.
Principal

CL/ed