



Melrose Public Schools

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ROSEMARY LEBLANC-CONSIDINE,
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March 20, 2003

Dear Parents/Guardians:

This letter is intended to provide families of our students with updated information on the crisis management protocol for Melrose Public Schools. Please note that during this time of national crisis, it is our intention to have schools operate normally and on a normal schedule.

However, in response to the heightened security risks our nation currently faces, please note the following.

- ... You can monitor the status of school closings on MMTV, local radio and television and also on our school website: www.melroseschools.com.
- ... In the unlikely event your child's school evacuates, each building has a designated off-site evacuation location. *Please see the reverse side of this letter. * [\(Please see note below\)](#)
- ... In the unlikely event we are advised to close schools early, please arrange for your **preschool/elementary children** to be picked up as soon as possible. **Middle and high school students** will be dismissed in a timely and orderly fashion.
- ... Be sure your child is aware of the emergency contact/authorized release person(s). Children will be maintained in their schools until released to an authorized adult.
- ... If your home, work, or emergency phone number or contact/authorized release person(s) has changed, please advise your school's secretary.
- ... Without alarming your younger children, please make sure they know their address and phone number.

Please be reassured that our focus during these uncertain times is to continue to educate your children in a safe and orderly environment and that we are well prepared to deal with emergency situations should they occur.

Sincerely,

Rosemary Leblanc-Considine

Rosemary Leblanc-Considine
Superintendent

*** Note: The designated off-site evacuation location for your child's school will be on the reverse side of this letter which is being sent home with each student on Friday, March 21, 2003.**