



LITTLE CHUTE
Area School District
fostering a community of learners

Little Chute Area School District
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Dear Parents/Guardians:

Should an emergency situation arise in our community and/or one of our schools while school is in session, we want you to be aware the schools have made preparations to respond effectively and appropriately to such situations. Little Chute Area School District has a detailed, all-hazards emergency plan that has been formulated to provide direction to its staff and students during such an incident. In the event of an emergency, we ask for your cooperation in the following procedures:

1. Please do not telephone the school. Telephone lines must be kept available for emergency communication.
2. Please do not come to the school unless requested to pick up your child.
3. In the event of an emergency that requires us to evacuate and relocate, students may be picked up at a designated reunification location (D&M Interiors, 309 Allegiance Ct, Appleton, WI 54913) by an adult who has been identified on the student's emergency contact list in Infinite Campus. Emergency contacts must be reviewed and updated by parents/guardians at the beginning of each school year and kept updated as needed. When authorizing another person to pick up your child, please consider the following requirements:
 - He/she must be listed as a contact in Infinite Campus.
 - He/she is usually available during the day.
 - He/she could walk to school if necessary.
 - He/she is known to your child.
 - He/she is both aware of and able to assume this responsibility.
4. You can expect the school district to communicate through any/or all of the following:
 - For weather-related incidents, turn your radio/TV to local stations for weather updates and emergency announcements.
 - Information regarding day-to-day school operations will be available on our District website and updates will be made as appropriate.
 - Infinite Campus for email/telephone notification system.
5. Please reiterate to your children the need for them to follow the directions of any school personnel in times of an emergency.

We appreciate your cooperation in helping us respond to an emergency situation and providing a safe and healthy learning environment for your child. If you have any questions or require additional information, please feel free to contact your child's school.

Sincerely,

David M. Botz
District Administrator