



September 3, 2017

**Glencoe  
School District  
#35**

Board of Education  
620 Greenwood Ave.  
Glencoe, Illinois  
60022

847.835.7800  
Fax: 847.835.7805

Dear Parents:

In the District's ongoing efforts to plan for emergency or disaster situations, the District administrators continue to work with staff members, students, and Village responders to ensure effective procedures are in place in the event of an emergency situation.

While every parent's natural instinct in an emergency is to go to the school to safeguard his/her child, please understand that doing so may significantly impede the District's ability to respond to the situation. A large number of parents driving to the school severely restricts emergency personnel's ability to access the building and give care to the students or evacuate them from the site. We ask that you trust in the preparedness of the school staff and community first responders to swiftly and effectively handle an emergency.

In the event a disaster situation occurs, we need your cooperation and assistance. Most specifically, we ask that you follow these guidelines:

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. Please refer to the school website for updated information at [www.glencoeschools.org](http://www.glencoeschools.org). Glencoe School District #35 will also send information through the **Instant Alert** system.
3. In some serious emergency situations, students may be relocated to another facility for safety. Students will be transported to a designated site where parents will be reunited with their children. This reunification site will be communicated to parents via the **Instant Alert** system.
4. When you travel to the reunification site, please bring proper identification. We can only release a student to a legal guardian or the authorized individuals you have identified as an emergency contact.

We thank you for your cooperation as we work together to ensure the safety of our school community.

Sincerely,

The Administrative Team