

SCHOOL DISTRICT OF HARTFORD JOINT No. 1

DEDICATED TO THE SUCCESS OF EACH STUDENT

CITY OF HARTFORD, TOWNS ADDISON, ERIN, HARTFORD – WASHINGTON COUNTY • TOWNS OF ASHIPUN, RUBICON – DODGE COUNTY
HARTFORD, WISCONSIN 53027

October 7, 2020

Dear Hartford Jt. 1 Families:

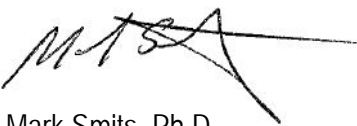
Should an emergency situation ever arise while school is in session, we want you to be aware that the District has made preparations to respond effectively. The District has a detailed emergency operations plan which has been formulated to respond to a major emergency situation. Your cooperation is necessary in any emergency.

During an emergency situation:

1. You can call the District Office at 262-673-3155. Do not telephone the school as the phone lines will be in use by the District to coordinate emergency services.
2. Do not go to your child's school unless you have been directed to do so.
3. Students will be kept at school or at an off-campus evacuation point and only released to a parent/guardian or an adult who has been authorized through your student's registration.
 - a. Parents must be patient with the student release process to ensure the safety of all students.
4. Information from the District will be distributed through radio/television stations, the District website (www.hjt1.org), and/or the District Facebook page. If necessary, parents/guardians will be contacted directly by telephone, email, and/or text message. Parents/guardians may manage their notification preferences/devices through Skyward Family Access at <https://www.hjt1.org/parents/registration-skyward-family-access>. Access information is also available at your child's school office.
5. Prior to an emergency, impress upon your children the need for them to follow the directions of any school or emergency personnel in times of an emergency.

Please discuss these matters with your family. Planning now will help alleviate concern during emergencies. Thank you in advance for your patience and cooperation.

Sincerely,



Mark Smits, Ph.D.
District Administrator

CENTRAL MIDDLE SCHOOL 1100 Cedar Street Hartford, WI 53027 Phone: 262-673-8040 FAX: 262-673-7596	LINCOLN SCHOOL 755 S. Rural Street Hartford, WI 53027 Phone: 262-673-2100 FAX: 262-673-0148	ROSSMAN SCHOOL 600 Highland Avenue Hartford, WI 53027 Phone: 262-673-3300 FAX: 262-673-3543	DISTRICT OFFICE 402 W. Sumner Street, Hartford, WI 53027 District Administrator 262-673-3155 FAX: 262-673-3548 Business Manager 262-673-9033 FAX: 262-673-3548 Pupil Services Dir. 262-673-8042 FAX: 262-673-8045
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