

September 13, 2023

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 preparations to respond effectively. The District has a detailed emergency operation 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 may 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. Please be patient during the student release process as we work to ensure the safety of all students.
4. Information from the District will be distributed through the District website (www.hjt1.org), radio/television stations, 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 ParentSquare at <https://www.hjt1.org/parents/parentsquare>. Access information is also available at your child's school office.
5. Prior to an emergency, please talk with your children about 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.

Yours in Education,



Tara Villalobos, PhD
District Administrator