

# Academy Charter High School

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1725 Main Street  
South Belmar, NJ 07719

Telephone (732) 681-8377  
FAX (732) 681-8375

March 21, 2003

Dear Parent/Guardian:

The purpose of this letter is to update you on the school's preparedness for any emergency actions that the police and local emergency management officials require us to take. During this time of uncertainty, anxiety and conflict, be assured that the school's primary concern is to maintain a calm, orderly and safe environment focused on education. School sponsored trips will be evaluated on a case by case basis. The normalcy of the school routine will continue as best as possible.

The school has an Emergency Management Plan which was completed cooperatively with representatives of law enforcement and emergency management personnel. In addition, the school has taken all emergency precautions suggested by the Monmouth County Prosecutor's Office.

Monmouth County Superintendent of Schools, Michael Maddaluna, has supplied information to all county public schools regarding actions in the case of a red alert. It is important to know that a red alert, if necessary, is site dependent, localized and situation activated. If this occurs, the school is prepared to follow the directives of law enforcement and emergency management personnel. Possible actions include evacuation of students or maintaining a lock down of all students and school personnel. These decisions are made by the appropriate emergency management personnel and not by the school.

Students should have keys and know where to go during the school day if there is a school evacuation. Also, it is important that the school has accurate emergency contact information. If there have been any changes to your child's emergency contact information and/or health information (i.e. required medications) it is imperative that you provide current information to the school. Please call Mrs. Camoosa with any changes at 732-681-8377. If you have any questions, please do not hesitate to call me.

Sincerely,

Mary Jo Kapalko  
Director