



Spring Mills Middle School
255 Campus Drive
Martinsburg, West Virginia 25404
304-274-5030

August 22, 2016

Dear Parents:

As we begin the 2016-2017 school year, there are many important issues facing us. Safe schools are certainly at the top. *Everyone*...administrators, teachers, students, parents, and members of the community must be a part of creating a safe community and school environment.

Berkeley County Schools has a Student Code of Conduct policy in place and our school has developed procedures to be followed in an emergency situation. Teachers will discuss both with our students. **In the event that we must evacuate the building, Spring Mills Primary School has been identified as our primary evacuation site. The side of the building facing our parking lot has been identified as the point of parent pick-up. Our alternate emergency site is Spring Mills High School.** In any emergency situation, please monitor your Ntouch messages or listen to the emergency bulletins broadcasted on the television or radio in order to respond safely and effectively.

I ask that you take time to discuss these issues with your child. **It is equally important that you and your child develop plans should any emergency occur. Some things to plan for include: Which parent to contact and how? If you are working where the child is to go? We will need this information on the two emergency cards for every student. Remember if your emergency information changes (phone numbers, contacts, etc.) contact the school immediately. Planning is essential to eliminating added stress in an emergency situation.**

Thank you in advance for supporting us in making safety a priority.

Sincerely,

Nancy White
Principal

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