

Notification of Construction

To: Faculty, Staff, Parents, Guardian, Students and other concerned parties

Date: (Note: District must provide notice at least 2 months prior to initial start date of project)

The _____ School District anticipates conducting a construction project commencing on _____. The project will be conducted at the _____ (name and address of school). The project will consist of the following:

In furtherance of the district's commitment to safety and in accordance with regulations of the Commissioner of Education, the district will provide a safe school environment throughout this project. This will include an update of the school emergency plan to reflect any temporary exits or procedures needed as a result of the construction work at the school. Fire drills will be held to familiarize students and staff with any temporary exits. The construction area will be separated from occupied areas of the building, all kept to a minimum while the building is occupied. All applicable federal and stated rules and regulations will be strictly adhered to throughout the length of this project.

Specific questions or concerns about this project may be directed to _____ at _____ (telephone number).

Sincerely,

Building Principal

Adoption date: March 26, 2001

Reviewed: August 28, 2017