

August 21, 2009

Dear Parent/Guardian:

I hope you and your family had a restful and relaxing break. The staff and I are excited about the fall semester and look forward to partnering with you for the remainder of this school year to aid in the academic and social growth of your child(ren). I also want to extend my appreciation to you in aiding in the safety of our students and security of our buildings.

School administration met recently with local law enforcement and first responders this summer to review our administrative and emergency procedures. The District is asking for your cooperation as these procedures will impact your future visits to our District buildings.

Please adhere to the following:

- 1). All visitors upon entrance to any school building must sign in and obtain a visitor's pass in the building office. This pass must be displayed on your person at all times during your visit. Before exiting the building, you must return the visitor's pass to the building office and sign out.
- 2). All exterior doors in the District's buildings will be locked after school begins and will remain locked until school is dismissed. All offices close at 3:45 p.m. If you have an appointment after hours, please call the staff member that you are meeting with before or upon your arrival so they can escort you around the building. Automated door entry systems have been installed that will allow staff to monitor and control visitor entry into District buildings.
- 3). Please notify an administrator or local law enforcement agencies immediately if your child is threatened with violence or has information regarding a threat or potential violence. Information and knowledge of a threat aids in maintaining a safe school environment.
- 4). The following terms will be utilized to define the type of crisis when the District implements its crisis management plan for a school emergency:
 - a). **Code Red** - an imminent threat of school violence against the student body and staff has been discovered in or near the building. Normal routines are halted and students are restricted to their classroom until police and administration give further instructions.
 - b). **Code Yellow** - a precautionary measure in which normal classroom instruction continues inside school buildings. All outside student activities are halted during the normal school day. District administration has been informed of a threat within the community but the situation is unrelated to school business.
 - c). **Code Green** - all students and staff are immediately evacuated due to imminent danger if students or staff were to remain within or near a school building.

- 5). The District and local law enforcement agencies request that you adhere to the following if a threat or disaster would necessitate the District to implement its crisis management plan:
- a). Please refrain from calling school offices due to the necessity of accessing vacant outside lines for emergency use.
 - b). Please refrain from calling your child's cell phone due to the high volume of calls to cellular towers during times of crisis as this could block or delay communication between first responders.
 - c). Please refrain from coming to your child(ren)'s school requesting information. Information will be released to the public through "SchoolReach", WPXN (FM Radio 104.9), the PBL website at www.pblunit10.com, radio and television media, and parent memorandum as soon as pertinent information is available.
 - d). We **strongly** urge you to refrain from blocking any streets near school facilities during times of crisis to allow emergency personnel to respond.
 - e). During a crisis situation, your child **could** be evacuated to the Paxton Police Department, City Works Building, located on Route 45 north of Paxton. The physical address is 755 North Railroad Avenue, Paxton, Illinois. The north entrance into the complex will need to remain unblocked to allow buses to enter and exit. Parking will be designated in the open field to the south of the complex. Parents or guardians will enter the City Building using the entrance on the south side (next to the Paxton Police Department entrance) where further instructions will be provided.
- 6). Unplanned early dismissals, school closings, and event cancellations happen periodically throughout the school year. Information will be released to the public through "SchoolReach", WPXN (FM Radio 104.9), the PBL website at www.pblunit10.com, and radio and television media.

Again, I am looking forward to the new school year and working with your family.

Sincerely,

Cliff McClure,
Superintendent

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