

Operational Services

Exhibit - Letter to Parents Regarding Student Safety

On District letterhead

Date

Re: Student Safety

Dear Parents/Guardians:

Student safety is our District’s top priority. In addition to physical safety, the District is concerned with students’ emotional well-being and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.

Safety Plans

The District has plans for all four phases of emergency and disaster management:

1. Preparedness - planning for an emergency or disaster event;
2. Response - planned response to an emergency or disaster event;
3. Recovery - the process of returning to normal operations; and
4. Mitigation - steps taken to minimize the effects of an emergency or disaster.

These phases are covered in each school’s site-based safety plan. In addition, the District has a Safety Program Coordinator and each school has a Crisis Management Team.

Communications

The District will disseminate emergency information via its website, information hotline, through the media, and by telephone contact.

Emergency Responses

Emergency responses will depend on the circumstances and may include lockdown or evacuation. During a lockdown, no one may enter or leave the building until it is safe to do so. For evacuation purposes, each school has at least one off-campus site where students and staff assemble to be accounted for and temporarily housed.

In the unlikely event an emergency response is needed at your child’s school, staff members will be totally engaged supervising students. We will attempt to provide information through the District’s information hotline, 708-862-6620, and/or website www.L156.org. If students are evacuated, students at Lincoln Elementary School will go to Christ Our Savior School, 331 – 155th Place, Calumet City. You may pick-up your child at this location after notifying the school official in charge. Additional instructions will be given in the event of an evacuation, including alternative methods to return your child home.

Cooperation and Assistance Request

During any emergency or potential disaster and for the safety of all students and staff, please follow the instructions of the District’s Safety Program Coordinator as well as the Building Principal. These instructions will be widely disseminated.

Defamatory or disruptive behavior will only lessen our response effectiveness.

If you have any questions, please feel free to contact the District office or your child’s Principal. In the meantime, thank you for your cooperation and support.

Website Address: www.L156.org

Information Hotline Number: 708-862-6620

Sincerely,

Superintendent

Adopted: October 27, 2003

Amended: May 19, 2008

