

OPERATIONAL SERVICES

Exhibit – Letter to Parents/Guardians Regarding Student Safety

[On District letterhead]

[Date]

Re: Student Safety

Dear Parent(s)/Guardian(s):

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.

School Emergency Operations and Crisis Plan (SEOCR)

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

1. Prevention - the capabilities needed to avoid, deter, or stop an incident.
2. Preparation - the capabilities needed to: (a) protect students, teachers, staff, visitors, networks, and property against threats or hazards, and (b) mitigate the likelihood of an incident or to reduce the impact of one.
3. Response - the capabilities needed to stabilize an incident, save lives, establish a safe and secure environment, and facilitate the transition to recovery.
4. Recovery - the capabilities needed to restore the learning environment.

These phases are covered in each SEOCR.

In addition to the Crisis Management Plan described above, a “District Safety & Security Reference” flipchart has been designed for staff, students, visitors, or others inside the District’s buildings. This flipchart gives step-by-step instructions for various emergency situations.

A third area of planning for emergency preparedness relates to the Federal Government’s Security Alert Code Levels. A flip chart suggests possible procedures for each of the color code levels. The Superintendent with the support of members of the Macomb Board of Education will implement what is deemed to be the appropriate Threat Condition Level within the District.

In addition, the District has a District Safety Coordinator and each school has a Safety Team. State law requires the District to annually review its plans.

Communications to Stakeholders

The District will share emergency information via its website, information hotline, the media, and/or telephone contact.

Emergency Responses

Emergency responses will depend on the circumstances and may include evacuation or lockdown. 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. A listing of these sites can be found in publications from the individual school buildings and the District Administrative Center.

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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 website, district185.macomb.com. If students are evacuated, students at _____ School will go to _____ . 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 for pick up or 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 disseminated at the time of the situation. Defamatory or disruptive behavior will only lessen our response effectiveness.

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

Website Address: <http://www.macomb185.org/>

Sincerely,

Superintendent

Adopted 10-20-03
Revised 05-21-08
Revised 11-17-14
Revised 11-18-19