

St. Edwards School / Ecole St. Edward

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Secure Schools/ Lockdown Policies - February 10, 2009

The Eastern School Board recently approved a District-wide Secure Schools/Lockdown Policy to ensure the safety of all students, staff and visitors. St. Edward's School will also be implementing additional security measures to further enhance our building security. The purpose of this newsletter is to inform parents of these security measures as well as to remind everyone of school visitation procedures.

Building Security

Commencing next Wednesday, February 18 all visitors to our school will have to utilize an intercom/buzzer system to gain access to the building. Any person requiring access to the building during the school day will have to state their name and the reason for their visit to the secretary or school's administration. The intercom/buzzer is located at the office entrance to the building. Parents are advised that all doors to the school will be locked at 9:05 am through until 3:05 pm. Video surveillance will soon be installed at the office entrance to permit the secretary or the building's administrators to view the visitor from the office.

At dismissal times all parents must remain in the bus entrance to wait for their children. As in the past, parents needing to speak with their child are required to go to the office and are not permitted to go to their child's classroom unless authorized by the school administration.

Secure Schools/Lockdowns

In accordance with the District's Secure Schools/Lockdown Policy, all schools have been directed to practice "Secure School" and "Lockdown" procedures a minimum of three times per year. Both procedures involve restricting student movement throughout the building as students are required to remain in their locked classroom with their teacher. The Lockdown procedure goes a step further requiring students and teachers to get on the floor out of sight of the classroom door and making themselves as small as possible, while remaining still and silent.

Teachers and the school's administration will be talking to their students and preparing them for these drills. The drills are meant to be as routine as fire drills so that everyone knows what to do in an emergency situation. It is critical that you talk with your child(ren) about these procedures and assure them that there is no reason to be afraid.

Your cooperation and understanding regarding this matter is greatly appreciated. Should you have any questions or concerns, please contact the school office.