



Dear Families:

We would like to thank you for supporting the process of only entering the building at the main doors, reporting to the office and for waiting outside for your child at dismissal times. For safety reasons we need to know who is in the building at all times. If you arrive at school with an item your child forgot, please leave the item at the office with your child's name and grade on it and we will see that it is delivered. If you are volunteering in the classroom or have a scheduled meeting with the teacher, please ask for a visitor's tag and sign in.

Our first morning bell rings at 8:30AM and instructional time begins at the second bell at 8:40AM. Teachers do not begin instruction until 8:40AM and students are not considered late until after the 8:40AM second bell.

We will be conducting a **lockdown drill** the week of September 20th and a **hold and secure drill** the following week. The safety and security of our students and staff are a top priority for **Shannon Park** and the Halifax Regional Center for Education. We have been implementing a number of measures as part of a comprehensive plan aimed at ensuring our school remains a safe place for our students to learn.

One of the procedures our school will be employing is a **lockdown drill**. During a lockdown drill, classroom doors are secured and the students remain quiet inside the room until instructed by the teacher to resume their activities. All exterior doors are locked and no one is permitted to enter or leave the building. Students are isolated within the school when circumstances make it safer to stay in the classroom rather than evacuate.

Another procedure our school will be employing is a **hold and secure drill**. During a hold and secure drill, classroom doors are secured, the students remain inside their classroom, but can continue with their learning activities. All exterior doors are locked and no one is permitted to enter or leave the building. Students are isolated within the school when circumstances make it safer to stay working in the classroom.

Just as we prepare our students to properly respond to a fire drill, they also need to be aware of the proper response during a lockdown drill and hold and secure drill. These drills should be treated with the same level of importance as fire drills. Please be assured that staff at our school will spend time discussing the importance of this procedure with students prior to running a drill. We will also take time after the drill to remind them that it was only a practice and there was no danger.

Please take the time to speak with your son/daughter about this procedure and reinforce its importance. We practice these drills to ensure our school remains a safe place for teaching and learning.

Please contact us if you have any questions about lockdown drills and hold and secure drills. Thank you for your attention to this matter.

Regards,

Carol-Anne Larade, Principal

Shannon Park Elementary