

SECURE SCHOOL/SCHOOL LOCKDOWN

Policy Statement

The Eastern School Board believes that the safety of students and staff in our schools is paramount and takes every precaution to ensure the safety of all. The Eastern School Board believes that schools need to be secured in an appropriate manner (Secure School/Lockdown) when dealing with a perceived or actual threat to the school community.

Rationale

The Eastern School Board is committed to providing a safe and caring environment for students and staff. Therefore, all schools will develop a plan to respond to a perceived or actual threat to their school community.

Scope

This policy applies to all students, employees, visitors and properties under the Eastern School District. It is intended to assist with responding to an event and the return to normalcy after the event.

Procedure

- 1.0 The Eastern School District will establish Administrative Regulations that govern the application of this policy.
- 2.0 The Administrative Regulations will be reviewed annually by the CEO/Director of Education in collaboration with the District Administrative Staff.
- 3.0 The Principal/designate and all staff shall respond to all perceived or actual threats in a prudent and expeditious manner by notifying the local emergency response authorities, the CEO/Director of Education and the Communications Manager.
- 4.0 At the beginning of the school year, the Principal/designate shall consult with the school's local law enforcement detachment to review the school plan for securing and locking down the building.
- 5.0 Lockdown and Secure School Procedures shall be reviewed by School Council and communicated to parents/guardians prior to the initial practice.
- 6.0 Lockdown and Secure School Procedures shall be practiced a minimum of three times a year.
- 7.0 All schools will prepare a plan for a perceived or actual threat consistent with the Administrative Regulations associated with this policy.
- 8.0 All schools will respond to perceived or actual threats consistent with the Administrative Regulations associated with this policy.
- 9.0 The Principal is responsible for ensuring that all pertinent information related to the perceived or actual threat is recorded, stored and filed for future reference.

Authority: Eastern School Board

Date Approved by the Board: December 11, 2008

Legal Reference:

Date of Amendments:

Cross Reference: The Schools Act, 1997