



SCHOOL DISTRICT OF
MAYVILLE

"Today's Youth is Tomorrow's Future"

www.mayvilleschools.com

September 12, 2016

Dear Parents, Grandparents, and Guardians;

The start of a new school year is a great time to revisit school crisis procedures and this letter is written to communicate the safety drills your students will practice **in the 2016-17 school year**. This letter also includes an attachment designed to give parents a "**flow chart**" to follow in case of a specific school crisis incident. We hope you will keep the flow chart in an accessible place in the unlikely event of a school crisis.

The **School Safety Drills** scheduled for September are listed below:

- September 12...1st Tornado Drill w/2nd drill in April 2017
- September 13...1st Fire Drill (monthly thereafter)
- September 14... Administrative Hold
- September 15...1st Lockdown Drill w/2nd annual drill in December 2016
- October 27.....Off Campus Relocation Drill for MMS and MHS

Lockdown means students are secured inside locked classrooms because there is a potential threat in another part of the building or outside the building. An **Administrative Hold** means students are held in unlocked classrooms waiting to resume daily schedules or dismissal. In the event of an extended lockdown, parents will be directed to a Parent Gathering Site described below. Parents should not report to their child's school during lockdown.

Off-Campus Evacuation Sites have also been identified for each building in the event students need to be relocated to an alternative site. Please note the off-campus sites below:

- Parkview Elementary...**Mayville Park Pavilion**
- Mayville Middle School...**Christian Life Fellowship Church**
- Mayville High School...**Mayville TAG Center**

Evacuation sites may change due to availability. Parents will receive communication on the evacuation site, but are asked not to report to the evacuation site until officially asked to do so as part of Student/Parent Reunification.

A **Parent Gathering Site** has also been established in case a school emergency is extended, or goes beyond school hours. **The Mayville Golf Course** will be the site for parents to gather in such an event. The Parent Gathering Site will also be staffed with a District administrative official who will provide current status and updates.

In the event a school crisis extends beyond the school day, parents will need to pick up their child/children. **Student/Parent Reunification** following a **lockdown** will occur at each school building. **Student/Parent Reunification** following an **evacuation** will occur at the evacuation site. Students will be released to parents (or individuals indicated on the School Emergency Contact List) by providing identification (Driver's License, etc.), and through verification on the School Emergency Contact List. **Please make sure your family emergency contact information is up to date!**

Parent Communication in the event of a school emergency is through **phone or text messages** from the school's emergency alert system, **e-mail messages** from Skyward, the **District Website** at www.mayvilleschools.com, the **District Facebook Page**, accessible from the District Website or through Facebook directly, and **The Great 98 Radio Station at 98.7 FM**. Do not call your child's school during an actual emergency. Obtain official information via the above sources or go to the Parent Gathering Site.

It has also been determined in the event of a crisis that the "Crisis Management Team" made up of the District Administrator, the Police Chief, and the Fire Chief will be located together at an official site from which to manage the crisis. The Dodge County Crisis Liaison will also interface with this team.

As a family, please discuss the unlikelihood of any particular school crisis, but also the importance of careful planning. It is also important to stress the importance of following directions in all situations, especially times of emergency. Planning ahead can help alleviate stress if discussed together and appropriately as a family. The Mayville school staff will also be discussing safety prior to and following drills.

Sincerely,

Scott Sabol

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