



October 26, 2022

Dear Parent(s)/Guardian(s),

As parents and educators, one of our most important responsibilities is to protect our children. It is critical that we do everything in our power to keep our children safe.

In accordance with the Illinois State Board of Education Illinois Administrative Code 1500, Stella May Swartz School conducts regularly scheduled fire drills, tornado drills, and bus evacuation drills. In order to further ensure the safety of our children, Swartz Elementary School participates in a lock down drill each year. The lock down drill will be conducted on November 2. During this drill, teachers will be instructed to lock doors, stop teaching, stay silent, and move students away from the view of the door.

Information regarding Emergency Plans for schools can be found at the Illinois State Board of Education website (www.isbe.net/safety). Our focus is always on safety and following the 3Bs (Be Safe, Be Responsible, Be Respectful). We will only share with students that we want to be safe from an intruder that may not be wearing a badge and we want to make sure that no one lets a visitor in the building except office employees. Please instruct your children that we are conducting another safety drill. We do not want to cause alarm or panic with our students by giving them details that are not developmentally appropriate.

If you have any questions, please feel free to contact us at (630) 834-9256.

Sincerely,

Angie Ross & Lauren Scanlan