



Dear Parents/Guardians:

At Jackson Heights Middle School, the safety of your child is a priority. Please take time to read the following important information.

In the event of an emergency on campus, that requires us to lock-down the school, we request your cooperation in helping things run smoothly.

- If the lock-down occurs at the end of the school day when parents are lining up to pick up their children, we will be forced to get you off campus as quickly as possible. The gates must be locked immediately. All cars that are in line will be asked to exit the campus so the gates can be closed. This is done to ensure the safety of the students by accounting for every person on campus.
  - The designated area to park during a school lock-down is The Oviedo Aquatic Center (148 Oviedo Blvd). There you will be notified when the lock-down is cleared and students can be picked up.
- **Do NOT come to the school campus during a lock-down to pick up your child.** We cannot release your child during the time of a Lock-Down.
  - During the time of a Lock-Down your child will be secured in a classroom or other secure campus location for their safety.
  - Do not have your vehicle by the entrance the school because this will hinder the arrival of emergency vehicles responding to an emergency on campus.
- **Please Do NOT call your child on their cellular phone during a Lock-Down.** The students are told to keep their cellular devices off for safety. The last thing you would want is to have your child's phone ring and alerting someone of their location and jeopardizing their safety.
- Please do not call the school for information during a Lock-Down. All of the school staff will have roles to focus on your child's safety. Therefore there will not be a staff member available to answer phone calls.
  - Keep in mind a Lock-Down does not necessarily mean that something has occurred on the school campus. The school can be locked down for incidents that occur off campus but could threaten the safety of the school.

### **Your child's safety is our priority**

*If you have any questions regarding the Lock-Down procedures, contact Officer E. Genao*

*School Resource Officer, at (407) 320-4550.*