
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

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| Policy Code: | EBCE |
| Policy Title: | School Security (Lockdown) |
| Cross Reference: | EBCB, EBCD, IFCJ, IHF |
| Legal Reference: | <i>Education Act</i> |
| Adoption Date: | May 30, 2002 |
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT SCHOOL SECURITY (LOCKDOWN) DRILLS ARE AN ESSENTIAL PART OF ALL SCHOOL SAFETY PROGRAMS. THE BOARD DELEGATES TO THE PRINCIPAL THE RESPONSIBILITY OF ESTABLISHING AN APPROPRIATE PROGRAM AND PROCEDURES FOR A SAFE SCHOOL SECURITY (LOCKDOWN) DRILL.

REGULATIONS

1. School Lockdown procedures must be developed and followed for the purpose of ensuring consistent division-wide procedures
2. The Principal shall conduct at least two school security (lockdown) drills per year (one per semester).
3. Staff, students, and parents shall be made aware of the purpose of the drill and the date and time.
4. Every effort should be made to reduce potential anxiety, especially with younger and special needs children.
5. Where appropriate, the Principal may involve police and other emergency response personnel who shall be invited to provide feedback for improvement.
6. The Principal shall maintain a record of all school security (lock down) drills, using the prescribed school division reporting system.