



# Highview Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

1040 Queensdale Avenue East  
Hamilton, Ontario L8T 1J4  
**Phone:** 905.385.2341  
**Fax:** 905.385.4701

EMAIL: [highview@hwdsb.on.ca](mailto:highview@hwdsb.on.ca)  
PRINCIPAL: Mr. McLean  
VICE-PRINCIPAL: Mrs. Laws  
[www.hwdsb.on.ca/highview](http://www.hwdsb.on.ca/highview)

Dear Families,

We are writing to inform you that our school will be holding a secure schools protocol drill, so that staff and students are prepared in case of an emergency. We will be practicing a Lockdown drill.

The drill may involve a visit by members of the Hamilton Police Service on Monday, December 12. We appreciate the co-operation of our students and staff during the drill.

It is also important that we all remain aware of secure schools terminology used in all of Ontario's publicly funded schools.

You can learn more about HWDSB's approach to secure schools at <https://hwdsb.info/secschools>.

Sincerely,

Mr. McLean and Mrs. Laws



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## HWDSB Secure Schools and Bomb Threats

Terminology is important when a situation impacts the safety of students and staff. Schools, police and media outlets use four specific terms during such events.

The term **LOCKDOWN** must be used appropriately and leave no misunderstanding as to what is expected.

|   |   |                  |
|---|---|------------------|
|    | <b>LOCKDOWN</b><br>Potentially serious violent situation at the school that would endanger the lives of staff and students. Usually police initiated. | REMAIN IN SCHOOL |
|   | <b>HOLD &amp; SECURE</b><br>Safety situation in the neighbourhood not related to the school.  |                  |
|  | <b>SHELTER IN PLACE</b><br>Potential environmental or weather-related hazard outside the school.  |                  |
|  | <b>BOMB THREAT</b><br>Report or discovery of an explosive device.   |                  |

### Communication to Families in Secure School Situations:

HWDSB will post safety updates on its website [www.hwdsb.on.ca](http://www.hwdsb.on.ca) and Twitter [@HWDSB](https://twitter.com/HWDSB).

#### Where appropriate...

Phone messages will be sent to the parent/guardian's contact phone number provided to the school. HWDSB will be in contact with local media outlets. Monitor broadcast and print outlets.

During such events, cellphone use between parents and student is restricted.

Phone lines must be free for emergency services.

Updated November 2018