



## ROSELLE SCHOOL DISTRICT 12

Administration Office  
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Dr. Mary Henderson, Superintendent

Roselle Middle School  
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Roselle, IL 60172  
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September 26, 2023

Dear D12 Families,

The purpose of this letter is to share with you the communication that you can expect in safety situations. Your child's safety at school is the highest priority for us, and we know that in today's climate, it is an increasing worry for families. Please review each of the following scenarios and how/what information you will receive:

**There is a threat inside the building that has triggered a lockdown or there is a potential threat in the area and the police have directed us to shelter in place:**

1. Families will receive an email, voicemail and text message as quickly as the message can be sent.
2. Families will receive an email, voicemail and text message when the all clear has been signaled.
3. Families will receive an email, voicemail and text message if students and staff have been evacuated and we need to implement a reunification plan.

**A weapon or lookalike weapon has been found on one of our campuses:**

1. Families at that school will receive email notification of the situation and its resolution once the incident has concluded (if this triggers a lockdown, the above steps will be followed).

**A threat of bringing or having a weapon is made and the threat is deemed credible (This could be the determination that the person making the threat has a plan, the police have deemed it credible based on accessibility of weapons, etc.):**

1. Families at that school will receive email notification of the situation and its resolution/plan to address the issue as soon as possible.
2. If the resolution involves any type of school closure or early dismissal, families will receive an email, voicemail and text message.

**A threat of bringing or having a weapon is made and the threat is deemed not to be credible:**

1. Families will receive a phone call from the building administration if your child was involved in the situation (heard a threat, saw a concerning drawing, etc.).
2. All families will **not** receive communication when the threat is deemed not credible (the Roselle Police Department is a partner in the school making that determination).

All of these communication plans utilize our Blackboard system and rely on parents and guardians having accurate information in Skyward. Please verify your information and update it as needed.

If you have questions or hear rumors, I strongly encourage you to reach out directly to the building administration at your child's school. That is your best source for factually accurate information.

While it is impossible to anticipate all potential issues, we hope that knowing this information will ease your worry as we navigate the school year together.

Sincerely,

Dr. Mary Henderson  
Superintendent