



SCHOOL DISTRICT OF BARABOO

101 Second Avenue
Baraboo, WI 53913
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www.baraboo.k12.wi.us



Dear Parents/Guardians:

The Baraboo School District has worked for over 15 years with our local law enforcement and emergency responders in reviewing and updating our District's safety response plan, and we will continue to take steps to maintain safe and caring schools. Should an emergency situation ever occur while school is in session, we want you to be aware that the School District has made preparations to respond effectively.

In order to effectively handle a crisis or emergency, a school safety response plan is developed and a building response team is organized at each school to deal with school emergencies. Educators discuss and practice procedures, including periodic lockdown drills throughout the school year. Safety measures over the past several years have been increased to include locking school buildings during the day and upgraded video surveillance equipment to improve security in and around each school building. Your cooperation is equally important and necessary in any emergency.

During an emergency, information from the School District will be distributed through our automated messaging system, the School District website (www.baraboo.k12.wi.us) and/or local media (WRPQ Radio, WISC 3 TV, WMTV 15 TV and WKOW 27 TV). If necessary, parents/guardians will be contacted directly by telephone. Parents should not attempt to telephone the school as the phone lines will be in use by the School District to coordinate emergency services and students may not be in possession of their cell phones during an emergency.

In the event of a school lockdown or evacuation, you will be given instructions about a designated off-site location where you can receive information and where reunification with your child will occur. During a school lockdown, only emergency responders will be allowed to enter the school.

Students will be kept at school or at an off campus evacuation point and only released to a parent/guardian or an adult who has been authorized on the Student Enrollment Form (the form required to be filled out by parents at the beginning of every school year). It is critical that all student emergency contact information be current. Parents, guardians, or other designated adults should be prepared to show a **picture I.D.** when picking up their student(s). For security reasons, no phone authorizations will be accepted.

Please discuss these matters with your family. Impress upon your children the need for them to cooperate and follow the direction of all school or emergency personnel in times of an emergency. Planning ahead will help alleviate concern during emergencies. For more information regarding school safety, please visit <http://www.baraboo.k12.wi.us/parentstudent/schoolsafety.cfm>. Should an emergency situation occur, we thank you in advance for your patience and cooperation.

Sincerely,

Crystal Ritzenthaler

Dr. Crystal Ritzenthaler

District Administrator