



**ADMINISTRATIVE CENTER  
OF EDUCATION**

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**SUPERINTENDENT**

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**GOVERNING BOARD**

Nora Gutierrez

October 24, 2016

Dear Parents and Guardians,

The safety and welfare of our students and staff is the top priority of Copper Canyon High School and the Tolleson Union High School District. That is why we would like to take this opportunity to share with you our protocol if and when our school has to go into a lockdown situation.

A lock down is when the entire school must close and lock its doors, keeping all students and staff safely on campus until police notify the school that it is OK to move about the school. During a lock down, no one can enter or leave a campus until police say it is safe to do so.

There are various reasons for a school to go on lockdown including at the request of law enforcement either as a precautionary measure for a police incident in the vicinity or in the event of a threat to the campus as a result of an intruder coming onto school grounds. Whatever the reason, if the lockdown is expected to be extended, Copper Canyon will issue an automated phone call as soon as possible. When you receive the call, it is important that you listen to the message in its entirety. Also, please do not call the school as our staff must be on lockdown as well for their safety and they cannot answer office phones during this time.

In addition, please be advised that we may not always be able to provide full details of a lockdown, either because we may not have all the information ourselves or because police may not want us to divulge certain details. We ask that you understand this ahead of time.

We thank you for your cooperation and support as we strive to provide a safe and secure environment for all of our students.

Sincerely,

Mindy Marsit-Westover  
Principal  
Copper Canyon High School