



September, 2019

Dear Parents and Guardians:

St. Victor School has been working with the School District of Monroe and the Monroe Police Department to implement an “active shooter/threat in the building” response known as **ALICE**. This is not a pleasant subject to be talking about, but unfortunately in the world we live in, it has become too often a way of life.

ALICE stands for **Alert, Lockdown, Inform, Counter, Evacuate**. This is a more pro-active approach in dealing with a potential threat or active shooter in our building. This is a non-sequential program, and leaves the majority of decision making steps up to teachers and staff at St. Victor School.

I have attached a sheet that we received from the School District that explains each of the “steps” of the ALICE program. In the upcoming weeks the teachers will be talking with the students about each of the steps and what they are supposed to do. The goal is not to “scare” your children in any way but to prepare them for what is to happen in any situation. We will practice, similar to a practice for a fire or tornado drill, however these practice drills will never be a surprise to the students. Please be aware that your children may have questions, and we will try our best to answer as many of them as we can at school, but a few questions may fall on you.

As a parent, the key component from your stand point is to know that we have a “reunification” point in case the students need to evacuate the school. This point will be Recreation (Cheese) Park, by the pool house. This destination was chosen because it is familiar to most of the children, as well as it is easy to get to from our school. It will also allow ample space for families to be reunited. The final reason this spot was picked is that it will keep the students away from the path of emergency vehicles since most of those will be coming from the “downtown” area.

In case of an “Active Shooter” emergency you will be notified via the Teacher Ease or School email program, as well as through the School District of Monroe’s phone communication program. As you read through the steps please realize, that some of our students will be able to “Evacuate” while other may be on “Lockdown”, again it is the choice the teacher and staff which allows the students to be safe.

Your child’s teacher will be reading a book to their students in the next couple of weeks called *I’m Not Scared, I’m Prepared* this is a way to teach the students the steps of the ALICE program as well as provide them some follow-up practice activities.

Please realize how much I appreciate your support of St. Victor School. We work very hard to keep your children secure. I know that by working together we will prepare our students to make good decisions that will keep them safe. If you have questions regarding the ALICE program, please feel free to contact me at school, 325-3395 or email: [joepeters@stvictormonroe.org](mailto:joepeters@stvictormonroe.org).

God Bless,

Joe Peters  
Principal