**Lock Down Notice**

Dear Parents,

For the safety of all our students and guests, School Acronym activated a LOCK DOWN status of the school beginning at TIME.  The LOCK DOWN remained in effect until the Sheriff's Office cleared us of any danger at TIME.  
  
Please know your children are safe at School Acronym.  As a note, we would like to tell you that each of the classrooms followed procedures very well and remained calm.

In Christ Jesus,

Name of Principal  
Principal