

**Jared Shaner,**  
Principal

**DIXON HIGH SCHOOL**  
**Home of the Dukes & Duchesses**

**John Tate,**  
Asst. Principal

**Ron Gruber,**  
Asst. Principal



**Roger Fegan,**  
Activities Dir.

300 Lincoln Statue Drive. Dixon, IL 61021. Phone (815) 453-4966. Fax (815) 284-1335. Website [dhs.dps170.org/o/dhs](http://dhs.dps170.org/o/dhs)

November 8, 2023

Dear Parents/Guardians,

This letter is to inform you of Dixon High School's plan to conduct our school safety drill to comply with School Safety Drill Act (105 ILCS 128/). Specifically, we will be conducting this drill at DHS on November 27<sup>th</sup>, 2023.

The purpose of law enforcement drills is to practice a lockdown drill including ALICE techniques to ensure our crisis response plans, protocols, and procedures are in place and to ensure everyone is prepared should the need ever arise. Law enforcement drills are announced to students and staff in advance so all parties know this is a drill to ensure everything is in place and we are prepared.

Building and District administrators are working closely with the Dixon Police Department and local law enforcement to prepare for these drills. All students and staff have been trained in ALICE (Alert-Lockdown-Inform-Counter-Evacuate) protocols, and will be asked to demonstrate their learning during the drill. The drills will be conducted where students and staff will not evacuate the building. The drill will be announced according to our procedure as – Alice! Alice! Alice! NO LIVE SHOOTING WILL TAKE PLACE! Law enforcement and district administrators will sweep the building during the drill to ensure proper procedures are followed and to note any areas we need to make improvements on. Mental health supports will be in place in buildings for students and staff who may need support before, during, or after the drill. Law enforcement will debrief after school with staff to answer questions, provide input, and determine where improvements can be made. DRILLS WILL TAKE 30 MINUTES OR LESS TO COMPLETE.

Parents can opt out their child. In order to opt your child out, you must call Dixon High School (815) 453-4966 between 7:00 am and 3:00 pm between the dates of Monday, November 6<sup>th</sup> thru Friday, November 17<sup>th</sup>. If you opt your child out, they will be provided alternative safety education and instruction related to an active threat event to ensure they have the essential information, training, and instruction.

Sincerely,

Jared D. Shaner

Principal- Dixon High School