



# MELROSE ELEMENTARY SCHOOL

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Melrose, Florida 32666

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Montez Wynn  
Principal

Sherri Siebert  
Assistant Principal

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## IMPORTANT INFORMATION

Dear Parents & Guardians:

We are off to a great start and look forward to the continuing success of this school year.

This is an informational letter pertaining to lockdowns and other school-wide emergencies.

PLEASE understand that in the event of a major incident that impacts Melrose Elementary School such as a "Lockdown" parents would not be allowed to check their children out of school until we are given the "All Clear". We have made plans for all parents to report to Eliam Baptist Church and we will remain in contact with parents through Eliam personnel. Rest assured we have plans in place which we review and practice. Our number one priority is keeping your children/our children safe. Law enforcement and security officials would immediately be on or nearby campus to assist with any situation.

We truly hope we never experience such a situation but we request your cooperation with this plan in order to keep you, your children and our staff as safe as possible if there should be such an event.

Thank you so much for your support and understanding. If you have any questions please contact Montez Wynn, Sherri Siebert or Millie Whiteside at 475-2060 for further information.

Sincerely,

Montez Wynn  
Principal