



January 8, 2020

Dear Heritage Lakes School Community,

The purpose of this letter is to keep you informed regarding a situation that occurred at Heritage Lakes School today.

At approximately 1:30 p.m., a Hold in Place Schedule was called at Heritage Lakes School to attend to a situation involving a staff member in need of medical assistance. This is part of CCSD93's Crisis Plan. In a Hold in Place Schedule, students and staff members stay in their classrooms and continue learning until the given situation is resolved. The intent of a Hold in Place Schedule is to preserve the integrity and safety of the individual in need as well as the safety of the other students and staff members in our building.

A call was placed to 9-1-1, and as a result, an ambulance arrived at Heritage Lakes School. Students and staff responded appropriately to the Hold in Place Schedule by following directions. It ended at approximately 1:51 p.m. when the staff member was safely inside the ambulance.

Student and staff member safety is our highest priority, and I thank our students and staff members for their cooperation during today's Hold in Place Schedule.

Please contact me at yelaskb@ccsd93.com or 630-588-6200 if you have any questions or concerns regarding this matter.

**Community Consolidated
School District 93**

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David H. Hill, Ed.D.
Superintendent of Schools

Early Childhood Center

Carol Stream School

Cloverdale School

Elsie Johnson School

Heritage Lakes School

Roy DeShane School

Western Trails School

Jay Stream Middle School

Stratford Middle School

Sincerely,

Bob Yelaska
Principal
Heritage Lakes School