



December 5, 2018

Dear Parent/Guardian,

The following information is being sent to inform you of a situation that occurred at Western Trails School this morning and is not intended to alarm you.

At approximately 10:55 a.m., a Yellow Schedule was called to address a student in need of assistance. During a Yellow Schedule, students remain in their classrooms while learning continues and do not enter the hallways. This practice is part of our district-wide Crisis Plan. The intent of a Yellow Schedule is to preserve the integrity and safety of the individual in need as well as the safety of the rest of the students and staff in our building.

The student's needs were met, and the Yellow Schedule concluded at approximately 10:57 a.m.

Students and staff responded appropriately to the Yellow Schedule by following directions. Our regular schedule was resumed when the Yellow Schedule concluded.

Student safety is our highest priority. I thank our students and staff for their cooperation with today's Yellow Schedule. I know an incident like this can bring forth questions from students, so it is important that you are aware of the situation if your child discusses it with you. Please contact me at sebastj@ccsd93.com or 630-588-6400 if you have any questions or concerns regarding this matter.

**Community Consolidated
School District 93**

230 Covington Drive
Bloomington, Illinois
60108-3106

Tel 630-893-9393
Fax 630-539-3450

www.ccsd93.com

William R. Shields, Ed.D.
Superintendent of Schools

Sincerely,

Joy Sebastian
Principal
Western Trails School

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