

HOLD LETTER

Dear Families,

This week students will learn what to do during a Hold. Hold is the word that is used when students and staff need to stay in their classroom (or gymnasium, library, music room, and so on) in order to keep the halls clear of people. We will practice staying in the classroom, or returning to the classroom, to continue learning during a Hold.

You can read the lesson below. If you have any questions, please contact me or visit mmsd.org/safety.

Sincerely,

[Name]

[Principal, School Name]

Lesson: HOLD

Lesson concepts:

There are a variety of events that may require a class or school to go into a "Hold." A Hold is a temporary action to keep individuals in a particular location until an "all clear" is given.

Key words:

Hold

Objectives:

Students will understand that there are different events that could prompt the need for us to Hold in our class or another area. Student will demonstrate the action/skill of Holding in their classroom or area when given the verbal direction from their teacher or other adult.

Why this lesson matters:

Teaching students about events when a Hold may be called to clear the area of students is important.

Teaching notes:

Review the Emergency Procedures Flip Chart section on Hold procedures. When placed on a Hold, note the time and take attendance, including extra students.

Materials:

- Class roster(s)
- Poster of Hold symbol

Considerations for individuals with specific needs (e.g., student with a disability):

Do you have any students with specific needs related to accessing different locations/items? Are there concerns if the student(s) would need to wait for a period of time? Do you have any student(s) for whom changes in routine are of concern? What supports or instruction is happening to support the student's growth in this area, especially regarding emergency preparedness?

Introduction: Today we are continuing with our lessons on school safety responses by learning how to respond to a Hold. The principal or another adult will announce a Hold when the school needs to keep the halls or another area clear of students.

Story and discussion: Hold is the word we use when students need to stay in one area. When we hear the principal or another adult announce, "Hold in your classroom or area. Clear the halls," we do just that. If we are in our classroom, I will check the hall to make sure no one needs to get into our classroom, and then I will continue teaching. You will continue learning or doing the same activity we were doing before the Hold was announced. If we are not in our classroom, then we will go to another room near where we are. If you are in art, music, or P.E. class, then you will Hold in that room until it is lifted. What would you do if a Hold is called and you are in the hallway getting a drink? (take a few hands) Correct, you would walk back to our classroom. Some reasons we might need to Hold is if there is someone is hurt and needs the hall clear, a large spill that needs to be cleaned up, and sometimes to give other students space to be safe. We will stay in our classroom or area until the principal announces an "all clear" that the Hold is lifted. If it is time for lunch or recess when we are asked to Hold we will wait until it is over before we go. Don't worry though – if we miss recess minutes we will just take a longer recess.

Skill practice:

Today during our reading workshop we will hear an announcement: "Hold in your classroom or area. Clear the halls," and we will practice. I will check the hallway and then continue teaching and you will continue doing your reading workshop jobs. Remember, if you are out of the room when a Hold is called walk directly back to class.

Wrap up: Address any remaining questions or concerns.