




Dear St. Luke Parents,

Happy New Year and a blessed Christmas season to you and your families. As the new year is upon us, it provides the opportunity to review safety procedures and guidelines for our school. Please be mindful of the following protocols for the safety and benefit of all of our students and staff.

- All Visitors must enter and exit through the 150th Place, ground-level door by the security desk. No door may be left open for any reason.
- Please **enter** the parking lot from the Murray Street gate and exit through the 150th Place gate. Please only park in lined, designated spots and be mindful of all those crossing and walking through the lot.
- Lockdown drills are conducted periodically throughout the year, often supervised by the NYPD. During a lockdown drill, or an actual lockdown no one may enter the building for any reason. Fire drills are conducted throughout the year as well. Anyone in the building for any reason during a fire drill **must** exit the building.
- In the event parents/relatives are in the building during an evacuation drill or actual emergency, they **may not** remove a student from their classroom or line. Teachers are trained and given instructions as to how to safely manage the students and notify parents, and must be the only ones leading their class.
- Decisions regarding evacuation and notifications of emergencies are made by school administration and safety personnel.
- All parent/school volunteers must be Virtus trained.
- When parents are in the building for an event or meeting they may not visit a classroom in session.
- Parents/Guardians who are picking up a child before the end of the school day must wait for the child to be brought down to the security desk.
- Parents may drop off items/envelopes for the office with Mrs. Angotti at the security desk only. If a meeting is needed or scheduled, please wait by the security desk until the office calls for you.
- Students may not be called to leave the playground, talk to a parent on the phone, etc., during the school day. Requests can be made through the main office.
- Students must remain in class during school hours. Requests for homework, lunch drop off, etc. must be made by the security desk.
- Please do not ask maintenance workers to move the barricades to get down 150th Place.

Students' safety remains our top priority and we know that you share this same commitment. As always, we appreciate all of your support and mindfulness.

God's blessings for a joyous, healthy, and peaceful New Year.


Jan Brunswick - Principal

ACCREDITED BY MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS

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