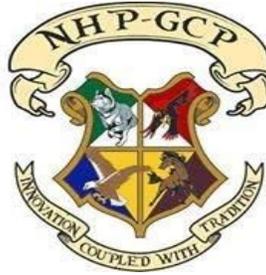


MANOR OAKS SCHOOL

1950 Hillside Avenue · New Hyde Park, NY 11040 · (516) 434-2350 · Fax (516) 616-1959 · www.nhp-gcp.org

DR. JENNIFER MORRISON
Superintendent of Schools



JANE RUTHKOWSKI
Principal
Diana Weaver
Assistant Principal

October 3, 2019

Dear Parents/Guardians,

In compliance with New York State Education Department recommendations, Manor Oaks School will be conducting a lockdown drill with students and staff on Friday, October 4, 2019. The Buildings Safety Team has developed comprehensive emergency preparedness plans according to the guidelines required by the New York State Education Department. We have reviewed the plans with our staff on how to respond and keep students safe during an emergency situation. In the HIGHLY UNLIKELY event of an emergency, our students and staff need to be prepared with appropriate safety procedures.

Our District and local police have reviewed these plans. Classroom teachers, at all grade levels, will be speaking to their students to make sure they are familiar with the drill procedure. Teachers will be diligent in preparing students, while not frightening them. Our children are accustomed to fire drills and this is a similar procedure.

During the drill, no visitors will be able to enter the building. If you arrive and see a sign on the main entrance door with emergency drill in progress, it is the signal that the drill is taking place. From start to finish, this should encompass no more than 15 minutes. In the future, we will continue to have drills but they will be unannounced. As always, we will talk with the students about these drills and the importance of keeping everyone safe.

In the event of a real emergency, communication is a vital tool for our school. As such, I ask that you do not call the school and “jam” our lines of communication. It is important that they remain open for emergency use. Instead, I ask that you wait as patiently as you can for updates from our School Messenger phone system.

If you have any questions or concerns, please do not hesitate to contact me at 434-2350.

Sincerely,

Jane Ruthkowski
Principal