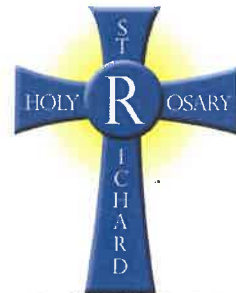


Our Lady of the
Holy Rosary-St. Richard Catholic Church & School



February 15, 2018

Dear Parents and Guardians,

In light of yesterday's tragic and senseless school shooting, let us pray for all those affected by this tragedy. We pray for the deceased, the wounded, and their families. Please be assured that our school counselor is in communication with the faculty regarding any changes in student behaviors. Your family and your children are of utmost importance to our HRSR Catholic school community.

Here at the community of Holy Rosary-St. Richard Catholic School, your family and children are the top priority and are of utmost importance. Our administration, counselor, and faculty are reviewing ongoing safety procedures for preventing, preparing for, responding to, and recovering from disaster.

This year, as part of our comprehensive safety plan, the school has established a safety committee to review all safety procedures. The safety committee has reviewed our emergency procedures and drills and has provided our staff with an Active Shooter Training by the Miami Police Department.

One of the emergency procedures that our school has implemented is a "lockdown drill." During a lockdown drill, all classroom doors are secured and the students remain inside until it is safe to leave the classroom. Our students will learn to properly respond to a "lockdown drill" just as they prepare for the monthly fire drills. The staff at our school will spend time discussing that this is only a practice and there is no danger.

Also, as part of our comprehensive safety plan, the following new arrival and dismissal procedures will be implemented effective, Wednesday, February 21, 2018.

❖ **School Arrival**

- The school office will open at 7:00 AM
- The school parking lot will be open at 7:00 AM for Before School Care and other early appointments.
- Before School Care
 - Students in Kindergarten – 8th grade will enter through the front office gate.
 - Parents of PK2, PK3, and PK4 will escort their child to the Before School Care classroom.
 - Parents that have early appointments on campus will enter through the front office gate and go directly to the office.
- The school campus and gate by the office will open at 7:40 AM for student arrival.
 - Parents of students in Kindergarten – 8th grade will drive around and drop off the students.
 - PK2, PK3, PK4, parents will park and escort their children to the classroom.

❖ **School Dismissal**

- The school gates will open at 2:40 PM
 - Parents of PK2, PK3, and PK4 will park and pick up their child in the classroom.
 - Parents of students in Kindergarten – 8th grade will pick up students at dismissal area.
- The school gates will close at 3:00 PM.

North Campus—Church

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❖ **Future safety measures will include:**

- The Archdiocese has given approval to replace the east perimeter fence destroyed by Hurricane Irma. The permit has been approved and the cleanup will begin this weekend.
- An intercom will be installed at the front office gate to screen visitors.
- Proposals are being obtained to equip the entrance gates with remote controls and other safety features deemed necessary.

Please contact me with any concerns regarding campus safety.

Yours in Christ, through Mary,

Mrs. Ilma Ninnette Lozano
Principal

Cc: Fr. William J. Sullivan, O.S.S.T.
Administrator

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