



"Great Expectations for  
Achievement, Respect, and Caring"

## Lyncourt Union Free School District

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[www.lyncourtschool.org](http://www.lyncourtschool.org)

James J. Austin  
Superintendent

Kimberly A. Davis  
Principal

Cathryn L. Marchese  
Business Administrator

Dear Lyncourt Parents and Guardians:

A few weeks ago Superintendent Austin sent out a letter about Safety Protocols within our school. As he stated, "I would like to take this opportunity to assure our community that the safety and security of our students and staff is the highest priority..." With that being said, I would like to review protocols for morning drop off for students that do not take the bus.

UPK-2 students that are dropped off should be walked to the Primary Doors. Doors will not be opened until 8:00 when a staff member is there supervising. Parents and/or Guardians of K-2 students are not allowed to walk students to classrooms. This year, ONLY UPK parents/guardians can walk their children to classrooms, these parents/guardians have already been pre-approved for drop off. If you arrive after 8:20, you need to bring your child to the Main Office Doors for entry. In addition, all parents/guardians need to exit out the Main Doors, not Primary or side doors.

3-8 students that are dropped off should be entering in the Main Office Doors and going to the auditorium. Students are not allowed into the building until 8:00 when a staff member is there supervising.

I thank you for your attention to this matter. Together, we can continue to create a secure environment for the safety of all students and staff.

Sincerely,

Kimberly A. Davis  
Principal