

KINCAID CENTRAL SCHOOL

Principal: *Mr. Shane C. Onraet*
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"A Great Place to Grow!"

April 7, 2016

Dear Students and Parents,

Regarding: Outside Door Policy.

For the safety and security of our students and staff we are implementing some new procedures for our school facility regarding outside doors.

Outside doors (east & west) will be locked during school hours (8:36-3:30) other than elementary breaks.

The main entrance of the school will remain unlocked during school hours. We ask that all visitors use the main entry and report to the office upon arrival.

What to expect starting Monday, April 11, 2016:

- Doors will be unlocked as students arrive and remain unlocked until classes start at 8:46. Please note that there is no direct supervision of students until 8:36a.m. As per our normal procedures, we ask that students do not arrive prior to 8:30a.m.
- 8:46 a.m. – 3:30p.m. (School hours)
 - East & West outside doors will be locked.
 - Elementary doors (east) will be unlocked during outside recess times.
 - Main entrance will remain unlocked.

If parents need to pick-up a student during school hours, we ask that you enter at the main doors and report to the office.

Thank you for your understanding and cooperation. If you have any questions or need clarification please do not hesitate to ask.

Respectfully,

Shane C. Onraet