

# ***A Message from the Principal's Office***

## ***Lisa Hylwa Kaynor Technical High School***

January 27, 2010

Dear Students, Parents, and Kaynor Stakeholders,

I am writing to inform you regarding the formalization of campus security and day school operating hours. All day students (grades 9 – 12) attending W. F. Kaynor Technical High School can enter the building passing through our main doors during the school day. The campus is a closed campus with security staff on duty during our operating hours. Our Student Resource Officer is also available. Visitors must enter through the front doors and sign in immediately with our security staff. W. F. Kaynor Technical High School has defined operating hours from 7:15 AM – 3:30 PM for all regular campus activities. Students should be dropped off to accommodate school hours and safety. Students arriving on site prior to 7:05AM may not be able access certain services or the building itself. Your town transportation service is aware of our operating hours. *Students should never be in the building before 7: 05 AM without written approval (field trips, special activities)*. If you drive your son or daughter to school, please do not drop your student off early. In addition, school doors exclusive of our gymnasium corridor entry door will be locked promptly at 3:30 PM for security reasons. After 3:30 AM, 9 -12 grade students who are not athletes or who are not enrolled in a school sanctioned after school activity should never be in the building. Teachers, coaches and administrators will notify parents regarding after school student help or field trip participation and special arrangements are made. We want our students safe and I know you do too. Therefore, students should not be in the building if they do not have a reason to be here.

Students on our sport team rosters will report to a secure room until their coach escorts the team to practice in the gymnasium. Athletic personnel and spectators must enter through the gymnasium door for games and events. Security personnel and supervisors will direct evening school entry and exit when the evening school is in session. Evening school is not open to our day students. Day students will not have access to their classrooms or lockers at night.

I thank you in advance for your cooperation with this matter. Call me if you wish to discuss this further.

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