



P.O. BOX 219, 11868 ACADEMY STREET, CHAUMONT, NY 13622

phone: 315-649-2417 ♦ fax: 315-649-2663 ♦ website: www.lymecsd.org

CAMMY J. MORRISON, SUPERINTENDENT

April 18, 2018

Dear Students, Staff, Parents, and Guardians,

As we progress toward the upcoming Spring Recess and the promise of warmer temperatures, I wanted to take this opportunity to share this reminder regarding some very important changes that will be taking place in our District beginning on **Monday, April 30**. I recognize that change is often challenging, so I will thank you in advance for your patience, support and anticipated cooperation, as we implement these new changes at our school

Reminder: The changes, below, will be fully implemented on April 30, 2018.

- All exterior entrances to our building will be clearly marked with signage. For example, the **parking lot entrance** will be named **“Main Entrance A”** while the entrance in the **front** of the building (**Academy Street**) by the large lobby area will be named **“Entrance B”** and so on.
- **All Visitors including but not limited to** parents, family members, community stakeholders, UPS/FedEx drivers, and so on, will enter through the parking lot entrance **only, “Main Entrance A”**. We continue to work on our plan for entering the building after school hours, however the following will likely be the plan:
 - We sometimes have Students/Parents entering the building after school, *prior to 4 p.m.*, in order to pick up items forgotten in lockers and so on. In those cases, (prior to 4 p.m.) if permission is granted, the individual(s) will be accompanied by a staff member (teacher, custodian or administrator) to that location.
 - **Regretfully, students/parents will not be permitted access to lockers after 4:00 p.m. due to a lack of staffing during that time. We thank you for your understanding.**
 - Students/Parents entering the building after regular school hours will be greeted and, as possible, accompanied by the coach or staff member holding the activity or practice.
 - Voters and Taxpayers entering the building will again, be welcomed, assisted, and accompanied by staff members.
- All visitors entering the building for any reason will be required to **sign in** at the **WELCOME CENTER** window, which will be located in the small

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lobby of **Main Entrance A**. I'm very pleased to share that while we consider permanent staffing needs, from April 30 – June 22 our own Mrs. Chris Rickett will continue the performance of her duties, *including assisting visitors to our building* from a new location in the **Welcome Center Office**. While the Welcome Center approach is new for our entire District, I am confident the changes will result in many practices which will enhance not only safety, but the flow and efficiency of our educational day. The new waiting area will result in less hallway traffic, less wait time and congestion in the main office or nurse's office, and such things as ensuring visitors sign in/out will no longer require that Mrs. Rickett leave to find and remind our guests to do so. Please remember, if you are not expected at school (for a meeting, previously scheduled appointment, to pick up your student), you will be asked to wait in the Welcome Center Waiting Area until such time that a staff member is available to assist you. Again, I thank you for your understanding and patience.

- **Students will enter through Entrances A & B only, from 8:00 a.m. to 8:20 a.m. daily. (Parents accompanying students into the building will be required to use Entrance A.)** Staff members will monitor those entrances. **Students arriving to school after 8:20 a.m., with or without a parent,** will be required to enter the building via **Entrance A**. The corner entrance located near Washington Street, "**Entrance C**" will be exit only. No student/visitor entrance permitted.

More About Main Entrance A:

- Again, **Mrs. Chris Rickett** will be pleased to **WELCOME all visitors, guests, vendors and students** to the Lyme Central School District via **Main Entrance A** at all times throughout the regular school day.
- **All visitors will be expected to show ID, sign in** when arriving, and **sign out** prior to exiting the building. **Any visitor requesting to see a staff member will be asked if he/she has an appointment. If he/she does, the person will be escorted to the meeting place by a staff member. If he/she does not have an appointment, Administration will be contacted in order to help meet the visitor's needs either immediately or at a future date as deemed necessary and appropriate.** Please understand that wait times can and will vary depending on the availability of staff and/or administration.

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- Visitors will only be permitted beyond interior entrance doors when accompanied by a LCS staff member. **Calling in advance of visiting to make an appointment, if you need to see a staff member (school nurse, teacher, administrator, and so on) is encouraged and would be very much appreciated.**

Community involvement and support for our school is something we remain very proud of at LCS. In order for our students to flourish, we very much need *and want* a partnership with our families. We want you, our stakeholders, to know you will always be **welcome** to participate in all of the wonderful events and activities that bring us together as a school community. However, in consideration for the safety of our students and staff, *how that happens* will look *and perhaps feel* a little different moving forward. I will, again, thank you in advance for your understanding.

On behalf of the Board of Education, administration, staff, and students of the Lyme Central School District I wish to express our sincere appreciation for the unwavering guidance and support we continue to receive from all of our local community and State first responders, including our friends from the Fire, Ambulance, and Police Departments. Their tireless efforts on behalf of the health and safety of our students and staff mean more than our words could ever express. In addition, we remain grateful for this partnership with you, our families, who like us want to see our District's students thrive in an educational environment that is safe, healthy, and happy!

As always, please feel free to contact me with any questions you may have...I look forward to seeing you soon!

Warmest Regards,

Cammy J. Morrison--Superintendent

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