



# Clark Public Schools

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Dear Members of the Clark Schools Community,

Below is a reminder of the changes to be put into place upon the students' return from spring break on Monday, April 9, 2018. Additional clarifying details are also being provided.

- No visitor entry access, including to parents, will be granted within a fifteen-minute window of time on both ends of student arrival and dismissal. In other words, no visitors will be granted building access between the following times at each school.

School	Arrival Window	Dismissal Window
ALJ	7:35 a.m. to 8:05 a.m.	2:05 p.m. to 2:35 p.m.
CHK	7:50 a.m. to 8:20 a.m.	2:27 p.m. to 2:57 p.m.
FKH	8:25 a.m. to 8:55 a.m.	2:40 p.m. to 3:10 p.m.
VRS	8:25 a.m. to 8:55 a.m.	2:40 p.m. to 3:10 p.m.
CPA	8:45 a.m. to 9:15 a.m.	3:00 p.m. to 3:30 p.m.

- Any visitor entry access outside of those time windows must be accompanied by a previously arranged appointment. Appointments for early student pickups will need to be made by calling the main office during the day or leaving a message similar to how a student absence is reported when school is closed. Any other appointments ideally will be made with the appropriate school personnel at least a day before through a phone call, a voicemail, a note, or an email. If a more unexpected situation arises, a call to the main office needs to be made at least 15 minutes in advance.
  - Please note: Early student pickups will need to occur at least 15 minutes before the end of the school day.
- No visitor entry access will be granted in order for items to be dropped off for students, e.g., lunch, physical education clothes, or homework/projects. A drop-off box will be at the front door of each school for these items to be left in. Any items must be clearly labeled with the student's name and grade level. When leaving the item in the box, please ring the door buzzer in order to notify the main office of the drop-off so that the item can be brought to the student upon the availability of the office staff. Money may not be dropped off. If lunch money is forgotten, the student will be provided with a lunch and then his or her parent will subsequently be charged.

Again, we appreciate your cooperation in advance and hope that you find the information given above to be helpful. Enjoy what is left of your spring break.

Yours sincerely,

*Edward Grande*

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