



HOME OF THE COYOTES

LAKE CENTRAL SCHOOL CORPORATION

Clark Middle School

8915 West 93rd Avenue, St. John, IN 46373

Phone: (219) 365-9203 Fax: (219) 365-9348

Mr. Scott Graber
Principal

Mrs. Kim Beach
Assistant Principal

Mr. Ryan Stablein
Assistant Principal

Mr. Jacob Biscan
School Counselor

Mrs. Erica Churilla
School Counselor

Ms. Sharon Vail
School Counselor

Mrs. Debra Clayton
School Service Provider

NEW SAFETY GUIDANCE AT CMS

Effective January 9, 2023, the following procedures/guidance will be in effect in order to enter CMS:

- When picking up a child, please have your ID available if you have not provided a note indicating you will be picking up your child. All students will report to the office prior to leaving the building.
- Parents/guests will ring a buzzer which is installed on the pillar in the corridor.
- Office personnel will be able to assist you.
- If students are being signed out (note has been provided to the office in the morning), the sign out sheet will be in the corridor area—parent signs out the student and then office personnel will bring the child to you in the corridor. **If a note has not been sent to the office, the parent/guardian will be asked to wait in the corridor until you have been identified with a proper ID. Please wait in the corridor until the child arrives from class and the main office staff will escort your child to the door. Sending a note in advance will expedite the process.**
- If a student is in the nurse's office, the nurse will bring the child to you in the corridor at which point you can sign them out. If you are dropping off medication for your child, the nurse will meet with you in the corridor area to obtain the medication. Naturally, all issues will be treated confidentially so if necessary, the nurse may ask you to come to the nurse's office to obtain or share more information.
- If you need to get an item to a student, please inform the office via the camera system and leave the item at the table. The office staff will retrieve the item and get it to your child at the end of the period. Please make sure the item is labeled with the student's name (first and last name).
- If you need to drop off money for your child, please place the money in an envelope and drop in the receptacle/lock box on the table. Please inform the office that you are dropping off money and have placed your child's name, first and last name, on the envelope.

I am hopeful that these changes will make our school a safer learning environment. Feel free to contact me if you have any questions or concerns.

Thank you for your assistance.

Mr. Graber