

**CLAYTON PUBLIC SCHOOL DISTRICT**  
**Office of the Superintendent**  
**350 East Clinton Street, Clayton NJ 08312**

**Nikolaos C. Koutsogiannis**  
**Superintendent of Schools**

**Phone: 856-881-8700**  
**Fax: 856-863-8196**

February 27, 2018

*Dear Clayton Public School District Community:*

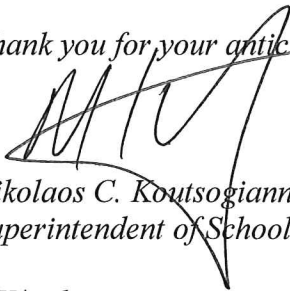
*This purpose of this letter is to inform you of some recent procedures that are changing in order to help improve security in our school buildings. After consultation with administration and local authorities, we will be implementing the following procedure changes.*

- If you have the need to drop something off to your child that may have been left at home (homework, lunches, books, gym uniforms, etc.), you will be required to mark the items with your child's name and grade level and place the items in a bin that will be located outside the vestibule near the main entrance of each school building. Parents will not be permitted to come into the office to drop off items.*
- Middle School parents will be directed to drop off items at the High School entrance. There will be a bin marked "Middle School" for your convenience.*
- We will no longer be permitting visitors during school lunch hours. Visitations of any kind must be made by appointment only.*

*Parents should be prepared to answer several questions before being permitted to enter the building by our staff members. As a reminder, you will also be required to have photo identification with you. We know that these procedures are more stringent; however, unfortunately, these are the times we live in, and the safety of our staff and students is our priority.*

*In addition to the above changes, I am happy to announce that the Clayton Police Department is in the process of advertising for and hiring a School Resource Officer for our schools.*

*Thank you for your anticipated cooperation,*



*Nikolaos C. Koutsogiannis*  
*Superintendent of Schools*

NK/rml