



Clark Public Schools

365 Westfield Avenue • Clark, New Jersey 07066

Edward Grande
Superintendent of Schools

Tel.: (732) 574-9600 x3392
Fax: (732) 574-1456
E-mail: egrande@clarkschools.org

August 30, 2019

Dear Members of the Clark Schools Community,

Below is a reminder of our security procedures that pertain to visitors so that our buildings are made even more secure for our students and staff members by limiting the amount of people who are granted visitor entry access.

- No visitor entry access, including to parents/guardians, 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.
 - Early student pickups will need to occur at least 15 minutes before the end of the school day. The appointment for an early pickup can be made by calling the main office during school hours or by using the email address for your school given below after hours.
 - Any other appointments ideally will be made with the appropriate school personnel at least a day before through a phone call, 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.
 - The following email addresses, by school, are to be used to arrange an appointment when doing so after hours when school is closed.
 - ALJ: ALJAppointments@clarkschools.org
 - CHK: CHKAppointments@clarkschools.org
 - FKH: FKHAppointments@clarkschools.org
 - VRS: VRSAppointments@clarkschools.org
 - CPA: CPAAppointments@clarkschools.org
- 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.

- When visitor entry access is granted, we need to make certain not to hold the door open for someone who might be behind us, even if he or she has a familiar face, because doing so gives that individual unintended access. The new entry vestibules that we anticipate being in place by early October will also be of great assistance in regards to individuals not being granted such unintended access.
- A “See Something, Say Something” form can now be found at the link <https://goo.gl/Mhy8yT>. This form can also be found by visiting our district website at www.clarkschools.org and, under the “More” tab towards the top right of that page, you will find a “Security” sub-tab and then the tab for this form. This platform is an anonymous one for our community members to communicate with our schools regarding any safety and student wellness concerns that they have and for which they would prefer to not identify themselves by name. The more thorough detail that is provided through this form will enable us to more effectively follow up on the concern. Thank you in advance for your respect of this platform as another means of keeping our students, staff, and schools safe.
- Please use the email address security@clarkschools.org to communicate with us around any other security concerns for which self-identification is not an issue.

Again, we appreciate your cooperation in advance and hope that you find the information given above to be helpful. Best wishes for a highly productive and safe school year ahead.

Yours sincerely,

Edward Grande

Edward Grande