



Clark Public Schools

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Edward Grande
Superintendent of Schools

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Dear Members of the Clark Schools Community,

As was previously communicated, changes to our security procedures are being made to make our buildings even more secure for our students and staff members by limiting the amount of people who are granted visitor entry access. Below is a reminder of the changes to be put into place on Monday, April 9, 2018. Additional clarifying details are also being provided.

- 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. When school is closed, a message informing the school of an early pickup can be left similar to how a student absence can be reported after hours.
 - 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.
- 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.

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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