



Clark Public Schools

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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. | 2:10 p.m. to 2:40 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.

- The CHK visitor entrance will once again be Entrance Door #2 this coming school year. The drop-off box will also be located at Door #2. Entrance Door #1 will only be used by students for arrival and dismissal. Late arriving students must also use Door #2.
- 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 entry vestibules will continue to be of great assistance in regards to individuals not being granted such unintended access.
- Security officers will once again be in place at ALJ, CHK, FKH, and VRS. These security officers are district employees who have law enforcement backgrounds and will be unarmed.
- New public announcement (PA) and camera systems are now in place throughout our district.
- Vape sensors are in place at ALJ and CHK to help us in our fight against this dangerous societal trend of students vaping.
- **The Clark Schools and Clark Police have partnered with P3 Campus to provide a reporting tool for life safety concerns. A QR code for this service will be located on the district website at www.clarkschools.org under the “More” tab towards the top right of that page and then the “Security” sub-tab. This QR code will also be posted on each school’s website. This platform is one for our students, staff, and community members to communicate with us and the local police department regarding any life safety concerns. We ask for the detail provided through the form to be as thorough as possible so that the concern can be effectively followed up on. Thank you in advance for your respect of this platform as another means of keeping our students, staff, and schools safe. The plan is for this service to be in place no later than September 30.**

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.

Yours sincerely,

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