



# CALDWELL-WEST CALDWELL PUBLIC SCHOOLS

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**Christopher Conklin, Ed.D.**, Superintendent of Schools  
**Kaitlin Jones**, Assistant Superintendent

**Brian McCarthy**, School Business Administrator/Board Secretary

September 23, 2022

Dear Parents and Guardians,

The Caldwell-West Caldwell Board of Education sets student safety and security as the priority goal of the school district. The Board of Education is focused on safeguarding our students, staff, and schools and reviews and updates the plans and procedures for emergency preparedness, as needed.

Each year, our internal District Safety and Security Team and the District Crisis Team meet with local police, fire, and first aid squads from both Caldwell and West Caldwell to review the safety and security plan to assure compliance with all State and Federal requirements as well as local considerations.

Enclosed is a summary of the district's safety and security plan. In addition, the building principals regularly review the plans with staff and each school conducts and details the monthly drills that are required under the New Jersey Administrative Code to help ensure students and staff are aware of the measures necessary in case of an emergency.

If an emergency procedure requires students to be housed at an off-site location for the day, parents will be contacted for pick-up and reunification arrangements. Accordingly, it is essential that you provide accurate and current emergency contact information to your child's school and update your child's Genesis account if the information changes. This information is used by our SchoolMessenger messaging service which is activated in emergencies.

If you have any questions about our plans or procedures, please contact your child's school principal.

Sincerely,

*Christopher Conklin*

Christopher Conklin, Ed.D.  
Superintendent Caldwell-West Caldwell School District

*To foster, inspire, and champion learning for all.*