

Student Supervision After School Dismissal

September, 2017

In keeping with the N. J. Supreme Court ruling, parents and or legal guardians of students attending district-operated schools may request the school not release the students in grades PreK-8 to walk home after dismissal unless the student is released to the parent(s)/guardian(s). The parent(s)/guardian(s) may designate up to three escorts.

**Request for Supervision:**

A release form must be completed by the parent(s)/guardian(s) requesting the school not release their child(ren) to walk home after school dismissal unless the child(ren) is released to those names written on the release form.

The release forms should be made available:

In the main office of the school building

Upon request to the principal or designee

On the school district website

Only those parents/guardians requesting the school not release their child(ren) to walk home after school dismissal need to complete the **Request for Student Supervision After School Dismissal Form**.

Parent(s) or legal guardian(s) may rescind their request by submitting a written request to the principal indicating the date on which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal.

The principal or designee upon receiving the **Request for Student Supervision After School Dismissal Form**, shall notify the appropriate responsible school staff member(s) who has supervision of the student at dismissal time at the end of the school day of the parent's/guardian's request. The supervising staff member who receives such notice shall retain supervision of the student when other students are dismissed from school at the end of the school day.

**Student Supervision After School Dismissal Plan**

1. Each principal or designee will develop and implement a written Student Supervision After School Dismissal Plan for his/her school building or program location. The Plan shall include the school building's procedures for students at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick up the child(ren) without disrupting dismissal of the remaining school population, and other considerations unique to the school building.

2. The school's or program's Student Supervision After School Dismissal Plan shall be provided to all parents or legal guardians who have submitted a request form.

3. In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the principal or responsible designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures. The student(s) shall be supervised by school responsible staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the student and signs the student out of school. If attempts to contact parent(s)/guardian(s) fail to get them at the school in thirty minutes, the school shall contact the Division of Child Protection and Permanency-DCP&P (formerly known as DYFS) and the police.

4. In order to ensure the safety of other students being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escort with other students within the building, and to avoid traffic and vehicular safety problems outside the school building, the principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each principal or designee after considering the unique circumstances at the school building and the building's typical dismissal protocol. In the event of an emergency such as, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the principal or designee, the student will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the principal or responsible designee until the parent(s) or legal guardian(s) or designated escort arrives and signs the student out of school.

5. If the parent, legal guardian or designated escort does not pick up the child(ren) after thirty minutes past the close of the school day, the Division of Child Protection and Permanency-DCP&P (formerly known as DYFS) and the police may be called to the school to take over the care of the child(ren).

6. This Student Supervision After School Dismissal Policy shall be published on the district website and copies will be given to each student. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half session, and early dismissal days due to weather or other emergencies. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

Olga Hugelmeyer  
Superintendent of Schools



Form

REQUEST FOR STUDENT SUPERVISION AFTER SCHOOL DISMISSAL  
(For Students in Grades Pre-K to 8)

Parent/Legal Guardian Name \_\_\_\_\_

Phone Numbers: \_\_\_\_\_  
Home Work Cell

1. Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_
2. Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_
3. Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_

In accordance with Board of Education Policy, I am requesting my child(ren) listed above not be permitted to walk home from school alone unless escorted by a parent or an escort. Therefore, I am requesting the school only release my child(ren) listed above to a parent/legal guardian or the escorts I designate. I acknowledge I have received and reviewed Board Policy 5142.2 and understand my obligations in authorizing the school district to maintain supervision of my child(ren) after school dismissal including, but not limited to:

1. I and/or my designated escort may not be able to enter the school building until a time designated by the principal or designee which may be after other children are dismissed from school.
2. I and/or my designated escort will enter the school building and go directly to the location in the building the principal or designee designates to pick-up my child(ren). I or my designated escort will leave the school building promptly upon picking up the child(ren).
3. I understand this request shall be for every school day, including half-session and early closing days due to emergencies, and shall apply for the duration of time designated in Board Policy 5142.2.
4. I acknowledge a parent or designated escort is provided permission to enter the school building for the purpose to pick-up my child(ren). I or my designated escort agrees to pick-up my child(ren) in accordance with the timelines established by the principal or program administrator.
5. I understand that if I do not pick up my child(ren) within a thirty minutes period past the end of the school day, the Division of Child Protection and Permanency (DCP&P) (formerly known as DYFS) and the Elizabeth Police Department may be called to pick up my child(ren).

The following persons are designated to pick up my child(ren) after school dismissal in accordance with the terms of Board Policy 5142.2.

Parent/Legal Guardian: \_\_\_\_\_

Escort Name (s): \_\_\_\_\_ Telephone No. \_\_\_\_\_

Escort Name (s): \_\_\_\_\_ Telephone No. \_\_\_\_\_

Escort Name (s): \_\_\_\_\_ Telephone No. \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**My child is permitted to walk home from school alone, not accompanied by a parent or escort.**

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_