

# POLICY

## NEW PROVIDENCE BOARD OF EDUCATION

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STUDENT SUPERVISION AFTER SCHOOL DISMISSAL

### STUDENT SUPERVISION AFTER SCHOOL DISMISSAL

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The Board of Education recognizes the safety of its students as a consideration of utmost importance. In order to assure student safety during dismissal from school, regular and early dismissal will be supervised according to the same protocol unless otherwise specified. The Superintendent of Schools is responsible for overseeing the development of protocols that are tailored to the age and needs of the students at each school facility. At a minimum, these protocols shall include:

- A. staff assigned to supervise dismissal, and their locations and responsibilities;
- B. designated areas where children will be retained awaiting appropriate escort and/or designated transportation;
- C. provisions for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time; and
- D. location and presence of municipal crossing guards.

The Board of Education will review the dismissal procedures annually.

The Superintendent or Principal shall ensure that parents/guardians are notified of the following:

- A. school calendar, including school closure and early dismissal dates and times, and any adjustments to the calendar;
- B. the school dismissal policy;
- C. dismissal protocol for all bused students, non-bused students and students in after-school programs or activities;
- D. supervision arrangements for students at dismissal;
- E. emergency plan for supervision of students left at school;
- F. after-school program opportunities; and



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- G. procedures for enrolling students in after school programs.

The Superintendent or designee will develop procedures:

- A. for parents/guardians to provide signed acknowledgment of receipt of the school calendar, including all school closure and early dismissal dates, and the school dismissal policy and procedures;
- B. for parents/guardians to indicate and define the circumstances that the student is to be released from the school's care at dismissal; and
- C. for the collection and retention of all documents pertaining to the distribution and receipt of calendar and escort/transportation arrangements.

The Principal or designee is responsible for the collection of all dismissal arrangements requested by the parents/guardians. All documented arrangements will be considered permanent for the entire school year. Parents/guardians may alter arrangements upon written prior notification to the Principal or designee.

The Principal or designee is responsible for keeping a record of the dismissal arrangements and implementing the appropriate dismissal supervision in accommodation of these arrangements. Parents/guardians leaving students at school that are to be escorted home will be reported to the proper authorities.

The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and procedures. It is the responsibility of the parent/guardian to resume the custody of their child at the end of each school day.

Date Adopted: 11/19/07

**Note: Guidelines for individual schools are posted on their respective home pages.**

