

STUDENT SUPERVISION AFTER SCHOOL DISMISSAL (M)

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The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemary Clarke.

The New Jersey Supreme Court, in Jerkins, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of this Policy for the supervision of younger pupils at dismissal. The supervision provisions of this Policy Guide are applicable to parent(s) or legal guardian(s) of pupils attending district-operated schools or programs in grades Kindergarten through 5, both those who use district-provided transportation and those who elect not to use district-provided transportation after dismissal and to each district administrator, teacher and staff who have pupil(s) in their custody prior to turning pupil(s) over to parent(s), legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s).

Parent(s) or legal guardian(s) must fill out an "Annual Transportation Dismissal Authorization", found in the genesis parent portal, prior to the start of the school year. Any parent(s) or legal guardian(s) who wish to allow their child(ren) to be released at the bus stop without a parent, guardian or designated escort present must affirmatively indicate that preference to the district in the Annual Transportation Dismissal Authorization. Failure to affirmatively indicate that preference will result, in the event of no parent, guardian or designated escort at the bus stop, in the pupil(s) being returned to the school and to the care and custody of the building administrator until such time as a parent, guardian and/or designated escort takes custody of the pupil. Any parent(s) or guardian(s) who plan to pick-up their child(ren) every day must so indicate that instruction to the district on the Annual Transportation Dismissal Authorization. Such students will be placed on a permanent pick-up list. Any parent(s) and/or guardian(s) who desire to remove their child(ren) from the permanent pick-up list must inform the district via the Genesis parent portal by 12 noon each day that the change is requested. Building supervisors must check any changes to dismissal instructions on a daily basis to ensure that all parent(s) and/or legal guardian(s) changes and/or instructions regarding dismissal are consistent with all known to the district custody orders. Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten through 5, where the parent(s) or legal guardian(s) elect not to use district-provided transportation after dismissal must request the school or program not release the



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pupil to be transported home on the bus after dismissal and request instead that the pupil be released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) or designated escort(s) must be at least eighteen (18) years old. The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s)' or legal guardian(s)' designated escort after dismissal must submit, by 12 noon, a completed Request Form ("Daily Pickup Release") to the Principal or designee, or program administrator.

The Form shall be made available in the Genesis parent portal and be opened by privacy code. Only those parents or legal guardians who elect not to use district-provided transportation after school dismissal and who didn't place their student on a permanent pick-up list need to complete this Daily Pickup Release Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort(s), the parental request shall be applicable for each school day and shall apply for a duration period of one day. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a new request via the genesis parent portal, privacy code, to the Principal or program administrator indicating that the prior change in dismissal procedure is rescinded. This rescission must be received by 1:00 pm. The child(ren) will then be dismissed in accordance with standard district dismissal protocol. In the event that an after school program is cancelled during the day that it is scheduled, parent(s) or legal guardian(s) will be notified by the Program Coordinator and pupils will be placed on the bus in accordance with standard district dismissal protocol.

The Principal or designee, or program administrator, upon receiving the Request via the Daily Pickup Release Form, shall notify the appropriate school staff member(s) who have supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day. In the event there is any question about who is to take custody of the child(ren), the appropriate school staff member(s) who has supervision of the pupil(s), will retain the pupil(s) in their care and custody, or turn the pupil(s) over to the building administrator's direct care and custody. Under no circumstances should pupil(s) with unclear, conflicting, or non-compliant dismissal instructions be placed on the bus, or placed anywhere other than the building administrator's care and custody until such time at the parent(s) or legal guardian(s) or the designated escort(s) take over care and custody. In the event of any question regarding a change in standard dismissal procedures, the pupil(s) shall remain in the care and custody of the appropriate school staff member[s], or be turned over to the direct care and custody of the building



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administrator. In the event of an emergent notification that a pupil is not at an appointed dismissal location, all dismissal locales, and district property, will be immediately searched by all available district personal. All buses will be stopped and searched, seat by seat, according to the seating chart. Seating charts shall be updated as appropriate and all changes will be provided to the Supervisor of Transportation and the building administrators.

At each bus stop, a parent(s) or legal guardian(s) or escort designated by a parent(s) or legal guardian(s) must be present to receive all grades Kindergarten through to 5 students from the bus. Parent(s) or legal guardian(s) may opt out of this requirement by so indicating that preference on the Annual Transportation Dismissal Authorization form on the genesis parent portal, privacy code protected. The opt out will remain in place until parent(s) or legal guardian(s) rescind the opt out form by filling out the rescission form on the genesis parent portal, privacy protected. In the event that there is no opt out form, pupil(s) will be returned via bus to the care and custody of the building administrator in the absence of parent(s), legal guardian(s) or designated escort(s). Pupil(s) will remain in the care and custody of building administrators until parent(s), legal guardian(s) or designated escort(s) take over care and custody of pupil(s). Parent(s) and/or guardian(s) of Kindergarten students may not opt out of the requirement that students be met at the bus stop by a parent, guardian and/or designated escort.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location, subject to Board approval. This Plan shall include the school building's or program's supervision procedures for pupils 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 or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) or designated escort that have submitted a Request Form.

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 designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures. Emergency contacts will be deemed designated escorts. At least two (2) attempts to contact at least three (3) emergency contacts provided by the parent(s) or legal guardian(s) will be made. Failure to reach an emergency contact will result in the pupil(s) remaining in the care and custody of appropriate school staff member or building



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administrator until such time as the parent(s) or legal guardian(s) take over care and custody.

The pupil(s) shall be supervised by school 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 pupil and signs the pupil out of school.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils 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 program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, 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 program administrator, the pupil will remain in the same location supervised by school staff in the school building until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school, or be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff, and supervised by the building administrator, until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school.

Pupils shall be supervised by school staff after school dismissal at the location of Board-approved after-school programs. The staff member(s) of the after-school program will assume supervision of the pupil and will only release the pupil when the parent(s) or legal guardian(s) or designated escort arrives in the designated area in the after-school program and signs the pupil out of school.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

In the event of any breach of, and/or substantial deviation from, this policy, immediate notice is to be provided to the Superintendent and the Board of Education. Further, in the event of any breach and/or substantial deviation from this policy, a full investigation is to be conducted by the Superintendent and/or his designees with a full disclosure report



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including a corrective action plan provided to the Board of Education at the conclusion of the investigation.

It is the responsibility of parent(s) or legal guardian(s) to keep the district up to date with any and all court orders regarding custody arrangements for their child(ren).

Upon the adoption of this policy, the Superintendent will formulate and submit for Board approval a plan to train all District Employees on the requirements of the this dismissal policy. Training is to be completed within sixty (60) days after the policy is adopted.

This Policy shall be published in pupil/school handbooks. 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. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. 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).

Adopted: September 2014

