

# POLICY

## BOARD OF EDUCATION DENVILLE TOWNSHIP SCHOOLS

Operations

8601. PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

### 8601. PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

The Denville 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; Kamba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay 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 Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades Pre-K to 8 who are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Pre-K to 8, where the pupil is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is 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) 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 a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available

- in the Main office of the school building
- upon request to the Principal, or designee, or the program administrator.
- on the school or school district website.
- to parent(s) or legal guardian(s) in the beginning of the school year.

Only those parents or legal guardians requesting the school or program not release their child(ren) to

walk or bicycle home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request 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, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted each year. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has 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.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. 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) 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.

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 be relocated to the Main Office in the school building and will remain in the Main Office supervised by the teacher of administrative staff until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school.

If the legal guardian does not arrive or make contact after a reasonable time period, the administrator will make every effort to re-contact the guardian before contacting public safety or child protective services.

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.

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 or delayed opening days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement that the parent has read, understood, and had access to the parent handbook and dismissal policy and school calendar including the above noted information. 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: January 28, 2008

**Denville Township Public Schools**

**Request for Supervision at Dismissal From School Form** (revised 8-09)  
(Denville Board of Education policy #8601, only if the student is not taking the school bus)

**Name of Student:** \_\_\_\_\_  
**Grade and School:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**As the parent/legal guardian of \_\_\_\_\_, who is eligible but elects not to use district-provided transportation after dismissal, I am requesting that \_\_\_\_\_ school not release my pupil to walk home after dismissal. The following are parent(s) or legal guardian(s) or escort(s) the school may release my child to at dismissal:**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone: Home** \_\_\_\_\_  
**Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone: Home** \_\_\_\_\_  
**Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone: Home** \_\_\_\_\_  
**Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

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

Dear Parents/Guardians:

This letter is to keep you informed and our children as safe as possible during minimum or early dismissal school days and after school. District policy requires us to notify you of these days and make this policy available to you and post on our district website. The policy is #8601-Pupil Supervision After School Dismissal. It is available on our website, in our Parent Handbook and posted in each school office. This letter specifically regards student supervision after school and on minimum days/early dismissal.

Parents whose students do not take bus transportation, may request the school not release their child to walk home after dismissal, unless the pupil is released to the parent or legal guardian or escort designated by the parent or legal guardian. In order to do this, you must submit a completed *Request for Supervision at dismissal from School Form* to the Principal or designee. These forms are available in the school offices, district website and in your first days of school information packet. This request form *must be resubmitted* each year. Once the request has been submitted, the Principal will notify the staff member who is supervising the student at the end of the school day. You will also receive a written plan for the supervision of your student at the end of the day's requested.

All parents will receive a school calendar and it is also posted on the school website and in our handbooks. Please note minimum days/early dismissal and be sure you have made arrangements for your child's early dismissal supervision. *This calendar does not note weather emergencies.* You will receive a global connect call from the Superintendent of Schools on these weather or other emergency related days. Please sign the form below acknowledging that you have received and read the information and return it to your school.

Very truly yours,

Superintendent of Schools

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I have read, understand and have access to the parent handbook and dismissal policy and school calendar, including the above noted information of all school start and dismissal times for full session, half-session, and early dismissal or delayed opening days due to weather or other emergencies.

\_\_\_\_\_parent/guardian signature \_\_\_\_\_date

\_\_\_\_\_student name

\_\_\_\_\_grade/school