

Marlboro Township Public Schools  
**Asher Holmes Elementary School**

48 Menzel Lane  
Morganville, N.J. 07751-1299  
Telephone: 732-972-2080

**Mrs. JoAnn Cilmi**  
Principal

**Ms. Lauren Kolanovic**  
Vice Principal

**AFTER SCHOOL DISMISSAL PROCEDURES**

**1. Prohibition against students walking to or from school**

Students are expressly prohibited from walking to school or, upon dismissal, from walking home from school.

**2. Starting and dismissal times and procedures for regular school days, one session days, early dismissal days, delayed openings, and/or any other starting or dismissal times whether due to emergencies, weather or other events**

The normal starting and dismissal times shall be 8:25 AM and 2:55 PM. The starting and dismissal times for a typical two hour delayed opening shall be 10:25 AM and 2:55 PM. In case of inclement weather, students may be dismissed from school at a different time and the procedures for one session dismissal shall be followed. For immediate information, parents/guardians are advised to check the district's website at [www.marlboro.k12.nj.us](http://www.marlboro.k12.nj.us) or the Township's Cable TV Station Channel 77. They may also listen for information on various radio and television stations such as News 12 New Jersey, NBC Channel 4, Fox 5, WCTC/WMGQ, WOR and WADB/WJLK. In the event of an early dismissal, all after-school activities scheduled that day, except for the Champions After-School Program, shall be cancelled. The Champions Program will remain open for a 2-hour period following an early dismissal due to inclement weather. On one session days, the Champions program will remain open its normal hours.

**3. The number of staff assigned to student supervision duties at dismissal**

A minimum of four staff members shall be assigned to supervise students during after-school dismissal.

**4. The responsibilities of said staff**

These staff members will be responsible for the safe and orderly dismissal of students exiting the school and getting on the school buses.

**5. Where the staff will be located and/or patrol during dismissal**

To accomplish this, at least one staff member will be assigned to each of the following areas during dismissal:

- Front of building by school buses – main entrance, outside along sidewalk, sidewalk by Menzel Lane
- Various locations within the school to facilitate student movement

**6. How long the staff will perform such supervision duties**

During student dismissal, assigned staff shall normally be on duty for 15 minutes, which time may be extended in unusual situations.

## 7. Dismissal

**If you need to pick up your child prior to 2:45 P.M.:** All student dismissal will take place via the security vestibule. Parents will use a push button and monitor to contact our security monitor to inform him of your arrival. Please bring proper identification as check-in takes place via the Lobbyguard kiosk. Lobbyguard will be monitored by the security guard in the event there are any issues. Students will then need to be signed out in the dismissal book, and the parent(s) will wait in the security vestibule until the student arrives.

If you arrive to pick up your child after 2:45 pm, you will need to wait until all buses are loaded and dismissed before your child will be released so as to ensure a smooth dismissal as we account for all children.

Only parents of the child are allowed to pick them up from the school. **We will not release students to other individuals, such as friends of the family, adult siblings or parents of other children without written authorization from the parents.** These arrangements must be made at the start of the school day when a note must be brought to the office. This will allow verification of the request and the issuance of an authorization.

## 8. **Procedures for dismissal during one session days (four hour day for students in grades 1-8) or early dismissal days (due to inclement weather or other emergency circumstance).**

On one session or early dismissal days, student dismissal will be conducted in the same way as a regular dismissal day.

On one session days, students will be dismissed at 12:25 PM.

On one-session days, parents/guardians must notify the principal in writing no later than 10:00 a.m. of alternate pick-up arrangements for their child.

On one-session or early dismissal days, a minimum of four staff members will be assigned to supervise students who have been dismissed. Staff members will remain at the following locations for 15 minutes after a one session or an early dismissal day:

- Front of building by school buses – main entrance, outside along sidewalk, sidewalk by Menzel Lane
- Various locations within the school to facilitate student movement

On one session or two hour delayed opening days, extra- or co-curricular after school activities may be scheduled. On early dismissal days, there will be no extra- or co-curricular after school activities.

## 9. **Where students will be supervised while awaiting their parent, legal guardian (hereinafter referred to as “guardian”), other designated escort/entity and/or designated transportation service as well as the specific procedures to be followed by staff who are supervising the students**

There may be occasions when students will be dismissed to a parent/guardian, other designated escort and/or designated transportation service. In such cases, the school shall ensure that students awaiting pick up shall be properly supervised by appropriate school staff. When a student is dismissed to a designated individual or service, said individual or service shall produce appropriate documentation to the principal/designee before the student is dismissed to him or her.

A parent/guardian must notify the building principal, in writing, if he/she has contracted with another transportation company, school, before- or after-school child care company or other private contractor to drop off or pick up his/her child before or after school.

## 10. **Retention of records for individuals/entities designated to transport students at dismissal**

A building principal shall keep a record for each student of all individuals/entities that the parent/guardian has designated in writing as eligible to escort the student to or from school grounds. Unless otherwise approved by the principal/designee, an individual must be at least 18 years old to be designated as an escort by a student's parent/guardian. If a particular dismissal request cannot be accommodated, the building principal/designee shall

inform the parent/guardian, whenever practicable, in writing. Otherwise, the principal/designee shall contact the parent/guardian by phone. Should the principal contact the parent by phone to discuss the parent's dismissal request, a notification or memorandum to the student's file shall be written.

**11. Provisions for supervision when parent, guardian, other designated escort/entity or designated transportation service is unable to pick up the child at the appropriate dismissal time**

There may be situations where a designated individual or service is unable to pick up a student at the appropriate dismissal time. In those cases, the student shall be retained and properly supervised by appropriate staff members in the school for no more than one hour, at which time the Marlboro Township Police Department will be contacted.

**12. The procedures that a parent/guardian will follow when notifying school officials of any change in his/her child's dismissal preferences**

At certain times, a parent/guardian may wish to change his/her child's dismissal preferences, in which case he/she must notify the school office in writing, or in cases of an emergency, by phone prior to the change.

Principals must maintain a record of all individuals whom parents/guardians have previously designated as eligible to escort their child(ren) to and from school. If a parent/guardian subsequently informs the school in an emergency situation that an individual whose name is not presently listed on the student's contact information form will be escorting the student home from school, the principal/designee should immediately document the parent's/guardian's request on the contact information form. The escort shall be required to sign in at the main office and show a picture identification card prior to the child's release into his/her custody. In addition, the principal/designee shall request, in writing, that the parent/guardian review their child's contact information to determine if this newly designated individual shall be added to the list of emergency contacts for their child. The principal/designee shall maintain all responses to this inquiry.

**Grades K through 5**

Parents/guardians of students in grades kindergarten through five who want their child to be taken to a different bus stop must make a request, in writing, to the principal/designee who has the discretion to grant the request. The parents/guardians shall complete a form which shall include the date of and reason for the requested change, the name of the person assuming responsibility for the child at the new bus stop and the dates for which the request is in effect. Said form shall be available through the district's website, each school office or the transportation department. Parents/guardians without access to a form shall submit a note containing these required elements of the district-developed form.

**13. Provisions for supervision when a child is picked up from or dropped off at the district's before or after-school child care program, which is operated by a private contractor**

Parents/guardians may choose to place their child in the district's before- or after-school child care program, which is operated by a private contractor. It is not the responsibility of the school or the school district to supervise students or otherwise be responsible for their safe arrival or dismissal from the program. Said responsibility shall reside with the private contractor and/or the parents/guardians.

**14. Procedures when school events are sponsored by PTA, PTO, or SCOPE, or other similar organizations sanctioned by the school district**

Special assemblies and events sponsored by one of the organizations listed above shall follow procedures normally in place for school or district sponsored events, including the use of parent notification and permission forms. Organizations sponsoring an evening athletic event, dance, etc. shall be required to inform parents/guardians of each event in writing and shall further seek their written permission for their child to attend the event. The information provided to parents/guardians shall include student arrival and dismissal procedures and shall clearly state that the district is not responsible for the supervision of students during their arrival to and dismissal from the event.

**15. Procedures to ensure that non-custodial parents against whom restraining orders have been issued do not seek to take their children from school**

Staff members in leadership positions with respect to an event (e.g., chaperones, advisors, coaches, administrators) need to be aware of the name of any adult who is the subject of a restraining order. Should this adult sign in at a school as either a visitor or seek to take the child home, the police should be notified, and the child cannot be released into the adult's custody. Should an adult against whom a restraining order has been issued be observed at a school sponsored event, the police must be notified if the restraining order prohibits his/her presence. A copy of the restraining order should be provided to the police upon their arrival and the custodial parent must also be notified.

**16. Procedures to ensure the safe and orderly dismissal of students from high attendance events or large student gatherings**

To the extent possible, students shall not be dismissed into high traffic areas. Parents/guardians of students attending these events shall pick up their children or have them picked up by other authorized adults at the designated dismissal time. The school shall not be responsible to organize or coordinate the transportation arrangements from after-school events or large student gatherings.

Students who participate in school sponsored activities or events will be required to submit a permission slip to attend, as well as a statement by the parent/guardian who is assigned responsibility for transporting the student home from the event. Examples of school-sponsored activities include but are not limited to dances, band concerts, plays and class trips.

Students who are attending school sponsored events and/or activities as spectators will be considered as visitors or guests and therefore will not be required to submit permission slips as outlined immediately above.

**TRANSPORTATION PROCEDURES**

- Parent/guardian should be familiar with school dismissal times for regular and one session days.
- Parent/guardian must be available at home at school dismissal time, not the time the bus usually arrives at the stop.
- The district's responsibility is to select a bus stop and provide safe transportation to and from the bus stop and the school. Parents/guardians are responsible for their child or children from the house to the bus stop and from the bus stop to the house.
- To ensure the safety and well-being of all students parents/guardians are restricted from boarding the school bus.
- All students are picked up and dropped off only at their assigned bus stop, unless because of an emergency, parents/guardians request a bus stop change. Parents/guardians must send a written request to school personnel on or before the morning of the requested change. This note must be signed by school personnel authorizing the change in stop and given to the driver. Play dates do not qualify as an emergency.
- Drivers must see a parent/guardian before allowing kindergarten and pre-kindergarten students to get off the bus. If a parent/guardian is not visible to the driver, or the parent/guardian cannot be reached on the home telephone, the student will be returned to school. Also included in this group are other students with disabilities assigned to self-contained classes and requiring van transportation with an attendant.
- When an unsubstantiated source telephones or otherwise contacts the transportation department or school bus driver requesting a bus stop change for a student after the bus departs the school but before the time the bus arrives at the student's designated stop, the unsubstantiated source will be informed that because there is no written authorization for a bus stop change from the school the student will be returned to school.

- In instances where students are returned to school, parent/guardians must arrange their own transportation from school to home.
- If a parent/guardian has an emergency that requires a student to board the bus at a different stop along the route, the parent/guardian must write a note and have his or her child give it the driver explaining the situation and giving permission for the student to ride to school from a different location. This practice is used only to take a student to school. It cannot be expanded to having the student going home from school to a location different than the designated stop.
- If a student is not riding the bus home from school, the parent/guardian must sign out the student in the school office or designated location. Once a student boards the bus he or she will not be released to a parent/guardian without that parent/guardian going into the school office and signing the student out.
- Parents/guardians should plan ahead for emergency closings. If inclement weather is forecasted, parents/guardians must make sure that someone will be available at home in the event of an early dismissal, especially in the case of younger children. Just as car pools are arranged in advance for various commitments, so should plans for student care be prearranged for emergency school closings. Parents/guardians should note that in certain situations not all schools may be affected. Some parents/guardians depend on a high school or middle school student to care for younger siblings. In some circumstances these older students may still be in school when students from the elementary schools are dismissed.