

# MARLBORO MIDDLE SCHOOL

## OFFICE OF THE PRINCIPAL

355 County Road 520  
Marlboro, New Jersey 07746  
(732) 972-2100 ext. 6704

Principal  
*Mrs. Patricia Nieliwocki*

Vice Principals  
*Mr. James McCann*  
*Mr. Eric Tatgenhorst*

### **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 7:36 AM and 2:18 PM. The starting and dismissal times for a typical two hour delayed opening shall be 9:36 AM and 2:18 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, WCTCJWVGQ, 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 15 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:

- A and B side first floor locker areas
- A, B, D wing outside bus drop-off areas
- 2nd and 3rd floor stairwells

6. How long the staff will perform such supervision duties

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

7. Designated pick up and drop off areas at each school building

The designated pick-up and drop off areas for school buses shall be at the following areas:

- A and D wings

Designated pick-up and drop off areas for privately owned or non-district owned vehicles shall be at the following area(s):

- Front of the building (opposite the flagpole)

8. Procedures for dismissal on one session days (four hour day for students in grades 1-8) or early dismissal days

On one session or early dismissal days, student dismissal will be conducted in the same way it is conducted on regular dismissal days.

On one session days, students will be dismissed at 11:45 AM.

On one session or early dismissal days, the designated pick-up and drop-off area for privately-owned vehicles is at:

- Front of the building (opposite the flagpole)

On one-session days, parents/guardians must notify the principal in writing no later than 8:30 a.m. of alternate pick-up arrangements for their child.

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

- A and B side first floor locker areas
- A, B, D wing outside bus drop-off areas
- 2<sup>nd</sup> and 3<sup>rd</sup> floor stairwells

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 after 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 emergency card will be escorting the student home from school, the principal/designee should immediately document the parent's/guardian's request on the student's emergency card. 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 emergency card 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 either leave from school on a different school bus or 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.

### **Grades 6 through 8**

Parents/guardians of students in grades six through eight who want their child to either leave from school on a different school bus or be taken to a different bus stop must make a request, in writing, to the principal/designee. At the discretion of the principal/designee, such requests may be granted only in urgent or emergency situations, or in other circumstances as determined by the principal/designee. 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.

Should an unsubstantiated source telephone or otherwise contact the district and request that an unauthorized individual escort a student home, the parents must first be called by the principal/designee to ascertain if they approve of the release of their child to that unauthorized individual. If they approve the escort, then the escort should be required to show picture identification to confirm his/her identity and sign the child out prior to the child's release into his/her custody. Parents should then be requested, in writing, to review their child's emergency card and determine whether this newly designated individual needs to be added to the list of emergency contacts for the child. However, if the parents cannot be contacted to verify either the unsubstantiated source or the unauthorized escort, then the student would not be released to that individual.

### **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 for releasing students who participate in extra or co-curricular activities.**

Students who participate in extra- and co-curricular activities in the middle schools must be picked up by the parent/guardian or other individuals designated by the student's parent/guardian. Students participating in athletic or other events scheduled to take place at other district schools must be picked up at the location where the event or practice is taking place. Parents/guardians will be notified of the location(s). Students participating in events that take place outside the district will be transported back to the home school.

If parents/guardians want to transport their child home by alternative means, then they must inform the building principal/designee, in writing, regarding this request before the actual activity. The principal/designee, in turn, must maintain a record of these requests for alternative transportation and inform the parent/guardian if the request cannot be accommodated. The principal/designee shall also designate, if practicable, a specific location at the extracurricular events as well as the approximate time at which the parent/guardian or designated adult may pick up the child from the event. Designated staff shall ensure safe and orderly dismissal of students at these events.

Parents/guardians may register with the Champions Extended Learning program to provide care for students between the hours of 3:15 and 6:30. Students taking part in this service will remain at the in-district school where the event or practice is taking place -- middle or elementary school. Students must be picked up from that location. All arrangements must be made directly with the Champions Extended Learning Program by contacting the program director at [tpace@klcorp.com](mailto:tpace@klcorp.com)

### **15. Procedures for releasing students from evening events.**

District transportation is not provided for evening events, such as school dances. Parents/guardians will be required to inform the building principal/designee in writing of the means by which the student will be escorted home from that evening event. The building principal or designee will be responsible for keeping a record of the dismissal arrangements and providing supervision while the students are being met by their designated escorts. Parents/guardians will be informed of the dismissal time and their obligation to pick up their child promptly at the conclusion of the event.

**16. 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.

**17. 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.

**18. 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 and/or 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 or bus route 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 or ride a different bus to school, 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.