

Bayonne School District
Horace Mann Community School
Elementary (PreK-8) Pupil Supervision/After School Dismissal Plan

To provide for the safe arrival and dismissal of all students from Bayonne Public School buildings, the following procedures have been instituted:

Arrival and Dismissal Supervision

Student arrival and dismissal information is as follows:

Time Schedule

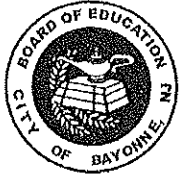
Grade Level	Full Day	Early Dismissal	Delayed Opening
Pre K-3	8:40 AM - 2:50 PM	8:40 AM - 12:40 PM	10:00 AM - 2:50 PM
4 - 8	8:40 AM - 2:55 PM	8:40 AM - 12:40 PM	10:00 AM - 2:55 PM

Students are expected to arrive at school between 8:10 AM and 8:35 AM. Only those students who have been registered for the Before Care Program will be supervised inside of the school building between 7:25 AM and 8:25 AM.

Any child arriving at school after 8:40 AM will be marked tardy upon entry. Consistent tardiness negatively impacts the instructional day for a child. The first ten minutes of the day is a crucial organizational time that allows a child to have a sense of preparedness, have school breakfast if needed, and sets the tone for the morning. Parents are encouraged to develop a morning routine that provides a child with sufficient time to dress and arrive at school in a timely manner. Chronic tardiness will require a parent conference.

During arrival teachers and educational assistants supervise students in their designated arrival locations - Door #1 on 38th Street for Grades Pre-K - 4 and Door # 2 on 39th Street for Grades 5-8.. All entry doors will be monitored by security staff, administration, teachers and educational assistants.

Students are dismissed at their designated time by their assigned homeroom/special subject teacher. Each homeroom class is assigned a designated dismissal door. Your child's teacher will let you know which door that is on the first day of school.



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During dismissal, students are supervised by their homeroom teacher, special subject teachers, educational assistants, security staff and administration as the students exit their school campus sidewalks. Students will be dismissed directly to a parent, legal guardian or designated escort unless otherwise indicated in writing by the parent/legal guardian. Students will not be permitted to be released to a parent/guardian or designated escort who is seated in a vehicle or not on the sidewalk.

If a student has parental/guardian permission to walk home alone, the student is expected to leave the school premises following the protocol as indicated below for "walking students". Students are considered to be on school property when along the sidewalks and are subject to the Bayonne School District Code of Conduct.

Any student who has not been picked up by 3:00 PM and is not attending an after-school program will be escorted to the main office by their homeroom/special subject teacher. During this time, the teacher will use the phone numbers listed on the Emergency Card to contact a parent/guardian/emergency contact designee. Teacher will complete a "Late Pick Up Form" indicating the status of the student's pick-up. Teacher supervision ends at 3:05 PM.

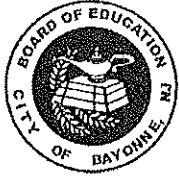
Any student remaining after 3:05 PM, who is not attending an after-school program will be placed in the care of the After Care Program. Upon pick up the parent/guardian/emergency contact designee will be responsible for paying the daily fee.

Students attending an after-school program sponsored by the school district are dismissed after all other students have been released. At least one certified teacher supervises all after-school programs at all times. After-school programs may have varying times of dismissal. Students attending after-school programs that begin at a later time than dismissal must be supervised by a parent/adult between dismissal and the beginning of the after-school program.

Walking Students

While walking to school, students are to cross streets at designated crosswalks. They must walk on sidewalks and should use caution at driveways. Students walking to school will enter their school building through the doors designated above.

Students walking home from school must leave the building through their dismissal doors as designated by their teacher and will proceed on the sidewalks next to their school building. Students will proceed to the nearest crosswalk/crossing guard adhering to all traffic laws and



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crossing guard directions. Students must walk on sidewalks and should use caution at driveways.

Bicycle Riders

Students riding their bicycles to school must wear helmets if they are under fourteen years of age and must follow standard bicycle safety rules. Students must secure their bicycles with a lock on the school's bike rack.. Students will follow all designated arrival and dismissal procedures. The Bayonne Board of Education is not responsible for any lost or stolen bicycles.

Car Riders

All students arriving in passenger vehicles must enter the school through the doors designated above. If a child needs assistance with books, projects, etc., parents must proceed to a parking space and then walk their child to the safety of the sidewalk area. Double parking is prohibited and will be monitored by the Bayonne Police Department.

At dismissal, parents/guardians/designated escorts must park their vehicles in a designated parking space and walk to the sidewalk area to escort their children safely to their cars. Students will not be sent alone into the street to get into vehicles that are double parked. Parents/guardians or designated escorts must meet the student on the sidewalk.

After-School Programs

Students who do not have written parental permission to walk or ride their bicycles home, must be picked up by their parent/guardian/designated escort at the location designated by the after-school program teacher. Students must be picked up at the conclusion of any activity.

In the event a child is not picked up from school as specified above, a designated school representative will contact New Jersey Division of Child Protection and Permanency (DCPP) and the Bayonne Police Department.