

NORTHVAIL SCHOOL

DISMISSAL PROCEDURES

Students are dismissed at 3:25 PM on Full Days and at 1:55 PM on One-Session/Early Dismissal Days. In the case of an unscheduled early dismissal due to inclement weather or other emergency, parents will be notified of the time of dismissal by way of School Messenger. Information will also be posted on the district's website, www.pthsd.k12.nj.us.

Bus students will assemble in their respective bus lines in the All Purpose Room and will be monitored by a teacher on their way to the bus upon its arrival.

Walkers in grades **K-1** will be dismissed from the primary wing back door and will be individually released by the teacher and/or aide directly to apparent or parent designee (as set forth in writing by the parent), who may then escort the child home either on foot or by car.

Walkers in grades **2-5** will be dismissed from the primary and intermediate wing doors and will be released by their teachers as a group to either walk home on their own or wait for a parent or designee at the cone with the red flag.

Students who have been authorized to walk home unescorted, will be instructed to walk home directly.

Students who have not been authorized to walk home unescorted will be instructed to wait for their parents (or designee) at the cone with the red flag after 3:25 PM which will be located on the playground blacktop. A staff member will supervise students and bring any students remaining at the red flag to the main office at 3:35 PM. Please do not enter the building to meet your child at dismissal unless you do not see your child at the designated meeting area, in which case you should proceed to the main office.

If you plan to escort your child home by car, please adhere to the following procedures:

Afternoon Dismissal Procedures

Grades K-5

- **Park in the parking lot or side street and proceed to the blacktop by the playground to pick up the student.**
- **Walkers will be dismissed only from the back doors of the building.**
- **Please accompany your child to your car.**
- **Children will not be permitted to meet you in the parking lot.**

Grades 3, 4, 5 (without getting out of your car)

- **Please pull your car along the sidewalk in the front of the building and remain waiting in your car.**
- **Be sure your child knows where you plan to pick them up at dismissal.**

- **After your child is safely in your car and seat belted in, you may exit by proceeding around the U driveway. Please do not drive through the parking lot.**

Please remember: No car should be left unattended in a fire zone or parked behind other cars in the parking lot, preventing them from exiting the school grounds.

Any students who have not been picked up by 3:35 PM will be brought to the Main Office. Those picking up after 3:35 PM will have to report to the Main Office and sign their child out.

Before School Student Expectations: The school day begins at 8:55 AM. When students arrive at the start of the school day, they will:

1. Respect and obey teachers and aides.
2. Behave properly (no pushing, shoving, fighting, etc.)
3. Line up in designated area on the blacktop.
4. Stay outside until given permission to enter.
5. Walk into the school quietly.

Students should not arrive at school before 8:45 AM, as there is no supervision for them.

Please allow yourself enough time to get the children to school by 8:50 AM. Children who arrive after 8:55 AM will be considered **tardy** and must report to the main office.

It is the parents' responsibility to make sure your child is at school by 8:55 AM. Tardiness affects your child's ability to follow established classroom routines and interrupts morning procedures.

After School Student Expectations: The school day ends at 3:25 PM. When students leave at the end of the school day, they will:

1. Respect and obey teachers and aides.
2. Behave properly (no pushing, shoving, fighting, etc.)
3. Walk quietly through the hallways until they are outside.
4. Leave the building through designated doors once dismissed.
5. Meeting their parents, siblings, and friends at a predetermined meeting area.
6. Not re-enter the school building unless they have not met the person whom meets them to walk home.

It is the parents' responsibility to supervise their child if they are playing on the playground/school grounds after students are dismissed.