

# Elementary Handbook

**"Maximizing all students' potential for success in an ever-changing world."**

## **West New York Board of Education**

6028 Broadway  
West New York, NJ 07093  
(201) 553-4000  
[www.wnyschools.net](http://www.wnyschools.net)

*The policies contained in this Elementary Student Handbook are summaries of the District's numerous policies. The District requires all pupils and their parent(s) or legal guardian(s) to review all District policies which are posted on the District's web site and are available from any school principal.*

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Dear Parent/Guardian:

As you are aware, the Board of Education has policies which provide appropriate conduct for both students and staff. Each school also has its own student handbook which provides for appropriate student conduct, as well as important information for students and parents/guardians regarding the daily operations of the school. In an effort to be cost conscious, the District has made the student handbook available by placing the handbook for each school on the District's web site under each school's icon.

If you do not have access to a computer for easy availability of your child's student handbook, please contact your child's building principal and they will provide you with a printed copy of the student handbook.

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Estimado Padre/Tutor:

Como es de su conocimiento, la Junta de Educación tiene políticas para la conducta apropiada de los estudiantes y el personal. Cada escuela también tiene su propio manual del estudiante el cual contiene las reglas para la conducta apropiada de los estudiantes, como también información importante para los estudiantes y padres/tutores sobre el funcionamiento diario de la escuela. En un esfuerzo para ahorrar nuestros fondos, el distrito ha puesto el manual del estudiante en la página web de cada escuela.

Si usted no tiene acceso a una computadora, para obtener el manual del estudiante, por favor comuníquese con el director de la escuela para obtener una copia del manual del estudiante.

Sincerely,

Clara Brito Herrera  
Superintendent of Schools

## ***Superintendent's Message***

*Dear Parents:*

*The West New York School District is happy to provide you with this handbook. Within these pages you will find an explanation of the policies and regulations of our schools, along with other information we hope will be useful.*

*We want your child's school year to be exciting and filled with opportunities. If you have concerns about your child's education, we encourage you to contact the principal and teachers to discuss them. Your help and parental guidance is an invaluable support to us.*

*Clara Brito Herrera  
Superintendent of Schools*

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# **ELEMENTARY SCHOOL SCHEDULE**

## **REGULAR TIME SCHEDULE**

Bell rings at:

8:40- Students enter the building

8:55- Students Report Late

8:42 – 8:55	Homeroom
8:57 – 9:37	Period 1
9:39 – 10:19	Period 2
10:21—11:01	Period 3
11:03 – 11:43	Period 4
11:48—12:28	Period 5
12:33—1:13	Period 6
1:18—1:58	Period 7
2:00—2:40	Period 8

Bell rings at:

2:45- Student Dismissal

## **REGULAR ONE-SESSION With LUNCH**

Bell rings at:

8:40- Students enter the building

8:55- Students Report Late

8:52 - 9:22	Period 1
9:24 - 9:54	Period 2
9:56 - 10:26	Period 3
10:28 - 10:58	Period 7
11:00 - 11:41	Period 4
11:43 - 12:24	Period 5
12:26 - 1:07	Period 6

Bell rings at:

1:07- Student Dismissal

## DELAYED OPENING ELEMENTARY SCHOOL SCHEDULE

In case of a delayed opening, please be guided by the following:

- Students will report to school at 10:00 a.m. Doors will open slightly before 10:00 a.m.
- Breakfast will NOT be served. Lunch WILL BE served.
- Bus pickup schedules will begin approximately 1 ½ hours after normally scheduled pickup time for those students who ride the bus within the District.

Bell rings at 10:00 a.m.

10:00 – 10:11	Homeroom
10:14 – 10:39	Period 1
10:41 – 11:06	Period 2
11:08— 11:49	Period 4
11:52 – 12:33	Period 5
12:36— 1:17	Period 6
1:20 — 1:45	Period 3
1:47 — 2:12	Period 7
2:14 — 2:39	Period 8

Bell rings at:  
2:45- Student Dismissal



## General Information

### Registration

The Central Registration Office is located at Harry L. Bain School (Side Entrance on 63<sup>rd</sup> Street)—6200 Broadway, West New York, NJ 07093. For information, please call (201)553-4108.

### Emergency School Closing

On days when weather or some other condition requires a change in the regular school day, parents will be notified via the BlackBoard Connect school-to-family emergency notification system, and information will be posted on the school district website homepage.

Further, news of school closings will be broadcasted at approximately 7:00 a.m. on the following radio station and television networks respectively; WINS (1010), News 12, CBS Channel 2, NBC Channel 4, FOX Channel 5, and ABC Channel 7. Unless specifically announced, students should assume that school will be open and classes will be conducted as usual. No phone calls are to be made to the school or the Board of Education Office.

### District Calendar

Click here: [District Calendar](#) (If you do not have access to a computer, please see your school office staff and they will be happy to provide you with a copy.)

### Attendance Policy and Regulation

The Attendance Procedures listed below outline the steps to take if your child is going to be absent. For a full description of the **District's Attendance Policy and Regulation 5200** Click here: [District Policy & Regulation 5200](#). Remember, if you do not have access to a computer; please reach out to the Principal for a copy of any of the policies referenced in this student handbook.

### Attendance Procedures

**Please call the attendance office to report your child's absence by 9:00 am.** Please check your school's website "contact information" link for the direct phone extension for the attendance office. If staff is not available, please leave a message. The messages are checked regularly. Requests for homework (**after one day's absence**) should also be requested when calling in an absence. Requests made after 10:00 am may not be able to be honored due to teacher schedules. **PLEASE DO NOT CALL THE MAIN OFFICE TO LEAVE MESSAGES REGARDING ATTENDANCE AND HOMEWORK REQUESTS.**

A child who arrives after the scheduled beginning of school will be marked tardy. All students who arrive late must report to the main office to receive a pass. No student will be admitted to his/her classroom without this pass. ***In the case of an***

***emergency, the parent or guardian must come to the office before the child can leave the school. A sign-out book is located in either the nurse's office or the main office.*** Thank you for your cooperation in following these guidelines.

### ***Truancy Statement***

Truancy is defined as absent from school without a parent or guardian's knowledge. Any student who is found to be truant may not return to school unless accompanied by his/her parent or guardian.

### ***Emergency Information***

1. Parents must provide a list of contact telephone numbers in the event of an emergency.
2. Parents should immediately notify the school if there is a change of address or number.

### ***Notices Sent Home***

During the course of the school year there are many important notices that are sent home. Please ask your child (on a frequent basis) if he/she has a notice to give you. If your child is not bringing notices home, please speak to your child's teacher or call the school's main office.

### ***Electronic Surveillance***

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds. The District's Electronic Surveillance in School Buildings and on School Grounds Policy 7441 is posted on the District's website in its entirety for review.

### ***Building Security and Children's Safety Procedures When Visiting Schools***

In our continued efforts to ensure the safety and well being of our children, we respectfully request that every parent, guardian, and visitor abide by the following guidelines. Your cooperation and compliance will be greatly appreciated.

- Parents, guardians, and visitors must use the main entrance only when entering the school building.
- Parents, guardians, and visitors must come directly to the Main Office to sign in when entering the school building. You must bring photo identification.
- All visitors must wear the provided visitor's badge. If any individual is in the building without the badge, they will be asked to report to the main office.

Parents, guardians, and visitors may not escort their children to class in the morning or pick up their children at their classrooms at dismissal unless they have secured a visitor's badge in the Main Office. We respectfully request that all adults remain outside the building before school and at dismissal, even on inclement days.



- Parents and guardians wishing to deliver lunches, books, etc., must report to the Main Office where they will be assisted in locating their child. Please note that teachers cannot be interrupted or called away from their teaching assignments during the school day.
- Parents and guardians entering the school building to pick up or deliver their children during the school day for dental appointments, etc., must report to the Main Office. Children will not be allowed to be taken from school by anyone other than the parent/guardian, or persons listed for emergency contacts, unless a written notice from the parent/guardian is received.

### *Emergency Procedures*

Each school has in place procedures to ensure the safety and security of our children and building in the event of an emergency including building and playground evacuation, bomb threat, active shooter and building lockdown. Fire drills and school security drills are practiced monthly to ensure the safety of our students and staff. These drills may be practiced at any time.

### *Academic Programs Report Cards*

Report Cards will be distributed in:

- November
- February
- April
- June

### *Interim Progress Reports*

Progress Reports will be sent out approximately 30 days prior to the Report Cards.

### *Honor Roll*

All schools will implement an honor roll system that recognizes students in grades 3 through 6 for high academic achievement at the end of each marking period during the school year. Schools will recognize students for performance at two levels: High Honors and Honors.

#### **HIGH HONORS**

All A's

**No grades lower than an A-**

#### **HONORS**

4 or more A's

B's in all other areas

**No grades lower than a B-**

### *Parent/Teacher Conferences*

Parents are welcomed and encouraged to come in and see the classroom teacher or administrators during the school year to discuss pupil progress. Please call for an appointment.

## *Parent Portal*

Parents now have the ability to track and monitor their child's academic progress in real-time as long as they have internet access and an email account. This new opportunity is called the *Parent Portal*. The *Parent Portal* gives parents access to real-time information from the teacher's grade book including attendance, grades, and detailed assignment descriptions. Parents who currently use this system love the way they have daily access to their child's academic progress. Rest assured that the information accessed through the *Parent Portal* is secure and strictly confidential.

**If you have not already subscribed to the Parent Portal and would like to obtain access, you must go to your child's school to pick up your Access ID Number and Access Password.** Regrettably, we cannot mail this information to you due to the confidential nature of the information contained in the *Parent Portal*.

It is our hope that you will find this new reporting method convenient and helpful, as it is designed to bring us even closer in the joint support and education of your child. Feel free to call the main office if you have any questions regarding this new system.

## *Homework*

Homework is an integral, necessary, and required part of the teaching-learning process. Students are expected to complete all assignments on time. Students/parents should check with teachers regarding classroom policies for make-up work when absent.

## *Curriculum and Instruction*

The New Jersey Department of Education has developed and issued Core Curriculum Content Standards and Frameworks for Language Arts; Mathematics; Science; Social Studies; Comprehensive Health and Physical Education; Visual and Performing Arts; Technological Literacy; Career Education and Consumer, Family, and Life Skills; and World Languages. These documents contain specific benchmark proficiencies for each grade level and are the standards utilized in formulation NJ ASK tests. The West New York School District has established curriculum guides for each subject area that are aligned with these Core Curriculum Content Standards. Textbooks for subject areas are selected by teacher committees and approved by the Board of Education.

The elementary school curriculum includes instruction in reading, language, writing, spelling, vocabulary, mathematics, science, social studies, handwriting, health, physical education, art, music, library, and computers. Emphasis is placed on the development of study skills, independent and critical thinking, creativity, personal responsibility, and doing one's best in every endeavor.

## **Co-Curricular Activities**

### ***Instrumental Music***

Instrumental Music is offered to all 4-6 grades students upon completion of the 3rd Grade recorder class. Students will be able to choose a traditional band instrument (flute, clarinet, saxophone, trumpet, trombone, percussion) with the assistance of the teacher to assure success on a mutually agreed instrument. Instrumental music lessons are offered weekly on a rotating pullout schedule set-up by the music teacher. Band is then offered also on a rotating pullout schedule and before and or after school rehearsals. Students are graded for their participation in the weekly instrumental music lessons. Two concert/assemblies are performed each year as part of the band/instrumental program.

### ***Chorus***

Chorus is offered to all 4-6 grade students who wish to sing in an organized choral setting. Chorus rehearsals take place before and or after school and are required to sing and participate in the Choral group. Two concert/assemblies are performed each year as part of the Chorus program. The Chorus program is an extension of the General Music classes and is volunteer.

### ***Intramural Sports***

Supporting our wellness and fitness initiative, the West New York School District offers intramural sports to girls and boys in the six elementary schools. Intramural sports provide athletic development opportunities through practice and competition. Basketball and volleyball are offered at each individual elementary school for both boys and girls with weekly practices after school. Because we believe in educating the whole child, our intramural program is available to our children to keep them active and healthy. Students can enjoy these recreational opportunities, engage in positive play, learn about competition, and make new friends.

## ***Student Code of Conduct***

### ***Student Guide for Safety, Citizenship, Behavior and Conduct***

This guide was compiled to assist in making the West New York School District a safe and comfortable learning environment for all students. The West New York School District administration is committed to providing a safe, secure environment for all students and staff. The **District's Expectations for Pupil Conduct Policy 5500 and Pupil Discipline/Code of Conduct Policy 5600** are posted on the District's website. Click here to review: [District Policy & Regulation 5500](#) [District Policy & Regulation 5600](#). Remember, if you do not have access to a computer; please reach out to the Principal for a copy of any of the policies referenced in this student handbook.

The following guidelines are designed to promote learning:

- Use courteous language at all times.
- Be in your seat, ready to work when class begins.
- Respect others at work and avoid distracting them.

- Maintain good conduct at all times.
- Obey established classroom rules.

### ***In the Halls***

So that all may be able to use the hallways in a safe and orderly manner with minimum congestion, please remember to:

- Stay to the right when walking in the halls.
- Maintain good conduct and walk silently.
- Respect school and private property.
- Maintain proper hallway behavior when moving to and from the classroom.

### ***Cafeteria Guidelines***

In order to maintain a pleasant and orderly lunchroom, students are expected to cooperate in helping to keep the cafeteria clean at all times and to abide by the following regulations:

- Students are expected to practice proper manners at all times.
- Students are expected to treat all members of the cafeteria staff with respect.
- Students are expected to deposit all refuse from lunch in the proper receptacles keeping tables and floor clean.
- Students are expected to wait their turn on lunch lines. Cutting in line or saving places for other students is discourteous.
- Student are free to talk with friends, but shouting, the throwing of objects or food, or physical contact of any kind, will not be tolerated.

### ***Anti-Bullying and Teasing***

All students are encouraged to respect the rights and privacy of fellow students. No student should be subjected to bullying, intimidation or harassment, as defined in the District's Harassment, Intimidation and Bullying Policy 5512, which is posted on the District's website in its entirety for review. Any student who has trouble in this area should contact any teacher, or school administrator he/she feels comfortable with. The school staff member will take appropriate action to remedy the situation.

### ***Care of School Property and Books***

Students have the responsibility for the proper care and use of school property, school supplies, and equipment. In accordance with law, students who cause damage to school property shall be subject to disciplinary measures and their parents shall be financially liable for such damage. Parents/guardians are requested to help cover all hardcover textbooks.

### ***Personal Property***

The Board of Education is not responsible for the loss or damage of any personal property possessed or stored on school property.

## *Lost and Found*

Articles found in and around the school should be turned in to the Main Office where the owners may claim their property by identifying it.

## *Student Dress Code*

The following is the school uniform policy for the District's schools. The District's Dress and Grooming Policy 5511 is posted on the District's website in its entirety for review.

### **Shirts/tops:**

The following types of styled shirts are permitted: golf (polo) shirts bearing the official school insignia with identifying school name and color. Short or long sleeve styles are permitted. The shirts must fit properly within business standards. Each individual school shall designate, in conjunction with the Superintendent of Schools, each school's shirt color.

### **Outer Garments:**

Coats, jackets, and outerwear, not limited to, but including hooded clothing or "hoodies", shawls, ponchos, and raincoats cannot be worn inside the school building.

Students will only be allowed to wear the solid black non-hooded fleece with the official District logo in white stitching over their uniform shirt. The fleece must be full front zippered.

### **Pants/bottoms:**

The following styles of pants or bottoms are permitted: skirts or slacks must be khaki or black in color. The pants/bottoms must fit properly within business standards and the length of the pants/bottoms shall conform to this Policy and Regulation. Pants/bottoms shall have no holes, tears or shredded hemlines. No outside labels should be seen and must be removed. Tights, leggings or other skin tight bottoms are not permitted.

### **Physical Education:**

Physical education uniforms (example: sweatpants, sweatshirt, running shorts) are not mandatory. If physical education uniforms are purchased, they must be the appropriate color for the pupil's school.

Parents are requested to purchase the correct uniform from the District's designated providers; however, the correct uniform may be purchased wherever said clothing is sold.

## *Safety to/from School*

Children should follow established routes to and from school as crossing guards are at designated corners.

No snowball fights or body contact sports are permitted on school grounds.

## ***Busing***

Transportation is a privilege allowed by the Board of Education. Improper conduct by students that endangers the safety of other students will result in suspension of transportation privileges. Students not authorized to receive transportation by the Board of Education may not ride the buses to or from school under any circumstances because of insurance liability.

While riding the bus:

- Children are to move quickly to their assigned seats. They may not stand or move from their seats while the bus is in motion.
- Children must use seat belts. It's the law.
- Children are to keep their hands, arms, and other parts of their body inside the bus at all times.
- Children are to keep their feet, legs, and other objects out of the aisles.
- Book bags must be small enough to be kept on their laps.

## ***Electronic Devices***

No electronic entertainment devices—IPODS, radios, video games, MP3 players, portable TV's, etc.—are to be brought to school as they may cause a disruption to learning. These items are subject to immediate confiscation and may require the parent(s)/guardian(s) to come to school to reclaim them. Refusal to surrender items may result in immediate disciplinary action.

## ***Cell Phones***

Cell phones are to be turned off and must not be visible while in class and in the hallways. Violation of this cell phone policy may result in being sent to the Administrative Office for disciplinary action. The school is not responsible for any lost or stolen cell phones.

## ***Metal Detectors***

The West New York Board of Education may use metal detecting devices in all school buildings, on school grounds, and at all school activities. For more information regarding the use of metal detectors, please read District Policy 7444- Use of Metal Detectors which is posted in its entirety on the District's Website.

## ***Discipline***

District Policies regarding assault, weapons, firearms, and disciplinary procedures are posted on the District website for review.

Students should understand that the following behavior violations or rule infractions on school property or on a field trip are totally unacceptable and may result in a disciplinary action:

- Harassment, bullying or intimidation of another student
- Use of profanity
- Fighting or causing bodily harm to others
- Verbal or physical abuse directed at another person in school or at school functions
- Possession of use of an illegal substance
- Possession of dangerous objects
- Theft, vandalism or other serious offenses that disrupt our positive school climate
- Dress Code violations

### ***Types of Disciplinary Consequences***

Any misconduct or violation of school policies may result in the following consequences:

- Parent conference
- Loss of privileges
- Detention
- Suspension

## **Student Services**

### ***Child Study Referrals***

The Child Study Team serving each elementary school consists of a learning consultant, social worker, and school psychologist. Students are referred to the Child Study Team after consultation with parents/guardians to discuss their findings and to provide recommendations for an individual educational plan, if appropriate.

### ***Speech Teachers***

Speech teachers are available in each school to screen and test students, and provide instruction to correct speech problems identified. The speech specialist will create an individual education plan for each child in need of assistance.

### ***Special Education Teachers***

Special education teachers implement and monitor a child's Individual Education Plan (IEP). This is completed in coordination with the Child Study Team and the school principal. Programs may include: modifications of instruction, resource center, in-class support, individual or small group instruction, or self-contained instructional classes.

### ***Section 504 Coordinator***

The Section 504 Coordinator (officer of the handicapped) for the West New York District is:

#### **Beverly Lazzara**

Mailing Address:	Office Location:
Board of Education	Board of Education Annex
6028 Broadway	5602 Blvd East
West New York, NJ 07093	West New York, NJ 07093
Phone: 201-553-4000, Ext 30604	
E-mail: <a href="mailto:blazzara@wnyschools.net">blazzara@wnyschools.net</a>	

### ***Intervention & Referral Services (I &RS)***

The philosophy of the I&RS committee is to work collaboratively with the educational staff to assist students who are experiencing learning, behavioral, or health difficulties and to assist staff who have difficulties in addressing the students' learning, behavior, or health needs. [N.J.A.C. 6A: 16-8.1] The I&RS committee may consist of the following specially trained members of the staff:

Teachers;

A Child Study Team member;

A nurse;

A guidance counselor;

The Student Assistant Coordinator; and

A building administrator

Community members (for aiding in the development and implementation

For more information regarding Intervention & Referral Services, please contact your building Principal.

### ***Affirmative Action***

The Board of Education shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, veteran or military status, religion, disability, or socioeconomic status. The District's Affirmative Action Program for School and Classroom Practices Policy 2260 is posted on the District's website in its entirety for review. The Affirmative Action Officer for the District is:

#### **Affirmative Action Officer Information:**

**Robert Sanchez**

Board of Education

6028 Broadway

West New York, NJ 07093

[rsanchez@wnyschools.net](mailto:rsanchez@wnyschools.net)

Phone 201-553-4000 x 30007



## ***HEALTH NOTES FOR PARENTS***

### ***Breakfast***

Starting your child's day off properly with a healthy breakfast allows him/her to perform better in school. Make sure your child is eating a proper breakfast. The District is currently offering breakfast in the classroom for all elementary school aged children. Please contact your building Principal for more details.

### ***Cleanliness***

For health and social reasons, it is important that our students maintain proper hygiene.

### ***Sleep/Rest***

Setting a pattern for rest early in a student's life contributes to good health habits. With enough sleep, your child's body is able to regain the strength they need to function daily, in a sage and alert manner.

### ***Medication***

School Board Policy prohibits students from taking any medication on their own. This includes over-the-counter medicine as well as prescription medicine. No medication will be administered to students in school except by the school nurse. Medication must be delivered to the school nurse in its original labeled container by the student's parent and must be accompanied by the parent's written request for its administration and by the physician's written and signed statement of the medications name, the purpose of its administration, its proper timing and dosage, its possible side effects, and the time when its use will be discontinued. All student medications shall be appropriately maintained and secured by the school nurse.

### ***Food Allergies***

The West New York School District promotes good health in our schools by supporting good nutrition, regular physical activity and overall physical wellness. These ideals are a vital component of our total health and wellness program. The District's school nutrition policy 8505 is posted on the District's website for review.

In addition to the District's nutrition policy, the District strives to be a peanut free school zone. Our attempt to limit peanuts and other nut based products demonstrates our commitment to a healthy school environment for all students. Moreover, we have a large number of students with severe nut allergies, which can cause a dangerous allergic reaction (anaphylaxis) resulting in life threatening situations. As a result, we are asking parents for their help in not sending nuts or nut based products to school with their children. Before you bring in any food items for parties or celebrations, please contact the building principal for prohibited items and suggested food recommendations.

## ***Substance Abuse***

The West New York Board of Education is committed to protecting its students against substance abuse. In addition to providing each student with a quality education, the West New York teaching staff members are trained to be alert to signs of substance abuse.

The use of alcohol and/or drugs by a student may endanger the safety and well being of other students. Such usage creates hindrance to learning.

The school system has a responsibility to provide a safe learning environment for all students. This is accomplished by:

- Providing instruction, which emphasizes the prevention of drugs/alcohol abuse
- Providing channels for help and assistance to students who may have that need

Any student in possession of or who appears to be under the influence of drugs, alcohol or steroids on school property or at any school sponsored event will be required to undergo an immediate medical examination, as mandated by New Jersey State Statute 18A: 40A-12. The medical examination shall be arranged by the school principal or his/her designee. The District's Substance Abuse Policy 5530 is posted on the District's website in its entirety for review.

## ***WeTip, Inc. Anonymous Crime Reporting Hotline***

WeTip provides anonymous crime and incident reporting hotline to students and their families. WeTip's hotline is a solution for people to get involved in establishing safer schools and communities. Students are often afraid to report crime information because they fear reprisal from the person they are reporting. WeTip gives students and their families an opportunity to give information without fear.

When someone calls the WeTip hotline, the first words they will hear from the operator will be, "This is the WeTip crimeline, please do not give your name." The operator will then ask a series of questions, designed by law enforcement, to obtain the maximum amount of information about the reported crime. Information is then immediately relayed to the appropriate police, fire, and sheriff's agencies.

The WeTip School Safety Program is a unique nationwide program designed to provide a way for students and staff to give information anonymously regarding school crime. WeTip created the School Safety Program in 1972 to provide a way for anyone to give information on threats, drug trafficking and criminal activity in their schools and neighborhoods, anonymously. For more information, visit [www.wetip.com](http://www.wetip.com).

## ***Pupil Supervision After School Dismissal--District Policy 8601***

Any parent(s) or legal guardian(s) of a student in grades Pre-Kindergarten to twelve may request the school or program not release the student 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) may designate up to three escorts. 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 or the location of the program; upon request to the Principal, or designee, or the program administrator; on the school or school district website; and to parent(s) or legal guardian(s) in the beginning of the school year.

All parents or legal guardians must complete the Request Form and return the form to the school along with the student acknowledgement that this Student Handbook was received.

District Policy 8601 PUPIL SUPERVISION AFTER SCHOOL DISMISSAL is posted on the District website in its entirety for review.