



Hurffville Elementary School

200 Hurffville-Grenloch Road λ Sewell, NJ 08080 λ (856) 589-7459

Principal
Jeffery Pollock

Re: Student Dismissal Procedures

Dear Parent/Guardian:

The staff of Hurffville School and I view the safety of students as one of our primary responsibilities, and we commit ourselves daily to working closely with you to ensure our students' well-being and safety during school hours as well as on their way to and from school. While the district provides bus transportation for elementary and middle school students who live more than 2 miles from school in accordance with state law, students in Grades 1 through 8 who are not eligible for district-provided bus transportation either walk to and from school or are transported by their parent/guardian or through transportation arrangements made by their parent/guardian.

Students in grades 1 through 8 who are not eligible for district-provided bus transportation shall be permitted to leave the building unescorted unless other arrangements have been specified in writing by the parent/guardian. To this end, the Washington Township Board of Education has adopted a policy addressing pupil supervision after dismissal (Policy 8601: *Pupil Supervision and Safety Upon Dismissal*) that provides for the parents/guardians to request that their child(ren) not be released at dismissal unless the pupil is released to the parent(s) or legal guardian(s) or designated escorts. Escort arrangements must be made in advance by the child(ren)'s parent(s) or legal guardian(s). Anyone wishing to request this type of supervision must submit a completed Request for Supervision at Dismissal Form (attached) to the building Principal. Once filed, the child(ren) will be required to report to the Main Office at regular dismissal time where supervision will be provided. The parent(s) or legal guardian(s) or designated escort(s) will then be required to report to the Main Office and sign the child(ren) out. Photo identification is required for all escorts.

This request will be honored for the entire school year and must be re-submitted at the beginning of each new school year. Parent(s) or legal guardian(s) may rescind their request by submitting a written request to the Principal. Included in the request must be the date they no longer request that the school provide supervision after dismissal for their child(ren).

If you wish to request this supervision after dismissal, kindly read and complete the attached request form, and return it to our Main Office prior to the date upon which an escort request is to be in effect.

If you have any questions, feel free to contact me.

Sincerely,

Jeffery E. Pollock
Principal



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Hurffville School Request for Supervision at Dismissal Form

Student's Name: _____ Grade: _____ Teacher:

I request that my child be provided supervision after school dismissal. I understand that a parent/guardian or designated escort is required to report to the School's Main Office no later than **3:30 p.m.** to meet my child(ren). I understand that the escort arrangements are my responsibility. I understand that a parent/guardian or designated escort is required to sign my child(ren) out in the Main Office and that photo identification is required.

I understand that in the event that my child(ren) is not picked up from school within 30 minutes of the school dismissal time, my child will be retained in the office and proper authorities will be contacted, including the local police.

This request shall be in effect for the school year in which it is submitted. A new form must be completed and submitted during each school year that supervision after dismissal is requested.

I also understand that I must submit a written request in order to rescind this supervision.

Parent or Legal Guardian Signature _____ Date

Please provide three (3) phone numbers at which you can be reached.

Home: _____
Cell: _____
Work: _____

Please list designated escorts below. Please provide two (2) phone numbers at which your designated escort(s) can be reached.

Name/Phone: _____

Name/Phone: _____

Name/Phone: _____



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