

**Northport – East Northport School District**  
**Dismissal Procedure for Elementary and Middle School Students**

The District's first and foremost priority is the health and safety of our students. In light of this, we have reviewed many of our long standing procedures. One area of concern has been the dismissal process at the elementary and middle schools. As the children leave our supervision each day, we need to know that we have done everything possible to insure their safe arrivals at their after school destinations. For this reason, the District has initiated some changes for all elementary and middle school students. **This procedure will commence on the first day of school, Tuesday, September 6<sup>th</sup>.**

- ❖ Students will only be permitted to ride on their designated buses. Even with a note, they will not be permitted to change buses, unless it is a long term arrangement. This means that daily notes for play dates will no longer be accepted unless the children involved are being picked up at school, and all play dates must be arranged in advance, NOT during the school day.
  
- ❖ Children who are walkers will not be permitted to board a bus at dismissal time.
  
- ❖ Any changes in dismissal plans must be received by the Main Office at least ninety minutes prior to dismissal. Once again, this does not include play dates, but does include a time change, a pick up change, a destination change (i.e. A parent was able to obtain a doctor's appointment.), etc.
  
- ❖ Early dismissals must occur at least thirty minutes prior to the end of the school day and the child must be signed out in the Main Office. Those who arrive to sign out a child less than thirty minutes from the dismissal time will be asked to wait and pick up the child at the normal dismissal time and location.

Please understand, the intent of these new rules and regulations is to maximize the safety and security of each student at the end of the school day. Occasionally, emergency situations do arise, and the District will certainly continue to try to accommodate these extenuating circumstances when necessary.