



Northport-East Northport Union Free School District  
158 Laurel Avenue, Northport, NY 11768

**Mr. Robert L. Banzer**  
*Superintendent of Schools*

## **Dismissal Procedure for Elementary and Middle School Students**

The District's first and foremost priority is the health and safety of our students. As the children leave our supervision each day, we need to know that we have done everything possible to ensure their safe arrival at their after school destinations.

- Students will only be permitted to ride on their designated buses. Even with a note, they will not be able to change buses, unless it is a long term arrangement. This means that daily notes for play dates will not 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 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.