



# NORTH CALDWELL PUBLIC SCHOOLS

## *Board of Education Connections*

### *Back-to-School Information*

---

#### **Important Back-to-School Safety Information**

As the start of another school year approaches, we can all agree the safety of our students is of upmost concern. Therefore, to ensure that all of our students arrive and depart safely from school, it is essential that all parents strictly adhere to the policies and procedures that are in place for morning drop-off and afternoon dismissal.

For those students who plan to walk to or from school, a critical component of the afternoon dismissal procedure is the Walker Authorization/Waiver Form. This form gives permission for your child to walk home without adult supervision. The school district's attorney has advised us that this form is required to ensure that only those students whose parents feel are able to walk home without adult supervision are allowed to do so. Absent this signed release, any student who is not taking a bus home will be dismissed to the car line for pick-up. Please access this form, and all other forms required for back-to-school, on the Genesis Parent Portal.

Again this year, there will be an extended pick-up time to provide parents with children in both Grandview and Gould schools time to drive between schools. Staff will monitor students on the car line until 3:45pm. Students must be picked up by 3:45pm. After 3:45pm, any student that has not been picked up will be brought to the main office and monitored until 4:00pm.

Thank you in advance for your continued cooperation and support as we continue to work together to ensure a safe environment for all of our students.

---

#### **North Caldwell Board of Education** **Dismissal and Car Line Procedures to Improve Student Safety**

*This notice contains updated dismissal and carline procedures that will impact you. Please read this notice carefully and share it with anyone responsible for picking up your children (e.g., nannies, family members, sitters, friends, etc.).*

The Board of Education and Administration has carefully reviewed issues related to

student transportation over the past year. As part of that review, we have been particularly focused on various issues that negatively impact student safety during morning drop-off and afternoon pick-up. In connection with our review, the Board of Education has regularly met with Chief Deuer, members of the Borough Council, the Mayor, and Borough Engineer to coordinate our efforts in improving student safety.

As a result of this process, we are pleased to report that we have developed **NEW** dismissal and carline procedures. The Borough Council has also passed a number of ordinances to reinforce the carline procedures. **The North Caldwell Police Department will have a zero tolerance policy for violation of new or existing ordinances. If you violate the carline rules below, there will be no warnings - you WILL be ticketed.** The Borough and Board of Education believe this is necessary to ensure student safety.

### **Dismissal Procedures**

**Subscription busing:** Students who are assigned to a bus (i.e., those who have subscribed to the bus or were informed that busing is mandated for them) will be placed on the bus after school. Parents and caregivers should ensure that students have their bus pass with them at all times.

**Walkers:** Only children with a signed Walker Authorization/Waiver Form on file will be released from school at dismissal to walk home without adult supervision. As a result of a number of security and safety issues that have arisen across the state, the district has been advised by our attorney that this waiver is critical to ensure that all parents have the information necessary to make an informed decision regarding whether or not their child requires adult supervision at the point of dismissal. A copy of this authorization/waiver form can be accessed and electronically signed on your Genesis Parent Portal. **No student will be released to walk home until the administration has received a signed copy of this waiver.**

**Car Line:** Any student who is not assigned to a bus and does not have an authorization/waiver letter on file will be released to the car line and supervised until picked-up by an adult.

### **Car Line Procedures**

To ensure the safety of our students during morning drop-off and afternoon pick-up, it is critical that all members of our school community adhere to the rules and procedures that are in place to ensure the safety of all children. If we are unable to ensure a safe environment for our students while being picked-up or dropped-off, the District will be forced to initiate other options (such as having parents park their cars and walk their children to the school for morning drop-off and afternoon pick-up). **As noted above, due to the importance of our children's safety and the risks associated with non-compliance, the Police Department intends to ticket drivers who do not adhere to these rules, without warning.**

### **Gould School**

**Morning drop-off:**

- Students may **ONLY** be dropped off in front of the Gould building (6<sup>th</sup> grade building) on that side of the street.
  - Do not drop-off in front of the Mountain building. This blocks the buses from dropping off students and creates a safety hazard.
  - Do not drop-off in the back of the Gould school building. Students may be walking in this area.
  - Do not drop-off on the opposite side of the street from the school.

Afternoon pick-up:

Afternoon pick-up occurs in the driveway that loops around the Gould School building, as this allows for the loading of children in a more controlled and safe environment.

Please observe the following safety rules:

- Please follow all teacher directions and hand signals during afternoon pick-up to allow for efficient loading of all children into cars in a safe and orderly manner.
- The car line forms on the school side of Gould Avenue and proceeds down Gould Avenue.
- You may not block the firehouse or police driveways.
- Only right hand turns are permitted into the Gould School driveway. If you make a left into this driveway, you will be ticketed.
- Proceed to the first stop sign at the top of the driveway and wait for the teacher in charge to direct you to move forward.
- Move to the furthest position in the exit driveway before stopping to allow your child to enter your car.
- Wait until the cars in front of you have moved before moving forward.
- Never pass another car in the pick-up line. This is an extreme safety hazard.
- Never use the pick-up line to park.
- There is no stopping or standing along the entire length of Knollwood Road. You may not wait for a "walker" anywhere on that street. If you do, you will be ticketed.

**Grandview School**

Morning drop-off:

- Students must be dropped off in the semi-circular driveway in front of Grandview school.
- Students cannot be dropped off before 8:25am as there is no adult supervision prior to this time, and the building will be locked. If you need to have your children at school earlier, Tiny Treasures runs a morning program for this purpose.

Afternoon pick-up:

Afternoon pick-up occurs in the semi-circular driveway in the front of Grandview school. This allows for the loading of children in a more controlled and safe environment.

Please observe the following safety rules:

- Please follow all teacher directions and hand signals during afternoon pick-up to allow for efficient loading of all children into cars in a safe and orderly manner.

- Only right hand turns are permitted into the Grandview driveway. If you make a left into this driveway, you will be ticketed.
- Please also note that left hand turns are not permitted into the driveway of the teacher's parking lot in the back of the school. If you make a left into this driveway, you will be ticketed.
- Move to the furthest position in the driveway before stopping to allow your child to enter your car.
- Wait until the cars in front of you have moved before moving forward.
- Never pass another car in the pick-up line. This is an extreme safety hazard.
- Never use the pick-up line to park.

For drop-off and pick-up at both schools, we strongly encourage all parents to approach the school from a direction which would not require you to have to make a left-hand turn, a U-turn, or a K-turn.

We thank the community in advance for your cooperation with these procedures. We are confident that the community will agree that these basic procedures are a small price to pay to protect the lives of our children.

---

## Busing Information for Back-to-School

**Information on student bus stops will be available in the Genesis Parent Portal in late August.** Bus passes and bus pass holders will be mailed to student's homes prior to September 1st. Students are required to hook the bus passes on the outside of their backpack in order to be permitted to ride the bus. If the pass holder is not visible, students will not be permitted entry to the bus.

Our student transportation is coordinated by Sussex County Regional Cooperative. If you have any questions or concerns, please contact Dana Jones at 973-398-3583 Ext.5 or [djones@sussexcoop.org](mailto:djones@sussexcoop.org). Please allow 2 business days for a response to any inquiries.

---

## Complete Forms for Back-to-School

**This year, you can access and complete all required back-to-school forms through the Genesis Parent Portal. Please plan to complete all necessary forms by September 6. Instructions for accessing the portal are as follows:**

1. Log into the Parent Portal by clicking on the link from the [www.ncboe.org](http://www.ncboe.org) homepage.
2. Click on the Forms button near the top of the page.
3. Click on the link for the form you want to complete, fill out the required information, and click the Update Answers button at the bottom of the form.
4. After each form is submitted, click back on the Forms Library tab to return to the forms list.
5. Repeat the process for each of your children by selecting them from the drop-down menu next to where it says "Select Student."

If you have any problems accessing the Parent Portal, please email [parentportal@ncboe.org](mailto:parentportal@ncboe.org).

---

## District Calendar of Events

NCBOE maintains a detailed calendar of events on the district webpage that includes all school activities. Check out what is happening in our district by clicking [here](#).

---

## North Caldwell Board of Education Meeting

**September 20, 2016**

**Grandview School Cafeteria**

The next North Caldwell Board of Education meeting will be held Tuesday, September 20, 2016, in the Grandview School cafeteria. The agenda for the meeting will be posted on Friday, September 16. For a complete list of currently scheduled Board meetings, click [here](#).

---

## Contact Us

**North Caldwell Board of Education**

(973) 712-4400, ext. 1025

[boardoffice@ncboe.org](mailto:boardoffice@ncboe.org)

North Caldwell Board of Education, find us at [www.ncboe.org](http://www.ncboe.org)

North Caldwell Board of Education | 132A Gould Avenue, North Caldwell, NJ 07006 |  
(973) 712-4400, ext. 1025 | [www.ncboe.org](http://www.ncboe.org) | [boardoffice@ncboe.org](mailto:boardoffice@ncboe.org)

STAY CONNECTED:

