

October 30, 2013

ADMINISTRATIVE MEMORANDUM NUMBER FIFTY-FOUR
MORNING ACCESS TO SCHOOL BUILDINGS

A. Purpose

How to manage students prior to school is an ongoing challenge for educators and the source of frequent complaints by parents, particularly when the weather is cold or stormy. This policy is intended to provide guidance on this issue.

1. Principals should remind parents as frequently as needed the hours that students will be supervised and parents cannot expect supervision outside those hours. This message to parents can be communicated via newsletters, PTA meeting announcements, phone messages, etc.
2. Principals shall monitor and remind educators as necessary that their professional contract requires that they will arrive at school ready for their duties no less than 20 minutes prior to the school start time for elementary educators and 20 or 30 minutes prior to school start time for secondary educators pursuant to the terms of the Professional Agreement.
3. Elementary school principals and staff will properly supervise students before school as follows:
 - a. Schools serving breakfast to students will arrange supervision for students from the time breakfast begins until the time school begins (generally one (1) hour).
 - b. Schools not serving breakfast to students will arrange supervision for students at least thirty (30) minutes prior the time school begins.

Exceptions to this schedule must be cleared with the appropriate school accountability services director.

4. Principals (or designee) of elementary schools will determine, generally based upon weather conditions, whether to supervise students inside or outside the building until school start time.

5. Moreover, principals and staff must make arrangements to properly supervise students upon the arrival and departure of school buses.

/s/

Martin W. Bates, J.D., Ph.D.
Superintendent