

**WOOD-RIDGE PUBLIC SCHOOL DISTRICT
REQUEST FOR SUPERVISION AT DISMISSAL
2007-2008**

According to Policy 8601, parents need to indicate their preference of student dismissal by selecting one of the following options:

- My child is permitted to be dismissed from school whenever the school day ends. I will make arrangements with my child to have him/her walk home or be transported via school bus (*Moonachie students*).
- My child MAY NOT be dismissed from school unless I enter the building to pick up my child or one of the following adults (18 years of age or older) listed below enters the building to pick up and sign-out my child.

LIST OF ADULTS AUTHORIZED TO PICK-UP MY CHILD		
Name	Relationship/Friend	Phone Numbers
		Home: _____ Work: _____ Cell: _____
		Home: _____ Work: _____ Cell: _____
		Home: _____ Work: _____ Cell: _____

CHILD'S NAME _____ GRADE _____

PARENT/GUARDIAN NAME: _____ (*please print*)

SIGNATURE: _____ DATE: _____

**THIS FORM MUST BE RETURNED
TO THE BUILDING PRINCIPAL**

SUPERVISION PLAN FOR PUPILS HELD IN HIGH SCHOOL

In the event that the parent has not authorized self-release and the student has not been picked up:

- The student will remain in the High School Main Office until 3:30 PM (12:45 PM on a one-session day); the parent will be contacted to arrange pick up or agree to pick up ONLY by individual listed with the school.
- After 3:30 PM (12:45 PM on a one-session day), the student will remain with principal, or designee; parent will be contacted again. If the parent cannot be reached, emergency phone numbers provided by the parent will be called.
- At 4:00 PM (1:15 PM on a one-session day), the Wood-Ridge Police will be called and the student will remain in the custody of the Wood-Ridge Police until the parent is contacted.

If there is an unscheduled early dismissal due to weather or other emergency:

- As indicated on the District Authorization Form, a parent of a High School student may authorize the self-release of the student in the case of an emergency early dismissal from school according to Board Policy #8220.
- In the event that the parent has not authorized self-release, either the parent or the authorized adult listed by the parent will be contacted using home phone numbers, cell phone numbers and emergency numbers supplied by the parent to the school as per Policy #8601.
- If the parent, or an authorized adult, does not pick up the child by 4:00 PM, the Wood-Ridge Police will be called, and the student will remain in the custody of the Wood-Ridge Police until the parent is contacted.

SUPERVISION PLAN FOR PUPILS HELD IN MIDDLE SCHOOL

In the event that the parent has not authorized self-release and the student has not been picked up:

- The student will remain in Middle School Main Office until 3:30 PM (12:45 PM on a one-session day); parent will be contacted to arrange pick up or agree to pick up ONLY by individual listed with the school.
- After 3:30 PM (12:45 PM on a one-session day), the student will remain with principal, or designee; parent will be contacted again. If the parent cannot be reached, emergency phone numbers provided by the parent will be called.
- At 4:00 PM or (1:15 PM on a one-session day), the Wood-Ridge Police will be called, and the student will remain in the custody of the Wood-Ridge Police until the parent is contacted.

If there is an unscheduled early dismissal due to weather or other emergency:

- All parents will be notified using phone numbers supplied to the school at the beginning of the school year; the student will remain in the school building until 4:00 PM (1:15 PM on a one-session day).
- After 4:00 PM (1:15 PM on a one-session day), if the parent or an authorized individual does not pick up the child, the Wood-Ridge Police will be called, and the student will remain in the custody of the Wood-Ridge Police until the parent is contacted.

SUPERVISION PLAN FOR PUPILS HELD IN DOYLE SCHOOL

On regular session days with dismissal at 2:55 PM and one-session days with dismissal at 12:20 PM:

- The student will remain in the Doyle Main Office until 3:30 PM (12:45 PM on a one-session day); parent will be contacted to arrange pick up, or agree to pick up ONLY by individual listed with the school.

- After 3:30 PM (12:45 PM on a one-session day), student will remain with the principal or designee; parent will be contacted again. In the event that the parent has not authorized self-release, either the parent or the authorized adult listed by the parent will be contacted using home phone numbers, cell phone numbers and emergency numbers supplies by the parent to the school as per Policy #8601.
- After 4:00 PM (1:15 PM on a one-session day), if the parent or authorized individual has not picked up the child, the Wood-Ridge Police will be called, and the student will remain in the custody of the Wood-Ridge Police until the parent is contacted.

If there is an unscheduled early dismissal due to weather or other emergency:

- All parents will be notified using the phone numbers supplied to the school at the beginning of the school year; the student will remain in the school building until 4:00 PM (1:15 PM on a one-session day.)
- After 4:00 PM (1:15 PM on a one-session day), if the parent or authorized individual has not picked up the child, the Wood-Ridge Police will be called, and the student will remain in the custody of the Wood-Ridge Police until the parent is contacted.

*** NOTE ***

**IT IS THE RESPONSIBILITY
OF THE PARENT
TO REFER TO
THE SCHOOL CALENDAR
DURING THE YEAR.**

(One-Session Days and School Closing Dates are listed)