

**WOOD-RIDGE PUBLIC SCHOOL DISTRICT
REQUEST FOR SUPERVISION AT DISMISSAL
2018-2019**

Wood-Ridge School District Policy #8601 states that parents must indicate their preference for student dismissal after school hours (full day or one session day).

PLEASE SELECT ONLY ONE OPTION

- My child is permitted to be dismissed from his/her school when the school day ends. I will make arrangements with my child to have him/her walk home, (or transported via district bus (*High School Moonachie students only*)).
- My child MAY NOT be dismissed from school *after* school hours. If I am unable to pick up my child I hereby authorize ONLY the individual(s) listed below (18 years of age or older) to *sign-out* my child.

LIST OF ADULTS AUTHORIZED TO PICK UP MY CHILD		
Name (Please Print)	Relationship (e.g. Spouse, Relative, Friend)	Phone Numbers
		Home: _____ Work: _____ Cell: _____
		Home: _____ Work: _____ Cell: _____
		Home: _____ Work: _____ Cell: _____

CHILD'S NAME _____	GRADE _____
(PLEASE PRINT)	
PARENT/GUARDIAN NAME: _____	
(PLEASE PRINT)	
SIGNATURE: _____	DATE: _____

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

WOOD-RIDGE JR/SR HIGH SCHOOL SUPERVISION PLAN

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 Jr./Sr. High School Main Office until 3:30 PM, (12:45 PM on 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 one-session day), the student will remain with the principal or designee; parent will be contacted again. If the parent cannot be reached, emergency phone numbers provided by the parent will be called.
- After 4:00 PM (1:15 PM on 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 Jr./Sr. 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 the 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.

INTERMEDIATE SCHOOL SUPERVISION PLAN

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 Intermediate School Main Office until 3:30 PM, (12:45 PM on 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 one-session day), the student will remain with the principal or designee; parent will be contacted again. If the parent cannot be reached, emergency phone numbers provided by the parent will be called.
- After 4:00 PM (1:15 PM on 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 the phone numbers supplied to the school at the beginning of the school year; the student will remain in the school building until 4:00PM (1:15PM on one-session day).
- After 4:00 PM (1:15 PM on 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.

DOYLE ELEMENTARY SCHOOL SUPERVISION PLAN

On regular session days with dismissal at 2:55PM, (one session days with dismissal at 12:20PM):

- The student will remain in the Doyle Main Office until 3:30 PM (12:45 PM on 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 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 supplied by the parent to the school as per Policy # 8601.

- After 4:00 PM (1:15 PM on 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 4:00PM (1:15PM on one-session day).
- After 4:00 PM (1:15 PM on 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/GUARDIAN TO REFER TO THE SCHOOL
CALENDAR DURING THE YEAR
(One Session Days and School Closing Dates are Listed)***