

EARLY DISMISSAL PROCEDURES

Upon arrival to school, students must present a note (e-mail or hard copy) from a parent/guardian requesting an early dismissal. Notes should be submitted to the Attendance Office and indicate the reason for the request. The Vice Principal or Supervisor of Students will review the request. E-mail should be sent to Ms. Denyse Ryan dryan@tenafly.k12.nj.us and/or Michelle Tavares mtavares@tenafly.k12.nj.us with a call back phone number in your e-mail for verification purposes.

Extenuating situations, for which advance notice is not possible, should be handled through a parent/guardian phone call to the Attendance Office.

Once the early dismissal request has been reviewed and approved by administration, parents/guardians or person designated as a student's emergency contact person are expected to come to the Attendance Office to sign the student out unless other arrangements have been approved by the administration.

Justifiable reasons for early dismissal, as outlined in Board Policy #5230, include: medical or dental appointments which cannot be scheduled outside of school hours, medical disability, motor vehicle driver's test, interview for college entrance or employment, family emergency, court appearance, and such good cause as may be acceptable to the Administration.

If a student needs to leave school early because of illness, the student must receive the approval of the school nurse and the parent/guardian or person designated as a student's emergency contact is expected to come to the school Attendance Office to sign the student out.

It is very important that persons who are readily available be designated as a student's emergency contact in case of emergency situations. This information should be changed/updated on the Annual Update Form.