

Early Dismissal Procedures

Office staff will not interrupt a class to get a student for an early dismissal. In order to avoid interrupting instruction a request for an early dismissal from a regularly assigned class is to be presented in writing to the attendance office **prior to 7:40 a.m.**

Early dismissal requests must include:

- Parent's home, cellular, or business telephone number
- Name of adult who will take the student off school grounds
- Reason for the request
- Parent signature

Students following this process will be given an early dismissal pass from the attendance office. The pass will indicate the time of dismissal. Students with an approved early dismissal are required to sign out in the attendance office before leaving school. Your child will meet you in front of the school, it is not necessary for you to come into the building. Requests for early dismissal may be verified by telephone with the parent; if the parent cannot be contacted, the early dismissal will not be approved.

FAQ: What do I do if I have to pick my child up from school for an unexpected appointment? What if I forgot to give my child a note for an early dismissal? In the case of a rare and unavoidable circumstance when it was not possible to file a note before 7:40 a.m., a parent/guardian must come into school with the note before leaving with the student. Fax or e-mail requests for early dismissals will not be honored during the school day. All communications for early dismissal must go through the attendance office, as students are not permitted to use their cell phones during the school day.

Office staff will not interrupt a class to get a student for early dismissal. Parents should be aware that their student will be released only after the scheduled class period is over. Below is our regular bell schedule so you know when to call or arrive at the main office to request a rare or unavoidable early dismissal:

7:40 am – 8:35 am	Time Block 1	Attendance Office Telephone Number: 201-762-2306
8:39 am – 9:34 am	Time Block 2	Arrive with a written note before 8:30 a.m. if you need to pick up your child before Time Block 2 starts. If you arrive after 8:39 a.m., we cannot get your child until 9:34 a.m. when students are changing classes.
9:38 am – 10:33 am	Time Block 3	Arrive with a written note before 9:30 a.m. if you need to pick up your child before Time Block 3 starts. If you arrive after 9:38 a.m., we cannot get your child until 10:33 a.m. when students are changing classes.
10:37 am – 11:20 am	LUNCH	Arrive with a written note between 10:40 a.m. and 11:00 a.m. to pick up your child during Lunch. We do not make announcements after 11:00 a.m.
11:24 am – 12:19 pm	Time Block 4	Arrive with a written note before 11:15 a.m. if you need to pick up your child before Time Block 4 starts. If you arrive after 11:24 a.m., we cannot get your child until 12:19 p.m. when students are changing classes.
12:23 pm – 1:18 pm	Time Block 5	Arrive with a written note before 12:15 p.m. if you need to pick up your child before Time Block 5 starts. If you arrive after 12:23 p.m., we cannot get your child until 1:18 p.m. when students are changing classes.
1:22 pm – 2:17 pm	Time Block 6	Arrive with a written note before 1:15 p.m. if you need to pick up your child before Time Block 6 starts. If you arrive after 1:22 p.m., we cannot get your child until 2:17 p.m. when students are dismissed.