



Forest Avenue School

“Where Excellence Begins”

Matthew J. Murphy
Principal

September 2023

Dismissal Policy Explanation Notice

Dear Parents/Guardians,

The Glen Ridge Board of Education has adopted a policy regarding dismissal procedures for students in grades pre-K through 6. The policy comes into effect after reviewing a New Jersey Supreme Court case involving dismissal procedures for younger pupils. I am writing to you today to share the Board of Education Policy regarding pupil supervision after school dismissal and a form entitled “Request for Supervision at Dismissal from School for Pupils in Grades Pre-K to 6.” I ask that you closely review both documents.

As you are well aware, we currently dismiss Forest Avenue students directly to parents, legal guardians, or designated care givers each day at dismissal. This policy requires that you fill out the enclosed form and return it to school in order for us to continue with this practice. This form states that you **do not** want your child to have permission to leave the school building at dismissal without you or your designee being present to escort them home. Should you choose to continue to have your child dismissed only to you or a designated escort, please return the form to school by **Friday, September 8th**.

The policy also states that if you choose not to send the form back to school that your child will be dismissed on his or her own and be allowed to walk home. If your child currently walks home or walks with friends and you would like to continue that practice, you do not need to fill out this form. We will, however, ask that you convey that information to us in writing.

Once the school receives the completed form it will be filed in the main office and your child’s teacher will be informed. At dismissal time the teacher must see a parent or a parent designee outside the exit door in order to release the child. If a teacher does not see the parent or designee the child will be taken to the main office until the parent or designee arrives to pick up the child.

Students at Forest Avenue School are dismissed at 3:00 PM on regular school days and at 12:30 PM on Early Dismissal days.

Thank you for your cooperation,

Matthew J. Murphy, FAS Principal