

MARLBORO MIDDLE SCHOOL

OFFICE OF THE PRINCIPAL

355 County Road 520

Marlboro, New Jersey 07746-1057

(732) 972-2100

Principal

Mrs. Patricia Nieliwocki

Vice Principals

Mr. James McCann

Mrs. Lauren Kolanovic

January 29, 2016

Dear Parent/Guardian,

It has come to my attention that there are many phone calls/emails/walk-ins requesting early dismissal for students. Please understand that the main office may not see the emails or retrieve voicemails in time to inform the students of early pick up or pick up at dismissal.

It is our school rule that a student bring in a note at the beginning of the day for an “early dismissal” pass; this will ensure that all teachers know that a student has left and not just “cutting” their class. Our school policy is that we do not call into the classroom for student dismissal, since as you can imagine, it disrupts the learning environment when the teacher has to stop the lesson, answer the phone, inform the student, then return to the lesson.

In addition, if a parent is not at the office by the time the buses arrive, the students will be sent home on the bus. They are not permitted to stay in the main office past dismissal.

Please refer to the following outline, which was sent to all parents at the beginning of year.

“Students will only be released to a parent or guardian. Parental requests, in writing, must be submitted to the Main Office for a student to be released to any other adult. ***Telephone calls and e-mails will not be accepted.*** Please refer to the agenda book for additional information. Please do not ask the Main Office to have your child “***ready***” for you if you are picking him/her up early. It is your child’s responsibility to be in the Main Office at the pre-arranged time, after submitting a note from you advising us of the “early dismissal”. Students will be sent home on their assigned buses if parents have not arrived by 2:15 pm for the afternoon dismissal. “

Thank you for your continued support and cooperation.

Patricia Nieliwocki

Principal