

BOSTON PUBLIC SCHOOLS



MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY
Director of Instruction
Director de Instruccion

EFRAIN TOLEDANO
Principal
Director



Student Early Release Protocol SY'2019-2020

Dear Tobin K-8 Educators and Staff

The Tobin K-8 and BPS is responsible for all students during the academic day and during transition from home to school and from school to home.

Educators and staff will require verification for early dismissal of students in accordance with the Student Early Release Protocol below:

The Student Early Release Protocol:

1. Educators will verify a written note from a parent confirming the date and time for early release;
2. Educators, CFC or office staff will make phone call as appropriate to confirm early release date and time;
3. Parent or guardian will complete the PARENT SIGN OUT Binder in the main office indicating the date, student name, parent/guardian signature, time at the point of early release.

Educators will communicate with school leadership if/as questions arise regarding existing policy.

Thank you,

Efrain Toledano, Principal
John Holly, Director of Instruction