

# REGULATION

## GLEN RIDGE BOARD OF EDUCATION

### R 5230 LATE ARRIVAL AND EARLY DISMISSAL

#### A. Definitions

1. "Late arrival" means the arrival of a pupil after the beginning of the pupil's school day for an excused purpose. A late arrival is not an instance of tardiness for the purpose of applying Regulation No. 5240.

2. "Early dismissal" means the release of a pupil from school prior to the end of the pupil's school day for an excused purpose; "early dismissal" includes the release of a pupil for a period of time that occurs during the pupil's school day. An early dismissal is not an absence for the purpose of applying Regulation No. 5200.

3. "Dismissal from class" means a pupil's brief absence from his/her assigned class for a reason that has been approved in advance. A "dismissal from class" is not a class "cut" for the purpose of applying Regulation No. 5200.

#### B. Acceptable Excuses

The following circumstances justify a pupil's late arrival. The list is not meant to be exhaustive, and the Principal should use his/her best judgment in determining whether or not there is good cause for the pupil's late arrival.

1. The pupil's disability from illness or injury, including any necessary emergency visits to a physician or dentist;
2. A bona fide family emergency;
3. The observance of a religious holiday;
4. Religious instruction;
5. Family emergency;
6. Medical or dental appointment that cannot be scheduled at a time other than during the school day;

7. Motor vehicle driver's examination that cannot be scheduled at a time other than during the school day;
8. The pupil's required attendance in court;
9. Private lessons in music, art, or dance or private practice sessions in preparation for competitive events, such as in figure skating or gymnastics; and
10. An interview with a prospective employer or with an admissions officer of an institution of higher education.

#### C. Late Arrival

1. The parent(s) or legal guardian(s) or adult pupil shall submit a written request for approval of a late arrival to the Principal. The request must include the reason for the pupil's late arrival and a statement of why it is necessary to delay the pupil's arrival at school.
2. A pupil who arrives late at school shall report to the Main office and pick up a late arrival permission slip, signed by the office staff. The permission slip will include the date and the time of the pupil's arrival. The pupil will proceed to his/her assigned class and present the permission slip to the teaching staff member in charge, who will verify the date and time.

#### D. Early Dismissal Generally

Occasionally a student may have to leave school early due to certain situations, i.e. medical appointments or family emergencies. The procedure is as follows:

1. A note from home must be brought to the office/Attendance Clerk at the beginning of the school day on the day the student is to leave early.
2. The student or parent/guardian will be given a Student Pass, which will indicate whether or not the early dismissal is approved and the time he/she is to leave.
3. The student must be picked up by a parent/guardian in the main lobby or school office. No student will be allowed to meet a parent in the parking lot.
4. In every instance of early dismissal, students are responsible for completing any class work, homework, and/or

tests. The teacher will set a reasonable period of time to complete the work.

Students under no circumstance are to leave school grounds without permission. Please see Discipline Guidelines for leaving school grounds.

**E. Early Dismissal for Illness or Injury**

1. A pupil who suffers a significant illness or injury during the course of the school day will be treated in accordance with Policy and Regulation No. 8441.

2. A pupil who suffers a minor illness or injury will be sent to the school nurse.

3. If the school nurse determines that an elementary pupil should be sent home, the pupil's parent(s) or legal guardian(s) or the responsible adult designated by the parent(s) or legal guardian(s) will be telephoned to pick up the pupil.

4. No pupil shall be released from school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s) or an agent of the parent(s) or legal guardian(s).

**F. Early Dismissal for Family Emergency**

1. A pupil's parent(s) or legal guardian(s), or caretaker may request the pupil's early release for a bona fide family emergency. Early dismissal for family emergency must be approved by the Principal.

2. A pupil will be released to a parent(s) or legal guardian(s) who reports to the school office and explains satisfactorily to the Principal that good and sufficient reason justifies the pupil's release from school before the end of the pupil's school day.

3. A pupil will be released to an agent of the parent(s) or legal guardian(s) provided the parent(s) or legal guardian(s), or a caretaker personally known to the Principal has requested the pupil's release by:

a. Written request signed by the parent(s) or legal guardian(s), or caretaker and verified by telephone call to the signer, or

b. A telephone call that is verified by a return telephone call to the pupil's residence or, if the call does not originate in the pupil's home, by interrogation of the caller to test his/her knowledge of specific facts about the pupil.

4. The Principal shall verify the identity of the agent to whom the pupil is released by examination of documents or by verification of characteristics supplied by the parent(s) or legal guardian(s), or caretaker.

5. If the Principal believes that a genuine emergency may exist but cannot verify the identity of the person who requests release of the pupil, the Principal shall arrange for the pupil's transportation by a school staff member directly to the custody of the parent(s) or legal guardian(s), or designated agent of the parent or legal guardian.

6. The Principal shall maintain a record of each pupil's parent(s) or legal guardian(s). The record shall include any legally sufficient notice given the Principal by a parent(s) or legal guardian(s) in sole custody that the non-custodial parent's access to the pupil has been limited. In the absence of such notice, the Principal shall presume that the pupil may be released into the care of either parent(s) or legal guardian(s).

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