

Early Dismissals and Late Arrivals - Students

Section A - Introduction

The Board of Education recognizes that some students may require a shorter school day. The board, therefore, authorizes the school principal or designee to grant Early Dismissal or Late Arrivals to students when circumstances warrant in accordance with this policy. The board also authorizes the principal to make exceptions to this policy in extenuating circumstances.

Section B - Length

Early Dismissals or Late Arrivals may be granted on a daily basis or for a specified period of time not to exceed the end of the current school year. Renewals may be requested for subsequent school years.

Section C - Circumstances

At least one of the following circumstances must exist before an Early Dismissal or Late Arrival is granted on a long-term basis:

1. The student has a need for employment that requires a shortened school day.
2. The student has a family-related situation that requires the student's presence.
3. In the judgment of the principal or designee, the student can benefit from a shortened school day.
4. A shortened day is listed as an accommodation on an IEP or Section 504 accommodation plan.

Section D - Criteria

Before granting an Early Dismissal or Late Arrival the principal shall determine that the following criteria have been fulfilled:

1. Completion of the Early Dismissal or Late Arrival Request Form by the parent that identifies the specific need for an amended school day and the specific time the student is to be released.
2. Implementation of the Early Dismissal or Late Arrival with no more than a reasonable number of program changes in the student schedule.
3. Approval of the request does not violate state attendance requirements for a full day of attendance.
4. Maintain enrollment in at least six courses.
5. Late Arrival shall occur at the end of Block 1, and Early Release shall occur at the end of Block 3.
6. Students on Late Arrival may not enter the building until the end of Block 1, and students with Early Dismissal are expected to leave the building by the start of Block 4.
7. No student shall be granted both a Late Arrival and an Early Release.

Early Release applications for employment require a signature of the employer stipulating that the student must begin work prior to the end of the school day.

Approved: January 8, 1973
Revised: April 15, 1980
Revised: October 12, 1987
Revised: January 14, 2002
Revised: May 28, 2024