

WESTFIELD PUBLIC SCHOOLS
Westfield, New Jersey 07090

PUPILS
5230

Late Arrival and Early Dismissal

Regulations follow

Abolish Policy

Covered by Policies 5200 Attendance and 5240 Tardiness

Page 1 of 1

5230 LATE ARRIVAL AND EARLY DISMISSAL

Late Arrival and Early Dismissal impose a distraction, which hinders classroom activity for students properly in attendance and a loss of instructional time for the student who is absent. The requirement to attend a full day of school will be waived only when compelling circumstances require a student be late or dismissed early.

A compelling circumstance may include but not be limited to the following: Medical and dental appointment that cannot be scheduled outside the school day, court appearances, illness, religious commitment, serious illness or death in the family, interviews for college entrance, and school sponsored activities.

The building principal may excuse for compelling reason the late arrival and early dismissal of a pupil upon written request of the pupil's parent or legal guardian.

A student in grades k-8 will be released early from school only in the presence of a parent or legal guardian. High School students may leave the building independently with prior permission from the parent or legal guardian. Any student who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

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.
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 or 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.

3. A pupil who arrives late at school shall report to the main office and pick up a late arrival permission slip. The permission slip will include the date and the time of the pupil's arrival. The pupil will proceed to his or her assigned class and present the permission slip to the teaching staff member in charge, who will verify the date and time.
- C. Early Dismissal Generally
1. A pupil's early dismissal must be approved by the Principal in advance. Except for emergencies, an early dismissal that is not approved in advance will be considered to be an absence.
 2. The parent or legal guardian or adult pupil shall submit a written request for approval of an early dismissal to the Principal. The request must include the reason for the pupil's early dismissal and a statement of why it is necessary to excuse the pupil before the end of the pupil's school day.
 3. A pupil must obtain an approved early dismissal permission slip from the principal and present the slip to the teaching staff member in charge of the class or activity from which the pupil is to be dismissed. The permission slip will include the date and time of approved dismissal. The teaching staff member in charge must verify the date and time.
- D. 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 No. 8441 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 or legal guardian or the responsible adult designated by the parent or legal guardian will be telephoned to pick up the pupil.
 4. No pupil in grades K-8 [see Policy No. 5230 for cut-off date] shall be released from school before the end of the school day except in the presence of the pupil's parent or legal guardian, or an agent of the parent or legal guardian.
- E. Early Dismissal for Family Emergency
1. A pupil's parent or legal guardian, 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.

PUPILS
R 5230
Late Arrival and Early Dismissal

Page 3 of 3

2. A pupil will be released to a parent or legal guardian 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 or legal guardian provided the parent or legal guardian, or a caretaker personally known to the Principal has requested the pupil's release by:
 - a. Written request signed by the parent or legal guardian, 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 or 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 or legal guardian, 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 or legal guardian, 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. The record shall include any legally sufficient notice given the Principal by a parent or legal guardian in sole custody that the noncustodial 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 or legal guardian.

In Effect: October 16, 2001

