

REGULATION - GREENWICH TOWNSHIP SCHOOL DISTRICT

PUPILS

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Late Arrival and Early Dismissal

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. Medical or dental appointment that cannot be scheduled at a time other than during the school day;
6. The pupil's required attendance in court;



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7. Private lessons in music, art, or dance or private practice sessions in preparation for competitive events, such as in figure skating or gymnastics; and
8. An interview with a prospective employer or with an admissions officer of an institution of higher education.

C. Late Arrival

1. A pupil's late arrival in school should be approved by the Principal or designee in advance. A late arrival that is not approved in advance will be considered to be an instance of tardiness.
2. 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.
3. A pupil who arrives late at school shall report to the school office and pick up a late arrival permission slip, signed by the Principal or designee. 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

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(s) or legal guardian(s) 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.



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3. A pupil must obtain an approved early dismissal permission slip from the school office 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.

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. A pupil in grades kindergarten through eight who is sent to the school nurse must be accompanied by an adult or responsible pupil. If the nurse's office is unattended, the pupil should report to the Principal's office.
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 or designee.
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.



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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 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(s) or legal guardian(s).

Sign-In and Out Procedure

All pupils who are to leave the building other than by normal procedures (walking, SACC, or riding the bus) must be signed in and out in the Principal's Office by a parent, guardian, or other responsible person in charge.



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Picking Up Students at School

Children are never released directly from the classroom to leave school before dismissal time. In the case of unavoidable appointments, parents are to:

1. Send a note to the classroom teacher notifying him/her that the child will be leaving at a designated time so that:
 - a. The teacher can send this notice to the Principal's Office for reasons of attendance.
 - b. The teacher can plan and will be able to remind the student to prepare for the earlier dismissal.
2. Report to the Principal's Office if it is necessary to take a child out of school. The office personnel will send for the child and then release him/her.
3. Students who leave the school early must be signed out in the Principal's office by a parent, guardian, or person listed on the Student Responsibility Card. Deviations from this should be made in writing to the Principal's Office.

Staying After School

1. Detention:

In the event a student needs to remain in the classroom later than dismissal time to attend After-School Detention, parents will be notified in advance and are responsible for providing the transportation.

2. School Activity:

In the event a student needs to remain after school to participate in a student activity, practice, etc., parent will be notified in advance and are responsible for providing the transportation unless a school bus route has been designated by the Board of Education for activities such as band, bell choir, and chorus.



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Social Visits After School:

Please do not ask to have your child walk home or ride the bus with a classmate for the purpose of social visiting. These visits should be taken care of by parents after the child has arrived home safely for the day.

However, in cases of emergency, where a child must walk to the home of another, the office will need a note from both parents giving approval. Again, in emergencies, permission for a walker to board a bus, or for a regular bus pupil to board a different bus will be granted only from the Business Administrator's Office (224-4911) and this requires a written request from a parent.

Early Dismissal

Parents/legal guardians should notify the office as early as possible when they plan to remove their child from school prior to the end of the regular school day. This notification should occur through a written or telephone request from the parents/legal guardians. The parents/legal guardians must come into the office and sign the Early Dismissal Book in order to have the student released early from the school.

If another responsible adult will be picking up the student instead of the parent, the parent must communicate the name of the responsible adult to the Office prior to the release of the student. The responsible adult can be any family relative or close friend. The same sign-out procedure will be followed for the responsible adult.

Dismissal

When the regular school day ends all students are to leave school the same way they arrived and go directly home. All students who will be leaving school by a different means than how they arrived, or not going directly home, must bring a permission note from their parent/legal guardian to the Office.

Homeroom Period

During homeroom period attendance and lunch counts are taken, and other school-related items are discussed. All students must be in their homerooms during this period.

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