

REGULATION

**NORTHVALE
BOARD OF EDUCATION
PUPILS**

**LATE ARRIVAL AND EARLY DISMISSAL
5230/Page 1 of 3**

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 Administrator 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;



REGULATION

**NORTHVALE
BOARD OF EDUCATION
PUPILS**

LATE ARRIVAL AND EARLY DISMISSAL 5230/Page 2 of 3

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

C. Late Arrival

1. A pupil who arrives late at school shall report to the 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/her assigned class and present the permission slip to the teaching staff member in charge.

D. Early Dismissal Generally

The parent(s) or legal guardian(s) or adult pupil shall submit a written request for approval of an early dismissal to the Administration. 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.

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. If the nurse's office is unattended, the pupil should report to the Principal's office.
3. If the school nurse determines that a 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

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.
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 Administration that good and sufficient reason justifies the pupil's release from school before the end of the pupil's school day.



REGULATION

**NORTHVALE
BOARD OF EDUCATION
PUPILS**

**LATE ARRIVAL AND EARLY DISMISSAL
5230/Page 3 of 3**

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) requested the pupil's release by:
 - a. Written request signed by the parent(s) or legal guardian(s),
 - b. A telephone call
4. The Administration 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. The Administration shall maintain a record of each pupil's parent(s) or legal guardian(s). The record shall include any legally sufficient notice given 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 Administration shall presume that the pupil may be released into the care of either parent(s) or legal guardian(s).

Adopted: November 19, 2012

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