

North Haledon School District

POLICY 5230: LATE ARRIVAL AND EARLY DISMISSAL

5230 LATE ARRIVAL AND EARLY DISMISSAL

Purpose of Policy: The Board of Education organizes its Policy Manual in order that users can easily locate the policies and regulations.

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the district. The North Haledon Board of Education recognizes, however, that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the Board shall require that the school be notified in advance of such absences by written request of the student's parent(s) or legal guardian(s), which shall state the reason for the tardiness or early dismissal. The Building Principal shall decide whether to release the student.

No student shall be permitted to leave the school before the close of the school day unless met in the school office by a parent(s) or legal guardian(s) or a person authorized by the parent(s) or legal guardian(s) to act in their behalf.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the Superintendent, or the appropriate Building Principal(s), of any change in the student's custody.

If one parent(s) or legal guardian(s) has been awarded custody of the student in a divorce settlement, the parent(s) or legal guardian(s) in custody must inform the school that such authorization will be required of any limitations in the rights of the non-custodial parent(s) or legal guardian(s). If one parent(s) or legal guardian(s) has been awarded custody of the student in a divorce, the other parent(s) or legal guardian(s) shall present to the Superintendent, or to the appropriate Building Principal(s), a letter authorizing him/her to accompany the child from school before the child may be released. The Superintendent, or the appropriate Building Principal, may take reasonable steps to verify the letter. It is the responsibility of the person or agency having custody to inform the school that such authorization will be required.

Absent such notice, the school will presume that the student may be released into the care of either parent(s) or legal guardian(s).

Adopted: November 5, 2008