

# REGULATION

**BAYONNE  
SCHOOL DISTRICT**

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R 5230 EARLY DISMISSAL

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A. Definitions

1. "Early dismissal" means the release of a student from school prior to the end of the student's school day for an excused purpose; "early dismissal" includes the release of a student for a period of time that occurs during the student's school day. An early dismissal is not an absence for the purpose of applying Regulation No. 5200.

3. "Dismissal from class" means a student'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.

B. Early Dismissal From School

1. A student's early dismissal must be approved by the principal or vice 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 adult student shall submit a written request for approval of an early dismissal to the principal or vice principal. The request must include the reason for the student's early dismissal and a statement of why it is necessary to excuse the student before the end of the student's school day.

3. A student must obtain an approved early dismissal permission slip from the principal or vice principal and present the slip to the teaching staff member in charge of the class or activity from which the student 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.



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4. Under no circumstances may a minor student be released from school before the end of the school day except to the parent or an agent of the parent provided that agent is recognizable to school authorities.

### C. Dismissal for Illness or Injury

1. A student 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. If the nurse's office is unattended, the student should report to the principal's office.

3. If the school nurse determines that a minor student should be sent home, the student's parent or the responsible adult designated by the parent will be telephoned to pick up the student.

4. Under no circumstances may a minor student be released from school before the end of the school day except to the parent or an agent of the parent provided that agent is recognizable to school authorities. A sick or injured student may not be sent home in a taxi cab or other conveyance for hire unless accompanied by a parent.

### D. Dismissal for Family Emergency

1. A student's parent may request the student's early release for a bona fide family emergency. Early dismissal for family emergency must be approved by the principal or vice principal after such emergency has been verified.

2. A student can be released to a parent who reports to the school office and explains satisfactorily to the principal that good and sufficient reason justifies the student's release from school before the end of the student's school day. A principal



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will exercise discretion in determining the validity of the excuse.

3. A student will be released to a parent provided the parent is personally known to the principal and the principal has requested the student's release by:

a. In writing signed by the parent and verified by telephone call to the signer, or

b. By a telephone call that is verified by a return telephone call to the student's residence or, if the call does not originate in the student's home, by interrogation of the caller to test his or her knowledge of specific facts about the student.

4. The principal shall verify the identity of an individual other than a parent to whom the student is released by examination of documents or by verification of characteristics supplied by the parent.

5. If the principal believes that a genuine emergency may exist but cannot verify the identity of the person who requests release of the student, the principal will then attempt to find out the particulars of the emergency and where a parent may be located before permitting the student to leave in the custody of an individual unknown to school authorities.

6. The principal shall maintain a record of each student's parent(s) or guardian. The record shall include any legally sufficient notice given the principal by a parent in sole custody that the noncustodial parent's access to the student has been limited. In the absence of such notice, the principal shall presume that the student may be released into the care of either parent

E. Early Dismissal for Work Study



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1. Students may be released from school prior to the regular dismissal time if they pursue a work study program which involves a related information class period and supervision while on the job. These students may leave as early as 12:30 p.m. and will receive credit for this activity being under the supervision of a certified work coordinator. Work experience is part of their course work.

2. Work study is a program for seniors which, with parental approval and at the discretion of the vice principal, permits the student to leave one or two periods earlier at the end of the day if his or her schedule permits and adjustments can be made. Limits on morning class size will be reviewed in order to prevent over subscription or morning courses.

3. Students requesting early release must provide proof of their activity by submitting a letter of verification along with their application to the vice principal. After approval is given, the student will be required to have a supervisor sign a form verifying his or her activity on a monthly basis. This form is to be returned to the student's House Office. If the form is not returned, the early release privilege will be revoked and the student will return to school.

4. Following are the procedures to be followed by the student who seeks early release:

a. The student initiates the request and the counselor provides the student with a copy of the form. Explanation of procedures and advisability are discussed with the student.

b. The student completes the form and obtains parental approval.

c. The student returns a copy to the counselor for review.



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d. The counselor checks the completeness of the form, indicates adjustments to be made, dates the form and forwards a copy to the vice principal.

e. The vice principal reviews the form, signifies approval or disapproval, and returns the copy to the counselor for implementation or further counseling.

f. The counselor implements the schedule change, notes implementation and date in upper right corner, gives one copy to the guidance secretary, two copies to the House Office, and mails one copy to the parents.

g. The House Office sends one copy to the Main Office.

h. The State Board of Education and the Bayonne Board of Education are required by law to have a school year of 180 days minimum. There will be no early release at the end of the school year.

### F. Early Dismissal for Part-Time Employment

1. High school students who wish to be excused from school for part-time employment during some part of the school day must obtain the permission of the principal.

2. The principal shall require that each such student:

a. Present a written statement of permission from the employer and the student's parent, and

b. Satisfy state law, where applicable, regarding an employment certificate.

3. In addition, the principal will use his or her judgment in granting or withholding permission as to the effect of such action on the student's physical and educational well-being.



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