

**#5080.3****Request for Late Arrival, Early Dismissal, Or Release of Student  
for Part of the School Day**

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A request for late arrival, early dismissal or release of a student for part of the school day which originates outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student. Late arrival, early dismissal, or release of student for a part of the school day, should be requested only in emergency or unusual situations.

Parents requesting entrance after the beginning of the school day or dismissal before the normal end of the school day or release of the student for part of the school day must make a written request in advance to the building administrator and follow individual school procedures. If not known in advance, the parent or guardian shall make the request in writing on that date and receive permission from the principal for the student to enter class or to leave early. Discretion shall be used by the principal to ensure the student's access to the educational program.

Students will not be authorized to arrive late, to be dismissed early, or to be excused from any part of the regular school day for the purpose of taking regularly scheduled private lessons of any kind or for activities of a recurring nature.

**Released Time Provision Applicable to High School Students**

The school day for all high school students will begin with the first period regular class and end with the last period regular class. Exceptions will apply only for:

- students in an approved work-study program who must proceed to work earlier in the day or remain at work later in the day, and
- students who elect to take additional classes or credits and can provide their own transportation.

Date of Adoption: 6/6/95