

Dismissal of Students

- I. **EARLY DISMISSAL REQUESTS:** Each school is responsible for the safety of students during the school day. No student shall leave the school grounds at any time other than the scheduled dismissal time without the permission of the parent or guardian and the authorization of the building principal. All requests for early dismissal must be in writing and signed by a parent or guardian except in the case of family emergency where a request by telephone may be accepted if validated.
- II. **ELEMENTARY AND MIDDLE SCHOOL STUDENTS** shall be released from school early only in the care of the parent, guardian, or the individual identified by the parent as the emergency contact on the student's registration form. If the parent/guardian requests that the child be released to any other individual, the school must validate the request by a telephone call or direct contact with the parent/guardian. Children of estranged parents shall be released only upon the request of the custodial parent.
- III. **HIGH SCHOOL STUDENTS** who are to be dismissed early by the nurse due to illness or injury may not be dismissed until the parent, guardian, or the individual identified by the parent as the emergency contact on the student's registration form is notified.
- IV. **DISMISSAL TO POLICE OR COURT OFFICIAL:** If a police, court, or state official requests dismissal of a student during school hours, the parent or legal guardian shall be notified as soon as possible, and such student shall not be dismissed until the parent is notified unless the dismissal is required by legal process.

Legal References: Connecticut General Statutes
10-221. Board of education to prescribe rules.

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