

<p align="center"><b>DANBURY PUBLIC SCHOOLS</b> Danbury, Connecticut</p>	<p align="center"><b>REGULATIONS</b></p>	
<p align="center"><i><b>STUDENTS LEAVING DURING THE SCHOOL DAY</b></i></p>	<p>Reviewed: 11/25/08</p>	<p>Policy No. 7-233  Page</p>
<p>A. General</p> <ol style="list-style-type: none"> <li>1. Students must request permission to leave school early. This permission must be requested no later than the beginning of the school day when possible.</li> <li>2. The principal or someone acting at his/her direction shall attempt to contact the parent or guardian who signed the note to established credibility.</li> <li>3. To the extent possible, parents or guardians must pick up the student at the office. This is especially important with children in the lower grades.</li> <li>4. This person must provide proof of identification to the responsible school official who will then release the student.</li> <li>5. Unusual or emergency situations may occur when the principal or his/her designee may be required to make a judgment regarding the validity of a student's leaving school without formal permission.</li> </ol> <p>B. Detection of students leaving school without permission, and procedures for dealing with such situations.</p> <ol style="list-style-type: none"> <li>1. Absentee lists should be circulated to all teachers and administrators (where appropriate) as early in the day as possible.</li> <li>2. Teachers should take attendance at various times during the day. Where students change classes each period, attendance should be taken each period. If a student is not in class, and is not listed as an absentee, the teacher should see that this fact is reported to the responsible office immediately.</li> <li>3. Written passes signed by the teacher, or some other approved means, should be required of all students who want to be somewhere other than</li> </ol>		

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<p align="center">the place to which they are assigned.</p> <p>4. An attempt should be made to ascertain whether the student has, in fact, left the school grounds. If it has been determined that the student has probably left school grounds, the student's parents or guardian should be notified by phone as soon as possible.</p> <p>C. Procedures</p> <p>1. The principal of each school shall establish procedures to monitor students in such a way that would prevent violations of this policy. Such procedures may include, but are not limited to:</p> <p style="padding-left: 40px;">a. staffing personnel at exits during times when students are likely to attempt to leave without permission</p> <p style="padding-left: 40px;">b. monitoring parking lots where students' cars are parked</p> <p>D. Dealing with Violators</p> <p>1. Disciplinary action for leaving school without authorization shall follow the guidelines set forth in the discipline codes.</p> <p>2. The principal of the school or his/her designee, subject to the constraints of this policy, shall have discretion as to disciplinary action to be taken.</p>		