

Kaynor Early Dismissal Policy 2025-2026	
Total # Early Dismissals per Semester	Discipline Plan per Dismissal Occurrences
1st-3rd Early Dismissals	Parents can excuse up to three early dismissals a semester. A semester is half the year (two marking periods).
4th Early Dismissal	A fourth occurrence is only excusable per a medical appointment card. If no medical note is provided, a detention will be issued via Swipe.
5th Early Dismissal	A fifth occurrence is only excusable per a medical appointment card. If no medical note is provided, a restorative Root Cause Assessment will be conducted in SAIL.
6th Early Dismissal	A sixth occurrence is only excusable per a medical appointment card. If no medical note is provided, Activity Restriction will be issued via Swipe.

Early Dismissal Procedure:

All early dismissal requests need to be received in writing by 9 a.m. on the day of the dismissal. They can be submitted by note to the main office or to Kaynor.Attendance@cttech.org

Students may not dismiss themselves and must have written permission to drive even if they are 18. Verbal communication will not be accepted for reporting dismissals; therefore, we cannot accept phone calls. Early dismissals cannot occur after 1:45 p.m. due to buses.

Uber, Lyft, and taxi services other driving services cannot be accepted for early dismissal.

CTECS Early Dismissal Policy:

Students have daily assignments and commitments that are an essential part of the school's total educational program. Study periods, including those that occur at the end of the school day, are to be used to support the student's educational program. Parents, guardians and students age 18 or older are expected to schedule medical, dental, and other appointments after school hours. When it is absolutely necessary for a student to be excused, the parent or guardian must send a note to explain the reason for dismissal. Early dismissal for medical or dental appointments should be accompanied with an appointment card. Requests for early dismissal must be presented to the assistant principal or his/her designee. Early dismissal requests may be denied if not in the educational interest of the student, even if the student has reached the age of 18 years.

