STUDENTS

Early Dismissal of Students During School Hours

The early dismissal of students from school during school hours shall be in accordance with the following procedures:

I. Early Dismissal Guidelines

A. The student’s parent/guardian must list the name of individuals authorized to remove the student from school on the Emergency Information Card at the time of enrollment and annually thereafter. Parents/guardians are required to notify school officials immediately regarding any change to this information, and then indicate the change on the Emergency Information Card.

B. The school must maintain accurate records which indicate the names of Authorized individuals to whom students may be released.

C. Prince William County Public Schools require that all individuals desiring entry into any School Division building show a picture identification to school staff upon entering the building. Individuals authorized to pick up a student must be prepared to present their identification.

D. Teachers shall not release any student from the classroom to anyone other than school staff.

E. Any student leaving school early must exit through the front office or other designated area after completing information required to sign-out.

F. Parents/guardians of students enrolled in non-base school special programs for part of the school day shall provide an Emergency Information Card to the non-base school staff. In the event of an early dismissal from a non-base school site, staff shall release students only to those individuals listed on the Emergency Information Card.

G. All schools must have signs displayed in prominent locations throughout the building instructing visitors to report directly to the office.
II. Early Dismissal Procedures

A. Upon arrival to school, all students must present a note signed by the parent/guardian to designated office staff for approval of early release. The note must indicate the reason and time of release from school.

B. In order to maintain accurate attendance records, the name of students approved for early dismissals must be provided to teachers in a timely manner.

C. Students must be released only to the parent/guardian or individual authorized for pick up. This individual must follow the sign in/out procedure as established by the school. Elementary and middle school students may not leave the building unescorted. Any student leaving school early must exit through the front office or other designated area.

D. After receiving approval for early dismissal, unescorted high school students may complete the sign-out procedure and exit the building at the designated time.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.