

Early Dismissal Policy

Any student requesting an early dismissal must present a note signed by his parent/guardian in Front Office or emailed to Ms. Holder (vicki.holder@wcs.edu) by 7:50. All notes should contain the date, specific reason for leaving, the parent/guardian's signature, and the parent/guardian's daytime phone number. The parent/guardian will be contacted to verify the note prior to student release and students will be given a pass for dismissal to the office at the appropriate time. To preserve instruction time and minimize classroom disruption, students will remain in class until the next class change if a note is not provided in advance. Students feeling ill must go to the clinic to see the nurse to be cleared for early dismissal. Students leaving without following the procedures of an early dismissal will be considered skipping and will face disciplinary action.

Early Dismissal and Return on the Same Day

Students must follow the same procedures listed above and in addition sign back in at Front Office upon returning to the building and receive a pass to return to class.