



# Dismissal Procedures

## Dismissal Changes

If it is necessary for you to pick up your child before the end of the day, please plan ahead for safety and to avoid confusion.

- Write a note to the homeroom teacher and send it into school with your child/ren if you forget to send a note:
- In order to maintain the safety of our students, changes in dismissal MUST occur by 3:00pm.
- Send an email to the homeroom teacher, and the office personnel, [mjohnson33@bcps.org](mailto:mjohnson33@bcps.org) and [pjacobs3@bcps.org](mailto:pjacobs3@bcps.org),

Students will not be dismissed from the office after 3:45pm. They will be dismissed with the car riders from the gymnasium at 4:05 pm. This will ensure safety, accuracy, and appropriate accountability in our dismissal process.

- Last minute notification should be directed to the main office by a phone call; not email.

## **Office of Transportation Policy**

- Children may not ride a bus different from their assigned bus.
- If your child is a walker/car rider, he or she may not ride the bus home with another child. Each of these situations may cause safety or accountability issues on our busses.

## **Emergency Closings (System Wide or Mays Chapel only)**

When there is an unplanned system wide early dismissal your child will follow the dismissal procedures on the Student Contact Emergency Sheet. It is best to review emergency closing procedures as it creates confusion for your child.

## **Leaving School with Others**

Students may only be released to those adults you indicated on the emergency contact sheet. For your child's safety, if you wish your child to leave school with someone other than you (or other adults noted on the student's emergency card), you are required to write a note stating the name(s) of the person(s) who will be picking up your child. Even if the person is a relative (older sibling, grandparent, aunt, etc.) we cannot release any child without your permission. The permission needs to be provided in writing. If you wish that someone be added to your child's emergency contact form, please contact the office. **As always, anyone picking up a child from school should be prepared to show photo identification.**