

Memorandum

To: Early Release Students and their Parents
From: E.C. Glass High School Counseling Office
Subject: Early Release Guidelines

This letter is a reminder of the rules and regulations regarding Early Release. While we encourage qualified students to participate in the Early Release program, which allows them to gain valuable work experience prior to graduation, it is our duty to ensure that they follow the guidelines for this privilege in order to meet graduation requirements.

Early Release privileges can be revoked for the following actions (see “Disciplinary Steps” below):

- Students leaving earlier or later than their release agreement states;
- Poor attendance, including tardiness;
- Suspensions from school;
- Unemployment;
- Students attending work but not school;
- Students transporting other students from school grounds; and,
- Students are no longer in good academic standing.

If these stipulations are not followed, you are subject to lose the Early Release privilege.

Please note that on days when the school schedule changes (i.e., SOL testing, exams, delayed school schedule, activity period, etc.), students cannot leave before the end of class. Also note that ***if your employer changes, you must notify your school counselor*** so that you can complete a new application with the updated employer information. This is important because the school will be contacting employers to review student's attendance/employment status.

Students wishing to participate in Virginia High School League activities, such as sports, cheerleading or academic competition must be enrolled in a minimum of five credits to remain eligible.

Students who cannot leave school for Early Release due to transportation problems will be in in-school suspension for the remainder of the day or assigned to a class.

Disciplinary Steps: If Early Release guidelines are violated, the student will be placed on probation for the duration of the semester. The Early Release Committee will reconvene at the beginning of the spring semester to review all Early Release cases. At this time, Early Release privileges can be revoked for those students violating Early Release guidelines.

Senior Student Course Load Waiver Application

Student Name _____ School Year _____
Parent/Guardian Name _____ Phone _____
Address _____ Cell # _____

Email _____

Senior students may apply for a waiver to the student course load requirement in order to be released early after 4th, 5th or 6th period if student employment can be verified or extenuating circumstances are approved by the school principal. Verification can be provided by presenting a recent pay stub, or a letter from the student's employer indicating current employment. Students must also be on track to meet all graduation requirements by the end of the school year.

This application for early release, if approved, allows students to leave school premises after 4th, 5th or 6th period (students must leave school grounds). By signing this application, the student and parent/guardian agree to the following conditions:

- The student shall be enrolled in at least 4 credit bearing courses.
*****Student athletes are required to be enrolled in and pass a minimum of five (5) courses each semester in order to retain athletic eligibility.*****
- The student shall leave school property promptly at the early dismissal time; the student may return to school property at the end of the school day to attend after-school activities
- The student shall provide his or her own transportation

Upon receipt of the application, the student's school counselor will verify eligibility and make a recommendation to the principal. Approval is based on this recommendation and receipt of employer verification.

APPLICATION STATEMENT:

The student and parent/guardian named above and signing below are requesting permission for early release and a waiver of the required course load for the above-named student. More specifically, we are requesting that the student be dismissed early for employment purposes as indicated below (please check one):

1 period early (after 6th) 2 periods early (after 5th) 3 periods early (after 4th)

By making this request, we accept responsibility for any repercussions which may be related to this student's reduced course load, specifically including those related to admissions, selections, or eligibility for any schools, programs, activities, recognitions or the like. In addition, we acknowledge that if the student does not abide by the conditions of this waiver, or if the student does not continue to meet eligibility requirements, the waiver may be revoked and the student required to attend the full instructional day.

Student Signature

Date

Parent/Guardian Signature

Date

EMPLOYEE VERIFICATION FORM

For E. C. Glass High School Seniors

Employers, please fill in the following information to verify our student's employment with your company. This student is requesting early release from E. C. Glass High School, meaning that s/he is requesting to leave school grounds immediately after 5th, 6th, or 7th period. Students may be granted early release if they are currently employed. Thank you

STUDENT NAME

EMPLOYER NAME, POSITION

EMPLOYER ADDRESS

EMPLOYER PHONE NUMBER

EMPLOYER PRINTED NAME

EMPLOYER SIGNATURE

DATE