

# Attendance

To contact the attendance office call (607) 264-3265, option 7 or extension 514

## **Arrival at School**

The doors open at 7:40 a.m. Students must come into the building and report to their designated areas. Students in grades 6-12 may eat breakfast from 7:40-8:05 and K-5 from 7:40-7:56. PK comes to the cafeteria as a class following attendance.

Students in PK enter the building at the PK entrance and move to the small gym. Here they are supervised by the LTA's for the two classes. K-5 report to cafeteria and are seated by grade level. Our students in grades 3-5 also have the added benefit of attending our jogging program in the HS gym. Students in grades 6-12 report to their designated areas; cafeteria, locker, atrium or may see a teacher (office hours).

## **Student Dismissal Precautions**

Students will not be dismissed early from school unless they have written permission from a parent/guardian. All students leaving the building before regular dismissal time must sign out from the Main Office. Parents wishing to have their children ride a different bus to or from school must submit written permission to the Main Office no later than 1:00. Verbal permission will be allowed in emergencies and under extenuating circumstances.

Parents/guardians may submit a list of individuals authorized to obtain the release of their children from school. No students will be released to the custody of any individual who is not the parent/guardian of the student, unless the individual's name appears upon the approved list. A parent or guardian may amend the list at any time in writing. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his/her child will be maintained in District offices.

In the event of an *emergency*, the superintendent or principal may release a student to an individual not appearing on the approved list if the parent has been contacted and has approved their release.

## **Visitors to School**

All visitors to the school must sign-in at the Main Office and receive a Visitor's Pass. The pass must be returned to the Main Office at the end of the visit. Visitors are required to sign-out before leaving the building.

Parents dropping children off at school in the morning are asked to escort them to the main entrance only. Parents picking their children up at the end of the day are asked to meet them in the front foyer where there is a staff member there for you to sign the child out.

Parents picking up their children during the day due to illness, appointments, or any other situations are asked to sign the child out in the Main Office before leaving the building.

Parents and visitors may park in visitor parking and may drop off their child in the pick-up/drop-off zone that is located to the right of the main entrance.