



ARRIVAL PROCEDURES

- Students eating breakfast at school should arrive to school promptly at 8:45 a.m., all other students should arrive **no earlier** than 8:50 a.m.
- Students are considered late after 9:05 a.m. If your student arrives after this time, please bring them into the main office and sign them in. They will receive a pass to go to their classroom.
- In order to provide optimum safety for all children, we ask that you do not walk your children to their classroom in the morning. Staff is stationed throughout the hallways to assist any child. If there is a special circumstance that requires you walking your child to class (e.g. delivering a project), please sign in at the main office before proceeding to the classroom.
- **The front traffic loop is for pick up and drop off ONLY.**
- Be sure to watch carefully for children and avoid them having to cross the street or parking loop by themselves.
- **Please do NOT leave your vehicle unattended in the front loop.**
- Parents needing to enter the building with their child must park in the staff/visitor parking lot located at the West end of the building.



DISMISSAL PROCEDURES

- Dismissal begins at 3:10 p.m. Students that have a note on file to be picked up will be dismissed first; students taking the bus will then be dismissed by grade.
- If you need to make a temporary change in your child's dismissal routine, a note must be received in the main office.
- If it is a bus change, please indicate the address the child is to go to. If you need to make a permanent change in busing, please complete a new Transportation Request Form to indicate the change. Allow 24-48 hours for transportation to process and approve the change. In the meantime, a note must be provided to switch busing until the change is approved.
- If you would like to pick up your child every day, or certain days of the week, only one note is needed to keep on file in the main office.
- ***To avoid classroom interruptions and confusion at dismissal, phone calls regarding changes in your child's dismissal should be limited to emergency situations only.***
- Students being picked up will be sent to the main lobby. For the students safety the lobby doors are locked and there will be no admittance until 3:05 p.m.
- ***All students (including those being picked up every day) must be signed out in the office.***

- Anyone picking up a student must be prepared to show identification.
- Anyone other than a parent/guardian picking up a student must be authorized in writing to do so by the parent/guardian, and be prepared to show identification.
- To alleviate confusion at dismissal, you are encouraged to allow your child to ride the bus home when possible.
- **STUDENTS WITHOUT NOTES ON FILE FOR ALTERNATE DISMISSAL PLANS WILL BE PUT ON THE BUS.**



EARLY PICK UP

- If you are planning to pick your child up from school before 3:10pm, please send in a note with the child containing all the necessary information.
- **To avoid classroom interruptions, phone calls regarding having to pick up your child early or stopping in without prior notice should be limited to emergency situations only.**
- You will need to come to the main office to sign the child out.
- To minimize loss of instruction time, your child will be called down to the office upon your arrival. Please plan your pick up time accordingly.
- Anyone picking up a student must be prepared to show identification.
- Anyone other than a parent/guardian picking up a student must be authorized in writing by the parent/guardian and be prepared to show identification.



ATTENDANCE POLICY

- If your child is absent, please contact the Nurse's office at 484-1416 between 8:15 a.m. and 9:45a.m. Calls must be made every day your child is absent. Messages may be left before 8:00 a.m. and after 3:45 p.m. Please leave your child's name, reason for absence and teacher's name.
- Please be aware of the school calendar and be sure to plan vacations around their planned school breaks to reduce absences and falling behind on work.
- New York State Law requires School Boards to adopt a policy implementing procedures to notify parents if their child is absent from school and the parent has not notified the school.
- It is the responsibility of parents/guardians to call school when their child will not be in attendance.
- If a parent/guardian has not called by 9:45 a.m. to report an absence, we will use the messaging service to leave a voice mail at all of the contact numbers that the school has on file for the student.
- **It is important to notify the office of any changes in contact information.**
- Any absence not reported to the school will be considered an unexcused absence.
- Students returning to school after an absence will still need to bring in an excuse written and signed by a parent/guardian.



VISITOR POLICY

- Classroom visits, including birthday parties, should be prearranged with your child's teacher.
- When visiting during school hours, you must sign in at the main office and present a valid state issued ID.
- The ID will be scanned in to the Raptor system. The program has the ability to provide alerts on people who may jeopardize the safety of our students, staff and campus.
- Once an ID is scanned – and it is determined a visitor is safe – a visitor badge will be printed with a photo.
- Please wear this badge during your entire visit.
- Upon leaving, please sign out at the main office and discard your visitor badge.



PHOTO POLICY

- Throughout the year, photographs may be taken of students for use in district publications including the District web site or by the news media.
- Parents who do not want their child photographed for these purposes are asked to send a note to the principal. A simple written, signed note stating, "Please do not photograph my child, (student name), for use in publications and/or web."



LOST & FOUND



- If your child has misplaced any articles of clothing, lunch containers or school related items, please have them check the lost and found cabinet located in the main lobby.
- Please remember to label your child's belongings.
- Electronic devices/personal property are brought to school at your own risk. The school or district is not responsible for items of this nature that may be lost, stolen or damaged.