

What are the school hours?

School hours are from 8:15 a.m. to 3:15 p.m. The school is open to students at 7:45 a.m.

Can I drop off my child before school hours?

For their safety, students may not be dropped off at school before 7:45 a.m. The doors open at 7:45 a.m. Bus riders, planning to eat breakfast at school, dismiss from the buses at 7:50 a.m. Students, not eating school breakfast, dismiss from the buses at 7:55 a.m. and should report directly to their homeroom. The Alvaton P.T.O. sponsors an early morning child care program from 6:45 a.m. until the opening of school at a cost of \$.50 per child per day. Community Education sponsors an after school child care program from 3:15 p.m. until 6:00 p.m. Please call 842-4281 for more information on the after school program. Except for students in the early morning and after school care programs, students must not be dropped off before 7:45 a.m. or left at school after regular dismissal due to lack of supervision.

Do I need to send a note if my child will go home a different way?

Yes. Students riding home on a bus other than their regular bus must have a note from their parent or guardian. Any student riding home in a car with someone other than their parent or guardian must also have a note. Notes must be signed and dated. Notes must be brought to the office by the student or homeroom teacher to be signed by office staff.

What does my child need to enter school?

A student entering the school for the first time will need to provide the following:

1. a physical certificate from their Kentucky physician or a health record from the school last attended showing the student had the proper examination within the time prescribed by the State Health Code;
2. a Kentucky Immunization Certificate;
3. an original or certified copy of the birth certificate;
4. a request for the student's Social Security Number.

How late can I call the school to change my child's transportation home for a particular day?

You will need to call the school office by 2:45 p.m. to ensure that a message gets to your child. After this time, we cannot guarantee that a child will be able to be notified.

What is considered an excused absence or tardy?

An excused absence or tardy is one for which work may be made up and which has been verified by the Principal or designee, such as the following:

1. Death or severe illness in the student's immediate family;
2. Personal illness of the pupil;
3. Appearance in court of the student pursuant to a warrant, subpoena or citation;
4. Participation in school-related activities approved by the Principal or designee;
5. Other valid reasons as determined by the Principal or designee.

Do I need to call the school if my child is sick?

Yes, you will need to call the school office at 843-8067 to let the school know that your child will not be in school that day.

Is a phone call to the school enough to excuse my child?

No. When a student returns to school, a note signed by a parent or physician needs to be brought in for the absence or tardy to be excused.

When is my child considered tardy?

Any student that enters the doors or is not in their classroom by 8:15 a.m. is considered tardy. The student must check in at the office and get a tardy slip in order to be admitted to class. Any student who checks out before 3:15 p.m. is also counted tardy.

How and where do I sign my child in or out of school?

Students need to be checked in and out of school in the school office. When a student is signed in or out, a reason shall be listed explaining why the student must leave or is arriving late. If no reason is listed, the tardy/absence will automatically be unexcused.

What is considered an unexcused tardy?

The following are examples but not limited to absences or tardies that are considered unexcused: car trouble, missed bus, a general appointment (specify nature of appointment), overslept, personal business, traffic problems, leaving town, or going on a trip.

Where should I go to check my child in or out of school?

Parents must report to the school office when checking a student in or out before the end of the day. We request that parents only check out students for reasons such as illness or a medical appointment. Disruptions within the school day make it extremely difficult for classroom teachers and students to finish school activities. For security purposes, students are not allowed to open any outside door for visitors or parents. Please use the front door only for checking in/out students.