

November 10, 2020

Dear Parent:

Due to COVID restrictions and space limitations for the 2020 - 2021 school year, the district will permit all students grades 9-12 the opportunity for late arrival and early dismissal. This privilege is based upon family approval, academic standing and the family's ability to provide transportation. **The extension of this privilege to grades 9-11 is for this year only.**

**Guidelines for Early Dismissal/Late Arrival (All Students):**

1. Allowed in lieu of Block 1 and/or Block 4 study halls **ONLY**. Students may **NOT** drop a class to obtain an early dismissal/late arrival.
2. This privilege will be **reviewed at every 5-week progress report**. Any student failing a course that is required for graduation and/or who has excessive absences/tardiness will have their Early Dismissal/Late Arrival privilege revoked.
3. **SENIORS ONLY**. Eligibility is based upon the student passing all courses required to graduate in June.

**Guidelines for Open Campus (Seniors ONLY - for the 2020-21 school year only)**

1. Allowed in lieu of Block 2 and/or Block 3 study halls **ONLY**. Seniors may **NOT** drop a class in order to obtain open campus privileges.
2. This privilege will be **reviewed at every 5-week progress report**. Any senior failing a course that is required for graduation and/or who has excessive absences/tardiness will have their Open Campus privilege revoked.
3. Eligibility is based upon the student passing all courses required to graduate in June.

**Early Dismissal** requires immediate exit from the building. Students will need to supply their own transportation.

**Late Arrival** indicates you *will not* be present in the building prior to five minutes before your scheduled class. Students will need to supply their own transportation.

**Open Campus** indicates that **Seniors** will have the ability to leave campus mid-day when a study hall has been assigned. They are not allowed to loiter on campus and **MUST** exit the building.

We understand that parents may want their child to take advantage of this privilege. If you would like your child to have an Early Dismissal/Late Arrival, or Open Campus (seniors **ONLY**) please fill out the permission form. **The permission form must be approved by his/her counselor for the early dismissal/late arrival to become effective.**

Sincerely,  
Jason R. Winnicki  
Principal, EastSenior

# EARLY DISMISSAL/LATE ARRIVAL (9 - 12) OPEN CAMPUS (Seniors ONLY) PERMISSION FORM

**PARENTAL PERMISSION FOR EARLY DISMISSAL/LATE ARRIVAL/OPEN CAMPUS(Seniors ONLY)**

**Note:** Schedules will NOT be adjusted to facilitate an Early Dismissal/Late Arrival or Open Campus

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_

Please initial that you have read and understand each condition below. (P= Parent, S= Student)

- |          |          |   |
|----------|----------|---|
| <b>P</b> | <b>S</b> |   |
| _____    | _____    | The student will provide their own transportation.  |
| _____    | _____    | The student will not arrive early nor remain on school property that day unless specifically requested to do so by a teacher, administrator, or coach.                            |
| _____    | _____    | The early dismissal/late arrival/open campus privilege will be revoked if the student does not adhere to the guidelines.  |
| _____    | _____    | The early dismissal/late arrival/open campus privilege will be revoked if the student is failing a course that is a graduation requirement and/or has excessive absences/tardies. |

*My child has permission to leave school early and/or arrive late on days scheduled for Block 1 and/or Block 4 study halls. I will assume full responsibility.*

**PARENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*My SENIOR has permission for Open Campus on days scheduled for Blocks 2 and/or 3 study halls. I will assume full responsibility.*

**PARENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*I agree to follow the terms and conditions as described above.*

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Directions for Submission of Your Request:**

1. Print this application form.
2. Complete the signatures and dates.
3. Scan the signed form.
4. Email the PDF of the signed application to your child's school counselor (emails listed on page 3) OR FAX it to 716-677-3333.

**Note:** This letter is not a guarantee that the student will be granted an early dismissal or late arrival. This request must be reviewed and changed in PowerSchool to be **valid**.

OFFICE USE:

Review: \_\_\_\_\_ Date: \_\_\_\_\_

✓Entered: \_\_\_\_\_

# EARLY DISMISSAL/LATE ARRIVAL (9 - 12) OPEN CAMPUS (Seniors ONLY) PERMISSION FORM

If you do not have a scanner/fax at home, please see the following directions on how to scan with an iPhone or Android below.

iPhone Directions:

## Scan a document

1. Open **Notes** and select a **note** or create a new one.
2. Tap the Camera button , then tap **Scan Documents** .
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically **scan**. ...
5. Tap **Save** or add additional **scans** to the document.

Android Directions:

## Scan a document

1. Open the Google Drive app .
2. In the bottom right, tap **Add** .
3. Tap **Scan** .
4. Take a photo of the document you'd like **to scan**. Adjust **scan** area: Tap **Crop** .  
Take photo again: Tap **Re-scan** current page . **Scan** another page: Tap **Add** .
5. To save the finished document, tap **Done** .

## East Senior School Counselor Email Addresses:

Kelly Page	A-G	<a href="mailto:kpage@wscschools.org">kpage@wscschools.org</a>
Jill Smilinich	H-N	<a href="mailto:jsmilinich@wscschools.org">jsmilinich@wscschools.org</a>
Susie Clar	O-Z	<a href="mailto:sclar@wscschools.org">sclar@wscschools.org</a>