

GENERAL INFORMATION
about
OFFICE SERVICES

General Office

The principal, Sheryl Burk, has an office in the general office.
Fees may be paid in the office, located to your right as you enter the front door.

Entering the Building after 8:10

You may enter the building ONLY through the front doors. If you need handicapped access, park in the back (the door nearest Fort Hamilton Hospital) and ring the buzzer. Someone will come to the door momentarily to allow you to enter.

Attendance Office 887-5175

To sign in tardy or to sign a child out of school, see the attendance clerk ACROSS FROM THE MAIN OFFICE.

Assistant Principals

The offices for the assistant principals are located immediately to your left as you enter the front doors.

Bill Merritt	A-K	887-5173	Ext. 3212
Keith Millard	L-Z	887-5172	Ext. 3209

Counselors

Grade 7	Mrs. Beth Smith	Room 9	896-3830	Ext. 3202
Grade 8	Mrs. Brecka Russo	Room 10	896-3832	Ext. 3203

Clinic

Located in the general office, the clinic is available to students who become ill or are injured during the school day.

Attendance

Students are allowed six parent call-ins for absences. Three tardies to school will be treated as one day's absence when we are making court referrals for poor attendance. It is important that students are in class at 8:00 a.m.