

# RIVERHEAD HIGH SCHOOL

700 Harrison Avenue  
Riverhead, NY 11901  
FAX (631) 369-0648 - [www.riverhead.net](http://www.riverhead.net)

Sean P. O'Hara  
Principal  
(631) 369-6725

Charles M. Gassar  
Director of Guidance  
(631) 369-6728



Kellyann Parlato  
Assistant Principal  
(631) 369-6746

Nicole M. Taylor  
Assistant Principal  
(631) 369-6837

## A Note from the Attendance Office

- The Attendance Office phone number is (631) 369-6745, you may leave a voice message with your name, the student's name, grade and reason for absence.
- **There will be no early dismissal between 1:13 P.M. – 2:00 P.M.**
- Please make every effort to schedule appointments (medical, dental, optical, etc.) during non-school hours. Extenuating circumstances and emergencies will be brought to the appropriate administrator on a case by case basis.
- All underclassmen (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>) must be signed out in person by parent/guardian or authorized person in the Attendance Office.
- Juniors and Seniors seventeen (17) years of age and older will also be granted early departure with a note and telephone verification by parent or guardian.
- All notes must be signed by a parent/ guardian with a contact number listed. This note must be submitted to the attendance office by 9AM the morning the student is requesting early departure.
- Parent/guardian telephone verification to the Attendance Office is also required prior to 9AM on the date of the early dismissal in order for qualifying Junior or Senior to be released.
- **\*Students must be in attendance for four (4) periods in order to be considered present for the day and to participate in ANY school activity/sport.**
- Once a student reports to school, he/she may not leave the school building for any reason without signing out.
- Eleventh and twelfth graders by credit are only allowed to leave school grounds during their lunch period.
- A student who becomes ill during the school day should report to the nurse who will, if necessary, telephone the parent.
- **A student who leaves school without permission will be considered as being truant/having cut those classes missed, even if a note is submitted upon his/her return to school.**
- Upon returning to school after a full day absence or multiple days, a student must present a doctor, court or parent note to the Attendance Office. This note must be submitted within five days of absence.
- If the Attendance Office does not receive a note within 5 days, the absence will be deemed unexcused.