



Marathon Junior-Senior High School

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Mr. Joshua Martin
Principal

Mrs. Rebecca Stone
Superintendent

Dear Parents/Guardians,

This letter is to inform you about the "Overtown" policy for this school year. Please read the policy below and sign this form if you are or are not going to grant your child permission to go "Overtown".

OVERTOWN POLICY FOR STUDENTS

The following is the procedure to allow students in grade 12 the privilege of leaving the school during the day.

1. A student **MUST HAVE** a signed Overtown Mandatory Permission slip granting permission.
2. A student may be released to go Overtown only when a **request is made in writing** on that day by one of his/her parents or a guardian. A request may be made in person to the building principal if necessary.
3. Notes will be **signed by the principal** and then turned into the Guidance Office prior to or during attendance period. Students will follow sign out procedure. The type of errand justifies the time involved over town and it will be left to the discretion of the Principal.
4. Students are to leave for their errands **ONLY from study hall**. We continue to have a closed lunch and do not allow students to leave during their lunch period.
5. Students will only be allowed to **do local errands within walking distance** of the school. Driving will not be permitted under any circumstances. Errands are the Post Office and the Bank. **Food, drinks or other purchases are prohibited.**
6. Any students who **abused the permission** in any way will have their **permission revoked** and their name removed from the active list.
7. We **will monitor the frequency** of the requests and will not approve repetitive dismissals. This will need to be **done sparingly**.
8. Parents or guardians may ask that their son/daughter be removed from the list and revoke their permission at any time they choose.

Note: Further concerns or clarification should be directed to the Principal.

Please be advised that our student accident coverage is not in effect when the student leaves school grounds and is unsupervised by an employee of the district.

Please keep the above portion for your records and return the bottom portion to the Main Office.

I give/do not give _____ my permission to be added to the listing of students who have
(Circle One) (Students Name- PLEASE PRINT)
permission to be dismissed from school to run local (walking distance) errands within the village.

I am aware that a note must be provided on the day of the errand in order for my student to be dismissed. I am acknowledging that I understand the above policy in regards to "overtown" permission and the district's student accident coverage is not in effect once the student leaves school grounds for the errand. Any other dismissals from school must follow the school's attendance policy and formal dismissal procedure.

Name of Parent or Guardian

Signature of Parent or Guardian

Date

"EMBRACE, EDUCATE, EMPOWER"