

SFASD 7th GRADE CENTER

833 S. Lewis Road, Bldg. #2
Royersford, PA 19468
610-705-6010
www.spring-ford.net

GENERAL PROCEDURES AT A GLANCE

*** * * (Please SAVE and POST) * * ***

All paperwork for your student should include **HOMEROOM NUMBER, STUDENT FULL NAME & PARENT FULL NAME** to ensure it is directed to the correct person or department.

ARRIVAL AT SCHOOL: Homeroom begins at **8:00 AM**, at which time all students are expected to be in their classrooms for the start of the instructional day.

TARDY: If your child arrives at school after **8:00 AM**, he/she is considered tardy. Your child will need to be signed in at the office, with an excuse note, before proceeding to his/her classroom. More than 3 tardies per marking period results in an after school detention.

EXCUSE NOTES: An excuse note should accompany your child's return from an absence, stating the student's first AND last name, homeroom number, the date(s) absent, the reason for the absence, and signed by the parent. If you have a doctor's note, please attach an excuse note to it, indicating the day(s) absent and your signature. **A standard Absence/Tardy Excuse form** can be found on the SFASD website (www.spring-ford.net) under the *For Parents/District Forms* link. **Virtual Students Only:** email an excuse note to Mrs. Strange kstra@spring-ford.net.

PLEASE NOTE: In compliance with Pennsylvania Compulsory Attendance Laws, absences will be classified as **unlawful** unless the school office receives a written, satisfactory explanation for the absence from the child's parent, guardian, or physician **within three (3) days of the student's return to class**.

MISSED ASSIGNMENTS DURING AN ABSENCE: The teachers' websites are the first point of reference for all homework information. *In the event that a student is absent for **MORE THAN 3 DAYS**, parents may request the Guidance Office to arrange for class work to be gathered for pickup at the end of the school day.*

EARLY DISMISSAL: Every effort should be made to schedule appointments outside of school time. However, should you need to pick up your child early for a doctor's appointment, dentist's appointment, etc., prior to 2:40 pm, send a note with your child that morning, to be dropped off in the main office stating the time you will be picking up your child and the reason for the early dismissal. Students are expected to arrive in the office at the noted early dismissal time.

RETURN TO SCHOOL: Forgotten items may be retrieved from the building prior to 4:00 PM. Reentry into the building after 4:00 PM is prohibited as school personnel are no longer in the building and the doors are locked at this time.

ITEMS DELIVERED AFTER THE START OF THE SCHOOL DAY: Any forgotten items brought to school after the start of the school day must be clearly labeled with the student's first and last name. A table has been provided for drop-off with post-it notes in our vestibule of the main office. **Office staff is not permitted to interrupt instructional time to notify students of these items.** Students have been instructed that it is their responsibility to check between periods to attain items. If an item is dropped off for a student who is unaware of the item's arrival, an email will be sent to the student's teachers who will then notify the student. Again, it is the responsibility of the student to check between periods for these items.

TRIPS: If you are taking a trip which will require your student to miss any number of school days, an "**Adult Sponsored Trip Form**" is required to be submitted to the office **five (5) days prior to the trip**. A copy of the approved or disapproved form will be returned to you through your child. This form can be found on the SFASD website (www.spring-ford.net) under the Quick links for Parents, District Forms.

BUSSING: Students are **NOT** permitted to ride a different bus to or from school. Arrangements for traveling to another student's homes should be worked out between parents. Students are **NOT** permitted to ride a bus to the 8th grade center unless assigned due to an after-school activity.

PARENT DROP-OFF/PICK-UP: Prior to the start and after dismissal of the school day, students are to be dropped off or picked up at the rear of the building near door #21.

PARKING: **Parking along the curb and in marked first-level parking lot spaces is prohibited.** Visitor parking is available in front of the building.

E-MAIL & VOICEMAIL: All staff members have an e-mail address. All members of the *professional* staff have voice mailboxes. A complete listing of email addresses and voicemail extensions can be found in the *STAFF DIRECTORY* on the MS7 web page of the SFASD website (www.spring-ford.net).

VOLUNTEERING: Please visit the SFASD website (www.spring-ford.net) for updates regarding volunteering. All volunteers shall be required to complete and sign the Spring-Ford Volunteer Registration and Disclosure Statement and the Tuberculosis Exposure Risk Assessment Questionnaire as well as obtain all necessary clearances **BEFORE** volunteering.