

8th Grade Center Guidelines

Attendance:

- Each day a student is absent, a parent or guardian should call 610-705-6002 and press 4 to leave a message on the absentee phone line prior to 8:30AM.
- A written note is required by the state within three (3) days of the absence. No note will result in the absence being unlawful per the attendance policy.
- Excuse notes are available online or a handwritten note is acceptable. Notes can be faxed to 610-705-6255 or emailed to 8GCattendance@spring-ford.net
 - www.spring-ford.net, select parents/forms/Absence-Tardy Excuse.
- If an absence is planned due to a trip, please submit a trip form 2 weeks prior to the start of the planned trip. All teachers must sign the form prior to turning it in to the office.
 - www.spring-ford.net, select parents/forms/Adult Sponsored Trips-K-8

Tardy: All students are expected to be in their homeroom when the bell rings at 8:05AM, or they will be considered tardy. Student must bring a signed excuse note to the main office if they are tardy. Any student who is tardy without a legal excuse for 4 or more times will receive a after school detention each time they are tardy. After 7th unexcused tardy, the student will receive a Saturday morning detention.

Early Dismissal: Parents need to send in a note with their student, which should be presented to the homeroom teacher or the main office upon arrival. Parents will need to come into the office to sign their student out.

Bussing: Students are **NOT** permitted to ride a different bus to or from school. Arrangements for traveling to or from another student's home must be worked out between parents.

Forgotten Items: If your student forgets their lunch, gym clothes, Chromebook, homework, etc. and gets dropped off to school for them, please be aware that we will not interrupt classes to inform students of the arrival of such items. It is the student's responsibility to check in the office between classes for the belongings.

End of the Day Dismissal: If you wish to pick up your student at the end of the day, please make a plan with your child prior to school. Students should meet their parents in the front of the 8th Grade Center. (On Washington St.) Please do not block the busses in the driveway.

- Students are dismissed in 2 waves, walkers and first run busses are dismissed at 2:41PM. Second run bus students are dismissed approximately 2:50PM.

Sick at School: If your child becomes sick during the school day, they should let their teacher know, then report to the nurse's office. If the nurse decides to send home the student, you will receive a phone call. Keep in mind that cell phones are not permitted during the school day. If your child should happen to text you, please direct them to go to the nurse.

After School Activities: Students must be in school before 9:31AM to participate in after school or evening activities scheduled for that day. To participate in after school activities after 9:31AM, a student must have a doctor's note explaining their late arrival.

- Students who have an early dismissal must return before the end of the school day to participate in after school activities.