

OREFIELD MIDDLE SCHOOL
2009-2010
*** IMPORTANT PARENT INFORMATION ***

Drop-off/Pick-up/Safe Driving on School Grounds

Between 7:45 a.m. and 2:20 p.m., students are to be dropped off and picked up at the Main entrance (north front of the building). Prior to 7:45 a.m. and not before 7:30 a.m., students are to be dropped off at the auditorium entrance (south side of the building). Parents should enter from the rear of the building off of Stadium Road. **Pick-up of students at the end of the day is at the auditorium entrance.** To pick-up a child during the school day a parent must come into the office to meet the child (use main entrance). Returning a student from an appointment during the school day may be done by pulling the car up to the main entrance door, discharging the child and waiting for the child to be "buzzed" into the building. It is not necessary for the parent to come into the building when returning a student, but it is necessary to come into the office to pick the child up for an appointment. **NOTE: Pickup of students between 2:20 p.m. and 2:40 p.m. is not possible. If necessary, pickups should be done prior to 2:15 p.m. or at the end of the day.**

Also, parents are asked to obey all posted traffic/directional signs posted at Orefield Middle School or any Parkland School District property. This includes but is not limited to: stop signs, no parking signs, one-way signs and handicapped parking.

Emergency Permits

Emergency permits must be completed by a parent the day prior to a child's absence. They are approved for medical appointments and personal emergencies and may be issued for entire day(s) or portions of a day. It is the student's responsibility to have the teacher(s) who will be missed during the absence sign the emergency permit. **The completed emergency permit must be returned to the office prior to departure.** Emergency permits serve to notify the office and teachers of the absence, allow the student an opportunity to receive missed work and have the child in the office at the appropriate time for pick up. Students leaving during the school day are to sign-out in the office prior to leaving and sign-in at the office when returning from an appointment. Students receive blank emergency permits at the beginning of the year. **Permits throughout the year may be obtained from their homeroom teacher or the office.**

Absences

Parents are to call the school (610-351-5900, ext. 61400) and report their child absent by 9:00 a.m. Parents who do not report their child off may receive a call at home or work to verify the absence. Parents who have not called the school to report an absence and could not be contacted during the day of the absence will receive an automated call in the evening notifying them of their child's absence. An absence in which no parental contact has been made nor a written parental excuse submitted by the student within three days of returning to school from an absence will be classified unexcused.

Parents are encouraged to report their child absent as listed above.

Bus Transfers

Students are to ride their assigned bus to and from school unless they obtain a Bus Transfer Permit from the office before the end of homeroom. Bus Transfer Permits will be issued **only** after receiving a **written** request from a parent stating the name of the person their child is going home with, the bus number, stop and date. For security reasons, only written requests will be acknowledged.

CafTRAC

A cash debit card is available for students to purchase school lunches. Money may be added to an account prior to homeroom each morning in the cafeteria.

Burger King

Students are not permitted to leave the school property to go to Burger King and return to school. We ask that parents do not drop their child at Burger King prior to school nor allow them to walk there at the end of the school day. Visiting Burger King or any other local establishment prior to, during, or after school, presents serious safety concerns.