

**SPRINGHOUSE MIDDLE SCHOOL  
2011-2012**

**IMPORTANT PARENT INFORMATION**

**Drop-off/Pick-up**

Students are to be dropped off at the Main entrance of the building. **Students are not permitted to be dropped off at any other location.** Parents are reminded to enter and leave the main parking lot from Crackersport Road observing all posted road signs. Do not use the driveway entrance from Springhouse Road to the building. This area is reserved for the arrival and departure of the school buses and is not to be used as an access to the building. To pick-up a child during the school day a parent must come into the office to meet the child (use the 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. Returning students must present verification of their appointment to the attendance secretary. 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. **In addition, please follow the appropriate *Traffic Safety Guidelines* that are highlighted on our website as well as the back of this memo and the opening day letter.**

**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 to 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 –ABSENTEE HOTLINE**

**Parents are to call the attendance hotline at 610-351-5900, extension 66711 to report their child absent by 9:00 a.m.** Parents who do not report their child off will receive a call either at home, on their cell phone, or at work to verify the absence. Upon return to school, students must hand in a blue absence excuse card to their homeroom teacher. These will be supplied in the 1<sup>st</sup> day packet and are available in the office. The blue absence excuse card is not required if there has been communication with the attendance office.

**Bus Passes**

Students are to ride their assigned bus to and from school unless they obtain a Student Bus Pass from the office before the end of homeroom. Bus passes will be issued **only** after receiving a **written** request from the parent of the child going home with another student and a note from the parent giving permission for the student to come home with their child. The notes must include the name of both students, the bus number, stop and date of the requested transfer. Students cannot arbitrarily choose to ride another bus. For security reasons, only written requests will be acknowledged.

**CafTRAC**

CafTRAC allows parents and students to pre-pay for lunches by depositing money into an account. Money may be added to an account in the cafeteria prior to homeroom in the morning, not during lunch. Place your deposit in an envelope marked with your child’s name, homeroom number, grade, and ID number. You may use cash or check payable to P.S.D. Cafeteria Account. Students need their ID number, preferably their ID card, to enter the food court and to use the CafTRAC system.

**Homework**

If a student is absent for only one day, the student is responsible for obtaining homework from a classmate. It is suggested that each student choose a responsible “buddy” from his or her team for this purpose. If the student is absent for two or more days, parents may request the homework on the second day of absence by calling the **Guidance Office Secretary** before 9:00 a.m. Homework will be ready for pickup in the Guidance Office by 3:00 p.m.