



I'd like to drop my student off in the morning. What is the procedure?

Students may be dropped off in the front of the building and then wait in the vestibule until the 7:15 bell rings and the inside doors open. At that time, students should report to their grade level assigned location (6th Graders to the Gym; 7th/8th Graders to the Auditorium). At 7:25 students will be dismissed to their lockers and to homeroom where attendance is taken at 7:35. This window of time is for students to also return library books, quickly see a teacher or turn in notes/papers to the office. If a student is not in Homeroom by 7:35, they will be marked tardy.

If my student is late in the morning, do I need to sign them in?

If your student is arriving late to school, they must bring a note from home or the appointment and come into the main office. The student will then be asked to take that note to the attendance office to sign in.

***As long as the student has a note, the parent does not need to come into the office*.** If however; the student does NOT have a note, the parent should bring the student into the main office and fill out a tardy slip for the student to take to the attendance office. If you know your student will be arriving late, please notify us in advance by calling the attendance line, or sending a message through our attendance email or APP. See below for further details on how to use these methods of communication.

What if my student is going to be absent?

If your student will be absent, we ask that you notify us one of the following ways:

- ❖ **(Preferred)** Send an email from the guardian email in your student's profile to attendanceMSE@boyertownasd.org before 9:00 AM. The email does not need to be followed up by a handwritten note.
- Use the BASD website APP absence note by 9:00 AM. The APP Note does not need to be followed up by a handwritten note.
- Call our attendance office directly at 610-473-3904, and leave a message. However, the phone call must also be followed up with a handwritten note stating the reason for absence **within three days**.
- If you know your student will be **arriving late**, we would appreciate it if you use one of the above methods to notify us as well.
- If your student is absent two or more days, you may request homework be picked up or sent home with another student when you notify the attendance office of the absence.

**★ Please refer to the East Student Handbook for further guidelines ★
regarding our district's new attendance procedures.**

Can my student still participate in after-school sports/activities if they are late or absent?

Your student can still participate in after-school activities that day as long as they arrive before 5th period. If your student is absent, they are not permitted to attend or participate in any after-school activities (including sports/dances) that same day. (Your student may participate in after-school activities if they were present earlier in the day and returns after an appointment.)

We have a vacation planned during the school year—what is the procedure?

Parents are strongly encouraged to defer trips with their children to non-school days. However; if a trip is planned during scheduled school time, the student should obtain an Application for an Educational Trip Form from the Attendance Office (Room 209). The form is also available for download from the East Website. After the form is completed and signed by the parent/guardian, the student must take the form to all of their classes to be signed by their teachers, who will note any work that will be missed during that time. The form should then be returned to the Attendance Office for final approval by the Principal. We must receive the completed form at least **two days BEFORE** any planned absence. After review, a copy will be sent home with the student. Trip dates during standardized testing windows will not be approved and; therefore, marked unlawful (UL).

Am I permitted to drop off something my student forgot?

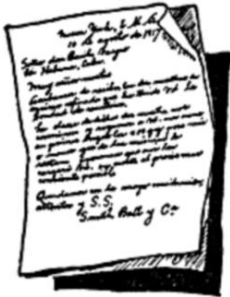
If necessary, you may drop off forgotten items in our main office; however, please be aware that we will not call students out of classroom instruction to pick it up. We will announce your student's name to report to the office to retrieve their forgotten item only *after* periods 2, 4, 7 (lunches), and 9. *Please note: medication cannot be dropped off in the main office. If you need to drop off something for the health office, you will need to be scanned in using your driver's license and take your item to the nurse.

I received a call from the nurse to pick up my ill student! What do I do?

If your child is ill and the nurse calls you or an emergency contact to pick them up, simply come into the main office and we will notify the health room that you have arrived. The nurse will then send your student to the office, where you will sign them out. *Please be prepared with your driver's license should the need arise where you will be asked to meet your child in the health office.

What should I do if I have to pick up my student from school before the end of the day?

If a student needs to be picked up early for an appointment, (any time prior to 2:40 PM dismissal) the student *must bring a note into the office before homeroom* on the morning of the appointment stating who will be picking the student up and at what time. The note will be signed and used as a pass for the student to show their classroom teacher and leave at the appropriate time. When it is time to leave, the student will leave the classroom, go to their locker to gather their things, and report directly to the office with their note/pass to meet their pick up. That person must come into the office to sign the student out and should be prepared to present their driver's license/ID. The name should match the name given on the note. *Please note, we do not call the student's classroom at time of pick up so as not to interrupt instructional class time, nor can we accept verbal pick up requests over the phone.



Can my student return to school after leaving early for an appointment?

Absolutely! You may drop off your student and they should report to the main office and sign back into the building. The office staff will issue a pass for the student to report directly to class. Your student may still participate in after-school activities as long as they were present in classes earlier in the day! ☺

What is the procedure for parent pick up at dismissal?

If you would like to pick up your student at dismissal, you may do so in front of our building and follow the car line for parent pick up. Pick up students are dismissed at 2:43 PM. Your student will exit the front of the building at that time. You do not need to notify the office in advance as we do not call for the student individually; therefore, please communicate your plans to your student directly. If you are picking your student up *before* our 2:40 PM dismissal time, you must follow the procedure for pick up *before the end of the day*.

Can my student be dropped off at a different bus stop?

The Boyertown Area School District has a very strict policy regarding bus passes. Requests will only be considered for emergency situations. The request will need approval from the building principal and our transportation department in order to issue the pass.

Middle School East – “Do’s”

- ✓ Sign up for our ListServ to receive Mr. Ruppert's e-Newsletter every week!
- ✓ Check our website frequently! <https://www.boyertownasd.org/Domain/9>
- ✓ Join and use our Home Access Center!
- ✓ Download the BASD App!
- ✓ Refer to the East Student Handbook on our website for further details of our school policies! Students/Parents > Directory “Handbook”

