



**Parkwood Middle School**  
Jeff Kraftson, Ed.D., Principal  
3219 Parkwood School Rd.  
Monroe, NC 28110  
Phone 704.296.0655  
Fax 704.764.2914  
<http://pwms.ucps.k12.nc.us>

## **General Information for Parents and Students and Frequently Asked Questions**

- When can my child arrive at school?
- My child has an appointment, how do I pick them up?
- How can I get in touch with my child while they are at school?
- Can my child have a cell phone at school?
- How to report that my child has been or is absent from school?
- What happens if my child gets sick during the school day?
- Can my child have medication at school?

### **SCHOOL HOURS:**

Classes are in session from 8:30 AM to 3:30 PM. Students are not allowed on campus prior to 7:45 AM.

When arriving, all 6<sup>th</sup> grade students should report to the cafeteria. All 7<sup>th</sup> and 8<sup>th</sup> grade students should report to the gym unless they are eating breakfast at which point they may report to the cafeteria first.

### **BUS RIDERS**

Students may not ride home on a bus other than the one they are assigned to ride, even if they have a parent note granting permission. If students want to go home with a friend or ride to a different location other than the one assigned to them, they will have to make other arrangements.

### **EARLY DISMISSAL INFORMATION:**

The latest you may pick up your child for early dismissal is 3:00pm\*\*. This is for your convenience and safety so you can get to your appointment in a timely manner.

If your child will be picked up early, please send a note in the morning. Your child should bring the note to their homeroom teacher who will then have it sent to the front office. If your child leaves school for a doctor appointment, please remember to send a note from the doctor within three days of the absence.

Per UCPS attendance policy, three unlawful early dismissals OR **five unlawful tardies** will result in Saturday School to recoup lost instructional time. Further unlawful early dismissals or tardies could result in In-School Suspension.

\*\* Our last early dismissal is 3:00pm unless arrangements have been made with an administrator.

### **ABSENCES:**

All absences will be coded unlawful in PowerSchool until a written note is received from the parent or guardian. **Students have three (3) days upon re-entering school to turn in absentee notes from parent, guardian or doctor.** Notes received after 3 days will not change absence.

If an absence/tardy/early dismissal is due to a medical appointment, please bring in a doctor's note upon the student's return to school.

In order for an absence to be excused for educational purposes, an educational form needs to be filled out and returned to the front office for an administrator's approval.

Absences due to a death in the immediate family will be excused with a program from the service or a copy of the obituary.

### **Growing Possibilities...**

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.



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#### **TRANSPORTATION CHANGES:**

**In the event of an emergency**, transportation changes will be taken over the phone and announced at the end of dismissal. Transportation changes should be received no later than 3:00pm to ensure that the message gets on the afternoon announcements.

#### **CELL PHONES AND ELECTRONIC DEVICES:**

Cell phones and electronic devices should not be used on campus. If these items are seen or heard by a staff member between 8:30am and 3:30pm, they will be confiscated and a parent or guardian will have to come to the school to pick up the item, per UCPS policy. The administrative staff will not search for these items if they are lost. Please remind your child to keep these items in his/her book bag and turned off during school hours. **We urge parents not to text your child at school and visa versa.** If you need to communicate with your child, please contact the front office.

#### **DROPPING OFF ITEMS FOR STUDENTS:**

At times, parents have come to PWMS to drop off items their children have forgotten. With the exception of emergencies, we cannot interrupt class to give a message or a forgotten item to a student.

**\*\*Fast Food cannot be dropped off or brought in with your student.**

#### **SICK STUDENTS:**

Our nurse, Mrs. Gee, is here daily. On days that the nurse may not be in, students who are too sick to remain at school will be encouraged to call their parents and go home. The school does not provide medication, only soap, water, band aids and ice. A student may wait in the office 15 minutes for a parent to pick them up. If the wait time exceeds 15 minutes a student will need to return to class until the parent arrives, except in the case of an extreme emergency, students will be permitted to stay in the office until a parent arrives.

#### **MEDICATION:**

All medication **including over the counter medication** needs to have a medication consent form signed by the doctor. Medication forms can be found under the forms tab under the frequently asked questions tab.

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