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# PENNWOOD MIDDLE SCHOOL

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1523 Makefield Road

Yardley, PA 19067

Main Office: 215-428-4237; Fax: 215-428-4265

Website: [www.pennsburysd.org](http://www.pennsburysd.org)

## FREQUENTLY ASKED QUESTIONS 2018-19

**1. What are the hours of the school day?**

8:10 a.m. – 2:55 p.m. Students are not permitted in the building before 7:45 a.m.

**2. Where do I park and how do I enter the building?**

The visitor parking lot is located along Makefield Road by the William Penn statue and can be entered via Roelofs Road. Enter the building under the clock tower. For security purposes, all doors to the building will be locked by 8:20 a.m. and remain locked during the school day. Access will only be permitted via the front door. Once in the building, please proceed to the Main Office to sign in and obtain a visitor's badge. At the conclusion of your visit please sign out. If you are picking up your child, please do *NOT* park in the areas surrounding the school that are clearly marked as reserved. This includes handicapped spots (unless you have a plate or placard) and the crossing guard spots.

**3. My child is a car rider. Where do I drop him/her off and pick him/her up?**

Our drop off/pick up procedures have changed! The drop off/pick up lot is on Roelofs Road. Please check the website for specific traffic patterns. Please be aware that for safety reasons students are *NOT* to be dropped off or picked up on Makefield Road.

**4. My child is a walker or bike rider. How should he/she enter the school?**

There are sidewalks along Big Oak Road and Makefield Road that continue onto the east side of Makefield Road (opposite the school). Students should remain on the far side of Makefield Road, where there are sidewalks, and cross at the crossing guard in front of the school. There are two bike racks in front of the main doors to the school. Students must lock their bikes every day.

**5. Do I need to notify anyone if my child is unexpectedly absent from school?**

Please do not call the school if your child is absent. He/She will be marked absent if he/she is not in homeroom at the beginning of the school day when attendance is taken. You may check your child's attendance on the HAC (Home Access Center) located on our website.

**6. How do I get my child's homework if he/she is absent?**

A student must be absent for 3 days before requesting homework. Please call the Guidance Office at 215-428-4237 (ext. 40853) first thing in the morning so that work can be collected. Please do *NOT* call or email the teachers directly. The homework hotline, located on our website, may be checked for an absence of less than 3 days. Any handouts will be given to the student upon his/her return to school.

**7. What if my child is late for school?**

Students are considered late if they are not in class by 8:10 a.m. Students arriving late must sign in at the Main Office before going to their locker or class. The Main Office will give the student a pass to class.

**8. What if my child stays late after school?**

There are late buses daily at 5:15 p.m. There are additional late buses on Tuesdays and Thursdays at 4:15 p.m. Students may stay after school for special help, make-up work, clubs, sport activities, detention, and library use. Students must be under the direct supervision of a teacher when staying beyond 2:55 p.m. If student athletes return after the 5:15 p.m. bus, they must have their own transportation home.

**9. What if my child wants to go home on another bus after school with a friend?**

Due to space restrictions, we discourage students from going home on another bus. However, we realize that sometimes it may be necessary. Each student riding a different bus, as well as the student he/she is going home with, must have a note indicating who is going home with whom and which bus he/she is riding. It must then be approved by the administration. Due to limited bus space, the request may not be granted.

**10. Are cell phones allowed in school?**

Students are not permitted to have their cell phones powered on during the school day. Students must have their cell phones turned off and in their lockers. Please do not text or call students during the school day.

**11. My child has an allergy or medical condition. How does the school handle that?**

The school nurse will work with parents and students regarding medical needs. At the start of school, you will be asked to fill out a card regarding medical information. Keep in mind that for all prescription medicine, a doctor's note is required to be on file. All medicine is stored in the Nurse's Office. Students are not permitted to carry any medication on their person during the school day. This includes, but is not limited to, Tylenol, Advil, cough drops, etc. Inhalers may only be carried with a doctor's note.

**12. What if my child forgets something at home?**

Forgotten items may be dropped off at the Main Office during the day. We will make sure your child receives a message letting him/her know the item is in the Main Office. Lunches dropped off will be brought to the Student Dining Room at 11:25 a.m.

**13. How can I find out about all the school happenings?**

The morning announcements are posted online every day. Please check our website.

**14. What should I do if I need to pick up my child early?**

Have your child bring a note to the Main Office in the morning. Please state the student's name, grade, where he/she is going, and what time he/she will be picked up. The student will be given a blue card to be filled out by the teachers for the classes he/she will miss. The student will meet you in the Main Office at the designated time. Please remember, photo identification is required when picking up your child.

**15. Who is my child's guidance counselor? How do I contact her?**

Counselors are assigned according to a student's team. Look under "Guidance" on our website to see which counselor is assigned to your child's team or call our Guidance Office at 215-428-4237 (ext. 40853).

**16. My child wants to try out for an athletic team. How do I know when tryouts are held?**

Tryouts are scheduled by individual coaches. All students who try out for a sport must have a current athletic physical on file. Dates for tryouts are announced at school. Please check our website for current information.

**17. I am having trouble using the Home Access Center (HAC). How can I get assistance?**

If you are having trouble getting into your Home Access Center account, or need to register for HAC, please contact Mrs. Lynes at 215-428-4237 (ext. 40853) or via email at [clynes@pennsburyisd.org](mailto:clynes@pennsburyisd.org).