

Notes From The Office

Attendance

- ◆ If your child will be absent or late please call the middle school office before 8:30 a.m. 978-486-8938. You may leave a voice mail at any time of the day or night by calling the above number then dial 3. You may also e-mail the attendance secretary at jkempton@littletonps.org. and please cc :ddionne@littletonps.org.
- ◆ **Parents are reminded that an absence note is required for all absences upon return of the student to school. Notes should be brought to the office.**
- ◆ If you are having your child dismissed, please give him/her a note to **bring to the office first thing in the morning.** If you need to dismiss your child unexpectedly, you may call the office and come in to do so. A parent, guardian or designated adult must come to the office to pick up a dismissed student.
- ◆ All students arriving late to school must sign in at the office and obtain a pass before reporting to class. If your child will be significantly late, (more than 30 minutes) please be sure to call the attendance line. **Please note that our tardy to school policy, as written in the student handbook, states that any student who is tardy five times within one marking period will receive a warning and will serve an in-school suspension if a sixth tardy occurs. Students should bring tardy notes to the office when they arrive.**

Drop-off / Pick-up

- ◆ Student a.m. drop off / p.m. pick up is located in front of the main entrance. Parents are asked to observe the lanes marked for student drop off and avoid driving in the bus lane.

Buses

- ◆ Only students with a bus pass will be permitted to ride the regular or late bus. Students are to ride their assigned bus only. Students are not permitted to ride a different bus without prior approval from the principal and bus manager.

Visitors

- ◆ All visitors must enter and exit the building at the main entrance during the school day. Ring the buzzer, when the secretary answers **please identify yourself.** Pull the door when you hear the click that releases the lock. As always, visitors must check in at the office upon arrival. The Middle School office is staffed from 7:00 a.m. – 3:00 p.m. Monday – Friday during the school year, entry to the school is only accessible during these hours; parents picking students up after 3:00 should make arrangements with their child to meet them in front of the building.

Phones

- ◆ Our automated phone system allows you to leave voice mail messages for staff members. Please note that the Principal and Adjustment Counselor are not available on the dial by name directory. To contact Mr. Moran or Ms Dorfman please press 0 for the secretary and your call will be directed to the correct party or his/her voice mailbox.

Messages

The office has been experiencing an increase of requests to pass messages on to students during the school day. We ask that parents limit these messages to emergencies and unexpected changes, as retrieving them often cuts into class time causing students to miss the beginning or end of a class.

After School

- ♦ **All students who remain in the building after dismissal must be with a teacher, coach or in sports study hall. Students may not be in the building unsupervised.** Please note that after school obligations (extra help & retention) end when the late bus arrives at 2:30.

Thank you for your cooperation with the above policies. If you have any questions or concerns please call the school office at 978-486-8938 between 7:00 a.m. and 3:00 p.m. or leave a voice mail message at any time.

Note: We are looking for substitutes for special education classroom aides. If you are interested in being on the substitute list please send a resume and cover letter to the Superintendent's office.