



# Norwell Middle School

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## Norwell Middle School Helpful Tips

All of the information below can be found in the [Parent/Student Handbook](#). Please review if you have not already done so,

### Absences

Let the office know of the absence as soon as possible. The office handles all reporting of absences (students can be in contact with their teacher for work and let teachers know about an absence, **but absences should be reported to the office, not each individual teacher**).

We have 3 different ways to report absences, use the platform you prefer.

1. You can call the absence line @ 781-659-8814 ext. 1206 and leave a message.
2. Send an email to the main office [nms.mainoffice@norwellschools.org](mailto:nms.mainoffice@norwellschools.org)
3. You can send in an email via the [website Absence / Dismissal link](#) to NMS Office email, (see below)

#### ABSENCES / DISMISSALS

Click to report an absence or dismissal. Please put ABSENCE or DISMISSAL in the subject line.

### Dismissals

We would appreciate knowing about any dismissals prior to the time of dismissal in written form.

- You can send in a note with your student and have them drop it at the office first thing in the morning
  - Upon arrival to dismiss your student, please come to the door or call and we will send your student out to you if you have provided a note beforehand. If we do not have a note, we will need you to come into the office to sign out your student. Thank you in advance for your cooperation.
- Students CANNOT be dismissed early from school to another family or sibling without written permission from the parents.

### Pick ups after school

If you are picking your child up after school or your child has plans after school, you do not have to let the office know, just make sure your student knows the plan. We understand that emergencies arise, but please understand that we cannot remind all students of their after school activities.

### **Forgotten Items**

In order to promote responsibility and to have less disruption in the classroom, any forgotten items that parents drop off are left on the "I Forgot it" table in the front lobby of the building. It is the students' responsibility to check for the item. If your child does not call home for an item, please do not feel the need to bring it in as they likely do not need it.

### **Lost & Found**

There is NO central LOST & FOUND location. Lost items are kept near the grade locations or in the teacher's room they were left in. Except in the case of jewelry, phones, iPads and earpods. These items are turned into the office.

### **Late Nights and Late Night Buses**

It is the student's responsibility to let parents know that they will be staying for Late Night. Late Night schedules are listed on the NMS website under Site Shortcuts. Late Nights are held in several different locations with various teachers throughout the building. Please confirm with your student who they will be staying with that evening. The late bus will drop students off after the Late Night Session. Students should check in with the bus driver when boarding the late bus to know the stop as the stops may be different from the usual stop.

### **School Counselors**

The School Counselors are available for all students and work closely with teachers, administrators and families to provide academic, social, and emotional support to students during their three years at NMS. The Counselors look forward to partnering with students and families to insure a positive middle school experience for all students. Although they are both available for all students, they organize their caseload by alphabet: Nancy Siffard works with students and families whose last name begins with A-K and Lisa Sailer works with students and families whose last name begins with L-Z.