



**Masconomet Regional Middle School** 20 Endicott Road Boxford, Massachusetts 01921  
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August, 2017

Dear Middle School Student and Parent(s)/Guardian(s):

It is time to start planning for the first day of school! I hope everyone is having a wonderful summer filled with lots of fun, relaxation, and time to spend with family and friends. Furthermore, I anticipate that each student's summer reading is almost complete! If you have done lots of reading please don't forget to sign up for Travel Adventurers on our MS library website. We are very excited to welcome each 7<sup>th</sup> grade student and his/her family to our Masconomet Community. Masconomet Middle School will open for the 2017-2018 school year on **Thursday, August 31<sup>st</sup> at 7:35 a.m. for seventh grade students only**. Students in the eighth grade will begin school on Tuesday, September 5<sup>th</sup>. In respect for Labor Day, school is closed on Friday, September 1<sup>st</sup> and will re-open for all on Tuesday, September 5<sup>th</sup>, 2017. Within the first two days of school, we will provide each family with an electronic copy of the Middle School Calendar Handbook via e-mail. (This important document is also available on our website at [www.masconomet.org](http://www.masconomet.org)). Additionally, students will be given a packet of forms to be carried home for parents to review and complete; the forms include the Handbook Acknowledgement Form, Media and Directory Information Release Form, Digital Resources Policy Form, Dress Code Form, as well as, an Emergency Card. These forms should be completed by parent(s)/guardians(s) and returned to school by Friday, **September 8<sup>th</sup>, 2017**. There is a dress code flyer enclosed with this mailing to assist with school shopping, but a policy acknowledgement form for signing will be provided in the school opening forms packet. During the first several weeks of school, your child will receive a Co-Curricular Activity Program Registration Form to participate in our Excel's program (an after school activity program that runs in three six-week sessions over the school year). **Please note that regardless of the time of year it actually occurs, if you need to apply for a scholarship to cover the Co-Curricular Excels, or any other activity fee, the information is located on our website. This application must be submitted no later than Friday, October 6<sup>th</sup>, 2017. Again, it is essential to request a scholarship by this date, even if your child does not participate in any activity until the winter or spring.**

**MIDDLE SCHOOL OPEN HOUSE:** Please note that the Welcome Back Open House is scheduled on Wednesday, September 13<sup>th</sup>, 2017 from 6:30 – 8:30 p.m. We look forward to seeing and speaking with you that evening!

**BUSES AND TRANSPORTATION:** Bus route information will be posted on the Masconomet website by Monday, August 14<sup>th</sup>, 2017. School starts at 7:35 a.m. and the schedule reflects the approximate times of the bus stops. School ends at 2:15 p.m. and afternoon buses will leave the school at about 2:25 p.m. Teachers hold extra help for students every Monday through Thursday until 2:50 p.m. Please know that there is no late bus available. All students are encouraged to ride the bus daily; however, if middle school students are driven to/from school they **must** be dropped off and picked up in the east parking lot (next to the football field). All questions regarding bus schedules should be addressed to Mr. Delani, the Transportation Coordinator at Ext. 6269.

**THURSDAY, August 31, Grade 7 Orientation Day:** Thursday, August 31<sup>st</sup>, is for **grade seven students only**. Buses will be available on their regular schedule. Students may purchase lunch in our café or bring their own. Upon arrival to school, all students will report to the gymnasium to be greeted by their teachers. Once in homeroom, students will receive their class schedule and have an opportunity to follow their schedule and meet with each teacher, practice locker combinations, as well as, participate in a scavenger hunt to learn their way around the building. The 7<sup>th</sup> grade will complete a community service/team building project. Please read the enclosed flyer describing the product your child will need to bring to school on orientation day for the activity. During our social time at the end of the day, students will be offered a slush treat. The slush is nut, dairy and gluten free, but if students have a food allergy and you would like to review the ingredients list, please contact Mrs. Silva at ext. 6127. Parents or students with other specific concerns regarding food allergies please call our nurse Ms. Gwen Lemire at ext. 6125 or via email at [glemire@masconomet.org](mailto:glemire@masconomet.org).

**CALENDAR HANDBOOK:** Teachers will discuss the basic rules and regulations as outlined in the handbook regarding attendance, conduct, lunch periods, and the marking system at the Middle School. I encourage you to read the entire document as it contains a great deal of vital information within its content. At a minimum, several noteworthy areas that I strongly recommend to you for review include the Digital Resources Policy, discipline laws including Chapter 222, and the Food Allergy Policy, as well as, potential consequences for violations. In order to be more environmentally friendly, we will send your calendar handbook in an electronic format this year. However, if you prefer a printed copy please contact our office and we will send a copy home with your child, or you may stop into the office to receive a printed copy.

**LUNCH:** The student lunch price is \$2.50. An e-mail will be sent home describing the on-line payment option for school lunches. Free and reduced lunch forms will be available in the middle school main office, guidance office and on our website.

**FOOD ALLERGIES:** Food allergies are serious and recent data indicates that 1 in 13 children have a food allergy. We indeed have multiple students with life-threatening food allergies. In an endeavor to be an allergy-smart school environment, we have taken many steps to increase the safety of all students when food is used as a component of the learning process or social celebration. To support and enhance our efforts, we also need parents to partner with us and plan snacks or bag lunches that do not contain peanuts or tree nuts. In addition, if you do send a food item containing peanuts or tree nuts, please stress to your child the importance of not consuming the item in any area posted as a nut restricted zone, not

sharing the item with anyone else, and washing his/her hands after consumption. Any assistance parents can provide in helping us to make our school allergy-smart will be greatly appreciated.

**SCHOOL SUPPLIES:** Each student will be issued an agenda book free of charge. If your child loses their agenda book the replacement cost is \$5.00. In addition to pens, pencils and a notebook, please find a supply list for your child's team enclosed.

**POWERSCHOOL & STUDENT E-MAIL:** Your child will receive a Masconomet Middle School e-mail address and passwords to access both PowerSchool and his/her email account. If a signed form is not returned by the Friday, September 8<sup>th</sup> deadline, accounts will be deactivated until such time as the signed form is returned to school. If you would like to check your child's account he/she can give you the password. If you experience problems, please contact your child's guidance counselor.

**SCHOOL PICTURES:** Picture day is scheduled for Friday, September 8<sup>th</sup>, 2017 beginning at 7:45 a.m. Order forms will be distributed during homeroom on the first day of school. Students should bring their order form with payment to the photographer on picture day.

**FALL FUNDRAISER:** The Fall Fundraiser allows the middle school to raise funds targeted to support many student activities throughout the year and also permits us to assist students that require financial support to join in fieldtrips and other activities. Please encourage your child to participate as our ability to provide activities and support students is directly related to how much money we raise. The fundraiser kick-off will be Friday, September 8<sup>th</sup> and end on Monday, September 25<sup>th</sup>, 2017.

**CUSTODIAL PARENTS:** If a custody agreement or a special circumstance exists regarding safety or parental access for a child, the custodial parent must submit a copy of the legal documentation **annually**. If we do not have an updated document on file and non-custodial parent requests information, under Massachusetts General Laws Chapter 71, Section 34H, there is a process the school must follow that may allow access to student records to be granted. This process may take up to twenty-one (21) days to complete. **Any change in custody or contact with the student by either parent/guardian, MUST BE ACCOMPANIED BY APPROPRIATE LEGAL DOCUMENTATION, OR CHANGES CANNOT BE MADE.**

**RELEASE OF INFORMATION:** Please remember that the school district releases parent names, addresses and phone numbers to the police and appropriate state safety agencies, our official parent organizations, the Tri-Town Council, and to Family and Youth Services, as needed. If parent(s)/guardian(s) **DO NOT** want this information released, they should write a letter to me requesting that this information not be shared.

**SCHOOL COUNCIL:** Included in this mailing is a description of the School Council. There is an opening for a Topsfield parent representative. This is a terrific way to have a voice in the direction and vision created at the middle school. Please think about running for a seat on the School Council. The enclosed flyer provides instructions if you are interested in seeking a position.

**ORGANIZATIONAL LINKS:** Please visit the websites below for additional information. In the electronic copy of this letter, as well as, on our website [www.masconomet.org](http://www.masconomet.org), there are direct links available to each organization's informational flyer. These organizations do so much for our schools and our students throughout the year, please consider getting involved! The Parents Advisory Council (PAC) membership form is also available at [www.MascoPac.org](http://www.MascoPac.org). Please consider joining this wonderful organization that provides many social and spirit activities for students that we would otherwise not be able to offer.

[www.MascoPac.org](http://www.MascoPac.org)

[2017 PAC Membership Flyer](#)

[www.Masconometeducationfoundation.org](http://www.Masconometeducationfoundation.org)

[MEF 2017 Flyer](#)

[www.tritowncouncil.org](http://www.tritowncouncil.org)

[2017 Tri -Town Council Flyer](#)

We hope this letter provides you with all the information you will need for a smooth back to school experience. This will be the only informational mailing that you will receive in print this year. All other information will be made available on our website or e-mailed home. If you desire a hard copy of any communication, or do not have access to a computer, please call Mrs. Suzanne Olia at ext. 6118. Please call or e-mail me at any time with questions, suggestions or concerns. I can be e-mailed at [dfлахerty@masconomet.org](mailto:dfлахerty@masconomet.org).

Enjoy the remaining days of summer. Encourage your child/children to Keep Reading! We look forward to a very successful year at Masconomet Middle School!!

Sincerely,

Dorothy A. Flaherty, Ed.D

Principal