



# NEWTOWN MIDDLE SCHOOL

## 2023-2024

### POLICIES & PROCEDURES

#### **ATTENDANCE**

To report your student absence, early dismissal or late arrival please complete the **Absence Reporting Form** in **PowerSchool** under bulletins. Parents/Guardians must be signed into PowerSchool with their own PowerSchool ID. Email the attendance office at [NMSAttendance@newtown.k12.ct.us](mailto:NMSAttendance@newtown.k12.ct.us) with any questions. If your student is absent due to illness, please provide specific symptoms your child is exhibiting, such as fever, cough, nausea, etc. Parents/Guardians that report their student absent using PowerSchool will receive an email verification by 10AM. Parents/Guardians will be alerted via a PowerSchool notification if your child is absent from homeroom.

#### **LATE TO SCHOOL**

Students arriving late should enter the school through the main entrance and walk to the C-Wing office for a late pass. Students will be allowed to go to their locker and then are expected to go directly to their assigned class. Tardies should be reported through PowerSchool.

#### **EARLY DISMISSALS**

If a parent/guardian must pick up their student early from school, please report it through PowerSchool, including the time that the student will be picked up. A parent can also email the early dismissal requests to [NMSAttendance@newtown.k12.ct.us](mailto:NMSAttendance@newtown.k12.ct.us) or send the student in with a note. Early dismissals require a student to have a dismissal pass. Students can pick up their early dismissal pass from the C-Wing Office. Students will be dismissed from the C-Wing office. The parent/guardian must sign in with security (with identification) and will be directed to the C-Wing Office to sign their student out.

#### **HEALTH OFFICE DISMISSALS**

If a parent/guardian is notified from the Health Office that their student is ill and must be picked up, the student will wait in the Health Office waiting for pick up. Parents/Guardians will need to sign in with security (with identification) and sign out their student from the Health Office through the C-Wing Office.

#### **STUDENT DROP OFF & PICK UPS (Beginning or End of Day only)**

Parents/Guardians dropping or picking up their student at the beginning or end of the day should do so in the designated areas. Students in A-Wing clusters will use the Horseshoe entrance at the front of the school. Students in C-Wing clusters will use the cafeteria entrance closest to back fields.

#### **WALKERS**

For students to be able to walk, the parent/guardian must sign their student(s) up in PowerSchool. Please go to the **Signature & Opt Out** section in PowerSchool to give permission for your student to walk.

## **DROPPING OFF ITEMS FOR STUDENTS**

If a parent/guardian must drop off an item for their student during the school day, the item must be placed on the table in the vestibule (at the main entrance). The item **MUST** be marked with the students name and cluster. If the item is dropped off prior to the start of lunch (10:30), the student will receive their item during their lunch wave. If the item is dropped off after 10:30, the student will be notified during afternoon announcements to pick up their item. If the item is valuable (i.e. chromebook, cell phone, etc, please drop it off with security).

## **BUS PASSES**



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## NYA BUS POLICY

All-Star Transportation provides one bus that will drop NMS students off at the NYA and the Community Center. The bus will run Monday through Friday, beginning Wednesday, August 30th. Below are the procedures for having access to that bus.

- The student's parent/guardian must send in a note to the C-Wing office with their student or email [NMSAttendance@newtown.k12.ct.us](mailto:NMSAttendance@newtown.k12.ct.us) giving their student permission to ride the NYA bus. This permission can be a blanket permission giving the student the ability to ride the NYA/Community Center bus for the full year. **Having permission to ride the NYA bus does not guarantee students a spot on the bus.**
- Due to the limitation of available seats, the number of students able to sign up for the NYA bus each day is limited to the first 25 students. Students must sign up on the NYA Bus List in the C-Wing Office. This is a first come/first serve basis. If a student is unable to secure a spot on the bus for that day, they are expected to call their parent/guardian and let them know they will not be riding the NYA bus. **Please Note:** A student can only sign themselves up for the NYA bus. If it is determined that a student is signing up other students on the bus to secure them a spot, that student will lose their privilege to ride the NYA bus for a to be determined amount of time.
- Students must sign up prior to 1:00 PM.
- The NYA Bus (Bus #27) is the first bus of the first wave. Since the bus has a regular bus run and needs to go to the highschool to pick up 2nd wave students, the bus cannot be held for students who do not get to the bus promptly. If a student misses the NYA bus, they will be required to call parent/guardian.
- If a student signs up for the NYA bus and later decides not to attend, they must inform the C-Wing Office. Failure to do so will result in a phone call home to inform parent/guardian that the student didn't get on the bus and may also result in loss of riding privileges.
- Students are expected to keep their backpacks, gym bags, sports equipment, etc. on their lap during the ride from NMS to NYA.
- The NYA bus will run on regularly scheduled Early Release Days. If an early release day is called due to weather or other emergency, the bus will not drop off at the NYA that day.

***Riding the NYA bus is a privilege. In the event a student's behavior causes a disruption, this privilege could be revoked. If a number of students are causing disruption, it may lead to a reduction in the number of students able to ride the NYA bus or suspend the NYA bus altogether.***