

2025-2026 NAMS Parent/Guardian Guide

The District Student Handbook may be found [here](#).

[Website FINAL District Student Handbook 2025-2026](#)

North Andover Middle School

495 Main Street

North Andover, MA 01845

[North Andover Middle School: Home](#)

Twitter: [@NAMiddle](#)



MIDDLE SCHOOL PHONE LISTINGS

School Phone Line	978-794-1870
Absence Phone Line	978-794-1870 Press 2
Fax Phone Line	978-794-3619

SCHOOL PERSONNEL

Jorge Goncalves- Principal

Caroline Beasley- Assistant Principal (Grades 6 & 7)

Teams: Thrive, PIP, 6A, 7A, 7B, & 7C

Anne Auger- Assistant Principal (Grades 6 & 8)

Teams: 6B, 6C, 8A, 8B, & 8C

Jim Gosselin- Guidance Counselor Grade 6

Georgia Chute- Guidance Counselor Grade 7

Julia Faucher- Guidance Counselor Grade 8

DISTRICT PERSONNEL

Superintendent of Schools - Pamela Lathrop

Assistant Superintendent - Kristen Ando

Director of Special Education - Lyn O'Neil

Director of Human Resources - Greg Landry

978-794-1503 X41280

978-794-1503 X41277

978-794-1717 X41308

978-794-1503 X41274

NORTH ANDOVER MIDDLE SCHOOL

MISSION

It is our mission to cultivate a cooperative and civic community of *engaged learners*, *insightful thinkers*, and *effective communicators* at the North Andover Middle School.

Academic & Social Learning Expectations

NAMS students will be *engaged learners* who actively explore material to acquire and comprehend new knowledge.

NAMS students will be *insightful thinkers* who find meaning by applying critical thinking and problem-solving skills.

NAMS students will be *effective communicators* who share knowledge and insight (written, oral, artistic).

NAMS students will practice the values represented by **RAISE** which is the foundation of our common language.

Respect: At NAMS we will think about others before speaking or taking any action. We will appreciate the contributions of others, while showing respect for ourselves, other people, personal and/or community property and the environment.

Achievement: At NAMS we will exercise our best effort and judgment in all activities in which we participate. We will set goals that promote positive academic, social and personal development.

Inclusion: We have a responsibility to break down barriers by inviting new people into teams, circles of friends, and experiences as we work to be a unified collaborative community.

Service: We believe the growth and improvement of a relationship and community depends on the willingness of others to contribute support to the greater good.

Empathy: We will be aware of and consider another person's feelings or motives before speaking or taking action.



WELCOME

Welcome to North Andover Middle School and the start of the 2025-2026 school year. On behalf of the entire faculty and staff, I am delighted to greet the North Andover Class of 2031 who will be attending NAMS for the first time as 6th graders. I am also pleased to celebrate the return of the classmates from 2031 and 2030 who comprise our 7th and 8th grade students. Additionally, I wish to extend a very special welcome to our students who are new to North Andover or new to our school.

NAMS students will experience an excellent and engaging education, undergo substantial personal and academic growth, all so that they are exceptionally prepared for high school and beyond. More than ever, we aim to be in effective partnership with families as we both work to make each day a positive experience for our middle school students.

Our learning approach is to offer a balanced instructional program that emphasizes academic integrity while making a connection with students as they continue to develop their social skills. The real strength of our school is found in the strong team and related arts classes that will be offered to students by a knowledgeable, caring, and experienced teaching staff. A large support staff (cafeteria workers, custodians, counselors, librarian/media specialist, nurses, administrators, administrative assistants, and special education personnel) stands ready to support every student.

As students settle into NAMS, they will see that our school is designed for the middle school child. NAMS offers students many opportunities to expand their knowledge, develop new interests, discover new skills, build new friendships, and have fun.

First, students will have a team of teachers who work cooperatively to plan and integrate curriculum, coordinate homework assignments and tests, and facilitate learning. Teams are intended to make NAMS a more personal school for our students.

Second, a major goal is to teach students how to learn. Teachers and staff will encourage and challenge our students to think for themselves, ask questions, seek answers on their own, and study more effectively.

Third, students will use several different approaches to learning such as listening, reading, writing, hands-on learning, and critical-thinking. Sometimes students will learn from information provided by teachers and at other times they will research and learn independently or collaboratively. Please review this parent/guardian guide carefully, as it contains our mission, procedures, expectations for students, and health and safety practices. It is important that students and their parents/guardians are familiar with this information as it will help establish and maintain a positive and safe learning environment. Working together, I know that we will have a wonderful year of success and accomplishments, no matter the degree of difficulty we face as a community.

Sincerely,
Jorge Goncalves
Principal

TABLE OF CONTENTS

<u>Attendance & Absences</u>	<u>District-Issued Chromebooks</u>
<u>District Calendar 2024-2025</u>	<u>Phone Access</u>
<u>Reporting Absences</u>	<u>Lockers/Locks</u>
<u>Tardiness</u>	<u>Locker Decorating</u>
<u>NAMS Dismissal Protocols</u>	<u>Backpacks</u>
<u>Make-up Work from Absences</u>	<u>Passes</u>
<u>Vacations</u>	<u>Personal Appearance</u>
<u>Make-up Work from Vacation Absences</u>	<u>Elevator Access</u>
<u>Absence Due to Suspension</u>	<u>Student Discipline</u>
<u>Delivering Items & Information to</u>	<u>Detention</u>
<u>Students During the Instructional Day</u>	<u>Library</u>
<u>Visitors</u>	<u>Lost and Found</u>
<u>Student Arrival</u>	<u>Emergency Management</u>
<u>Buses</u>	<u>Extra Help</u>
<u>Bicycles, Scooters, Skateboards & Roller</u>	<u>Counselors</u>
<u>Blades</u>	<u>Communication</u>
<u>Cafeteria and Food Services</u>	<u>PowerSchool</u>
<u>Health Services</u>	<u>Honor Roll</u>
<u>Medication Policy</u>	<u>Student Progress</u>
<u>Physical Exam/Immunizations</u>	<u>Parent/Guardian Conferences</u>
<u>Cell Phone Policy & Other Electronic</u>	<u>PTAC</u>
<u>Devices</u>	

Information & Procedures

Attendance & Absences

Student Attendance

It is important for the continuity and consistency of education that absence from school is kept to a minimum. Attendance will be taken each day that students are in school. Chapter 76, section 1 of the Massachusetts General Laws requires all children between the ages of six and sixteen to attend school. A school district may excuse up to seven full-day sessions or fourteen half-day sessions in any period of six months.

District Calendar 2025-2026

You may find all of the dates that school will be in session along with all of the early release dates [here](#). And, in Spanish [here](#).

Reporting Absences

If a student will be absent or tardy, a parent/guardian must call the school at **978-794-1870 then press 2** and provide the student's name, grade, and reason for the absence or tardiness. The voice mailbox is available 24 hours per day. This call should take place before 7:10 a.m. on the day of the absence or tardiness. Please do not email your child's teacher as a means of reporting the absence. Absences due to personal illness, death in the family, observance of religious holidays, emergency medical or dental treatment, or other serious emergencies are considered excused and will be coded as AE (Absent Excused). Absences due to vacations will be coded as AT (Absent Travel).

Parents/Guardians are requested to schedule appointments for physicians, dentists, or special lessons after school hours. Students who have been absent during the school day may not participate in after-school or evening activities.

Call to Parents and Attendance Plan if Needed

Parents/Guardians must furnish the school with a home, work, and/or other emergency telephone numbers where they can be contacted during the school day. Parents/Guardians will be contacted as soon as possible and in any event within three (3) days of the student's absence if a parent or guardian has not contacted the school regarding an absence. When a student has missed two or more classes/periods (unexcused) or has five or more unexcused absences in the school year, the parents/guardians will be contacted and a meeting will be scheduled with the Principal (or his/her designee), the parent(s)/guardian, and the student to develop an action plan to improve the student's attendance. In all circumstances, parents/guardians are encouraged to contact school staff and work collaboratively with them to remedy the causes of a student's absences.

Please note:

- For chronic tardiness or absenteeism, parents/guardians may be asked for medical documentation.
- A student who reports to school after 11:05 a.m. is considered absent for that day. Similarly, a student who is dismissed from school before 11:05 a.m. is counted as absent.
- No student may participate in a school activity on a day he/she is listed as having an unexcused absence.
- In case of extended absences of three or more days (whether in person or remote), parents/guardians should communicate with their child's team and guidance counselor to arrange for missed work and/or work out a plan for the student to catch up.
- Absences without valid reasons and parent knowledge constitute truancy, which will result in referral to administration and the school resource officer.

Tardiness

Students are expected to be in their homeroom between 7:35-7:45 a.m. Any student arriving at homeroom after 7:45 will be marked absent. Students entering the school at 7:45 or after should report directly to the main office to sign in; they will be marked as tardy and receive a pass to class.

Rules And Consequence Levels

1. All students who arrive after the start of the school day (not in their homeroom before 7:45) should report to the office.
2. Excessive tardiness places a student at a great disadvantage and disrupts the learning environment. After a student has accrued 6 tardies within a trimester, they will be assigned a detention for each additional day until the end of that trimester.
3. Students are expected to attend all classes daily during designated school hours. Students may not leave school without permission from the office which includes participation in school-sponsored, after-school activities.

NAMS Dismissal Protocols

When it is necessary to be dismissed early for a doctor's appointment or other personal business, the student must bring a note from the parent/guardian stating the reason and the time for early dismissal. This note must be brought to the office before homeroom. Parents/Guardians may also send an email to namsattendance@northandoverpublicschools.com by 8:00 a.m. with the name of the student being dismissed, the reason for the dismissal, and the time of dismissal.

If neither a note is brought to the main office or a dismissal email is sent, a parent/guardian must pick his/her/their child up at the office and fill out a dismissal form. Unexpected dismissals may take additional time due to students being outside away from the building for lunch or outside classes. Due to bus line ups and congested traffic, we ask that parents/guardians not dismiss their child between 1:45-2:20 p.m.

NAMS Dismissal Times

Students are dismissed from their last class at 2:20 p.m. and at 1:05 p.m. on Early Release Days. Once outside, students should find their way to their bus, pick-up vehicle, or walk/ride home. Staff members will be present to remind students to maintain distance from each other. Students should not linger in school or on school grounds after dismissal.

Make-up Work from Absences

- Students will be allowed to make up work after an excused absence.
- No credit will be given for work not turned in or made up within the time prescribed by the teacher.
- If a student is absent on the day of an exam or when a major paper or project is due, the student must be prepared to meet the obligation upon return to school.
- Students receiving an incomplete grade on the report card because of excused absences will be given until the midpoint of the next marking period to make up the work. Failure to do so will result in a failing grade for the assignments not completed.

Vacations

Parents/Guardians are strongly discouraged from planning family vacations when school is in session. In addition to compromising the attendance law, these absences interrupt the educational process of each course in ways that make-up work cannot reverse. Classroom instruction, activities, and experiences cannot be replicated and it is not incumbent on teachers to do so for student vacations. It is at the teacher's individual discretion to determine a feasible plan for the missed

instruction. If these arrangements are not completed, the student will not receive credit for the work missed. A copy of the current school calendar can be found on the school website.

Make-up Work from Vacation Absences

- This is the same as make-up work from absences with the following additions:
 - Teachers are under no obligation to provide students' work before a planned vacation during the school year.
 - It is at the teacher's individual discretion to determine a feasible plan for the missed instruction.

Absence Due to Suspension

Students who are suspended from school will be given the opportunity to make up work as needed to make academic progress, including making up homework, tests, quizzes, etc. that were due during the period of suspension. When a student is suspended for ten consecutive days or less, it is the student's responsibility to get the work from the teachers and it is the student's responsibility to do the work. The teacher will determine when the work is due, with a maximum of five school days allowed for the make-up. If the student is excluded from school for more than ten (10) consecutive days for any reason, the student will have an opportunity to receive education services in order to make academic progress through the school-wide education service plan and will be informed at the time of the suspension.

Delivering Items & Information to Students During the Instructional Day

- An important part of our job as parents and middle school educators is helping our students develop the key attribute of responsibility. Please work with your child to develop strategies to ensure that they bring all necessary materials (i.e. lunch, homework, instrument, etc.) to school daily.
- The size of the student body makes it extremely difficult for the office to relay messages to students; therefore, we ask that parents/guardians not ask the school to relay messages to students during the school day.
- Parents/guardians should not bring forgotten items to school for their children. If it is absolutely necessary for a parent/guardian to bring materials to school, the parent/guardian will need to get buzzed into the building and then check in at the main office. The item will be placed by the parent/guardian in one of 3 grade-level bins and the student will be called to come pick up the item.

Visitors

Visitors to NAMS should use the buzzer at the front entrance of the school. Visitors should first press the button outside of the front door and when prompted state their name and the reason for visiting before being allowed entry into the building. All visitors, including parents/guardians, must first report to the Main Office, sign in, pick up a visitor's badge, and affix the badge so that it is visible. Visitors in the building without a visitor's identification sticker during the school day will be escorted to the main office. Limited visitor parking is available in front of the school and additional parking is available in the back parking lot.

Student Arrival

Students should not arrive at school before **7:15 a.m.** since supervision of early arrivals is not available. Parents/Guardians should make arrangements so that their children are not dropped off at the school prior to **7:15 a.m.** Buses will hold students until 7:15 a.m. if they arrive early. We ask the same thing of parents/guardians dropping off students.

Once a student arrives on the school grounds, they must remain on school grounds. Leaving school grounds without written permission submitted to the office is not permitted. Please review the table below which identifies where a student should enter based on their grade level and how they are arriving at school. You may find the Drop Off & Pick Up maps on our website or you may access the maps directly [here](#).

We ask that every parent/guardian exercise utmost care and patience in the drop-off and pick-up areas. If your child walks or rides a bike to school, please be sure to review the safety tips found [here](#). If your child rides the bus to or from school, please be sure that your child knows his/her bus number prior to the first day of school.

The streets around NAMS are congested at drop off and pick up times. We ask that all individuals who drive students to or from school use extreme caution when driving on or near school premises. **Drivers, walkers, and riders should always be alert for pedestrians, students on bikes, buses, and other cars.** Thank you for your anticipated understanding and cooperation.

When students arrive at school, they will proceed to the appropriate entrance (information below) where they will be greeted by staff. Once inside the building, students should proceed directly to one of 4 locations and wait until 7:35 a.m. before reporting to their lockers and then homeroom:

- Grade 6 - Auditorium
- Grade 7 - Grade 7 Cafeteria
- Grade 8 - Grade 8 Cafeteria

Students should be in their homeroom before **7:45 a.m.** During homeroom, students will view and listen to morning announcements, teachers will be checking in with students, and attendance will be taken. Students have the option of getting breakfast at school, which is available in the cafeteria until 7:35 a.m. each morning.

Buses

Any grade 6 students who live at least two miles from school are authorized to ride the buses at no charge. Grades 7 & 8 students are charged a fee for riding a bus. You may find information about registering for a bus, bus routes, and much more on the Transporting website [here](#).

Bicycles, Scooters, Skateboards & Roller Blades

Students may ride bicycles, scooters, skateboards, or roller blades to school. Once on school grounds, bicycles are to be taken directly to the bicycle racks and secured. The school is not responsible for theft associated with the bicycles. Others can be stored in school with the permission of an administrator. A protective helmet must be worn while riding to and from school. Anyone 16 years of age or younger should wear a helmet when riding a bike in Massachusetts.

Cafeteria and Food Services

All information is available at [NAPS Food Services](#). Students may choose to bring their lunch to school. Although NAMS is **not** a peanut-free school, please consider not sending peanut products to school. This greatly reduces the risks for students with a food allergy.

- **PIN Numbers:** Food Services has transitioned to a new point of sale program, Titan School Solutions. Families should create a family account by logging onto family.titank12.com. Titan's family portal allows families to deposit money, check balances and transfer funds between siblings.

- All students will need to input their 4 digit pin numbers with the kitchen cashier. All families will receive an email prior to the start of the school year listing your students 4 digit pin numbers. Not to worry should your student not know their pin numbers we can easily look it up for them until they get to know it. Returning students will use the same pin number as they used with our previous point of sale system last school year. New students will receive an auto generated pin number once the Titan Family Portal has been created and you've linked your student to your account.
- All meals are free but families should still complete a meal application to be considered for free or reduced priced transportation, community programs, and athletics. The meal application can be found on the NAPS website or [here](#).
- Breakfast before 7:35 is available daily in the NAMS cafe. Breakfast is free to all students.
- Dietary Accommodation Forms MUST be completed annually. We will only make dietary accommodations if a current school year's form is on file. The dietary accommodations form can be found on the [Food Services Website](#).
- Menus are available for review on the [Food Services Website](#). All menus include both ingredient and nutrition information.

Health Services

The goal of the Health Office is to support students at school so that they may enjoy optimum health while learning in the classroom. It is our goal to promote health and wellness, support students who have special health care needs, prevent injury, and promote positive health and safety behaviors.

All students must be seen by the school nurse prior to being dismissed for an illness or an injury.

Students should not contact their parents/guardians directly to be dismissed. Our nurses will evaluate the student first and support the child as needed. If dismissal or follow up is necessary, parents/guardians will be contacted.

Throughout the school year, please keep the Health Office apprised of any contagious or serious illness or injury so that the nurses may support your child at school. They are available to discuss any medical concerns you may have. Students who fall ill or sustain an injury during the school day should go to the Health Office. An assessment will be performed and first aid or medical care will be provided. Parents/guardians will be contacted when appropriate.

Medication Policy

The school nurse can administer over the counter medications such as Tylenol, Ibuprofen, Benadryl, antacids, and antibiotic ointment as directed by the school physician's orders and with parental consent. Please review our [Medication Policy Letter to Parents & Guardians](#) for more information. In order to administer any other medications, a physician's order as well as written parental/guardian permission must be submitted to the Health Office. Please complete the following form and return along with medication(s) to the Nurse's Office by a parent/guardians: [Consent for Medication Administration](#)

All medications must be stored in the Health Office in the original prescription bottle with the following exceptions: diabetic supplies, epi-pens, inhalers, and cystic fibrosis enzymes. Please notify the school nurse if your child will be carrying any of the aforementioned medications.

Physical Exam/Immunizations

The Massachusetts Department of Public Health requires that all immunizations be up to date upon entry to middle school. In addition, a recent physical examination must be submitted. To begin 7th grade, there are 2 additional required immunizations which you may read about [here](#) and at the

following address:

<https://www.mass.gov/doc/immunization-requirements-for-school-entry-o/download>

If a medical or religious exemption is taken, a letter must be provided prior to the start of the school year. Physical examinations and/or immunization records can be mailed, emailed or faxed to the NAMS Health Office.

Jessica Wolfe BSN, RN & Dana Woodford, BSN, RN

wolfej@northandoverpublicschools.com

woodfordw@northandoverpublicschools.com

Phone: 978-557-7902

Fax: 978-794-36

Additional Guidelines & Procedures

Cell Phone Policy & Other Electronic Devices

Cell phones and other non-academic electronic devices are not allowed to be used during the instruction day (**7:40-2:20 p.m.**). Student use of electronic devices for texting, talking, using applications, accessing social media services and websites, and accessing the internet during the school day serves as a significant distraction/disruption to academics.

The expectation is that cell phones and other non-academic electronic devices are turned off and put away in their locker. Lockers must be locked with a school issued lock. If a student is found to be in possession of or using their cell phone or other non-academic electronics the following policy will be followed:

1st offense:

- The cell phones and other non-academic electronic devices will be confiscated and submitted to the main office where the student can get the item back at the end of the day with a warning.

2nd offense:

- The cell phones and other non-academic electronic devices will be confiscated and submitted to the main office where a parent/guardian will need to pick up the item

3rd offense:

- The cell phones and other non-academic electronic devices will be confiscated and submitted to the main office where a parent/guardian will need to pick up the item and the student will be issued an office detention.

4th offense:

- The cell phones and other non-academic electronic devices will be confiscated and submitted to the main office where a parent/guardian will need to pick up the item. A meeting with an Assistant Principal will take place in order to establish a contract where the item can either be dropped off at arrival time and picked up at dismissal, or the item is not allowed in school. The student will be issued 1-3 office detentions.

We respectfully ask for your support in reinforcing the cell phones and other non-academic electronic devices rules. If there is ever a reason for a student to call home, they are allowed to utilize a classroom or office phone with permission. If you have to get in touch with your student, we would ask that you please contact the main office during school hours.

North Andover Public Schools are not responsible for lost, stolen, damaged, or broken devices.

District-Issued Chromebooks (GRADES 6-12)

Each student will be issued a district-issued Chromebook for their use at home and at school. Students will be taking their school issued Chromebook back and forth. It is expected that a student comes to school with the Chromebook fully charged, since there will not be chargers or plugs in the classroom.

Basic repairs will be provided by IT Support Staff. If it appears that the device has been damaged due to abuse then the building principal will be involved to investigate and determine consequences.

Lockers/Locks

At the beginning of each school year, students will be assigned a locker and all students are expected to have a lock on their locker. If cell phones and other electronic devices are to be stored in students' lockers, they should be locked to keep them safe. Only school approved locks may be attached to lockers and are available for \$9.00.

Please make checks out to North Andover Middle School or NAMS. Students must keep the locker combination confidential to ensure that belongings will be safe. The school is not responsible for the loss or theft of items in lockers. If a student forgets the locker combination or has a broken locker, he/she/they can speak to someone in the main office. Students having difficulty opening their locker are encouraged to ask a staff member for help. Lockers should be locked at all times in order to keep personal possessions safe and secure.

Locker Decorating

The inside of lockers can be decorated with removable items but no tape, stickers, or permanent markers may be used. Lockers are the property of North Andover Middle School.

Backpacks

A backpack may be used to bring books and other items to and from school. Bags, including rolling backpacks, must be stored in the student's locker during the school day.

Passes

Students who leave a class must have permission from their teacher. Students are asked to sign out and back into class using a Classroom Sign-In/Sign Out Sheet for when they need to leave class to locations such as the restroom, locker, nurse, office, etc.

Personal Appearance

Middle school occurs at a critical juncture in a student's development. Middle school students simultaneously experience varying degrees of physical, cognitive, communicative, social, and emotional growth. Personal appearance is an important component of a middle school student's development. As middle school students navigate this important phase in their lives, the personal appearance policy will serve as a guide to ensure a safe, inclusive, and welcoming school environment that ensures equal treatment and opportunity to all individuals regardless of race, gender, gender identity, ethnicity, religion, ideology, socioeconomic status, health, sexual orientation, age, or disability.

Personal attire should...

- not be destructive to school property
- comply with health and safety requirements
- should not substantially disrupt the school environment

School Rules Regarding Personal Appearance

- Clothing depicting references to alcohol, drugs, sex, tobacco/smoking products, profanity, violence, hate groups, other harassing categories, or evidencing inappropriate or discriminatory language or visual references is prohibited.
- Attire, including shoes, should ensure safe navigation of rooms, hallways, and stairwells and safe participation in classes, such as physical education and science labs.
- Students' attire must completely cover undergarments (undergarment shoulder straps excluded).
- Hats and other headwear must allow the face to be visible (specific religious headwear excepted) and not interfere with the line of sight to any student or staff.

These rules apply to the school day and all school-sponsored events. All questions of personal appearance are under the discretion of the administration. Additionally student, faculty, or parent/guardian groups may recommend appropriate dress for school events and special occasions.

Elevator

Students must receive permission from the nurse in order to be able to use the elevator. A note from the parent/guardian or physician is required. A student who needs help in carrying school materials may be accompanied by one other student. No more than two people can be in the elevator at one time.

Student Discipline

North Andover's Code of Conduct can be found in the [District Student Handbook 2025-2026](#) that is found on the school's website.

Detention

Parents/Guardians will be contacted if their child is being assigned a detention by NAMS staff.

Office Detention

Office detention is from 2:20-3:15 p.m., Mondays, Tuesdays, and Thursdays. If a student is late without reasonable excuse, he/she will be assigned an additional office detention.

- The student is expected to bring school work and/or reading material to keep him/herself busy and quiet during detention. No electronic devices are allowed to be used by students.
- A student will not receive credit for time served if he/she is dismissed from office detention for inappropriate behavior. The student will need to make up that detention and will be assigned another detention.
- Office detention will have priority over all other plans including, but not limited to, athletic practices, after-school programs, and other detentions.
- Office detentions are assigned by the Assistant Principals and the Principal. Any issues about assignment or scheduling should be discussed with them.

Library

The North Andover Middle School library supports students' to effectively access, process, evaluate and utilize information in a variety of formats. Each 6th grader will take a course focused on developing literacy and research skills associated with library and media analysis. Additionally, throughout the course of a students' time at North Andover Middle School, they will have the opportunity to apply these skills learned in the library to other subjects and curriculum, research and reading.

The library is available at specific times during the school day.

- The library will be open to students in the morning from 7:25 to 7:35 based on the following schedule
 - 6th Grade - Tuesdays
 - 7th Grade - Wednesdays
 - 8th Grade - Thursdays
- The library will remain open every day after school from 2:20 to 2:35.
- The library will not be open to other classes, small groups, or individual student visits during instructional time while library class is in session.
- Lunch time visits are not feasible since they conflict with scheduled library class time

Lost and Found

Clothing that is found will be placed outside of the main office. Students who believe that they have lost something should inquire in the main office and someone will assist them.

Emergency Management

At NAMS all students and faculty are involved in emergency drills. Our procedures are coordinated with the North Andover police and fire departments. There are various announcements that we are able to communicate during the school year such as, but not limited to, the following:

- **Hold Students in Class** - Usually announced when a student or staff member is receiving medical attention and we do not want students passing in the halls.
- **Fire Drill/Evacuation** - All students and staff exit the building and attendance is taken outside.
- **Shelter-in-Place** - The school schedule may proceed as usual but no one is allowed to exit or enter the building. This would be called if there was a perceived danger in the community near NAMS.
- **ALICE** - There is a danger in or around the school and staff and students will respond according to the information they receive.

Student Support Services

Extra Help

Extra help is available and students are encouraged to take advantage of it. Teachers will let students know when they are available, whether it be before or after school. Sometimes they will set a specific time to meet with the student because they are aware that he or she is having difficulty. Sometimes the student will have to take the initiative and let the teacher know help is needed.

Counselors

Adjustment Counselors & Guidance Counselors respond to a wide variety of issues. The counselors work with teachers, students, and parents/guardians regarding academic scheduling and school related concerns. Students are welcome to stop by anytime to make an appointment with their guidance counselor. The best time to make an appointment is between classes, before or after school, virtually or in-person. Parents are also welcome to call and make a virtual or phone appointment as needed.

Family Involvement

Communication

Please be sure to check out our school's website [here](https://nams.northandoverpublicschools.com) or at the following address for morning announcements, upcoming events, important information, resources, calendars of events, and so much more: <https://nams.northandoverpublicschools.com>

In addition, ***please*** be sure that your current email addresses and phone numbers are correct in PowerSchool. Parents/Guardians and students too will receive important announcements and information throughout the school year. Please be sure to follow NAMS on Twitter @NAMiddle

PowerSchool

North Andover Public Schools uses PowerSchool as its student management system. Students and families may log into PowerSchool [here](#) to see schedules, grades, contact information, and much more. If you have any difficulty logging in, please select *forgot password*. If you do not remember your account information, you can email the Help Desk at support@naps.freshdesk.com

Honor Roll

At North Andover Middle School, there are 3 marking periods known as Trimesters. At the end of each Trimester, students can earn Honors or High Honors. If a student earns all A's and B's in their Trimester courses, they earn Honors. If a student earns all A's in their Trimester courses, they earn High Honors. Honor status may be found in PowerSchool.

Student Progress

Student progress is reported electronically through the **North Andover PowerSchool** program. The portal is open for viewing throughout the trimester. Should families or students want to view the most accurate and up-to-date information about a student's grade or work completion, PowerSchool should be referred to, not Google Classroom. PowerSchool should be updated every 2 weeks at minimum. Students should also receive grades/feedback on work within 2 weeks of completing it. Honors status is privately acknowledged through the Teacher Gradebook portion of the Parent Portal, listed as Honor Roll on the left-side menu.

Parent/Guardian Conferences

Parents/Guardians will have an opportunity to meet with their child's teachers virtually or in person during the November conferences. However, if at any other time during the year parents would like to meet with a teacher or team to discuss their child's progress, they may contact the teacher or guidance counselor to set up a time to meet.

PTAC

The Middle School has a Parent Teacher Advisory Council whose membership is open to parents of Middle School students. The purpose of the PTAC is to provide better communication between home and school, and to serve the school in a variety of ways. Meetings are scheduled throughout the year and parental participation is encouraged. Please visit the NAMS PTAC website [here](#).