



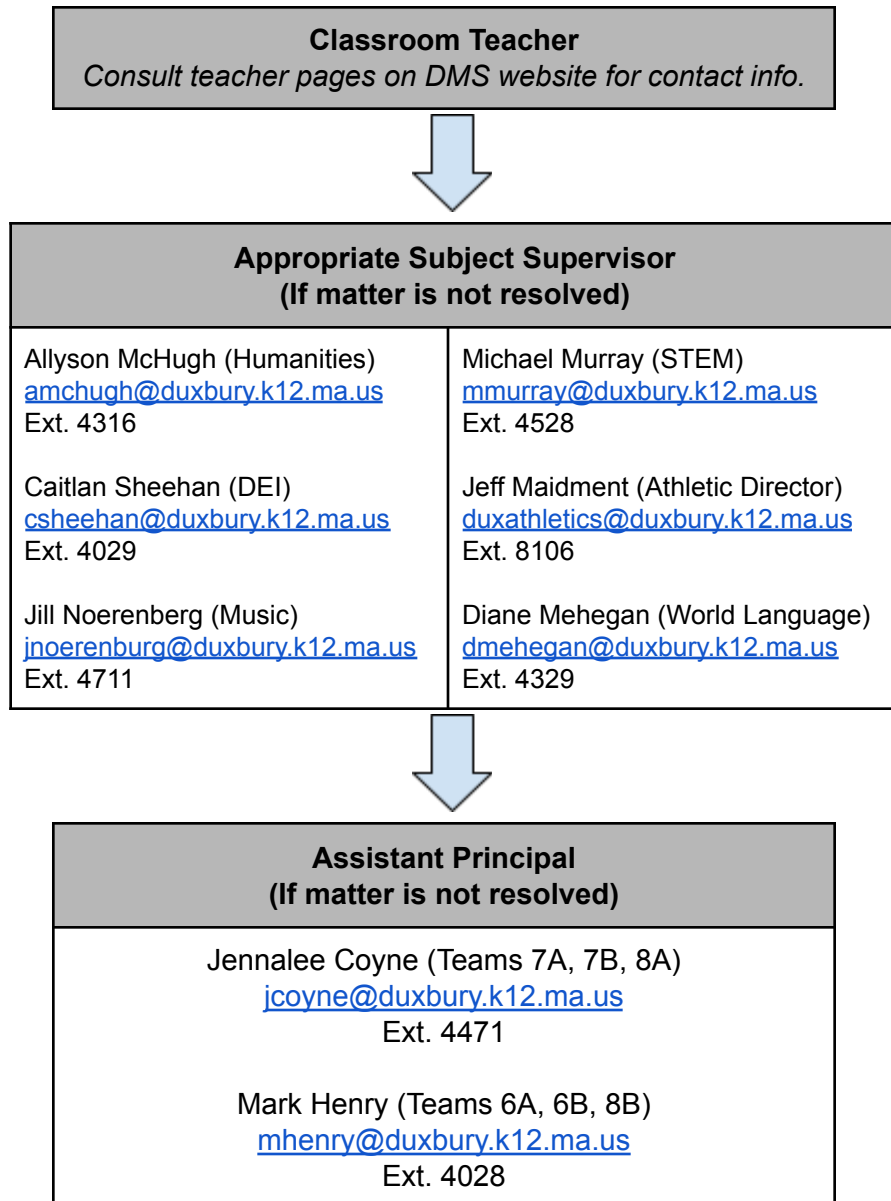
Communication Guide

COMMUNICATION OF ATTENDANCE MATTERS

	Contact Person
<i>Matters pertaining to daily absences, tardies, and documentation to excuse such</i>	Maureen O'Neil moneil@duxbury.k12.ma.us Ext. 4468 Maureen Leese mleese@duxbury.k12.ma.us Ext. 4470
<i>Matters pertaining to extenuating circumstances for an absence</i>	Jennalee Coyne, Assistant Principal (Teams 7A, 7B, 8A) jcoyne@duxbury.k12.ma.us Ext. 4471 Mark Henry, Assistant Principal (Teams 6A, 6B, 8B) mhenry@duxbury.k12.ma.us Ext. 4028
<i>Long term absences (support managing make up work, planning for return, etc.)</i>	Ashley Brust (6th Grade Guidance Counselor) asiffard@duxbury.k12.ma.us Ext. 4475 Kerri Szafran (7th Grade Guidance Counselor) kszafran@duxbury.k12.ma.us Ext. 4477 Mike Corbin (8th Grade Guidance Counselor) mcorbin@duxbury.k12.ma.us Ext. 4476
<i>Medical needs (as applicable)</i>	Karen Doyle, School Nurse kdoyle@duxbury.k12.ma.us Ext. 4416

COMMUNICATION OF CLASSROOM CONCERNS

Below is a chart outlining the process of communication for parents and students for any matter involving grades and assignments:



COMMUNICATION OF OTHER STUDENT MATTERS

Concern	Contact Person
Peer to Peer Relationships (Including Bullying/Harassment)	Ashley Brust (6th Grade Guidance Counselor) asiffiard@duxbury.k12.ma.us Ext. 4475 Kerri Szafran (7th Grade Guidance Counselor) kszafran@duxbury.k12.ma.us Ext. 4477 Mike Corbin (8th Grade Guidance Counselor) mcorbin@duxbury.k12.ma.us Ext. 4476 <i>If warranted, please contact assistant principal to inquire about more serious concerns.</i> Jennalee Coyne (Teams 7A, 7B, 8A) jcoyne@duxbury.k12.ma.us Ext. 4471 Mark Henry (Teams 6A, 6B, 8B) mhenry@duxbury.k12.ma.us Ext. 4028
Student Discipline	Please contact Jennalee Coyne, Asst. Principal or Mark Henry, Asst. Principal (see contact info above) <i>NOTE: Disciplinary procedures and information are located in the Duxbury Public School Code of Conduct on the DMS Website.</i>
Student Health & Well Being	Karen Doyle, School Nurse kdoyle@duxbury.k12.ma.us Ext. 4416 Appropriate guidance counselor (see contact info above) Nicole Ochs, School Psychologist nochs@duxbury.k12.ma.us Ext. 4483 Jennalee Coyne, Assistant Principal (Teams 7A, 7B, 8A, see contact info above) Mark Henry, Assistant Principal (Teams 6A, 6B, 8B, see contact info above)