

# What To Do When.....

## Problem/Need

<b>Absence</b>	Have a parent call school the day you are out before 8:00 a.m. Call 508-634-1782
<b>Appointment during school hours</b>	Have a parent send a written dismissal note. Bring to Mrs. Walker before homeroom at the student window.
<b>Arriving Late</b>	Sign in at the front office with Mrs. Walker at the student window
<b>Breakfast</b>	Breakfast is available in the cafeteria until 7:35 a.m. Breakfast costs \$1.25
<b>Harassment, bullying, cyber-bullying, hazing, intimidation</b>	See building Principal
<b>Illness/Injury</b>	Ask a classroom teacher for a passport to the nurse
<b>Leaving Early</b>	Students may not leave the building without a parent signing out
<b>Lost Items</b>	Area near the locker rooms
<b>Lost your agenda</b>	Please see your Guidance Counselor
<b>Lunch</b>	Please sign up in homeroom for either hot lunch or alternate lunch. Price is \$2.50, snacks are available daily. Forgot lunch money – (call parent/guardian in the Main Office) See Assistant Principal for assistance if unable to contact parent. Cont.'d →

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<p><b>Lunch Continued</b></p>	<p>The MSFS Department has a cash registry computer system, which acts like a debit card. The student receives a pin number and keys it in on a keypad. This will reflect the amount in each student's account. Money is deposited into the account by check made payable to "Milford School Food Service" or by PayPAMS. Students can also key in pin number and pay by cash. If you have any questions please call Carla Tuttle, Food Service Director at: <a href="mailto:ctuttle@milfordma.com">ctuttle@milfordma.com</a> or 508-634-2390</p>
<p><b>Need tutoring/help</b></p>	<p>See teacher or Guidance Counselor for extra help days</p>
<p><b>Places to meet when you arrive at school before 7:40 a.m.</b></p>	<p>5<sup>th</sup> Grade – Cafeteria 6<sup>th</sup> Grade – Gymnasium 7<sup>th</sup> Grade – Auditorium</p>
<p><b>Problem with locker</b></p>	<p>Please see Mrs. Walker at the student window</p>
<p><b>Problems with other students</b></p>	<p>See Assistant Principal</p>
<p><b>Scheduling problem</b></p>	<p>See your Guidance Counselor during lunch, homeroom or after school</p>
<p><b>School Store</b></p>	<p>Hours posted outside school store and on the Stacy Middle School website</p>
<p><b>Want to join a club, team, or activity</b></p>	<p>The activity wall is located near room 241 and the Media Center</p>