



West Intermediate School



Quick Reference Sheet

PHONE: **978-694-6050 (same number for absences)**

OFFICE PERSONNEL:

Mr. Dennis Shaw, Principal
Mrs. Jenny Collings, Administrative Assistant
Mrs. Lisa Hannigan, School Nurse
Mrs. Meghan St. Denis, School Psychologist

SCHOOL HOURS:

8:55 A.M.-3:00 P.M.

Please Note:

Children *may not* be dropped off before **8:35 a.m.**

SAFETY INFORMATION:

- All visitors **must** sign in at the office when entering the building
- All visitors need to wear a “Visitor’s Pass” while in the building
- After 9:00 a.m. all doors will be locked
- Students who are tardy or returning from a dismissal **must be accompanied** by an adult when entering the building to sign the student present
- All absences and illnesses need to be called to the office
- Any change of transportation needs to be sent to the classroom teacher in writing

LUNCH PRICE LIST:

- Student Lunch with Milk \$2.40
- Milk .60
- Dessert .50-1.00

Working together we can make a difference for children!