



## James Mastricola Upper Elementary School Frequently Asked Questions (FAQ's)

### **What are school starting and dismissal times?**

The JMUES school day begins at 8:40 a.m. and concludes at 2:55 p.m.

### **If school is going to be delayed, how will I know?**

Merrimack schools observe a two-hour delay. A delayed opening means that all bus transportation will be delayed two hours and that the opening of school on that day will also be delayed by two hours. Delays will be made on the television station WMURTV, Channel 9 and on the following radio stations: FM 95.7-WZID, FM 101-WGIR; AM 610-WGIR, AM 1370-WFEA, and AM 1030-WBZ. Additionally, this information will be posted on the Merrimack School District website, and an alert will be sent out through our "Alert Now" automated system to the home telephone and/or cell phone numbers.

### **How do I know when school has been canceled?**

The decision to cancel school will be made and announced no later than 6:30 a.m. Notification will be made via the "Alert Now" system to home telephone and/or cell phone numbers. Announcements will also be made on the television station WMURTV, Channel 9 and on the following radio stations: FM 95.7-WZID, FM 101-WGIR; AM 610-WGIR, AM 1370-WFEA, and AM 1030-WBZ.

### **If my child does not take the bus, where should I drop off and/or pick-up my child?**

#### Student Drop-Off:

Morning drop off begins at 8:10 a.m. We strongly encourage parents/guardians not to arrive before this time. There is no staff on duty prior to 8:10 a.m. Please contact the office if you need information on Before Care Services.

Cars dropping off students will turn on to McElwain St. and drive to the second row of the church parking lot (along the fence). They will then pull all the way down to School St. (at the beginning of the cross walk). The first six cars to arrive are asked to turn left onto School St. and line up along the side of the school building, waiting for duty staff to arrive and begin dismissal. These cars will be the first to unload when school staff arrive on duty. The remaining cars will wait in line beginning at the top of the crosswalk. Under the direction of school staff, cars will unload about four car lengths back. We strongly suggest that all students unload from the passenger's side of the vehicle. Students will then be directed to proceed across the crosswalk and enter the school building. To exit the drop-off area, cars will take a left at the crosswalk onto School St. and proceed to Bishop St. where they will take a left driving up towards McElwain St.

### Student Pick-Up:

School ends at 2:55 p.m., students will not be dismissed at the office after 2:45 p.m. so that we can begin dismissal procedures. Any child with written permission to be dismissed as a walker will exit through the main office doors at approximately 3:10 p.m. and guided across the crosswalk by a staff member. Parents/guardians are asked to park in the church parking lot and walk to the designated area to meet their child.

### **What should I do if my child is going to be late?**

Your child will be considered tardy if he/she is not in their classroom at 8:40 a.m. When dropping off your child after the start of the school day, please pull up to the main office door.

### **If I want my child to be dismissed early what should I do?**

Write a note to your child's teacher including the student's name, reason for dismissal, time of dismissal and provide a parent/guardian signature.

### **What if my child wants to take the bus home with a friend?**

Write a note to your child's teacher including your child's name, the name of the friend, the friend's bus number, the date this will occur and provide a parent/guardian signature. Children should pass this note in to the teacher first thing in the morning.

### **Who do I contact if I have a bus concern?**

Please contact the MSD Transportation Coordinator, Rich Desmond, at 424-6210.

### **What if someone else is going to dismiss/pick-up my child?**

If someone other than a parent/guardian is going to dismiss or pick-up a child, please call or send a note with the child's name, classroom teacher, the name of the person who will be dismissing the child and provide a parent signature. Individuals other than a parent/guardian dismissing or picking-up students must report to the main office with picture identification to sign out a child.

### **If my child wants to walk or ride a bicycle to and from school, what must I do?**

Please write a note allowing your child to walk or ride a bike and include your student's full name, classroom teacher, and provide a parent/guardian signature. Bike helmets are required for bicycle riders under 16 years of age per RSA 265:144X. No students will be allowed to leave the school grounds on a bicycle without a helmet.

### **If my child is sick and needs to be picked up, what should I do?**

You must first go to the school office and they will then direct you to the nurse's office. At the nurse's office you will need to show picture identification to sign out your child.

### **What should I do when I want to pick up my child at afternoon dismissal?**

Once you have notified the main office that you'll be picking up your child, you may wait in the designated area in the church parking lot for your child to be dismissed from school. Walkers are dismissed at approximately 3:10 p.m. Please try to notify the office by 2:45 p.m. when

calling in a dismissal late in the day.

**When my child returns to school after being absent, what should I do?**

Please send in a note to the classroom teacher with the student's name, date(s) of absence, reason for absence and provide a parent/guardian signature.

**How do I get my child's school work when he/she has been absent?**

If a child has been absent for two or more consecutive days, please feel free to call the classroom teacher and request make-up work. Work may be picked-up at the end of the school day in the main office.

**Does JMUES have options for before and after school care?**

Yes, the Adult Learning Center in Nashua offers a before care program at JMUES in room 128 beginning at 6:30 a.m. and an aftercare program until 6:00 p.m. in the evening. Please contact the Adult Learning Center directly for payment fee and information at 603-882-9080, X212.

**Do students have recess at JMUES?**

Yes, all students have recess for 20 minutes before lunch. Additionally 5<sup>th</sup> and 6<sup>th</sup> graders alternate morning recess from drop off until 8:30 am.

- Morning recess for 5<sup>th</sup> graders is on Monday, Wednesday, and Friday.
- Morning recess for 6<sup>th</sup> graders is on Tuesday and Thursday.

Outdoor recess is held daily, weather permitting. We monitor the weather throughout the day for up-to-date temperatures and wind chill factor. Please ensure your child is dressed for outdoor weather. During the winter, your child will need snow pants, a coat, gloves, a hat and boots to play in the snow.

**How can my child pay for lunch?**

School lunch is available daily for purchase. The cost is \$2.75. At the upper elementary school, several items are also available for sale à la carte. Lunch may be purchased using cash, a check to add money to an account, or use the Merrimack School District "MySchoolBucks" account to make a credit card payment on an account.

With a "MySchoolBucks" account, you will be able to make payments for school meals, add money to your child's account, view account balances and recent purchases, and set up notifications for upcoming payments - from the convenience of your home, office, or on-the-go with the "MySchoolBucks" mobile app.

To create a parent account, go to <https://www.myschoolbucks.com/ver2/register/getsignup> and complete the online form. You will then associate your child(ren) with this account by entering the child's name and date of birth or student ID number.

**Do students have snack at JMUES?**

Yes, all students will have an opportunity to enjoy a healthy, working snack for approximately

15 minutes each day. Snack time during the day is based on the individual classroom schedule. Snacks are available for purchase each morning as students enter the building. Snack items costs between \$.25-\$.50 each.

**May I send in shared food items (treats) to my child's classroom?**

Due to an increasing number of children with food allergies, the upper elementary school is asking parents/guardians to consider sending in non-food items for student/classroom celebrations. If you choose to recognize a special happening for your child, items such as pencils or erasers make a nice alternative to food. If you decide to send in food items to be shared with your child's classmates, **please ensure that a complete list of ingredients accompanies the food.**

**What opportunities are available for me to volunteer at JMUES?**

There are many different ways parents/guardians can volunteer at JMUES. Please contact the JMUES Parent Faculty Association coordinator at [jmuesvolunteercoordinator@gmail.com](mailto:jmuesvolunteercoordinator@gmail.com) to find out more information. Additionally, parents can volunteer as chaperones for field trips.

**What is PowerSchool?**

PowerSchool is the Merrimack School District's student information system. The district uses PowerSchool for scheduling, taking attendance, storing grades, and more. PowerSchool provides parents and students with access to grades, assignments, and attendance records.

For all questions about PowerSchool, please access the PowerSchool tab on our website.

**Are all doors locked at the Mastricola Upper Elementary School?**

All doors will be locked during the school day. The front door will be monitored throughout the day during business hours, by our administrative assistants. To gain entry to the building a visitor must sign in at the window and be "buzzed in". Please remember to sign out when you leave the building. All visitors are required to sign in and out at JMUES.

**How often are report cards sent home?**

Report cards are issued quarterly throughout the year. Typically the report cards are issued two weeks after the close of the quarter. Parents must sign the envelope and return it to the homeroom teacher within three days. If you would like to monitor your child's progress more often, please feel free to access your child's progress on PowerSchool or contact your child's teacher.

**How do I go about scheduling a Parent-Teacher Conference?**

The classroom teacher will provide you with instructions to schedule your child's fall and spring conferences. You may also schedule a conference at any time throughout the school year. Please call or send a note to your child's classroom teacher.

**Where can I find information about JMUES student dress code?**

The student dress code is outlined in the JMUES Parent-Student Handbook. Every student

receives a handbook at the beginning of the school year or when they enroll as a new student. Additionally, the handbook can be found on the JMUES website under the parents tab.

**Who should I contact when I have a question?**

Parents/guardians should first contact the classroom teacher, special educator, or appropriate unified arts teacher to clarify questions. If they still have unanswered questions, they should contact the assistant principal and finally the principal.

**If you have any other questions or would like clarification, please do not hesitate to call the school at 424-6221.**