

CHRISTA MCAULIFFE MIDDLE SCHOOL

FREQUENTLY ASKED QUESTIONS

- **What time does my student have to arrive?**

Doors open at 7:50am to admit students. The warning bell rings at 8:00 am notifying students to report to homeroom. The homeroom bell rings at 8:05 am. Students are marked late after 8:05am.

- **If my student isn't taking the bus and I'm driving them in, where do I go?**

The parent drop off lot is clearly marked Drop Off. Student drop off is from 7:50am to 8:00am in the upper parking lot. No students will be permitted to exit their vehicle to enter school until 7:50am. When you turn onto the road entering the school, Patriots Way, the upper lot is the very first lot on the right side. Security is there to assist with traffic to ensure safety.

Important after 8:00 am you must park in visitor parking and sign your student in.

- **What does my student do if they feel sick during the school day?**

If your student feels ill during school, he or she should alert their teacher and get a pass to the nurse. If the nurse feels the illness warrants your son or daughter leaving, the nurse will contact you in order to pick up them up. Students should not text or call for parental pickup and they should not remain in the restroom when feeling ill. The nurse is here to help them. (732)833-4721

- **What do I do if my student has a doctors appointment?**

We urge you to schedule doctor's appointments outside of school hours so your student does not miss instruction. If it is unavoidable and your student needs to be dismissed early, he or she must submit a note that morning to the main office. A family member must be over the age of 18 and be on the Emergency Contact Portal, (they will need to show proper ID), for the student to be released. If the student is returning to school after their appointment, they must return with a note from the doctor's office. Upon return you must sign your student back in with the receptionist.

- **Parent Pick-Up (either at dismissal or after school)**

Please arrive at the school before 2pm and we will call your student out of their last period class. If you arrive after 2pm, we will not be able to call your child down and you will need to wait until the 2:27pm dismissal bell.

For those students who need to be picked up during after school activities, we will make one announcement at 3pm for all students who are being picked up early to report to main lobby for sign out. The next announcement for pickup will not be until 3:30pm for parent pick-up.

We will not make "ALL calls" between the hours of 3:00pm and 3:30pm, as to not continually interrupt after school activities

- **How do we know what letter day it is on the schedule?**

Our school follows an A/B day schedule that rotates every day – the first day of school will be an “A” day, the next day a “B” day and so on. If a day is missed for snow or a Holiday that day’s letter will be the same when we return. (Example: snow day is on a “B” day, when we return, that day will be a “B” day.) Additionally, teachers post signs outside their classrooms indicating what day schedule we are following.

- **What do I do if my student forgets something at home?**

It is important that your middle school student become organized and accountable for their belongings; thus, we discourage you from making a daily run to school with forgotten items. On an occasion that your student does forget something, there is a box placed inside the vestibule for you to drop off items. Please make sure your item is clearly labeled with your student’s name. The receptionist will retrieve the item from the box and have your child called to pick it up at the reception desk during a time it is most convenient. There is no need for you to enter the building or sign-in.

- **What if my student forgets a book or homework, can they get back into the building after school?**

The school is always locked. The main office is open until 3:30pm. Your child may return up until that time to be buzzed into the building.

- **Can my student carry his or her cell phone?**

Cell phones must be turned off and out of sight during school hours. Phones will be confiscated if visible during school hours. Parents are reminded that calling or texting a student during the day automatically puts the student in breach of policy. If you need to reach your son or daughter, please call the main office, guidance or the nurse depending on the circumstances.

- **How can my student call/reach me during the day?**

Students must go to the assistant principal's office with a pass, sign in and use that phone.

- **How long do students have to change classes?**

Students have two minutes for students to change classes. Trust us, two minutes is ample passing time. Students also have scheduled locker times which are posted throughout the building.

- **If my student will be absent what do I need to do?**

You do not need to call the school to report a daily absence. If your student will be out more than 3 consecutive days, please contact the school. Additionally, they will need to bring in a doctor’s note for the absence. All make up work can be found on class pages/parent portal.

- **If my student is staying after school for extra help and/or athletic/clubs, is there a bus for them?**

We provide a 3:40pm bus for all students that stay after school. The late bus areas are posted in the lobby and teachers are there to assist any student needing help finding their bus. Parents must arrive by 3:20 pm in order for their student not to be placed on late bus.

- **Can my student stay after school for athletic events?**
No, parents must provide constant supervision during the event. Therefore, students are to go home on the bus and can return with a parent to attend athletic events. Events begin at approximately 3:30pm.
- **Can my student carry a backpack?**
No, all backpacks must be kept in student lockers. Students may carry a drawstring bag for their books or personal items from class to class.
- **How do I get on the parent portal, my password doesn't work?**
Call the Guidance Department Secretary and she will send you a temporary password to the email on file. (732) 833-4727.
- **My child lost his/her locker combination, how can we get it?**
Have your child report to the Assistant Principal's office, they can help you.
- **Where can my child get working papers?**
Paperwork can be picked up in the Guidance Department.
- **I need to change my address. What do I need to do?**
You will need (4) proofs of address with one being a lease, deed or rental agreement. Please bring these to the Guidance Secretary.

Important Phone Numbers:

- Main Office - (732) 833-4701
- Guidance - (732) 833-4727
- Child Study Team - (732) 833-4722
- Nurse's Office - (732) 833-4721
- Mr. Lamela - Assistant Principal of 6th & 7th Grade (732) 833-4726
- Mr. Saulnier - Assistant Principal of 8th Grade (732) 833-4725