



WESTWOOD PUBLIC SCHOOLS

Honoring Tradition, Inspiring Excellence, Shaping the Future

MARTHA JONES ELEMENTARY SCHOOL

FREQUENTLY ASKED QUESTIONS

What is the school schedule?

The school schedule is as follows:

- 8:40am: Students may begin to arrive on school grounds.
- 8:55am: Students enter school.
- 9:00am: School day begins.
- 12:00pm: Dismissal on early release days.
- 11:45am-12:45pm: Grades Kindergarten and 4 lunch/recess*
- *Tuesday's 11:00 - 12:45 - Grade 4 lunch/recess and music
- 12:20pm-1:20pm: Grades 1 and 3 lunch/recess
- 12:55pm-1:55pm: Grades 2 and 5 lunch/recess
- 3:10pm: Dismissal

How do I contact the school?

The administration office can be reached at 781-326-7500 ext. 7422.

What do I do if my child will be absent?

Please update the School Dismissal Manager (SDM) app. Full instructions on accessing and how to use the SDM app can be found [here](#).

What are "early release days?"

The Westwood Public Schools is committed to the professional education of its teachers and administrators. Generally alternate Wednesday afternoons have been reserved for this purpose. On early release days, students are dismissed at 12:00pm. Please refer to the school calendar so that you are aware of the schedule. Lunch is not served on early release days.

What general communication will I have from the school?

Martha Jones issues a bimonthly newsletter "Leaps & Bounds", it is generally distributed electronically on the first and third Friday of each month. The [Martha Jones School website](#) is also a place where archives of the newsletter can be found. The website also includes important information regarding programs, scheduling, and school events.

How will I know about my child's school progress?

Student progress is formally communicated throughout the year:

Fall--Report card: status report; Parent/teacher conference to discuss academic performance

Winter--Report card: status report and report on curriculum standards

Spring--Parent/teacher portfolio conference

Year-end--Report card: status report and report on curriculum standards

Parents are encouraged to contact their child's teacher by telephone, note, or email to schedule a personal conference at any time. Teachers may also contact families to discuss issues related to a child's cognitive, social, emotional, or physical growth as they arise.

Where do children eat lunch?

Students enjoy thirty minutes for lunch in our school cafeteria. Children are encouraged to practice good manners, use “indoor voices,” and do their part in keeping the dining area clean and pleasant.

All children are issued a lunch card which is kept in the lunchroom. The card is scanned when a child chooses to “purchase” lunch. The permanent Massachusetts state program offers free lunches to all students for the 2025-2026 school year.

What clothing should my child wear to school?

Appropriate, washable, comfortable clothes are best. Children need a backpack in which to carry home their belongings, comfortable outerwear (children go outside to recess daily unless weather conditions are prohibitive), comfortable shoes, and everyday clothes.

Please help your child dress properly throughout the year. The playground can get chilly during the winter months. Hats, mittens, and proper footwear all make for a happier way to spend recess. Please mark your child’s name on items in case they are misplaced.

What is the PTO?

The Martha Jones School has a very active parent-teacher organization that provides support for the educational and recreational needs of students. The organization promotes open communication among parents/guardians, administrators, and teachers in the Martha Jones School community. The PTO finances activities such as field trips, cultural enrichment programs, and family events. The PTO also provides for playground supplies, school grounds aesthetics, and teacher appreciation events. The PTO monitors Westwood School Committee meetings, creates forums for the discussion of critical issues, oversees after-school mini-courses, and provides support for many activities throughout the school year.

What are room parents?

Room parents assist the classroom teacher during the school year with special celebrations and activities. Teachers accept nominees for room parents during the annual Curriculum Night.

How can I volunteer?

An active volunteer force is an important aspect of school life. Your child’s teacher will let you know precisely what his/her needs are early in the school year. State law requires a criminal records check (CORI) on all school volunteers. Forms are available from the school office.

What is the Martha Jones School Site Council?

The Martha Jones School Site Council is an advisory board that meets throughout the year. Required by Massachusetts General Law, the Council is composed of parents, teachers, and a member of the community. The main responsibilities are to: adopt educational goals, identify the educational needs of students attending the school, review the annual school budget, and formulate a school improvement plan. The PTO holds elections to the Council in October of each year.

Who should I contact if I have a concern or issue?

If you have a concern or issue, it is always best to first contact your child’s classroom teacher. Should your child’s teacher feel the issue needs to be brought to the attention of the principal, he/she will do so. However, if you feel that the issue needs the attention of the principal, you may contact him directly. Always feel free to contact the school any time you have comments, concerns, questions, or wish to share information.