



**8 Myrtle Street**  
**Woburn, Massachusetts, 01801**  
*[www.saintcharleswoburn.com](http://www.saintcharleswoburn.com)*

# **Parent/Student HANDBOOK**

Main Office	781-935-4635
School Fax	781-935-3121
Preschool Program	781-938-6023
After School Program	781-935-3295

*Revised August 2016*

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# **SAINT CHARLES SCHOOL**

## **MISSION STATEMENT**

St. Charles School, rooted in the Catholic tradition, is dedicated to providing a strong Catholic education which embraces a multicultural and diverse learning environment. We are committed to the academic, spiritual and emotional growth of each child.

## **PHILOSOPHY**

Christian education is intended to make men's/women's faith become living, conscious and active, through the light of instruction. (TO TEACH AS JESUS DID, Art. 102).

In view of this, the faculty members of Saint Charles School, in the tradition of the Sisters of Notre Dame de Namur who first staffed the school, aim to uphold and instill the principles of Christian education as outlined by St. Julie Billiart. The faculty members profess, to affirm and develop, according to their potential, the whole child-academically, spiritually and socially.

- a. Academically: by implanting a love for learning and by building a foundation of basic skills for creative problem solving and critical thinking.
- b. Spiritually: by deepening their love of God and others while stressing a respect, trust and service that will eventually be actualized in a corporate response to the demands of justice and peace.
- c. Socially: by fostering self-esteem, personal responsibility and respect for others that will empower all to accept individual and cultural differences and to be sensitive to those burdened in any way.

## **GOALS AND OBJECTIVES**

Academically:

- Children are encouraged to reach their full potential; and achievement is recognized according to ability.
- Basic skills are valued and individual help is offered to improve performance.
- Dedicated teachers exhibit enthusiasm and are able to motivate all learners.

Spiritually:

- Children deepen their love of God through participation in liturgy, par liturgical services, religion classes, and daily prayer.
- Children are encouraged to respect one another and to render service in a Christian manner.
- Students are urged to respect differences and to recognize and appreciate the gifts in others.

Socially:

- Involvement in sports programs helps develop good sportsmanship and paves the way for responding justly toward all.
- Through the correlation of the curriculum, students are exposed to global issues. Through discussion, reflection and critical thinking they are empowered to respond in varying degrees toward the building of a just and humane society.
- In a spirit of cooperation, the Parents and Teachers Together (P.T.T.) will assist in promoting a positive social atmosphere.
- Involvement in Student Council prepares students for roles as our leaders of tomorrow.

## **ACCREDITATION**

Saint Charles School is accredited through the New England Association of Schools and Colleges.

## **ADMISSIONS POLICY**

Saint Charles School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, or in scholarship and loan programs. Parents/Guardians acknowledge that the teachings of the Catholic Church are an essential and required part of the curriculum.

## St. Charles School Daily Schedule 2015-2016

<b>8:15</b>	<b>First Bell – Outside doors open, students may enter</b>	
<b>8:28</b>	<b>Warning Bell - Outside for Students</b>	
<b>8:30</b>	<b>Morning Homeroom Session Begins</b>	
<b>8:40</b>	<b>First Period</b>	<b>Grades 5-8</b>
<b>9:20</b>	<b>Second Period</b>	<b>Grades 5-8</b>
<b>10:05</b>	<b>First Recess/Break</b>	<b>Grades 5-8</b>
<b>10:15</b>	<b>End of Recess/Break</b>	<b>Grades 5-8</b>
<b>10:15</b>	<b>Third Period</b>	<b>Grades 5-8</b>
<b>10:45</b>	<b>Second Recess</b>	<b>Grades 1-4</b>
<b>10:55</b>	<b>Fourth Period</b>	<b>Grades 5-8</b>
<b>11:00</b>	<b>End of Recess</b>	<b>Grades 1-4</b>
<b>11:45</b>	<b>First Lunch</b>	<b>Grades 5-8 Recess 12:00-12:15</b>
<b>12:10</b>	<b>Second Lunch</b>	<b>Grades K-4 Recess 12:30-12:45</b>
<b>12:15</b>	<b>Fifth Period</b>	<b>Grades 5-8</b>
<b>1:00</b>	<b>Sixth Period</b>	<b>Grades 5-8</b>
<b>1:45</b>	<b>Seventh Period</b>	<b>Grades 5-8</b>
<b>2:20</b>	<b>Kindergarten Dismissal</b>	
<b>2:25</b>	<b>First Bell to Prepare for Dismissal</b>	
<b>2:30</b>	<b>Dismissal</b>	

Prayers are recited each morning at 8:35AM and before dismissal over the intercom. Students and faculty may request, in writing, that prayers be offered for their loved ones who are ill or have recently died. At dismissal time, students are called over the school's intercom system. Students who go home by walking or by car are called first. Students in the After School Program are dismissed next, followed by students who are riding the buses. Bus students are called in the order in which the buses arrive at school.

## **ABSENCE FROM SCHOOL**

Parents please call the school by 8:45AM and leave a message on line #1, 781-935-4635. In your message, leave the student's name, grade, and reason for absence. We want to be sure that the students who left home for school arrive safely.

Upon returning to school after an absence, students are to bring a note from home with the following information:

1. Dates of absence
2. The reason for the absence
3. The signature of the parent/guardian.
4. If absences exceed five (5) consecutive days, a physician's note will be required. This note should be given to the homeroom teacher.
5. When a student is absent for two (2) or more days due to illness, a parent may call the school office before 9:30AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:40PM and 3:00PM.
6. Students with more than 20 absences in any school year may fail to be promoted.

## **ALLOTMENTS AND CURRICULUM**

The Catholic School Office of the Archdiocese of Boston establishes our academic and religious curriculum with standards and recommended time allotments. Saint Charles School may enhance its program as it sees fit to meet the individual need of our students.

## **ARRIVAL AND DISMISSAL**

### **Arrival**

Morning supervision in the classrooms begins at 8:15AM. School begins at 8:30AM.

Parents accept full responsibility for leaving children before supervision begins at 8:15AM. For safety reasons, students may not be left alone in the schoolyard before that time. Students will enter into the building at 8:15AM.

We also ask that there be no running and ball playing before school because the entire school body is in the schoolyard at once. Your children's safety is our priority.

In order that the teachers may see to their responsibilities, we ask that parents not use this time before school to confer with the teachers unless it is an emergency or you have set up a prior appointment. Teachers will be happy to set up an appointment with you later in the day, or you can come into the office and leave a message for that teacher.

All visitors must report to the school office. Parents may not walk their children to the classrooms. We are trying to ensure the safety of our students.

## **Tardiness**

Tardiness is a serious matter as it affects not only the tardy student and their morning routine, but also the students whose learning may be interrupted by late arrivals. Seeing that all children arrive on time for school is the responsibility of each parent.

Students will be marked tardy if they are not in their classrooms when the bell rings at 8:30AM. Students must be in their classroom by 8:30AM. Simply being in the building by 8:30AM does not count. If your child is late for school, a parent must sign the child in at the school office.

Excessive tardiness will be handled in the following way:

- After five unexcused tardies, the principal will contact the parent.
- After five unexcused tardies, the student is no longer eligible for the end-of-year perfect attendance award.
- If lateness persists, tardies will begin to translate into absences. Every three tardies will be recorded as a half day absence. For example: A student is tardy five times, the parent is contacted by the principal, a student is then tardy a 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> time. A half day absence is recorded.
- Reminder: Absences are reflected on the student's report card, which is part of the student's permanent record.

## **Early Dismissal**

A student who needs to be dismissed from school during the day must bring in a signed note from their parents stating the reason and the time of the dismissal. This note must be given to the homeroom teacher who will then notify the office. Students will wait in the office. For the student's protection and safety, the parent or the person calling for the student must come into the office to sign the student out.

## **Dismissal**

Please be prompt in arriving to pick up your children. Students in grades 1-8 are dismissed at 2:30PM, and Kindergarten students are dismissed at 2:20PM. After dismissal, students are the responsibility of their parents. Students may not loiter on school grounds after dismissal. For safety reasons, students may not return to their classrooms for forgotten books or belongings. All students must leave the school grounds immediately after dismissal. Students not picked up by the end of dismissal procedure will be sent to the After School Program. Parents will be charged for this service. For your children's safety, we request that you not allow your child/children to play ball or to run up and down the church steps at dismissal time. The area at dismissal time is congested with cars and this creates safety issues for your child/children. Also, please note that family pets are not allowed on the school grounds.

If your child is going home in a manner other than his/her usual routine, please send a note to school.

As it is confusing for all, please do not call the office after 1:30PM to change your child's planned route home. We cannot ensure that messages received after 1:30PM will reach your child's teacher.

Parents who drive their children to school in the morning or pick them up at dismissal are asked not to park in such a way as to block driveways. The Woburn Police have also cautioned against parking on both sides of Myrtle and Summer Streets. Doing so is both dangerous and hazardous to vehicles trying to enter these streets from Main Street. If you must stop there to drop off your children, please leave immediately afterwards. Be kind to our neighboring businesses. Do not use their parking lots – these are for their customers only. Everyone's full cooperation in this matter is vital to ensure the safety of all our students.

## **ASBESTOS**

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFT Part 763 of Title II of the Toxic Substances Control Act).

Asbestos management plans have been developed for the educational facilities such as St. Charles School, grades K-8 which have asbestos-containing material present. These plans are available and accessible to the public at the Administrative Office. These plans have been in effect since 1989. Inspections are done every six months by a certified school employee. The Archdiocese of Boston sends a person to inspect the building every few years. The last such inspection occurred on March 11, 2010.

## **ATHLETICS AND ACTIVITIES**

### **POLICY REGARDING ACADEMIC ELIGIBILITY FOR PARTICIPATION IN SPORTS, ACTIVITIES, AND STUDENT COUNCIL**

- A. If a student fails one course in a quarter, he/she will be suspended from athletic events/games until progress reports are given the next quarter. If the teacher in whose subject the "F" was received confirms that the student's effort is improving, the students may resume practicing after a two-week period but will remain suspended from the games. An "F" at the time of the next progress report means suspension for the rest of the quarter. Anyone receiving a school suspension is suspended from athletics or Student Council for the rest of the quarter.
- B. If a student fails two or more courses in a quarter, he/she is not eligible to participate in athletics and/or athletic-related activities until the end of the next marking period.
- C. Student athletes who receive a "U" (unsatisfactory) in those subjects where no letter grade is given, or in any conduct or effort grade, may face suspension (see A above). The principal will consult with the student and the teacher before rendering a decision.
- D. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

### **GENERAL RULES GOVERNING PARTICIPATION IN ACTIVITIES AND/OR ATHLETIC EVENTS**

Please note: These regulations apply to all school activities, including meetings, games, practices, try-outs, auditions, field trips, class trips, dances, etc.

#### **Absence, Lateness, Suspensions**

- A. No students may participate in activities or athletics on the day of an absence unless the matter has been addressed with the principal and permission given in advance.
- B. Students must be in attendance for at least  $\frac{3}{4}$  of the school day, in order to participate in school events of that day.
- C. Absentees on Friday are NOT eligible to participate on Saturday or Sunday.
- D. Tardiness will be dealt with on an individual basis by the coaches or directors of the activity.

- E. Suspensions for discipline are treated as absences from school and void prior authorization for the purposes of school activities and athletics; therefore, students on disciplinary suspension may not participate in any school activities.
- F. Transportation to and from basketball games must be provided by parents.

## **BIRTHDAYS**

We love celebrating birthdays at St. Charles School. When it is your child's birthday, you may send in a snack for the student's class. We do not allow special birthday deliveries to students during lunch time. Students may bring party invitations to school ONLY if every student in the child's class receives an invitation.

## **BULLYING POLICY**

Saint Charles School has a strict No Bullying Policy. We are committed to providing all students with a safe learning environment that is free from bullying and cyber bullying.

"Bullying" is the repeated pattern of behavior overtime of unwanted, negative actions that involve an imbalance of power or strength. Cyber bullying is bullying through the use of technology and/or any electronic communication device.

Students are expected to follow the behavior guidelines outlined in the Discipline section of this handbook. These guidelines make our school a safe orderly place where learning can take place.

Instances of bullying may be reported in either oral or written form. Reports may be made to the classroom teacher or to the principal.

## **BUS TRANSPORTATION**

Riding the bus is a privilege. When students do not follow the established rules, the driver should first speak with the student involved, warning him/her that any repeated offense will be reported to the principal. If it is determined that the student was indeed misbehaving on the bus, a suspension of bus privileges may follow. All students must remain seated while riding the bus. If your child's bus does not arrive home at the scheduled time, please call the bus company at 781-933-8474 to check for delays. You may also call the St. Charles After School Program until 6PM at 781-935-3295 for assistance.

Requests for changes in bus routes must be sent to the principal in writing. The procedure mandated by the Woburn Public Schools will be followed in addressing such requests. For reasons of safety and insurance liability, only the students who reside in Woburn and normally ride the school bus are allowed to ride the bus. Students may not have friends ride home with them on the bus. Students may only ride the bus to their own homes, not get on a bus to visit a classmate on the other side of the city.

## **CHAPTER 622**

In accordance with Chapter 622 of the laws of the Commonwealth of Massachusetts, no student shall be restricted from any courses in this school because of race, sex, religion, or creed. All courses and activities are open to both boys and girls.

## **CHEATING**

We expect all students to be honest. This means doing their own homework, class work, tests, projects, and papers. Plagiarism is another form of cheating and is defined as “taking information from another source and passing it off as your own. This may be done by not giving credit for a quote or a passage of information or by deliberately copying a written work or downloading a paper from the Internet” (Western Carolina University).

Any form of cheating on tests, quizzes, homework, projects, etc. is treated most seriously. Any student caught cheating, or helping someone cheat, will automatically be given a zero for the assignment and his/her parents will be notified.

## **DISCIPLINE**

We believe in “discipline with dignity”. Christian principles form the basis of our discipline policies. Our main goal is to enable each child to develop to his/her full potential spiritually, academically and socially in a safe, nurturing environment. Any student who chooses to interfere with this goal will receive consequences based upon the severity of the infraction. Students are expected to respect and obey all adults who are charged with supervising them. Any inappropriate behavior or conduct unbecoming a Christian student, will result in disciplinary action.

While each classroom has its general rules of good behavior, there are many that apply generally. It is impossible to list them all here; but what follows is an attempt to categorize the rules and expectations and thus facilitate their interpretation:

All rowdy and unruly behavior or actions that disrupt the order and purpose of the school are not allowed. Throwing snowballs, school and gym uniform violations, gum chewing, and threatening behavior is not allowed. Additionally, the use of obscene language or gestures, gambling or betting of any kind, and the misuse of the fire alarm system, or “911” is strictly forbidden. All electronic devices, except cell phones, are prohibited.

Cell phones and other electronic communication devices have the potential to create problematic situations in a school setting. In today’s world we understand a parent’s need to communicate with their child when they are not in school. All students must turn in to their homeroom teacher any and all electronic communication devices at the start of the school day. Said devices will be returned to students at the end of the day. Devices may not be turned on until students leave the school buildings.

If you need to communicate with your child during school hours, please call the school office. If your child needs to communicate with you, the student must come to the school office to use a school phone. No texting is allowed. If the student is found in possession of their cell phone, the phone will be held in the school office until a parent comes into the office to pick up the phone and the student will receive a detention.

Other rules meant to ensure the safety of the school community include never leaving a classroom or school property without permission, never using matches, lighters or smoking materials, and being on time for school. Skateboards, in-line skates, and bicycles are not allowed on school property. For student safety, bicycles may not be ridden to or from school.

The use of violence is strictly forbidden. This includes threatening others or causing bodily harm. It also includes the deliberate destruction of and damage to property belonging to the school, the church or to others. The possession of materials or objects harmful to the safety of persons in the

school community, and using or being under the influence of drugs or alcohol, are also very serious infractions.

The school reserves the right to regulate books and magazines brought into the school from outside sources. The student and the school are co-tenants of desks and as such, desks may be searched if the situation warrants. Backpacks are also subject to search for safety of all students.

## **Parent Responsibilities**

Parents have an investment in helping their children understand and acquire productive learning behaviors and reinforcing their importance within the family. Parents are responsible for fostering good habits of punctuality and attendance. Parents also must support the school's academic goals by reinforcing classroom assignments and homework. Parents bear the responsibility to notify the school office of any changes of address or telephone numbers. Parents must notify the school of any special situations regarding the student's well-being, safety, health, or custody issues. Parents, in partnership with the school, must support the religious and educational goals of the school, support and cooperate with the discipline policy and dress code of the school, and treat teachers, school personnel, students and their parents, with respect and courtesy.

## **Student Responsibilities**

In responding in their most productive manner to the learning environment, students are accountable to know and to follow the school's rules and dress code and to understand that there are consequences for their actions. Students must recognize the importance of rules for mutual consideration, cooperative living and maximum learning. Students must strive to do their very best by completing all work assignments in a timely manner. Students must treat teachers, school personnel, and fellow students with respect and courtesy.

## **Grounds for Suspension**

The principal makes the determination for suspension after considering the circumstances and conferring with the student and the parents involved. The student must complete all class work assigned while on suspension. Any tests or quizzes missed on that day may not be made up. Some things that may warrant suspension are: fighting, bullying, smoking, stealing, and the use of obscene language and/or gestures, repeated or serious infractions of school policies.

## **Grounds for Expulsion**

Expulsion from the school is considered most serious. Students may be expelled if they have a history of infractions and seem to lack the will to correct their behavior. Some things that lead to expulsion are: assault with a dangerous weapon, selling or using drugs or alcohol, and causing serious bodily harm. The principal reserves the right to make exceptions or amendments depending upon the circumstances and the individual child. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

## **General Guidelines for Good Conduct**

**Bullying and/or Harassment/School Safety:** Saint Charles School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. In accordance with Massachusetts law and recommendation of the Massachusetts Department of Education, "Acts of bullying which include cyber bullying are prohibited on school grounds and property immediately adjacent to school grounds, at a school sponsored or school related activity, function or program whether on or off the school grounds if these acts create a hostile environment at school for the target or witness, infringes on their rights at school, or substantially disrupts the education process or the orderly operation of the school."

Bullying as defined in M.G.L.C. 71 is the **repeated** use by one or more students of a written, verbal,

or electronic expression or a physical act or gesture or any combination directed at a target.

Allegations of bullying behavior will be reported to the Principal in writing. The Principal will investigate the incident. Should a student be found guilty of bullying behavior, said student and parents will be notified. Should the same student fail to correct bullying behavior, the student may face severe consequences; suspension and/or expulsion.

Engagement online, through means such as email and social media, may result in disciplinary actions if the content includes defamatory comments regarding the school, the faculty, other students, or the parish.

All students are expected to treat each other with kindness and respect. Any student who continually exhibits behavior that causes another student to feel unsafe or threatened will face severe disciplinary action.

**Bus Conduct:** Students must remain seated. Students should keep noise level down so as not to distract the driver. Children who are reported for misconduct may face the loss of bus privileges.

**Care of Equipment and Supplies:** Books, equipment and supplies are issued to students on loan. Books are to be kept covered and clean and are to be handled properly. Fines will be charged for materials that are ruined or lost. Any defacement of school property is in strict violation of our school's philosophy. Consequences of restitution and detention will result.

**Lunchroom:** A supervisor and lunch monitors walk about the cafeteria to assure the well-being of students and to provide assistance when needed. Students are expected to remain seated unless dismissed by an adult on duty. Food or objects are not to be thrown and students are expected to speak softly to those near them. Students are asked to clean their area (table, floor) after they have finished eating. If behavior warrants suspension from the lunchroom, students will have to eat in a separate area and miss recess.

**Playground:** Students are expected to play in designated areas. Only games that are not dangerous to people or property are allowed. Only authorized playground equipment can be used (e.g., only nerf balls). Disrespect to adults or students, fighting, and vulgar language are not permitted. Students are to stay off fire escapes and church and school steps. Students may not leave the school grounds at any time.

## **DRESS CODE**

The school uniform helps define who we are as a member of the Catholic community of St. Charles School. We ask that you carefully review the uniform policy and refer to it if you have any questions about what the students may or may not wear. Students who fail to follow the dress code will be subject to the consequences in this section.

It is expected that students will be dressed in the complete uniform at all times and that it will be worn as expected. It will be the responsibility of the homeroom teacher to monitor this policy, and to notify parents when it is violated. The exception to this policy will be "TAG DAYS" held throughout the year.

Decisions regarding inappropriate attire are at the discretion of the principal.

Information pertaining to the school uniform is available at the school office, on the parent portal portion of the school website, and at JB Edwards.

**Uniform Distributor**  
*J.B. Edwards Uniform Company*  
39 Cummings Park  
Woburn, MA 01801  
1-800-654-5148

**Grades K-4**

**Girls K-4**

Plaid Jumper  
Yellow Blouse (Short/Long Sleeve)  
Solid navy or black shoes  
(no embellishments; no boots)  
Solid navy tights or knee socks

**Optional**

Navy pants  
Lt. Blue Polo w/logo (Short/Long Sleeve)  
Navy Crew Neck Sweater w/logo

**Optional Warm Weather**

Navy Skort  
Lt. Blue Polo w/logo

Please note: Uniforms may not be “mixed and matched.”

**Boys K-4**

Navy Pants w/navy or black belt)\*  
Lt. Blue Polo Shirt w/logo  
Solid navy or black socks (above ankle; no logos)  
Solid navy or black shoes w/dark soles  
(no “sneaker type” shoes; no boots)

**Optional**

Navy V-Neck Cardigan w/logo

**Optional Warm Weather**

Navy Walking Shorts  
Lt. Blue Polo w/logo

\*Please note: Belts are optional in Kindergarten and 1<sup>st</sup> grade.

**Grades 5-8**

**Girls 5-8**

Plaid Skirt  
Navy Polo w/logo (Short/Long Sleeve)  
Solid navy or black shoes  
(no heels or wedges; no boots)  
Opaque solid navy or gray tights or knee socks

**Optional**

Khaki dress pants (not form fitted)\*\*\*  
Navy polo w/logo (Short/Long Sleeve)

**Optional Warm Weather**

Khaki Skort  
Navy Polo w/logo

## **Boys 5-8**

## **Optional**

Khaki dress pants\*  
Navy polo w/logo (Short/Long Sleeve)  
Solid black, navy, or medium/dark brown shoes  
w/dark soles (no “sneaker type shoes”; no boots)  
Solid navy, dark brown, or black above ankle socks (no logos)  
Navy, black, or brown belt

Navy v-neck cardigan sweater w/logo

## **Optional Warm Weather**

Khaki walking shorts

Please note: Khaki pants must be the “JB Edwards” shade of khaki if purchased elsewhere.

## **Additional Uniform Notes**

On days of school masses, assemblies, picture days and other days as deemed necessary, students in Grades 5-8 will be required to wear the following:

Girls: Plaid skirt and light blue oxford shirt

Boys: Khaki pants (no shorts) and light blue oxford shirt with school tie (navy/gray plaid)

The warm weather uniform can only be worn during the dates specified on the school calendar. This includes shorts for gym class, “Tag Days”, and school dances; shorts can only be worn when the warm weather uniform is permitted.

Make-up                      No make-up is allowed.

Jewelry                      No large hoops or dangling earrings may be worn. No body-piercing jewelry will be allowed. The principal reserves the right to limit the number of earrings worn.

Hair                              Haircuts that are faddish or distracting are inappropriate for school, e.g. Mohawks, sprayed on or unusual colors, shaved stripes or designs; for boys, tails and hair beyond collar length. Facial hair is not allowed.

Please note: The principal reserves the right to adjust regulations accordingly. Tattoos that are visible are not allowed.

Shoes                              Shoes that are considered to be slippers/moccasins/“house shoes” are NOT permitted. Shoes must follow the above guidelines at all times.

## **Consequences of uniform infractions:**

First violation:              Reminder from the teacher.

Second violation:          Reminder with note from Principal to be signed by parent.

Third violation:              Student must wear regular school uniform on next tag day.

## **Gym Uniform**

Only the St. Charles School gym uniform is allowed. Only the gym sweatshirt may be worn on gym day; other SCS sport sweatshirts are not allowed. Sneakers must be worn on gym day. Socks that are visible must be solid in color and not flashy or distracting.

## **Dress Code for Non-Uniform Days**

Depending on the occasion, students may be allowed to wear casual or dress-up clothing. On these occasions, the dress code is relaxed, but inappropriate attire will not be accepted. For example: midriffs, offensive or insulting T-shirts, pajama bottoms, low hung pants, low cut tops, shorts/dresses/skirts that are too short, clothes that are too tight. Leggings may only be worn with a longer shirt or under a dress. Shorts may NOT be worn when the warm weather uniform is not permitted. No underwear may show.

We ask the cooperation of the parents in seeing to it that the children are dressed in conformity with this dress code when they leave home for school. Students who choose to ignore the dress code regulations will be asked to change into a school uniform and be issued a detention. All matters of interpretation are the responsibility of the principal or someone designated by her/him.

## **EMERGENCY INFORMATION**

At the beginning of the school year students bring home an emergency information sheet. Parents are asked to fill in this sheet completely and return it to the school the next day.

If any information changes during the year, parents are asked to send the changed information in writing to the school office.

## **EMERGENCY SCHOOL CLOSING**

When the public schools in Woburn close for inclement weather or other emergencies, St. Charles School will also close. In the event of an announced delayed opening by Woburn Public Schools, St. Charles School will also have a delayed opening.

Please listen to one of the following radio stations after 6:00AM for updates: WEEI, WHDH, WRKO on AM or 105.7 FM. You may also watch Channel 7 news.

St. Charles School will also be using the Honeywell Instant Alert System to notify families about school closings and delays. Please check your family profile at <https://instantalert.honeywell.com>.

## **EXTENDED VACATION POLICY**

The Catholic School Office of the Archdiocese of Boston and St. Charles School believe strongly in the importance of regular attendance by all students. We adhere to and are in full compliance with Chapter 76 of the Laws of the Commonwealth of Massachusetts which defines attendance regulations.

Except in cases of illness and other extenuating circumstances, students are expected to be present when school is in session. Parents are strongly urged not to schedule vacation during school days, and not to extend the scheduled vacation periods. If such a vacation or extension is scheduled, parents must meet with the principal to discuss the matter.

Should a parent choose to keep a student out of school for reasons other than illness or extenuating family circumstances, teachers will provide the normal range of assistance upon the student's return to school; however, it's the student's responsibility to identify missed assignments and make up their work. No assignments will be provided to students in advance; the school and the individual teacher(s) will not assume responsibility for providing individual tutoring or extensive individual help for the student when he/she returns. Long-range assignments should be handed in before the student leaves if the due date falls during the time the student will be absent.

### **EXTRA HELP**

Teachers will provide extra help. The day and time is at the teacher's discretion. The help is predicated upon the student's need and the effort put forth by the student during the regular class time.

### **FIELD TRIPS**

A field trip is like any other school day except that students and adults are learning in a different place. Field trips are planned to enhance and supplement the curriculum. Students are expected to act responsibly on the bus and at the location of the field trip. They are also expected to learn all they can and to remember to thank the host and the chaperones. Parents are welcome to assist as chaperones on field trips. Please contact your child's homeroom teacher if you'd like to help.

### **FIRE DRILLS, LOCKDOWNS and SAFETY EVACUATION DRILLS**

Fire and evacuation drills and lockdowns are conducted at regular intervals required by law and are an important safety precaution.

The fire drill exit routes are posted in each classroom and instructional areas. The evacuation policy is posted in the office and in all classrooms and instructional areas.

Lockdown procedures are dictated by the Woburn Police Department.

Students are expected to:

1. Know the proper exit and route from any place in the building
2. If an exit is blocked, use the nearest exit.
3. Be familiar with the fire regulations posted in each room.
4. Leave by the nearest exit if they are in the lavatory or hallway when the alarm rings. Then locate their teacher when they reach the outside of the building.
5. Walk in silence and in an orderly manner. Talking is not permitted during a fire or evacuation drill.

### **HEALTH/SCHOOL NURSE**

#### **Medication**

We utilize the help of a registered nurse. The school office is not a diagnostic or treatment center. Medications, including aspirin, are not to be given by school personnel. Please ask your doctor to prescribe medications that may be given before or after school hours. In cases where this is not possible, the parent or parent designate must administer the medication in the school office. Students may not carry any medications to school with the exception of inhalers for asthma or Epi-pens.

It is helpful to inform the school when a student is receiving medicine at home since some medicines affect schoolwork and behavior. In order that arrangements can be made for school-related needs, the nurse should be notified when the student is wearing a cast or brace or when special medical situations exist. Parents must notify the school in writing if and when a child should develop a medical condition such as asthma, allergies, heart problems, etc. Any special doctor's instruction should also be in writing. This includes any restrictions regarding physical education.

## **Immunizations**

State mandate requires that immunizations be current and that health records be received upon school entry and updated as necessary. Physical examinations are required as part of the student health record.

## **HOMEWORK**

Homework is an important component of a student's educational experience. Students should generally expect to receive homework assignments each day. Teachers use homework in evaluating student progress and achievement. The length of time that it takes to complete homework may vary depending on the student's individual pace and their grade level. It is important that students remember that homework does not only mean written work; reading and reviewing material covered in class and looking ahead to new material are parts of homework that are often overlooked by students. Long-term assignments help students to learn the planning and pacing skills needed to complete these projects. Homework assignments must be done neatly, completely, and turned into the teacher on time.

Students must be responsible for all homework assignment. Namely, it is the students' responsibility to do the following:

1. Write down all assignments when given
2. Schedule their time appropriately to accomplish their work
3. Work in an environment that is conducive to completing work in a timely fashion
4. Take home materials sufficient to completion of tasks
5. Study each night so as not to leave studying for a test or quiz the night prior to exams

Homework must be defined within the realm of written and non-written forms. Not every homework assignment is a written exercise. Reading assignments, studying for tests and quizzes are, as must a part of the requirement of homework as is written work. Within the framework of homework per class per day, there should be time allotted for studying for tests and quizzes.

The following timetable may provide practical guidelines as to the amount of time a typical student should spend on homework collectively:

Grades 1-2	20-30 Minutes
Grades 3-5	30-75 Minutes
Grades 6-8	75-150 Minutes

If a child exceeds the allotted suggested time frame for completion of homework, the parent/guardian should inform the teacher of that subject.

## HONOR ROLL

<b><u>Principal's List</u></b>	A's and A+
<b><u>First Honors</u></b>	Average of 90% and above, A-, A, A+
<b><u>Second Honors</u></b>	Average 80% and above, B average and above

"U" keeps a student off the Honor Roll, since "U" is used after a student fails to respond to remediation and correction.

## LIBRARY

Reading and book exploration is an important part of your child's learning and education. It is our wish that our library can provide your child with a varied selection of books for both educational purposes and personal enjoyment.

In order to ensure our library selection remains optimal, please take note of the following procedures:

- **Caring for Books**—your child should not damage books in any way. They should not write on any pages or book covers, bend down corners of pages or tear/rip any part of a book. If a book is damaged beyond reasonable repair, the library will send home a notice to request payment to replace the damaged book. Your child will not be allowed to check out any books until the payment is received.
- **Lost Books**—your child is expected to return their book selections each week to the library. If a book is not returned within two weeks from the check-out date, a notice will go home to notify parents that the book is late, lost or misplaced. If the book is not returned within 4 weeks of the original check-out date, a payment request will be issued to you. Your child will not be allowed to check out any books until the payment is received.

## LOST AND FOUND

Students who find lost articles are asked to take them to the school office where the owner can claim them. The school suggests that students do not bring valuables or large sums of money to school. The teachers do everything they can to safeguard private property, but the school takes no responsibility for lost or stolen items. Lost articles are retained in the office for one week only and then disposed of at the discretion of the Principal.

## LUNCH AND RECESS

The hot lunch program is available each school day. If a child has not purchased a ticket or has forgotten a lunch, a parent may bring one to the school office, not the student's classroom. In fairness to all students, deliveries by parents from McDonald's, Burger King, Papa Gino's, etc. are not allowed. The hot lunch program, along with bagged lunches from home, provide ample choices to meet all students' lunch time needs.

## **MAKE-UP WORK**

Quizzes and tests may be made up for credit in cases of excused absence. Before taking a make-up test, a student must fulfill the study requirements established by the teacher. Students failing to keep appointments for make-up work forfeit the privilege unless the reason for such failure is satisfactory to the teacher. The responsibility for making up schoolwork rests with the student.

1. A student will be allowed the number of days absent plus one to make up the work. If this is not done before this time, the grade will be considered a zero. It is the student's responsibility to obtain the missing assignments as soon as he/she returns to school.
2. Any child who misses class for any reason (e.g. serving mass, early dismissal, tardiness, vacation taken during school time) is responsible for the work covered in that class.
3. Make-up work because of sickness or extra help will be available by making an appointment with the teacher involved.

## **NON-CUSTODIAL PARENTS**

Unless there is a court order to the contrary, a non-custodial parent of any student has the right to receive information regarding the student's achievement, involvement, behavior, etc., upon written request. It is the policy of St. Charles School, once requested, to automatically send this individual a quarterly report card and to place the parent's name on the school mailing list. In addition, any parent requesting a conference regarding his/her child will also be so accommodated.

## **OFFICE HOURS**

The school office is open Monday through Friday, between 8:15AM and 3:00PM.  
All visitors (including parents) to the school must report to the office upon entering the building.

## **PARENT VISITS**

Parents are welcome at the school office anytime. It is advisable to call for an appointment if you have something to discuss.

The same applies for discussions with teachers. Since they are responsible for the children in their care, we would ask that you do not confer with them in the schoolyard when the children are lined up to go inside. Also, please do not go up to the classroom to discuss matters with the teacher during the school day. Again, the children need their teacher's full attention. If you wish to speak with a teacher or make an appointment, simply call the school to leave a message. The teacher will return your call.

## **PARKING**

No parking is allowed on the right side of Myrtle Street at any time of the day. Please obey this request as police and fire emergency vehicles must be able to drive up Myrtle Street.

## **PROMOTION POLICY AND RETENTION POLICY**

General Policy: Advancement to the next grade at St. Charles School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade,

tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Policy for Eighth Graders: The failing of two or more major subject areas will require a summer remediation program approved by the school. Successful completion of the remedial program is required before the issuance of a diploma. High School acceptances are contingent upon the successful completion of eighth grade. Students who fail two or more major subject areas risk not participating in eighth grade activities or ceremonies. Eighth graders with severe discipline issues may not participate in graduation activities and/or the public graduation ceremony at the discretion of the principal.

Students may also be transferred to the next grade. Parents may reject in writing the school's recommendation for the student's retention whereby the student will be transferred to the next grade. Such transfer will be noted on the student's academic history card.

When more than one class exists within a grade level, students are assigned to their class so as to create heterogeneous groupings with the following in mind: an even boy-girl ration, a full range of aptitudes within each class, an even proportion of abilities, learning styles, and personalities, and an equal number of pupils in each class. Our aim is to build a classroom with children who show the promise of working well together. These decisions are based upon observations made by the teachers during the course of the school year. Written requests for placement in a particular classroom are not accepted. All of our teachers, with their own unique style, know the importance of recognizing each child as an individual with their own learning style and personality. Each teacher works carefully to help every student grow and learn academically, socially, morally, and spiritually.

## **STUDENTS STAYING AFTER SCHOOL**

If a student plans to stay after school for additional instruction with a teacher, for sports or special programs, he/she will be expected to report to the proper location immediately after school. Students must be certain to tell their parents that they will be arriving home later than usual or tell them at what time they need to pick the student up. If students are not staying with a teacher or involved with a teacher-supervised activity, the student must leave the building at dismissal time.

## **TELEPHONE**

During the school day, all calls made must be done so through the school secretary in the main office. The school secretary will telephone the parent, or will give the child permission to use the school phone in the main office. All after school arrangements must be made before the child leaves home for school. Students will not be called from class to receive incoming calls; the secretary will deliver any important message to the student. If a student forgets to bring a lunch, the parent may leave the lunch in the school office.

Cell phone usage during the school day is strictly prohibited. No texting or phone calls made from cell phones are allowed. All students must turn in to their homeroom teacher any and all electronic communication devices at the start of the school day. These devices must be switched off and may not be turned on until students leave the school building. If the student is found in possession of their cell phone, the phone will be held in the school office until a parent comes into the office to pick up the phone. The student will receive a detention.

## **VISITORS**

We welcome all visitors! All visitors are required to report to the office before proceeding to classrooms or other parts of the building. All visitors must wear a visitors badge while in the buildings.

No parent may enter the upper building without first contacting the school office. As a courtesy, visitors must schedule an appointment with the teacher before visiting the classroom.

## **YEARLY FEES**

- Athletic Fees (must be paid in order to participate):
  - Basketball
  - Cheerleading
- Seventh grade dues
- Eighth grade dues
- Graduation Fees for eighth graders
- Holy Childhood Association Membership for all students.