



# PARENT-STUDENT HANDBOOK

## *Mission Statement*

*Cheverus Catholic School educates a diverse population of students with an excellent academic program grounded in the Catholic faith. In the spirit of Saint Mother Theodore Guérin and the Sisters of Providence, to “Love the children first, then teach them,” we foster the virtues of love, mercy and justice, encouraging our students to go forth and share their many gifts with the world.*

***This Policy Book will serve you throughout your time at Cheverus Catholic. It is always subject to updating and amendments. When either of these takes place, notification of the changes will be e-mailed.***

## **ACCIDENTS**

Every accident in the school building, or on school property, must be reported to the person in charge and to the office. Additionally, all accidents should be immediately reported to the school nurse.

## **ACTIVITIES**

To be eligible to participate in all or any school activities including meetings, games, clubs, practices, tryouts, auditions, field trips, class trips, students need to:

- 1) Maintain satisfactory conduct and effort.
- 2) Be present in school the day of the event.

## **ADMISSION**

We do not discriminate on the basis of sex, religion, race or national and ethnic origin.

## **ASBESTOS**

Asbestos management plans for our school are available in the school office.

## **ATTENDANCE/ABSENCE**

### **Attendance**

Students are expected to be present and punctual for all classes throughout the year. If a student is absent or dismissed from school, he/she may not participate in any school day or evening activities.

### **Absence**

Parents are asked to call the school before 8:30 a.m. if the student is unable to attend school that day. The parent should give the student's name, grade, and the reason for the absence. The school phone number is 781-324-6584, ext. 15. Upon returning to school, the student must present a parental note to the School Office stating the cause for the absence.

### **Early Dismissal Procedure**

Students who need to be dismissed from school during the day must bring a signed note from a parent stating the reason and the time of the dismissal. This note must be brought to the homeroom teacher who will notify the office. Students who are being dismissed early will wait in the classroom until called by the office. For the student's protection and safety, the parent or authorized person calling for the student must come to the office to sign out the student.

### **Extended Vacation Period**

Cheverus Catholic School, in conjunction with the Catholic Schools Office of the Archdiocese of Boston, believes strongly in the importance of regular attendance by all students. We adhere to Chapter 76 of the Laws of the Commonwealth of Massachusetts, which defined attendance regulations. Therefore, we urge you to have your children present when school is in session, except in cases of illness and extenuating circumstances, and not to schedule family vacations during school days, and not to extend the scheduled vacation periods.

### **Excessive Absence**

Regular attendance is critical to academic success. Students who are absent from school 7 or more days during a single marking period may have their grades impacted negatively. Students who are excessively absent without what the school determines to be a valid excuse may receive a grade of **W** (withheld) or **I** (incomplete). Additionally, those students will not be eligible for honor roll.

Students who absences meet or exceed 21days over the course of the academic year may be required to attend summer school. Further action may be required; a student may be required to repeat the school year and/or be asked to withdraw from Cheverus Catholic School.

In the case of summer school, the program or tutor must be approved by the school. Promotion to the next grade is conditional upon completion of an approved program.

**Perfect Attendance** - Students arriving late or being dismissed are not eligible for Perfect Attendance Awards.

## **BEFORE SCHOOL CARE**

This is available to students in all grades beginning at 6:00 a.m. For further information, contact the school office.

## **CAFETERIA**

All school rules of behavior apply to students when in the cafeteria. In relation to the cafeteria, students are expected to abide by the following rules:

- 1) Deposit all lunch litter in wastebaskets.

- 2) Leave the table and floor around the student's place in clean condition.
- 3) Not take food from the cafeteria to other areas.
- 4) Cooperate fully with adults supervising.
- 5) For safety reasons, all students must exit cafeteria quietly.
- 6) Remain seated until dismissed by the supervising adult.
- 7) Speak in a conversational tone.

## **CALENDAR**

A tentative calendar for the current year is available at <cheverusschool.com>. A monthly calendar is posted on the website and also emailed to parents. Please refer to this calendar for necessary information.

## **CELL PHONES**

While it is understood that parents may want their children to carry cell phones, they can serve as a distraction during class. Therefore, cell phones and other mobile devices should be turned off and stored in a student's backpack during the school day. Should the need arise to contact your child during the school day, you may call the School Office and we will deliver the message to the student. Violations of this rule will result in the cell phone being confiscated and held until a parent retrieves it. Chronic violations will result in disciplinary action.

## **CHANGE OF ADDRESS/TELEPHONE NUMBER**

Any changes to contact information must be communicated to the School Office immediately. These changes may include your address, telephone number, or e-mail address.

## **CHAPTER I and/or CORE EVALUATION/SPECIAL EDUCATION**

Cheverus Catholic offers a limited academic support programs to eligible students. Programs such as Title I are federally funded and are available to those students who qualify for a special educational remedial support in math or language arts.

A parent may request a CORE evaluation. Such testing is conducted by the city in which the student resides. Parents who may want to request a CORE evaluation are asked to please contact Cheverus Catholic before doing so. We recommend that the parent and teacher confer beforehand.

In some instances the school may also take the initiative and suggest that a CORE evaluation be requested by the parent. Obviously, the goal is to create the best possible conditions for student success.

### **Process for CORE Evaluations**

The parent initiates a CORE evaluation by contacting the public school department where the child would attend if he/she were not in private school (i.e., according to residence). The parent requests a CORE evaluation. The public school forwards all necessary information to the parent and school.

## **CHEATING**

Cheating may be defined as presenting another's work as one's own, making use of "cheat sheets," or copying answers from another, etc. Any form of cheating (on tests, quizzes, homework projects, etc.) is treated most seriously. Any student involved in cheating will be assigned a grade of zero, and the parents will be notified. Penalties including suspension and expulsion from the school may be imposed.

## **CONFERENCES**

Any parent is free to make an appointment to meet with a teacher or teachers by writing, e-mailing or calling for a conference. If a problem, question, situation arises, parents are asked to first begin by speaking to the person (teacher, coach, moderator, etc.) **who is most directly involved**. If this proves ineffective, parents should then contact the Principal or the Assistant Principal.

## **CORI**

Volunteers must complete a criminal background check (CORI). Volunteers include coaches, chaperones, lunch prefects, or other school day activity helpers. CORI's will not be processed by the school after April 1 for the current school year. Please note: CORIs take at least three weeks to process.

## **COUNSELING SERVICES**

Cheverus Catholic provides both academic and social counseling. A school counselor is available two days each week. The counselor may see a student for up to three times without parental (guardian) consent. After the third visit, a parent (guardian) will be notified. If serious concerns exist, a parent (guardian) will be promptly notified.

## DISCIPLINE

Discipline is an important factor of growth. The focus of discipline at Cheverus is really self-discipline, whereby a young person learns to think about the reasons behind the rules and their consequences. “Discipline with dignity” is a discipline that is both firm and compassionate. While it is expected that all children know common manners, there are certain rules and regulations that students at Cheverus Catholic must accept if they are to be part of the student body.

Cheverus Catholic does not condone or tolerate the use of corporal punishment for any reason at any time.

### Suspension

- Suspension is a temporary separation of a student from the school. It is the result of a serious violation, or series of violations of school rules. A student may be suspended for a one to five days. Suspension is a most severe action and usually the last step before expulsion. It is reserved for the most serious offenses. These offenses include, but are not limited to: defacing school property, cheating, foul or abusive language (written or spoken), disrespect to an adult, truancy, smoking, continual violations that cause detentions. Students who are suspended cannot make honor roll.

### Expulsion

- Expulsion is initiated by the Principal, who in turn, will write a report to the Superintendent of Catholic Schools. Major offenses include: taking, giving, selling or possessing any drugs, alcohol, weapons or weapon-like objects; insolence or assault of any kind, repeated offenses that previously caused suspension, or any other serious conduct that is contrary to the values and ideals of Cheverus Catholic.
- The Principal shall use every means available to discover the cause of the problem and should exhaust all appropriate or available remedies, for example, referral to a guidance clinic, physician, or parish priest. Parents will be informed of the problem and be involved in decisions regarding referrals. Expulsion will be determined only after consultations with the Superintendent of Schools and the Parish Administrator.
- The Principal reserves the right to make exceptions or amendments depending upon the circumstances and the individual child.

### Physical Damage to School Property

- Parents are responsible for any damage done to school property by their children.

## DRESS CODE

Rules governing dress code are designed to insure neatness, cleanliness, and good grooming. All students are expected to be in full uniform at all times, except for specified “uniform-free” days (N.U.T. Days). Any footwear, hairstyles and colors, indeed ANY SUCH clothing that serves to distract from the learning atmosphere is prohibited. Students will begin wearing uniforms on the first day of school, and the uniform will be worn daily until school is dismissed in June.

<b>Uniforms are purchased from Collegiate House and consist of:</b>	
<p><b>Girls K-5</b></p> <ol style="list-style-type: none"> <li>1) Blue plaid jumper*</li> <li>2) Blue blouse, Peter Pan collar (short or long sleeve)</li> <li>3) Gray polo shirt w/ school logo (short or long sleeve)</li> <li>4) Navy blue knee socks or tights</li> <li>5) Dress or casual shoes*</li> </ol> <p><i>Optional – Navy blue pants (may be worn all year)</i>  <i>Optional – Navy blue cardigan sweater</i></p> <p><b>Girls 6-8</b></p> <ol style="list-style-type: none"> <li>1) Blue plaid skirt*</li> <li>2) Gray polo shirt w/ school logo (short or long sleeve)</li> <li>3) Navy blue knee socks or tights</li> <li>4) Dark colored dress or casual shoes* no slippers or flip flops</li> </ol> <p><i>Optional – Navy blue cardigan or V-neck sweater</i></p> <p>* SHOES – Platform shoes or heels may not be more than one inch. No open toe or backless shoes.</p> <p>* SKIRTS &amp; JUMPERS – No more than two inches above the knee.  <i>Optional – Navy blue pants (may be worn all year)</i></p>	<p><b>Boys K-5</b></p> <ol style="list-style-type: none"> <li>1) Navy blue pants</li> <li>2) Gray polo shirt w/ school logo (short or long sleeve)</li> <li>3) Dark colored dress or casual shoes*</li> </ol> <p><i>Optional – Navy blue V-neck pullover or cardigan sweater</i></p> <p><b>Boys 6-8</b></p> <ol style="list-style-type: none"> <li>1) Navy blue pants</li> <li>2) Gray polo shirt w/ school logo (short or long sleeve)</li> <li>3) Black or navy belt</li> <li>4) Dark colored dress or casual shoes* no slippers or flip flops</li> </ol> <p>* SHOES – Work boots (no steel toes) are allowed during the winter season. All shoes with laces must be tied.</p>
<p><b>Sweaters/Fleeces</b> – If students choose to wear a sweater or fleece in the classroom, only the Cheverus blue uniform sweater or fleece is allowed.</p>	<p><b>Jackets</b> – No jackets may be worn in the classroom.</p>
<p><b>Sweatshirts</b> – No sweatshirts may be worn in the classroom.            (See gym uniform reference for exception.)</p>	
<p><b>Gym Uniform – (Purchase from Collegiate House)</b>            The gym uniform is worn on gym days only.            The gym uniform T-shirt may be worn in place</p>	<ol style="list-style-type: none"> <li>1) Navy gym sweat pants w/ school logo</li> <li>2) Gray T-shirt w/ school logo (short or long sleeve)</li> <li>3) Navy sweatshirt w/ school logo</li> </ol>

of the sweatshirt.	4) Sneakers (no platform sneakers) <i>Optional</i> – Navy mesh shorts w/ school logo.
<b>Earrings</b> – Earrings may be worn (one earring per ear in ear lobe). Students are not to wear dangling earrings or large hoop earrings.	
<b>Make-up</b> – Should not be excessive: light make-up is allowed. Only clear or light, pale fingernail polish is allowed. Nails must be short and neatly trimmed. Artificial nails are not allowed.	
<b>Hair Style Regulations</b> – Haircuts or hairstyles and colors may not be a distraction. No unusual or two-toned bleached hair colors are permitted.	
<i>It is expected that parents see that their children follow this dress code. Students who choose to ignore the dress code regulations will be expected to rectify the dress code violations. If violations are not rectified, students may be held out of class or given detention. <b>All matters of interpretation are the responsibility of the Principal whose judgments will be final.</b></i>	

## ELECTRONICS

Electronics of any type are not allowed on school grounds. If found, the item will be confiscated and kept until the last day of the school year.

## E-MAIL

All notices will be sent home via e-mail. Please notify the office if your e-mail address changes.

## EMERGENCY INFORMATION

At the beginning of the school year, students bring home Emergency Information. Parents must verify and correct the form and return it to the school the next day. Any physical limitations, allergies, etc. must be noted on this form for the child's welfare. If any information changes during the year, parents are asked to send written notification with the new information to the office. The signature of the parent or guardian is required.

## EMERGENCY SCHOOL CLOSINGS (Weather Related)

Families will be notified of school closings by our automated notification system, as well as on television stations 4, 5, and 7. For this system to work properly, please notify the school office of any change of telephone numbers or e-mail.

In the event of a serious snowstorm during the school day, it is the parent/guardian's responsibility to pick up your child/children if you wish them dismissed before 2:05 p.m. It is not necessary to call the school ahead of time if you are coming to pick up your children.

## EXTENDED DAY

Cheverus Catholic offers an extended day program which is available to students in pre-school through grade eight. A modest fee is required, and space is limited. The same rules of conduct apply during the Extended Day Program as during the school day.

## EXTRA HELP

Extra help is available to students at the discretion of their teachers. It may be mandatory or voluntary. Tutoring – some teachers have made themselves available to tutor. The arrangement for tutoring is made between the parent and the teacher. Tutoring is a separate service from the school.

## EXTRACURRICULAR ACTIVITIES

Students in Preschool through grade 5 must be accompanied by a parent to all extracurricular activities.

## FACULTY MEETINGS

One afternoon a month is customarily reserved for Faculty Meetings. It is ordinarily the first Friday of the month. (Consult your monthly school calendar.) Dismissal is at 11:20 a.m. on the first Friday of the month. Professional Development days are scheduled at various times throughout the school year. With rare exception these days/dates are published in advance.

## FIELD TRIPS

During the course of the school year teachers will take students on various field trips that correlate with areas of study. The standard Field Trip Form must be signed and returned to the school before any child will be allowed to leave the school grounds. If a child forgets his/her form, a written email may substitute for the form. A verbal contract by telephone will not be acceptable.

Parents who serve as chaperones for field trips may not take smaller children with them, and must complete a criminal background check. The CORI must be submitted by Cheverus Catholic. Please note: CORI forms take at least three weeks to process.

## FINANCIAL ASSISTANCE

Financial assistance comes in the form of financial aid subsidized by the Catholic Schools Foundation, Kremer Foundation, and Saint Vincent de Paul Society. Monies from these organizations are awarded primarily on the basis of need. Additionally, there are a

number of Scholarships available to students from both individuals and organizations. Scholarships are generally awarded in the spring. Families will be notified of deadlines for applications for both financial aid and scholarships.

## **EMERGENCY DRILLS**

Fire, Lockdown, shelter in place, and evacuation/relocation drills are conducted at regular intervals as required by law and are an important safety precaution. The children are instructed on what to do during such drills. Exit routes are posted in each classroom.

## **GUM**

Gum chewing is not permitted on school property.

## **HEALTH**

### **Nurse Office Hours**

Monday – Thursday, 9:00 AM – 1:00 PM

### **Physical Examinations**

Each child needs to present to the school nurse documentation of a physical examination prior to first school entry and at intervals of every three to four years thereafter. If participating in competitive sports, physical exams are required annually.

### **Lead Poisoning Screening**

Each child must present documentation of lead poisoning screening upon entry to kindergarten.

### **Vision Screening**

Updated Preschool Vision Screening requirements were enacted in 2004. Vision screening should be completed by the student's primary care provider upon entry to kindergarten (within the previous 12 months), or within 30 days of the start of the school year; certification that kindergarteners have passed acuity (ability to see objects far away) and stereopsis (how well two eyes work together) screenings is required.

### **Immunizations**

Immunizations are a vital communicable disease control mechanism, and evaluation of current immunization status is recognized as an important checkpoint in determining the student's affiliation with a primary health care provider. State regulations require each child to meet grade entry immunization requirements.

### **Medication Administration**

If possible, all medications should be given to your child before or after school. Medications are not administered at the Extended Day Program. When a child requires short-term or 'as needed' prescription medication during the school day, including epi-pens, inhalers and antibiotics, medications need to be housed in the school health office. Medications will be dispensed by the school nurse. A written order from the physician is necessary for prescription medications requiring daily or as needed administration during school hours. If the medication is short term (i.e. antibiotics), the medication should be delivered to the health office in a pharmacy-labeled container along with written permission from the parent. Over-the-counter medication requests should be supplied in the original packaging with a note including the name of the student, the name of the medication, and instructions regarding the dosage and time at which the medication should be given.

### **Children with Special Health Care Needs**

If a child has asthma, allergies, diabetes, seizures, attention deficit disorder, or any other condition requiring special health services in the school and/or is assisted with medical technology, etc., it is vital that the parent meet with the school nurse and develop an Individual Health Care Plan prior to school entry. Physician's orders for care in school will need to be shared with the school nurse.

### **Exclusions from School**

There are many reasons we require that children stay home from school or we will ask you to pick up your child from school due to illness. The most common reasons are outlined below. These are not the only reasons a child may be sent home, and it is at the nurse's professional discretion if a child may stay at school or be sent home.

1. **Conjunctivitis (Pink Eye):** Students may return to school with a written note from their physician stating that the eye redness is due to allergies or if they have a note from a physician stating they are on medications to treat the pink eye and they are no longer contagious. Eye should be clear.
2. **Fever:** Students should not be sent to school and will be sent home if they have a temperature over 100 degrees. Child may return to school when they have been fever free for 24 hours and are not on medicines to keep their fever down (Tylenol and Motrin type medicines). They may return to school on antibiotics.
3. **Vomiting / Diarrhea:** Students will be sent home if they have vomited or have diarrhea at school. They should not come to school until 24 hours AFTER the last time they have had vomiting or diarrhea.
4. **Uncontrolled coughing:** Students should not come to school if they have a cough they cannot contain or is not controlled.

5. **Unidentified rashes or parasites:** If a student has an unidentified rash or issues with parasites, they may be sent home until the problem is identified by a physician and they are treated and /or cleared to return to school.

## HOLY DAYS

There may be school on Holy Days of Obligation and students will attend mass on those days.

## HOMEWORK

All students should have and use a homework assignment notebook. Along with being written on the board, homework will be posted on the school website. Although the homework is posted on the internet, it is used as a tool for parents. Children are still responsible to copy the homework off the board daily. Homework is given at the discretion of each teacher. The policy of each teacher will be communicated to all parents at the beginning of the school year during orientation.

- The general guidelines for homework are as follows:

<b>Grades K &amp; 1 -- 10 to 20 minutes</b>	<b>Grades 4 &amp; 5 -- 45 minutes to 1 hour</b>
<b>Grades 2 &amp; 3 -- 30 to 40 minutes</b>	<b>Grades 6, 7 &amp; 8 -- 1 hour to 2½ hours</b>
- The length of time that it takes to complete homework may vary depending on the student's individual pace.
- If homework seems to take an excessive amount of time, the parent should confer with the teacher and the student.
- Students should generally expect to receive homework assignments each day. It is important that students remember that homework does not mean only written work. Reading and reviewing material covered in class and looking ahead to new material are parts of homework. Long-term assignments help students to learn the planning and pacing skills needed to complete these projects.
- All homework is to be prepared and handed in on the day the teacher has assigned as the due date.
- Teachers use homework in evaluating student progress and achievement.
- Assignments are posted by 3:00 p.m. each day at *cheverusschool.com*.

## Absence

Homework assignments missed because of absence must be made up according to each teacher's requirements.

Homework assignments are posted on the teacher pages of the school website. Requests for homework assignments not posted must be made by 12 o'clock. Homework assignments will not be ready until the close of the school day. Students who are absent due to planned absences will have to make up their work upon their return to school.

## HONOR ROLL

Students in grades four through eight are eligible for honor roll.

Students are eligible for academic honors by achieving the following grades: Students must maintain overall average of 80-100 and have no grade below eighty.

***Principal's List – 95 up***

***First Honors – 90-94.5***

***Second Honors – 85-89.5***

***Honorable Mention – 80-84.5***

\* Students may not have a grade of *N* or *U*; conduct and effort marks must be *average* or *above*.

\* *A student who has been suspended is not eligible for honor roll.*

## Honor Assembly

Honor roll students are recognized at an assembly following distribution of report cards. The date will be noted on the monthly calendar.

## INTERNET ACCEPTABLE USE POLICY

These services are provided as a privilege to the user and his/her Acceptable Use Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user.

## Access

There are networked computers (networked meaning the computers that are connected to the Internet, e-mail, personal and shared folders) accessible to students in the computer lab and in the classroom.

## Do's and Don't's

- \*Do use the network in accordance with the school's code of conduct.
- \*Do cite the sources of information properly.
- \*Do use the network only for legal activity.
- \*Do be courteous and respectful in your messages to others.

- \*Do use appropriate language. Do not use vulgarity of any kind, or use any other inappropriate language.
- \*Do not degrade or disrupt equipment or system performance.
- \*Do not intentionally waste finite resources or use them carelessly.
- \*Do not change the data or trespass in the account of another user.
- \*Do not gain unauthorized access to resources or entities.

#### **Personal Safety**

- \*Use only your password and keep your password private.
- \*Report to a teacher or the Principal any unsolicited e-mail, security problems, or information that makes you uncomfortable.
- \*Students: Do not reveal your home address, image, or phone numbers, or those of other students or colleagues.
- \*Use school addresses and phone numbers only.
- \*Do know that electronic mail (e-mail) is not guaranteed to be private.

#### **Inappropriate Use**

The students will be held responsible for their actions and activity within their network. Unacceptable use of the network will result in the suspension or revoking of these privileges. Students will be referred to the Principal.

### **LIBRARY**

Cheverus Catholic has a library available to all students.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the School Office. Lost articles may be claimed there. The school suggests that students do not bring valuables or large sums of money to school. The school makes every effort to safeguard private property, but it is not responsible for lost items. Lost articles are retained in the office for one week only and then disposed of at the discretion of the Administration.

### **LUNCH**

A lunch order form is emailed and posted on the website monthly. Lunch must be pre-ordered and paid for each month. All necessary information regarding the Federal School Lunch Program is located on the school website under Cheverus Lunch.

### **N.U.T. (No Uniform Today)**

Students are not required to wear uniforms on days which are designated N.U.T. Days. All students must wear shirts with sleeves (no tank tops). Further guidelines will be set by the homeroom teacher. If the student does not follow the guidelines, he/she may not be allowed to participate in future N.U.T. Days. Open-toed shoes are not allowed.

## **CATHOLIC IDENTITY AND THE NATURE OF CHEVERUS CATHOLIC SCHOOL**

### **ACADEMIC REQUIREMENTS**

The study of Religion as a major subject is an important part of the curriculum. ALL STUDENTS, REGARDLESS OF FAITH BACKGROUND MUST TAKE RELIGION.

- Just as with any other major subject, all students must successfully complete the Religion course with a passing grade for each grade level as scheduled in the curriculum.
- All students must attend and participate in all religious programs and other related community experiences. These include, but are not limited to, all school liturgies and the Christmas Pageant, etc.

### **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 achievements, involvement, behavior, etc. upon written request. It is the policy of Cheverus Catholic, once requested, to automatically send a copy of the report card and to place the parent's name on the e-mailing list to receive all information e-mailed from the school to parents. In addition, any parent requesting a conference regarding his/her child will be accommodated.

### **OPEN HOUSE**

At the beginning of the school year, parents are given the opportunity to visit the classrooms and teachers. Parents are presented an overview of the school year and the teachers' expectations.

### **PARENT-TEACHER CONFERENCES**



Following the distribution of report cards at the conclusion of the first and second trimesters, formal parent-teacher conferences are scheduled. The date of these conferences will be published on the monthly calendar. Parents and teachers may request a conference at any time during the school year to discuss the progress of a student.

## **PARKING**

We ask your cooperation in making the school grounds safe. Please do not block the driveways on Irving Street or Ferry Street. **Please do not park in nearby business parking lots. Do not pull in to park or turn around in the faculty parking lot on Ferry Street.**

## **PHOTOGRAPHS**

Photographs of various school events may be taken throughout the school year. Oftentimes, these photos will include pictures of students. These pictures may become part of a press release to one or more of the local newspapers, included in recruitment or advertising materials (brochures) for the school, or posted on social media sites. Parents must notify the school office in writing if they do not want their children to appear in photos used in this way.

## **PROMOTION STANDARDS**

### Academic Probation

Any student entering 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade with a “D” average in one or more major subjects, shall be placed on academic probation. Progress will be reviewed with the student and parents at the first interim. A determination as to what course of action will be taken at this time will be made. All final decisions will be at the discretion of the Principal.

- Any child failing one major subject must attend summer school or be tutored. The student must pass the summer school program and in the case of a tutor must qualify as having obtained a sufficient knowledge of the subject matter to move on to the next grade. The teacher and the tutor will concur on that decision.
- Any child failing two major subjects may not be promoted.
- No child in grades 1-6 may be retained in a grade more than two (2) years; nor may he/she be retained more than twice in the elementary grades.
- Students may be “transferred” or “passed” to the next grade if they have failed to achieve promotion more than twice.
- Any child failing a subject that is not a major subject will be given work over the summer which must be completed to the teacher’s requirements in order to pass the subject.
- The final determination for a student’s retention, promotion, or graduation rests with the Principal.

## **REPORT OF GRIEVANCE**

- 1) The parent speaks to the teacher.
- 2) If this proves ineffective, the parent notifies the Principal or Assistant Principal.
- 3) The parent, teacher and Principal or Assistant Principal meet.
- 4) If this proves ineffective, the parent meets again with the Principal.
- 5) If this proves ineffective, the parent notifies the Parish Administrator.
- 6) The Parish Administrator and Principal meet.
- 7) The Parish Administrator and/or Principal meet with the parent for resolution.
- 8) The Principal then meets with the parent and teacher if needed.

## **REPORT OF STUDENT PROGRESS**

Report cards are issued three times during the year: December, March and June. Progress Reports for every student are issued midway through each of the trimesters. Parents will be alerted whenever it becomes apparent that their child is at risk for promotion. Report cards include an evaluation of student behavior and effort. (See Honor Roll section, also.)

<b>GRADE SYSTEM</b>		
<p><b><u>KINDERGARTEN</u></b>  M = Mastered  E = Emerging  N = Needs Improvement  H = Home Help Required</p>		<p><b><u>GRADES 1 &amp; 2</u></b>  S+ = Above Satisfactory  S = Satisfactory  S- = Below Satisfactory  N = Needs Improvement  U = Unsatisfactory</p>
<p><b><u>GRADES 3-8</u></b>  A+ = 97 – 100  A = 93 – 96  A- = 90 – 92  B+ = 87 – 89  B = 83 – 86  B- = 80 – 82</p>	<p>C+ = 77 – 79  C = 73 – 76  C- = 70 – 72  D+ = 67 – 69  D = 63 – 66  D- = 60 – 62  F = Below 60 - Failure</p>	<p><b><u>Minor Subjects/ Conduct and Effort</u></b>  S = Satisfactory  N = Needs Improvement  U = Unsatisfactory</p>

## **RESPONSIBILITIES**

### **Parent Responsibilities**

Good discipline originates in the home. A parent is the first teacher of his/her child and should develop in him/her good behavior and proper attitudes toward school. A parent should:

- 1) Recognize that the teacher takes the place of the parent while the child is in school.
- 2) Teach the child respect for law, authority, the rights of others, and for private and public property.
- 3) Ensure prompt and regular school attendance and comply with attendance rules and regulations.
- 4) Work cooperatively with the school to implement recommendations made in the best interests of the child, including discipline.
- 5) Discuss academic and extracurricular school activities regularly with your child; express an active interest in his/her report card and progress.

### **Student Responsibilities**

In responding to the school environment all students have the following responsibilities:

- 1) To know the rules.
- 2) To recognize the importance of rules for mutual consideration, cooperative living and maximum learning.
- 3) To follow the rules and to understand that all behavior has consequences.

### **School Spirit**

School spirit manifests itself in many ways. It may be expressed in our **COURTESY** toward teachers, other students, adults and the officials of school activities. Another expression of spirit is witnessed in the **PRIDE** we feel for all that our school strives to achieve. **SPORTSMANSHIP** is yet another way spirit is demonstrated. It means being gracious in both victory and defeat. School spirit suggests loyal support for school events and activities. A loyal student supports his/her school and does his/her utmost to keep his/her religious, scholastic and activity standards at the highest possible level.

## **SCHOOL HOURS**

School is in session from 7:50 a.m. to 2:00 p.m. each day.

### **Arrival**

Students should arrive no earlier than 7:30 a.m. and no later than 8:00 a.m. The school cannot guarantee adult supervision for students arriving prior to 7:30 a.m. Therefore, the school is not responsible for students who arrive before 7:30 a.m. In inclement weather or extremely cold weather, students should report to their assigned areas in the gymnasium rather than the schoolyard.

### **Dismissal**

Students should not loiter on school grounds after dismissal. Students normally should vacate school property shortly after dismissal unless they are participating in an organized afternoon school activity or are receiving extra help from a teacher. Students may not return to the classroom after dismissal time, as conferences, extra help or other activities would be interrupted.

## **SCHOOL OFFICE**

The School Office is located on the first floor of the building. The administrative assistant is available to provide any information or assistance you may need.

## **SCHOOL SUPPLIES**

Students are expected to come to class with the necessary tools to participate in class, i.e., books, notebooks, pens, etc. Supply lists for each grade are posted on [cheverusschool.com](http://cheverusschool.com). All students must have an assignment notebook.

### **Textbooks**

All textbooks are the property of the school and are on a loan to the students. It is the responsibility of all parents and students to see that books are cared for.

- 1) All hard cover textbooks shall be covered and kept clean with the student's name, grade and room number appearing on the cover.
- 2) All workbooks and notebooks shall contain the student's name, grade and room number.
- 3) Parents and students are financially responsible for any damaged or lost books.

## **SEARCHES**

Lockers, desks, books, are all school property, and as such, are subject to search by school authorities. Any inspection may be undertaken only after consultation and approval of the Principal, Assistant Principal, and/or the Parish Administrator. A student has no reasonable expectation of privacy in possessions contained in desks, lockers, or coat rooms.

## **SMOKING**

There is no smoking in the building or on the school grounds. Students who violate this rule will be suspended. The no smoking rule is applicable at all school functions including athletic events.

## **SNACKS**

Students are expected to bring a mid-morning nutritional snack to school.

## **SPORTS PROGRAM**

The Sports Program regulations and policies must be adhered to by all students involved in the program. Guidelines and policies are described by the Sports Program. These guidelines are located on the school website.

## **STANDARDIZED TESTS**

Cheverus Catholic follows the guidelines for the administration of standardized testing as established by the Archdiocese of Boston, Office of Education. NWEA (Northwest Evaluation Association), MAP (Measure of Academic Progress) testing in language, reading and math takes place two times during the school year. Students in grades two through eight are tested.

## **STUDENT COUNCIL**

Elected representatives from Grades 6, 7 & 8 make up Student Council. Council members must demonstrate good citizenship and represent our school through their positive behavior. Under the direction of the Student Council Advisors, they meet to formulate plans for school-wide activities. The Council members play an important leadership and service role in Cheverus Catholic. Council members must maintain satisfactory conduct and effort grades throughout the school year. Unsatisfactory grades may result in removal from Student Council.

## **TARDINESS**

Punctuality is essential to academic success. Tardiness is disruptive not only to the education of the student who is late, but also to the teacher and other students. When a student arrives after the 8:00 a.m. bell, they are considered tardy but should report to his/her homeroom teacher. If a student arrives after 8:15 a.m., the student must report to the office to obtain an admittance slip before entering the classroom.

Chronic tardiness may result in disciplinary action. Such action includes, but is not limited to a grade of **W** or **I** for a class or classes impacted by the tardiness.

In some cases, disciplinary sanctions for excessive tardiness may include multiple detentions, suspension, or even expulsion.

## **TELEPHONE**

Office phones are for business use only. Students are not permitted to use the school telephone. In case of an emergency, the school secretary will telephone the parent. All after school arrangements must be made before the child leaves home. Calls cannot be made for homework or books left at home. Students will not be called from class to receive incoming calls. The secretary will deliver any important message to the student.

## **TIME SCHEDULE**

7:50 a.m.	- First bell rings
8:00 a.m.	- All students must be in classrooms
11:10 a.m.	- Preschool & Pre-K Lunch
11:20 a.m.	- Lunch –Kindergarten
11:30 a.m.	- Lunch – Grades 1-4
12:00 p.m.	- Lunch – Grades 5-8
2:00 p.m.	- Dismissal – PS – Grade 2
2:05 p.m.	- Dismissal – Grades 3-8

## **TRANSFER PROCEDURE**

Parents are asked to notify the school in advance of the date of transfer indicating the last day the child will attend Cheverus Catholic. Parents sign (in person) a Release of Records Form giving the address of the school the child will attend. The school secretary will mail out the necessary records providing:

- 1) All textbooks and library books are returned.
- 2) All bills are paid in full.

## **TRANSCRIPTS**

Cheverus Catholic will provide up to three transcripts for members of the graduating class free of charge. We will supply copies of report cards.

## **TUITION**

All tuition is non-refundable. See Tuition Payment Policy below.

## **WITHDRAWAL**

Cooperation between the parent and the school is essential. If in the professional judgment of the Parish Administrator/Principal such cooperation is not forthcoming, a parent may be required to withdraw the child/children.

## TUITION PAYMENT POLICY

### INTRODUCTION

Cheverus Catholic School relies upon tuition collection for 89% of the budget to provide quality Catholic education to our students. Therefore, when tuition payments become delinquent, it affects the successful operation of the school. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, **it is the responsibility of the family to contact the school to make alternate payment arrangements.**

### TUITION PAYMENT

All families shall be expected to make tuition payments according to one of three payment options. (Each family's preferred manner of payment must be submitted at the time of student registration.) Options for payment include:

**Option 1: 10 Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over a 10 month period beginning in June through FACTS Tuition Management Plan. This option is an automatic payment plan made through your checking or statement savings account. Those choosing this option will complete a FACTS agreement form to authorize automatic monthly payments on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month.

**Option 2: Full Payment.** Under this plan, the entire amount of tuition is paid on or before July 1<sup>st</sup>. A tuition discount of \$200 is applied to the tuition of a family's first or only child enrolled in the school. Tuition discounts shall be determined annually by the Consultative Board and the Cheverus Catholic Administration. This payment is made directly to the school office.

**Option 3: ½ Payment Plan.** Under this plan, one half of the tuition is paid on or before July 1 and the balance is paid on or before January 31. A tuition discount of \$100 will be awarded to those choosing this plan upon receipt of the second payment.

### SUPPLY FEE

The supply fee may be added into the tuition payment.

### TUITION PLANS

#### A) FUNDRAISING PLAN

Each family **must participate in the required fundraising activities** in order to be eligible for the tuition rate of \$5,250.

#### B) NON FUNDRAISING PLAN

\$500.00 will be added to tuition for families who choose not to participate in the Fundraising Activities, or those families who have agreed to the Fundraising Plan but do not meet the responsibility of the agreement.

### LATE PAYMENTS

When tuition payments are not made as scheduled, the following actions will be taken:

- 1) **30 days past due:** The family account is considered past due when the account is **30** days beyond the scheduled payment due date under the agreement established with the school. **It is the responsibility of the family to contact the School within 10 days to correct the situation or make an acceptable alternate plan for payment.** Failure to do so will result in a \$25 late fee assessment.
- 2) **60 days past due:** When the family account is **60** days beyond the scheduled payment due date under the agreement established with the School, the family will be given 10 days to either make payment in full or **contact the school to discuss alternative payment options.** Failure to do so may result in the child(ren)'s withdrawal from the school.
- 3) **90 days past due:** When the family account is **90** days beyond the scheduled payment due date under the agreement established with the School, one or more of the following actions may be taken:
  - The child(ren) may be required to be withdrawn from the School,
  - Report cards and transcripts may be withheld,
  - The child(ren) may not be permitted to pre-register for the following school year.

### FAMILIES WITH 8TH GRADE STUDENTS

All account billing and fees for graduating students must be paid by May 15, or the family must have an alternate plan for payment approved by the School. Graduating students may not be permitted to receive grade transcripts or their diploma until the balance is paid in full or acceptable arrangements for payment are made.

Failure to meet these responsibilities may result in a student not being eligible to participate in those activities associated with graduation. These include, but are not limited to, the 8th Grade Social, Canobie Lake field trip, the Washington D.C. trip, and possibly graduation exercises.

#### **FINAL EXAMS**

No Student may participate in exams if all financial obligations are not complete.

#### **END OF SCHOOL YEAR BALANCES**

All tuition bills must be paid by June 30, or the family must have an alternate plan for payment approved by the school. The following steps will be taken for families with unpaid balances that do not have an acceptable payment plan in place with the school:

- 1) Family shall receive written notification that their account is past due, with a copy of this policy.
- 2) Report cards and transcripts may be withheld until payment in full is received, or an acceptable alternate payment plan is implemented.
- 3) Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate payment plan is in place.

Any grievance by a parent/guardian against the school or its employees shall be resolved through the Archdiocesan School Department.



Please review the Parent-Student Handbook at [cheverusschool.com](http://cheverusschool.com).

## Parent-Student Contract & Internet Consent Form Acknowledgement of Educational Partnership

Parents requesting that their child attend Cheverus Catholic School requires an understanding they are entering into a mutual partnership with the school involving the education of their child. This education includes more than simply the academic program. Spiritual, physical, and social development are a part of that education. Learning to treat one another and adults with respect are essential to the creation of a community consistent with the charism of the Sisters of Providence and of Bishop Cheverus. Teachers and administrators cannot accomplish these goals alone. Successful teaching and learning are best served with the full cooperation of our parents in the educational experience at Cheverus Catholic. Together we share a mutual responsibility to foster good habits in terms of study and social skills. We expect that parents are informed of their child's academic and behavioral progress by checking on homework assignments, asking how the school day has gone, being aware of the dates for report card distribution and school events, as well as attending parent-teacher meetings and other appropriate functions. These shared responsibilities will set a positive framework for a student's success and will provide valuable communication enabling a parent to foresee and prevent serious problems. We also encourage parent support of our Parent Teacher Association (PTA), by becoming actively involved. The rules and regulations set forth in our Parent-Student Handbook are designed to help us live in community in a productive, responsible, and harmonious fashion. Your signature on the response form indicates your willingness to support our rules and regulations, including the Acceptable Use Policy, and to cooperate in the education of your child at Cheverus Catholic. All regulations are subject to School Administration's interpretation and are subject to change.

By signing, we state that we have read, in its entirety, the Parent-Student Handbook for Cheverus Catholic School of Sacred Hearts Parish.

We sign that we have not only read it and understand fully the regulations contained, but that we will uphold and follow them and that we recognize the right of the school to establish rules and provide for their enforcement.

As a parent or legal guardian of the minor student signing below, I grant permission for my son or daughter to use school-networked computers. I have read the Internet Acceptable Use Policy and accept responsibility for setting and conveying standards for my child to use the Internet.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Parent or Guardian)

\_\_\_\_\_  
Homeroom

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day

\_\_\_\_\_  
Year

**PLEASE SIGN AND RETURN THIS FORM TO THE CHILD'S HOMEROOM BY:**

**Friday, September 20, 2019.**