



CHEVERUS SCHOOL

A Superior Education.

Est. 1908

# PARENT-STUDENT HANDBOOK

## Mission Statement

Cheverus School is a Catholic School grounded in Christian values. Our school community recognizes diversity and respects the dignity and uniqueness of each student. With a faith-based curriculum, our students are taught to develop their academic and social skills, as well as their spiritual life in order to face the challenges of an ever-changing society.

***This Policy Book will serve you throughout your time at Cheverus School. 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.

## **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**

Except for admission preferences that may be given to In-Parish students, other Catholics and students transferring from other Catholic schools, we do not discriminate on the basis of sex, 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 8:00 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. The student upon returning to school must present a parental note, stating the cause for the absence, to the homeroom teacher.

### **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 School, in conjunction with the Catholic School 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**

Students who are absent from school twenty-five (25) days or more will be required to be tutored or attend summer school. The summer school 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 7:00 a.m. For further information, contact the school office.

## **CAFETERIA**

All school rules of behavior apply to the cafeteria. Specifically, in relation to the cafeteria, are the following rules:

- 1) Depositing all lunch litter in wastebaskets.
- 2) Leaving the table and floor around the student's place in clean condition.
- 3) No taking of food from the cafeteria to other areas.
- 4) Cooperating fully with adults supervising.

## **CALENDAR**

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

## **CELL PHONES**

It is understood that parents may want their children to carry cell phones. However, cell phones and other mobile devices should not be seen, heard, or viewed during school hours. If a mobile device in any way disrupts or distracts a class, it will be taken away and held for parent pick-up. Further consequences will be determined by the school administration.

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

Please inform the office if you change your address, telephone number, or e-mail address.

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

Cheverus School offers a limited special education program. Because federal funds are available, some of our students may qualify for a special educational remedial program in math or language arts. The parent may request a core evaluation done by the city in which the student resides. Parents who may want to request a core evaluation are asked to please contact the Cheverus School before doing so. We recommend that the parent and teacher confer beforehand.

The school may also take the initiative to suggest that a core evaluation be requested by the parent. The goal is communication and teamwork to provide for the educational needs of the student.

### **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**

Any form of cheating (on tests, quizzes, homework projects, etc.) is treated most seriously. Any student involved in cheating will be given a 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 Vice Principal.

## **CORI**

Volunteers must complete a criminal background check (CORI). CORI's will not be processed by the school after April 1, 2012 for the current school year.

## **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 School must accept if they are to be part of the student body.

Cheverus School does not condone or tolerate the use of corporal punishment on any student at any time.

### **Suspension**

- Suspension is a temporary dismissal of a student from the school. It may be given up to as many as five days and is for offenses of more serious nature: 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 the Cheverus School.
- 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 Pastor.
- 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

All students are expected to be in full uniform at all times, except for specified “uniform-free” days (N.U.T. Days) of which you will receive advance notice. All students are expected to arrive at school clean, neatly groomed, and dressed appropriately.

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 with Cheverus emblem (choice of 2 styles)*</li> <li>2) Light blue blouse</li> <li>3) Blue plaid tie</li> <li>4) Navy blue knee socks or tights</li> <li>5) Dress shoes* - dark soft-soled shoes</li> </ol> <p><i>Optional</i> – Navy blue cardigan sweater.</p>	<p><b>Boys K-5</b></p> <ol style="list-style-type: none"> <li>1) Navy blue pants</li> <li>2) Navy belt</li> <li>3) Shirts: <i>Kindergarten</i> – light blue long or short sleeve polo shirt with school name embroidered by uniform company. <i>Grades 1-5</i> – light blue long or short sleeve dress shirt.</li> <li>4) Navy blue tie</li> <li>5) Dress shoes* - dark soft-soled shoes</li> </ol> <p><i>Optional</i> – Navy blue V-neck pullover or cardigan sweater.</p>
<p><b>Girls 6-8</b></p> <ol style="list-style-type: none"> <li>1) Blue plaid skirt*</li> <li>2) White long or short sleeve blouse</li> <li>3) Navy blue vest</li> <li>4) Navy blue knee socks or tights</li> <li>5) Dress shoes* - dark soft-soled shoes</li> </ol> <p><i>Optional</i> – Navy blue cardigan or V-neck sweater. A white turtleneck may be worn from December until March.</p> <p>* SHOES – Platform shoes or heels may not be more than one inch. No open toe or back shoes. * SKIRTS &amp; JUMPERS – No more than two inches from knee.</p>	<p><b>Boys 6-8</b></p> <ol style="list-style-type: none"> <li>1) Navy blue pants</li> <li>2) Navy belt</li> <li>3) White long or short sleeve pants</li> <li>4) Navy blue tie</li> <li>5) Dress shoes* - dark soft soled shoes</li> </ol> <p><i>Optional</i> – Navy blue V-neck pullover or cardigan sweater.</p> <p>* SHOES – Work boots (no steel toes) are allowed during the winter season. All shoes with laces must be tied.</p>
<p><b>Sweaters</b> – If students choose to wear sweaters in the classroom, the blue uniform sweater is allowed.</p>	<p><b>Jackets</b> – No jackets may be worn in the classroom.</p>
<p><b>Winter Uniform</b> (November 15-March 15) – Girls may wear navy blue uniform pant with blouse and sweater.</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 day only. The gym uniform T-shirt may be worn in place of the sweatshirt.</p>	<ol style="list-style-type: none"> <li>1) Blue gym sweat pants</li> <li>2) Blue gym shorts</li> <li>4) Sneakers (no platform sneakers)</li> </ol>
<p><b>Headbands</b> – Uniform or solid headbands may be worn.</p> <p><b>Earrings</b> – Earrings may be worn by girls only (one earring per ear in ear lobe). Girls are not to wear dangling earrings or large loop earrings.</p> <p><b>Make-up</b> – Only light almost un-seeable 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.</p> <p><b>Hair Style Regulations</b> – Haircuts will be conservative. No fad haircuts for boys or girls are permitted. No unusual or two-toned bleached hair colors are permitted. There will be no hair tails allowed. Girls’ hair should clear the eye area of the face. Boys’ hair should not be longer than the top of the shirt collar.</p>	
<p><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 are not rectified, students may held out of class or given detention. <b>All matters of interpretation are the responsibility of the Vice Principal and the Principal whose judgments will be final.</b></i></p>	

## ELECTRONICS

Radios, Ipods, and Mp3 players 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. 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 2:15 p.m. It is not necessary to call the school ahead of time if you are coming to pick up your children.

## **EXTENDED DAY**

An extended day program is available to students in pre-school through grade eight. An additional fee is required and space is limited.

## **EXTRA HELP**

Extra help will be provided by the teachers at their discretion, and in conjunction with students' needs.

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 entity from the school.

## **EXTRACURRICULAR ACTIVITIES**

Students 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.

## **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 verbal contract by telephone will not be acceptable.

Parents who serve as chaperones for field trips are expected not to take smaller children with them, and must complete a criminal background check.

## **FINANCIAL AID**

Cheverus School offers financial aid. Applications are available in the school office or at [cheverusschool.com](http://cheverusschool.com). There are two rounds of awards in June and September. Families are notified by letter if an award is given. After both rounds of awards are complete, those families who did not receive financial aid will be notified.

## **FIRE DRILLS**

Fire 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 a fire drill. The fire drill exit route is posted in each classroom.

## **GUM**

Gum chewing is never permitted on school property.

## **HEALTH**

### **Nurse**

The school nurse makes periodic checks of students and maintains health and medical records.

Students' Eye and Ear Tests are a service also offered under this program.

In order that arrangements 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.

## Medications

Prescribed medications, properly labeled and clearly marked as to dosage, must be kept by the school nurse along with a note from the parent and from the doctor. All monitoring of medications will be logged.

We urge you, if possible, to request that your doctor prescribe medications that may be given to your child before school hours and/or after school hours.

It is helpful to inform the school when a student is receiving medicine at home since medicines may reflect on school work and behavior.

It is in your child's best interest and the parent's responsibility to notify the school in writing if and when your child should develop a medical condition such as asthma, allergies, heart problems, etc. Any special doctor's instructions should also be in writing. If gym exemption is needed, that should also be in writing.

## Medication Guidelines

- 1) If a child needs to have medication each day DURING SCHOOL HOURS, the nurse must be furnished with a note/form from the doctor as well as a letter from the parent with explicit instructions regarding medicine, i.e. how much, exact time of day, etc. ALL MEDICATION MUST BE KEPT IN THE NURSE'S OFFICE.
- 2) If medication needs to be taken DURING SCHOOL HOURS, at certain times, i.e. antibiotics, only the amount of medication for that day should be sent to school in the prescription bottle accompanied by a note from the parent. The child should retrieve the empty bottle at the end of each day and return it the next day with medication for that day.
- 3) If a child needs to use an inhaler, the nurse needs to have on file a letter from the parent and the DOCTOR stating that the child needs to keep the medication in close proximity (in his/her desk or on his/her person). A teacher should be informed when the child uses the inhaler.
- 4) Medication taken in school is logged into a permanent record log.
- 5) If a child needs an epipen, the office needs to have on file a letter from the parent and the doctor stating that the child needs the epipen and it will be stored in the office.

### **\*\*IMPORTANT\*\***

If possible, ALL MEDICATION SHOULD BE GIVEN TO YOUR CHILD IMMEDIATELY BEFORE SCHOOL OR WHEN THE CHILD RETURNS HOME, as there is no full-time school on duty. If it is absolutely necessary for your child to take medication during school time, all medication policies including those in the Parent Student Handbook must be followed. **No medication will be dispensed at the Extended Day Program.**

## Rules for Returning Child to School After Communicable Disease

**Chicken Pox – 7 days** - May return to school 7 days from day of breakout, when lesions are dry.

**German Measles – 14 days (up to 18 days)** – One day after rashes completely disappear and all symptoms gone.

**Red Measles – 10 days** – Two weeks from onset.

**Mumps – 12-16 days (usually 18)** – When all swelling is gone.

**Pink Eyes – When eyes are free from redness and discharge.** – Need treatment by physician.

**Impetigo – 2-5 days** – Child should be excluded until he/she is under treatment by physician.

**Ringworm – 10-15 days** – Child should be excluded until he/she is under treatment by physician.

**Strep Throat – 24 hours after treatment is begun.**

## **HOLY DAYS**

There is no school on Holy Days. Children should attend Mass on all Holy Days of Obligation:

November 1, 2011

December 8, 2011

May 17, 2012

## **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:

**Grades K & 1 -- 10 to 20 minutes    Grades 4 & 5    -- 45 minutes to 1½ hour**

**Grades 2 & 3 -- 30 to 40 minutes    Grades 6, 7 & 8    -- 1 hour to 2½ hours**

- 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.

Requests from the school for homework assignments 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 may not request or receive homework prior to leaving. All work will be made up upon their return to school.

### **HONOR ROLL**

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

The following reflects our honor roll system: Students must maintain between an 80-100 overall average and have no grade below eighty.

***Highest Honors – 95 up***  
***High Honors – 90-94.5***  
***Honors – 85-89.5***  
***Honorable Mention – 80-84.5***

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

\* *A student who is 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 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 swear, use vulgarities, 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 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 School has a library available to all students. Books are checked out for one week and may be renewed for another week. Students are responsible to pay for lost or damaged books. Reference books and magazines are to be used only in the library.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. 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 cannot be 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.

## **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.

## **NON-CATHOLIC STUDENTS**

### **Religious Requirements for Non-Catholic Students**

Since Cheverus School is a Catholic school, religion is a major academic subject. Non-Catholic students are required to fulfill the following requirements:

- Participate and successfully complete the Religion course with a passing grade for each grade level as scheduled in the curriculum.
- Attend and participate in all religious programs and other related experiences. This includes all school liturgies, the Christmas Pageant, and any other related programs.

## **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 School, once requested, to automatically send each term 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 the first report card, formal parent-teacher conferences are arranged. The date of conferences is on the monthly calendar. Conferences after the second and third report card are by request only.

Parents and teachers may request a conference at any time during the school year to discuss the progress of a student. This should be done by appointment.

## **PARKING**

We ask your cooperation in making the school grounds safe. Do not park and block the faculty parking lot. Please do not block the driveways on Irving 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.**

## **PICTURES**

During special projects and activities, pictures are taken of the children and parents. These are sometimes published in the newspaper, etc. Please notify the school office in writing if you do not want your children included in the pictures.

The children must take the responsibility to remove themselves from the cameras when they see them around the school premises.

## **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 notified the Principal or Vice Principal.
- 3) The parent, teacher and Principal or Vice Principal meet.
- 4) If this proves ineffective, the parent meets again with the Principal.
- 5) If the proves ineffective, the parent notifies the Pastor.
- 6) The Pastor and Principal meet.
- 7) Then the Pastor 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 given three times during the year: December, March and June.

Deficiency notices are sent to the parents of students whose academic performance is not acceptable in view of their abilities or the standard of the school or for both reasons. If the academic achievement of the student is not sufficient for promotion to the next grade, parents will be notified at the time of the second report card.

Report cards also contain information about conduct and effort. (See Honor Roll section, also.)

<b>GRADE SYSTEM</b>		
<u>GRADES</u>	<u>MINOR SUBJECTS</u>	<u>CONDUCT/EFFORT</u>
A = 90-100	H = Honors	4 = Above Average
B = 80-89	S = Satisfactory	3 = Average
C = 70-79	N = Needs Improvement	2 = Below Average
D = 60-69		1 = Unsatisfactory
F = Below 60		
I = Incomplete		

**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) Arrange for prompt and regular school attendance and comply with attendance rules and regulations.
- 4) Work with the school in carrying out recommendations made in the best interests of the child, including discipline.
- 5) Talk with the child about school activities; show 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 what will happen when they are broken.

**School Spirit**

School spirit is divided into three (3) categories:

**COURTESY:** toward teachers, other students, adults and the officials of school activities.

**PRIDE:** in everything our school endeavors to accomplish.

**SPORTSMANSHIP:** which is the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. 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 COUNSELOR**

A school counselor is on premises two days a week. The counselor is available at other times through scheduled appointments. The counselor may see a student for up to three times without parent (guardian) consent. After the third visit, a parent (guardian) will be notified. If serious concerns exist, a parent (guardian) will be promptly notified.

## **SCHOOL HOURS**

School is in session from 7:50 a.m. to 2:15 p.m.

### **Arrival**

Students should arrive no earlier than 7:30 a.m. and no later than 8:00 a.m. Any student arriving prior to 7:30 a.m. will be unsupervised. The school is not responsible for the supervision of students who arrive before 7:30 a.m. In inclement weather or extremely cold weather, the students should report to their assigned areas. Once the bell rings they should quietly wait for their teachers.

### **Dismissal**

All students are expected to leave the school grounds by 2:15 p.m. 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 secretary is more than willing to help you should you need assistance.

## **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).

### **Notebooks**

- 1) Handing in papers that have frayed edges is not acceptable to the standard of neatness that we require of the students.
- 2) Students are not to have loose-leaf binders as they do not fit inside our school desks, except upon teacher's request.
- 3) Every student needs a homework assignment notebook and a ruler.

### **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.

## **SEARCH AND SEIZURE**

An inspection may be undertaken only after consultation and approval of the Principal, Vice Principal, and/or the Pastor. 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 receive a suspension. 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.

## **STANDARDIZED TESTS**

Cheverus School follows the guidelines for the giving of standardized testing established by the Archdiocese of Boston, Office of Education. These tests are administered in March. Parents receive individual reports.

## **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 School. Council members must maintain satisfactory conduct and effort grades throughout the school year. Unsatisfactory grades may result in removal from Student Council.

## **TARDINESS**

If a student has not reported to his/her homeroom teacher on time or arrives late to school, the student must report to the office to obtain an admittance slip before entering the classroom.

If a student is consistently late, that student will be referred to the Principal/Vice Principal, and might forfeit a school privilege, such as free dress day, field trip or participation in an extra-curricular activity.

## **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 children must be in classrooms
- 11:30 a.m. - Lunch – Grades K-3
- 11:45 a.m. - Preschool lunch
- 12:10 p.m. - Lunch – Grades 4-8
- 2:00 p.m. - Preschool dismissal
- 2:05 p.m. - Dismissal – Grades K-2
- 2:10 p.m. - Dismissal – Grades 3-5
- 2:15 p.m. - Dismissal – Grades 6-8

## **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 School.

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 School will for no charge complete three transcripts for members of the graduating class. Each additional transcript will be processed for a fee of \$10.00. There is a \$20.00 fee per transcript for students/alumni other than the current graduating class.

## **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 Pastor/Principal such cooperation is not forthcoming, a parent may be required to withdraw the child/children.

## TUITION PAYMENT POLICY

### INTRODUCTION

We believe our tuition payments are an investment in your child's education and religious formation. Your tuition is the cornerstone of the school's financial success.

### TUITION PAYMENT

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

- 1) **Full Payment.** Under this plan, the entire amount of tuition is paid on or before July 1<sup>st</sup>. A tuition reduction of \$50 would be applied to the tuition cost of a family's first or only child enrolled in the school. Tuition reductions shall be determined annually by the Consultative Board and the Cheverus School Administration. This payment is made directly to the school office.
- 2) **Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over a 10 month period beginning in July through FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan 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.

***All tuition is non-refundable.***

### LATE REGISTRATIONS

Families registering after July 1<sup>st</sup> shall be expected to fulfill their tuition obligation according to the tuition policy stated above.

### LATE PAYMENTS

It shall be the responsibility of each school family to keep the Pastor or Principal informed of their need to make up any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

- 1) **Full Payment.** If payment is not received on or before July 1st, the discounted rate of tuition will not apply.
- 2) **Monthly Payments.** School families who choose the 10 month payment plan and miss a monthly payment due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

### NON-ADMISSION OF STUDENTS DUE TO TUITION DELIQUENCY

School families failing to pay tuition according to the agreement which they have been made with the school or who have been unwilling to make suitable alternative arrangements with the Parish will be informed that their child(ren) will not be re-admitted to our school. All families must be current in their payment of tuition.

### DELIQUENT TUITION FROM PREVIOUS YEAR(S)

All previously unpaid tuition must be paid by August 1<sup>st</sup> if a student is to be readmitted on the first day of class for the new school year. Payments are to be made directly to the Parish. If payment is not possible, suitable arrangements must be made with the Pastor or Principal.

### SUPPLY FEE

The supply fee may be added into the tuition payment.

### TUITION REFUNDS

All tuition is non-refundable.

### TUITION PLANS

#### A) 2011-2012 FUNDRAISING PLAN

Each family choosing the fundraising plan **IS REQUIRED** to complete **ALL** of the following fundraising activities.

- I. ***CHERRYDALE FARMS:*** buy or sell \$125.00 worth of merchandise. This is the only school sponsored fundraiser. Proceeds from this fundraiser go directly toward supplies for the school. (September)
- II. ***\$10,000 ELIMINATION DINNER & DRAWING:*** buy or sell two (2) \$100.00 tickets. (October/November)
- III. ***MANDATORY RAFFLE:*** buy or sell a minimum of \$150.00 in raffles. (March)

#### B) INCREMENT PLAN

The payments under the Increment Plan for the present school year are due and payable on June 30, 2011 and May 10, 2012.

#### Plan Selection

Once you have selected either the Fundraising or the Increment Plan, you must remain with that Plan for the school year. If a situation arises where it is impossible to remain on the original plan, the family must initiate contact with the Principal who will make a determination. If we do not receive a signed Increment Plan form prior to the due date of the first increment payment, you will be placed on the Fundraising Plan.

#### Families of Eighth Graders

All fees and financial contractual obligations must be brought current and be kept current in order for students to participate in the following:

- 1) Graduate Trips (deposits will be forfeited);
- 2) Special Graduate Activities;
- 3) Graduation Exercises

The above consequences also apply to the fulfillment of the Fundraising Plan. Hence, for families of only an eighth grader, all fundraising needs to be completed NO LATER than mid-April of the school year.

#### Final Exams

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

## TRYOUT PROCESS/PARTICIPATION PERMISSION REQUEST

I request that my son/daughter \_\_\_\_\_ participate in the tryout process and if selected, participate as a member of the basketball team, cheering squad or other activity listed here. \_\_\_\_\_

I understand that the school, teachers or coaches cannot be held responsible for my child and it is agreed that no liability is assumed by the school or school chaperones for injuries to persons or damage to property while participating in any and all activities connected to this position.

I further state that I have read the *S.H.P.S. – Cheverus Athletic Department Guide*.

My son/daughter has the following medical condition or special need that the coach should be aware of (i.e., asthma):  
\_\_\_\_\_

I give my permission to allow the coach to obtain medical treatment for my child in my absence. In the event of an injury, the following steps will be taken: (1) Evaluation of the condition by the coach or, if present, a qualified nurse or doctor; (2) Call for paramedic; (3) Attempt to locate parent. All students must be covered by a health insurance plan in order to participate in our Athletic Program. Please provide the following information:

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Insurance Company/Policy or Group Number

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Family Physician/Phone Number

\_\_\_\_\_  
Home Phone/Cell Phone Number

In case of emergency, please notify: \_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

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### CHEVERUS CONTRACT AGREEMENT

I, \_\_\_\_\_, understand that by becoming a member of the Cheverus Basketball/Cheerleading Squad, I am undertaking the following responsibilities:

- 1) To be present at all practices, games and meetings unless legitimately excused.
- 2) To complete assigned schoolwork to the best of my ability ensuring that my grades reflect my best effort.
- 3) To be sure my behavior would be recognized as mature and Christian by my peers, coaches, teachers, parents and my community.
- 4) To handle my uniform with care in awareness that it is school property.

I understand that my failure to fulfill any of the above requirements will mean suspension for a period of time relative to the infraction and could result in dismissal from the team or squad.

I also state that I have read and understand the Cheverus Athletic Department Guide.

\_\_\_\_\_  
Signature (Student)

\_\_\_\_\_  
Date

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### UNIFORM POLICY AGREEMENT

Uniforms are the property of the school and will be issued to each student for his/her use during scheduled games only. The uniforms will be distributed and collected by the coaches. It will be necessary to return the uniforms on time. The return of the undamaged, cleaned and bagged uniform is a requirement of all sports participants. Damage to any uniform will result in a fine equivalent to the replacement cost of the uniform.

My signature below indicates my understanding of this agreement to adhere to the rules and regulations regarding uniforms.

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



CHEVERUS SCHOOL

A Superior Education.

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

## Parent/Student Contract & Internet Consent Form

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

We sign that we have not only read it and that we 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

\_\_\_\_\_  
Signature (Student)

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day

\_\_\_\_\_  
Year

**PLEASE SIGN AND RETURN THIS FORM TO THE CHILD'S HOMEROOM  
BY FRIDAY, SEPTEMBER 16, 2011.**

*[www.cheverusschool.com](http://www.cheverusschool.com)*