

Charlton Street School

District Handbook Supplement
2015-2016



220 Charlton Street
Southbridge, MA 01550
(508) 764-5475

“Eye on Excellence”

The focus of the Southbridge Public Schools is to ensure high expectations for student learning through expert core instruction and challenging curriculum provided for every student, in every classroom, every day to show improved RESULTS.



Foreword

This document was prepared specifically for families of students attending Charlton St. School to supplement the information provided in the district's 2015-2016 Southbridge Public Schools Parent and Student Handbook.

Both this supplement and the Southbridge Public Schools 2015-2016 Parent and Student Handbook were designed to provide students and their parents/guardians with information about instructional programs, support services, and expectations regarding student behavior. Both will be available on the district website: www.southbridge.k12.ma.us.

This supplement is not intended to replace the actual policies, rules, regulations, and practices established by the School Committee, the Superintendent, or school administrators. If a policy, rule, regulation or practice is abbreviated or in error, the contents of the District's official policy manual will always take precedence. The School Committee, the Superintendent, and the school administration, as needed, reserve the right to develop, revise, and eliminate policies, rules, regulations, and practices as they deem appropriate. Students and their parents will be notified through their schools of changes that affect them.

Table of Contents

This supplement is organized into six sections with an alphabetized index in the back.

I.	Administration	pages	3-5
II.	Academics	pages	6-7
III.	Attendance	page	7-9
IV.	General Information	pages	8-9
V.	Rules of Conduct	pages	11-13
VI.	Appendices:		
	Appendix A: Frequently Asked Questions	page	14
	Appendix B: Student Recognition	page	15
	Appendix C: Peace Builders Pledge	page	16
	Appendix D: Parent Communication Map	pages	17-18
VII.	Index	pages	19



Letter from the School Principal

Dear Charlton Street School Families,

Welcome to our school! The purpose of this handbook supplement is to acquaint you with Charlton Street School. Please take a few moments to review the information and policies contained in this handbook. We are committed to creating and providing a quality education for your children, our students. Charlton Street School has a highly qualified faculty and staff who continually strive to meet student needs. Professional learning communities and grade level meetings are established to discuss, review and plan student instruction.

Report cards will be issued in December, March, and June. Please refer to the school calendar on page 5 indicating parent conferences, mid-term progress reports, marking periods, and MCAS testing schedules.

This is an exciting year for us as we begin with some new faces and positions and welcome back our veteran staff. We plan to continue to work with our data teams across each grade level to analyze student work and inform instruction and learning. We will be utilizing Measures of Academic Progress (MAP) assessments to provide interim student data in English Language Arts and Mathematics for grades 1 through 5. Assessment data will be analyzed by teachers and used to differentiate instruction for all students, pinpointing remediation and enrichment needs.

We are privileged to have your child attend Charlton Street School. We believe that all students can achieve a high level of success with support and intervention. We will work together to develop a positive and productive experience for all within our school. Please visit our website, <http://css.southbridge.k12.ma.us>, for updated information about our school, classroom web pages, and resources for students and parents.

Your child’s regular punctual attendance, homework completion, parental support, and positive student effort are essential elements for a successful school year. Please contact us with any questions or concerns. We look forward to working with you and your child throughout the school year.

Best Wishes,
Emily Mantineo, Principal

Please sign and return the form below with your child to his/her homeroom teacher.

This handbook and the Student Code of Conduct contain important information concerning rules and regulations about Charlton Street School. Please review the enclosed information with your child, sign this attached section, and return it to your child’s homeroom teacher. My signature below indicates that I understand and agree to abide by the rules and regulations herein.

Student Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Homeroom Teacher: _____

CHARLTON STREET SCHOOL STAFF 2015-2016

Principal

Mrs. Emily Mantineo

Assistant Principal/ Behavior Interventionist

Ms. Kathleen Potter

Guidance Counselor

Ms. Jennifer Bouckaert

Administrative Assistant

Mrs. Deborah Morrill

School Nurse

Mrs. Karen Proulx

Grade 1 Teachers

Mrs. Anne Kenny

Mrs. Janice Pena

Mrs. Margaret Sbordy

Mrs. Marilyn Stella

Grade 2 Teachers

Mrs. Lisbeth Champney

Mrs. Andrea Cropley

Mrs. Jacqueline Croteau

Ms. Jessica Grubert

Grade 3 Teachers

Mrs. Venus Kane

Mrs. Katelyn LeBlanc

Mrs. Allison Rossi

Mrs. Melanie Rubenacker

Grade 4 Teachers

Mrs. Michelle Alder

Mrs. Karyn Bosco

Miss Melyssa Cournoyer

Mrs. Aimee Vitkus

Grade 5 Teachers

Mrs. Sarah Biron

Ms. Audra Rowden

Mr. Michael Silvestri

Ms. Alyssa Trybus

ELL Teachers

Mrs. Lisa Bilis

Mrs. Jean Hill

School Psychologist

Mrs. Kara Ormsby

Special Ed. Team Chair

Mrs. Cheryl Thompson

Special Education Teachers

Mrs. Kim DesJardins

Mrs. Rachael Kelley

Mrs. Meagan Harrington

Mrs. Marcy Scheffler

Special Ed. Phys. Therapist

Mrs. Donna Reardon

Special Ed. OT

(Open)

COTA

Mrs. Lisa McCaine

Speech/Lang. Therapist

Miss Maureen Clifford

Mr. William McCrohan

Librarian

Mrs. MaryJo McSorley

Title I Teachers

Mr. Dennis Lataille

Mrs. Christine Latour

Miss Susan Pontbriand

Interventionist

Mrs. Darcy Pratt

Instructional Specialists

Mrs. Lisa Giardiello/Reading

Mrs. Michelle Caplette

Mathematics



Art Teacher

Mrs. Maria Rice

Music Teacher

Mr. Chris Rubenacker

Physical Education/Health

Mr. Stephen Croft

Special Ed. Education Assistants

Mrs. Crystal Adorno

Ms. Debra Bigness

Mrs. Zaida Cruz

Ms. Sherrie Davenport

Mrs. Cathy Fournier

Mrs. Susan LaPointe

Mrs. Betty-Jo Lesniewski

Mrs. Jennifer Munger

Mrs. Alba Rodriguez

Sped Tutorial

(Open)

Custodians

Mrs. Brigitte Cassell

Mr. John Benoit

Mr. Andy Sokolowski

Cafeteria Personnel

Ms. Debbie Sibley

Ms. Carolyn Gallant

Mrs. Kathy Grenier

Mrs. Annie Koulalis

Mrs. Richard Vallee

Home School Liaison

Mrs. Maria Fontaine

Pass Program

Mrs. Adrienne Rzasa

Educationa Assistants-Pass Program

Ms. Yelitza Agosto

Ms. Lindsey Butkiewicz

Ms. Lauren Carney

Ms. Emily Comeau

Ms. Analis Rozo

Permanent Subs

Mrs. Dorothea Brewer

Mrs. Shannon Payne

SOUTHBRIDGE PUBLIC SCHOOLS 2015-2016 CALENDAR

JULY 2015		JANUARY 2016																																																																																											
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Legend:

<p>Early Release Times: Elementary: 11:45 a.m. Middle/High School: 11:10 a.m.</p>	<p> Early Release Days No School First/Last Day of School Administrative Days Professional Day/No School</p>	<p>MHS Quarter Ending Dates: Q1: November 2, 2015 Q2: January 21, 2016 Q3: April 1, 2016 Q4: June 17, 2016</p>
<p>Elementary Trimester End Dates: T1: November 24, 2015 T2: March 9, 2016 T3: June 17, 2016</p>		

<p>Open House Dates: ERS (K): August 27, 2015 CSS: August 25, 2015 WSS: August 25, 2015 SMHS: August 24, 2015 Preschool: September 3, 2015</p>	<p>Parent/Teacher Conference Dates: ERS: October 21, 2015 February 4, 2016 CSS: October 20, 2015 February 3, 2016 WSS: October 20, 2015 February 3, 2016 SMHS: November 12, 2015 February 2, 2016</p>	<p>Snow Date: February 11, 2016 February 10, 2016 February 10, 2016 February 9, 2016</p>
<p>Preschool Important Dates: Home Visits: August 25-Sept. 1, 2015 Orientation: September 3, 2015 Regular Half Days Start: September 8, 2015</p>	<p>Kindergarten Important Dates: Orientation: August 27-28, 2015 First Day of School: August 31, 2015</p>	<p>Jewish Holidays 9/13/15 Rosh Hashanah 9/23/15 Yom Kippur 12/7/15 Hanukkah 4/22/16 Passover</p>

Administrative Days are subject to change based upon need

SCHOOL YEAR 2015-2016 TRIMESTERS

FIRST TRIMESTER PERIOD

- Mid-Term Progress Reports go home on Monday, October 13, 2015.
- Marks close for the FIRST marking period on Tuesday, November 24, 2015.
- Report Cards for the FIRST marking period go home on Monday, December 7, 2015.

SECOND TRIMESTER PERIOD

- Mid-Term Progress Reports go home on Thursday, January 21, 2016.
- Marks close for the SECOND marking period on Wednesday, March 9, 2016.
- Report Cards for the SECOND marking period go home on Monday, March 21, 2016.

THIRD TRIMESTER PERIOD

- Mid-Term Progress Reports go home on Monday, May 2, 2016.
- Marks close for the THIRD marking period the week prior to the actual last day of school. Last day of school to be announced.

HONOR ROLL

- High Honors = A- or Above, All S's and I or higher in Penmanship
- Honors = B- or Above, All S's and an I or higher in Penmanship
-

PARENT/TEACHER CONFERENCES

Throughout the school year, teachers will schedule conferences with parents to discuss a child's academic progress. Parents may call the school (764-5475) and leave a message that you wish to speak to a particular teacher. Parent- teacher conferences will also be held on Tuesday, October 20, 2015 from 4:00 to 7:00 p.m. and Wednesday, February 3, 2016 from 4:00 to 7:00 p.m. with a snow date of Wednesday, February 10, 2016.

HOW PARENTS CAN HELP AT HOME

- ❖ Make sure your child is well rested.
- ❖ Make sure he or she eats a nutritious breakfast.
- ❖ Mark or label your child's personal belongings.
- ❖ Children need milk money when a home lunch is provided.
- ❖ Start your child off to school in a happy frame of mind.
- ❖ Send only a healthy child to school.
- ❖ Get to know your child's teacher.
- ❖ Show respect for learning and the teaching role of the school.
- ❖ Ask your child what he or she has learned each day.
- ❖ Set aside a time and place for your child to complete homework.
- ❖ Praise your child's schoolwork.



HOMEWORK

Homework is a regular part of the academic program and parental support is essential in providing an appropriate time and place for students to work at home. Homework is assigned to help students develop new skills and practice basic skills, and is not limited to uncompleted work in class. Each child is issued a Homework Assignment Agenda Book to write their daily assignments in so that you at home are aware of what is required for that evening's homework.

It is suggested that you monitor your child's homework nightly. Homework time increases with each grade, averaging an hour each night in Grades 4 and 5. It is expected that parents will read, check, and sign this assignment book nightly to be returned to school with the child. This is also a valuable tool for communication between the parent and teacher. Completion of homework is part of student's academic success. Non-submission of homework or incomplete class work will result in the student being detained after school for completion of work. Parents/Guardians will be notified and will need to make alternative arrangements for the student's transportation.

Parents/guardians will have the option to approve completion of work at recess.

ARRIVAL AND DISMISSAL

Arrival at School

Students who walk to school or are dropped off at the school may arrive at school on or after 7:45 a.m. (No staff on duty prior to this time) **School begins at 8:30 a.m.**

Tardy

When a student is tardy; an adult must accompany the child into the main office to sign in.

Dismissal Time

2:40 p.m. - All Grade 1 walkers & grade 1 pickups are dismissed.

2:45 – All bus students in grades 2 through 5 are dismissed. All walkers and pickups in Grades 2 through 5 are also dismissed.

Grade 1 Students

All Grade 1 students are issued nametags. Each nametag indicates if the child is a pickup or a bus student. Grade 1 pickup students exit the door on Evergreen St. not the main entrance display. When picking up your child you will sign a sheet from a staff member on duty. The sheet has your child's name, teacher, license plate number, parent/guardian name and signature.

Dismissal of Students at the End of the Day

School ends at 2:45 p.m. on full days (except as stated above) and 11:45 a.m. on half days. Please do not pick-up your child prior to 2:45 unless it is an emergency. Learning is continually occurring in our school and it is important for children to be dismissed at the expected time.

Walkers

Children will be dismissed at the main entrance of school by the cemetery side (Evergreen Street) of the building. All students will proceed along the sidewalk to the fork in the road at Charlton and Evergreen Streets for crossing by the crossing guards.

Buses

Arrival and dismissal for bus students is on the Guelphwood Rd. side of the school. Only buses and bus students will be allowed on the Guelphwood Rd. side of the building.

Drop Off

The student drop off location is located on Evergreen Street (near cemetery). Please do not drop a student off until the earliest 7:45 a.m. since no staff member is on duty. The drop off zone is located near the school/playground area next to the building.



Automobiles

Students being picked up are directed to watch and wait for their ride at the crosswalk during dismissal time. A one-way sign is posted on Evergreen Street from the school entrance to the main school entrance. Please do not park in the opposite direction while waiting for your child on a posted one-way area of Evergreen Street. Students are NEVER allowed to cross the street as this poses a significant safety hazard. If your child is not in view when you approach the crosswalk, you must proceed around the loop again as this will keep the flow of traffic moving. Please remind your child that this is not a play area.

Idle Free, No Smoking Zone

Laws remain in effect while parked, it is illegal to have a car engine running while parked next to the school. Smoking is also prohibited on school grounds.



ATTENDANCE STANDARDS AND PROCEDURES

Massachusetts General Laws require compulsory attendance for school age children. Regular attendance is given a high priority at Charlton St. School and in the state. Attending school daily is very important to your child's learning and success in school. If absences become excessive, chronic or frequent, it is our responsibility to notify the School Attendance Officer, who in turn, will contact you to resolve the problem.

Parents are encouraged to plan vacations around regularly scheduled school vacation days. Family vacations taken during school time are absences. Classrooms provide an ongoing, integrated, and active learning environment for our children.



The following student attendance guidelines and procedures have been established at Charlton St. School to help assure that all students are regular in attendance:

Responsibility - Attendance of Students

A parent/guardian is responsible for the child's attendance at school. Charlton Street School must be notified either prior to or in the morning of the absence. Reminder: The school number is 508-764-5475. If the school is not notified of a student's absence a wellness call will be made to the student's home.

Therefore, it is important that parents/guardians provide their current contact information to ensure proper notification can be made. **Please note: a parent phone call does not excuse your child's absence.**

Charlton Street School Attendance Guidelines

All absences, dismissals and tardiness will be considered "unexcused" except for the following. The following absences are defined as **excused** absences at Charlton Street School:

- **Illness covered by a physician's note or other medical professional:** The district reserves the right to request medical documentation in case of chronic absenteeism.
- **Hospitalization:** The parent/guardian submit to the school release papers from the hospital documenting the student's hospitalization.
- **Religious holy days:** The student's religion requires that the student does not attend school on the specific holy day or that school attendance would interfere with required religious observances. The parent/guardian notify the school in writing before or after the absence.
- **Death in the family:** The parent/guardian notify the school in writing before or after the absence.

If your child is going to have an extended absence due to medical reasons, please notify the school nurse and principal.

Any other absence will be considered unexcused. An absence will be defined as occurring any time a student is not present at the start of the school day, and does not check in (as late, tardy to school) with the schools' office. If a student is tardy, a parent must accompany the student to the main office.

Non-emergency appointments should be scheduled after school hours.

Notification of Excessive Absences and Tardiness Protocols

The following is a step-by-step procedure that will be used in situations of UNEXCUSED ABSENCES at Charlton Street School:

Step One: When a student has a total of five (5) unexcused days of non-attendance the Assistant Principal and or Guidance Counselor will contact the parent/guardian to notify them of the unexcused absences.

Step Two: When a student has a total of seven (7) days of non-attendance within a given 6-month period and none of those days have been covered

by a healthcare professional's note or other administratively approved excuse, then a letter will be sent to the student's parent(s) or guardian(s) warning the family that the student is at risk of requiring an intervention that would necessitate a school communication.

Step Three: If a student continues to be absent without an appropriate excuse and the total of non-attendance days is ten (10) a second letter will be sent notifying the parent(s) or guardian(s) requesting them to contact the school to schedule an intervention meeting with the Assistant Principal and or Guidance Counselor. The meeting will focus on the concerns associated with the student's attendance and develop an action plan to support improved attendance.

Step Four: If a student continues to be absent from school without appropriate excuse or the parent did not call to schedule an intervention meeting, and the number of non-attendance days reaches (14), the Assistant Principal or Guidance Counselor will refer the student to the Elementary and Secondary School Intervention Program (ESSIP). ESSIP is an attendance program developed with the Dudley District Court, Department of Children and Families and Charlton Street School to work with the students and their families to explore ways to improve school attendance. Participation in the ESSIP meeting is voluntary. Please be advised if a child is referred to ESSIP and the parent/guardian chooses not to participate and attendance continues to be a concern, a consult will be made between the school, DCF, and the juvenile court as to further action.

Tardiness and Dismissal:

A student who is not in his/her assigned seat at the start of class is tardy. The Assistant Principal and Guidance Counselor will meet with the parent/guardian to develop and institute an intervention plan for students who reach 3 tardies and/or dismissals.

COURT ORDERS

It is the parents'/guardians' responsibility to inform the Principal, Counselor, and the classroom teacher **immediately of any court orders** (i.e. restraining, custody, etc.) that must be adhered to (via/per court injunction) that is in place or occurs during the school year. The safety of your child is very

important to us and we want to ensure that the school is following legal guidelines concerning any custody issues. **Please give the office a copy of any court orders for our records.**

SPECIAL NEEDS PROGRAM

Under Massachusetts Law, any individual, between the ages 3-21 who has been identified as needing specially designed instruction or related services to be successful in an educational program may qualify for a special education program, including Section 504 accommodations. For more information, please call the Student Support Services Office at 508-764-6192.

Speech and Language Pathologist

A speech and language pathologist is also available at our school to provide services. If any parents/guardians feel their child may need help in the area of speech/language development, they should contact their child's teacher or our office. Through our referral process, students may be referred for an evaluation to help determine the need for speech/language services.

Student Assistance Team Meetings (SAT)

A staff member and or parent/guardian may also request a Student Assistance Team Meeting if there are concerns about a student's progress academically, behaviorally, socially and/or emotionally. The purpose of the meeting is to provide support and recommendations to the classroom teacher in order to maximize a student's learning experience. A parent/guardian may attend the meetings and/or they may complete the questionnaire, which provides an opportunity for them to express their concerns.

School-Based Support Team (SBST)

SBST is comprised of the building principal, general education teachers, special education teachers, school psychologist, school guidance counselor, reading specialists, and other related service providers. The goals of the SBST are to help classroom teachers target and prioritize specific areas of student need, clarify the existence and extent of such needs using data, and most importantly design targeted interventions to help students succeed.

School Counselor and School Psychologist

A counselor services the school as well as a school psychologist and social worker.



Professionals are trained to assist all students in maximizing their intellectual, social, emotional, and physical development, which further enables students to become responsible, respectful, and productive learners. The School Psychologist primarily evaluates learning aptitudes, social and academic skills, and serves as a member of the special education team in determining eligibility for special education services.

Our School Counselor provides on-going support and consultation, which is available to students, staff, parents/guardians, and the school community. The Counselor conducts prevention oriented and pro-active developmental classroom lessons/activities, small group thematic sessions when appropriate and applicable, and group and individual intervention and programs. The role of the counselor also includes helping students to gain a better understanding of themselves and others, providing crisis intervention when necessary, and helping to reduce the amount and intensity of problems that students may experience.

Problem-Solving Procedures for Parents/Guardians

If during the course of the school year you have any concerns regarding your child, a staff member, or any other aspect of the school, you are requested to follow the suggested procedure listed below. This method of handling problems/concerns expedites matters.

1. Contact the staff member and make an appointment to meet with the individual involved to see whether your concern/problem can be addressed and resolved at this level.
2. If the situation has not been resolved to your satisfaction by the discussion with the staff member, make an appointment with the Principal to discuss your concerns at this level.
3. If you continue to be in need of resolution, please contact the Superintendent of Schools to make an appointment to discuss your concern at this level.

In summary, concerns/problems should be addressed first to the person or persons who are directly involved. If for example, you have a concern about a classroom procedure, you should direct your question to the teacher first. After

taking the first step, other steps will follow as necessary. **See School committee policy Appendix D (p.17-18) for more info.**

Fire Drills and Emergency Procedures

Fire drills, emergency evacuation routes, and “alternate” routes are posted within each classroom. Practice emergency procedures will be held periodically throughout the school year. The function of any of these drills is to practice a rapid, safe, and organized method of keeping everyone safe whether in the building or by exiting the building. An additional purpose of practicing any of the procedures is to also help students and adults be calm and prepared during an actual emergency.

Among the practiced procedures, students will also be practicing severe weather emergencies and lock down procedures, which would be implemented if there were a possibility of a person within the building causing a possible risk to students. All drills must be considered an actual emergency and all persons present during a drill or actual emergency will be expected to follow the established procedures.

With fire drills or emergency evacuations, any visitor or student that is not with his/her class at the time the alarm sounds should leave the building by the nearest exit. Students should report to the nearest adult for further instructions.

Due to the age of our students, explanations about the emergency procedures will definitely be age appropriate and will be explained to students prior to any of the practices. Emergencies are unexpected, unpredictable and take many forms. No one can be fully prepared for everything that may happen, but guidance and strategies are helpful in any emergency. The school’s primary goal is to ensure that our students are safe in any situation.

Lunch Program

Nutritional, well-balanced lunches are provided daily using USDA guidelines. We are pleased to announce that lunch will be FREE to all students this year. The cost of milk only will remain \$0.50



Payment for student milk will be collected in the classrooms at the beginning of the day. Please send



the payment with your child in an envelope marked with the student's name, teacher's name, dates of purchases and the amount. If children forget or lose their money, milk may be charged. There is no cost for our breakfast program, which is part of the Healthy Choice Program and is available to all students.

The Food Service Department distributes monthly calendar menus to all students. These menus are subject to change without notice (delay in food shipment).

Library

The library is an area to be used for quiet study, research, and selection of materials as well as listening to stories read by our library staff. Classes go to the library every week and students have the opportunity to check out books on a regular basis.

Students need to return their books in order to check out new ones. If a student's name is on the circulation card, the student is responsible for the item should it be lost. Payment will be based on the Books in Print or catalogue price. Students are permitted to purchase the lost item and donate it to the library in lieu of payment. Should a lost item be found, refunds will be made. If books and/or materials are destroyed or defaced, payment will also occur and additional consequences will be determined on an individual basis.



School Pictures

School pictures are taken each year during the early part of fall and in the spring. A flyer from the picture company explaining costs, backgrounds, etc. is distributed a week before pictures are taken. No student will be pressured or required to purchase photographs.



Child Image Release Form

It is the practice of the school to give permission for school personnel and the media (e.g., cable television, newspapers, commercial television, radio, and the world wide web) to develop and present to the public, (print, pictures, and voice) information related to school programs and students for the purposes of public relations and the dissemination of non-confidential information (i.e., news stories).

Charlton Street School gives permission once parents/guardians have signed the Child Image Release Form (see Southbridge Public Schools Parent and Student Handbook). Students at the school are also occasionally photographed and/or videotaped by local newspapers and/or television and radio stations while participating in school-wide and/or classroom events.

RULES OF CONDUCT

I. Playground Rules & Procedures

1. All children are asked to follow directions and must be accompanied to the play area by staff members on duty.
2. Advise the child that if someone is bothering or hurting them, they should go to a staff member on duty. Let the staff member handle the situation. (Children should be told not to put their hands on the person bothering them).
3. If a child needs to leave the area he/she must inform a staff member, obtain permission and be assigned a buddy. He/she needs to report back to the staff member upon returning.
4. When recess is over, children are expected to line up quickly and quietly with no pushing in line.
5. Contact sports are not allowed on school grounds.
6. Improper conduct will not be tolerated on the playground. This includes all fighting, "karate" kicking, spitting, inappropriate language, misuse of equipment, roughhousing, throwing snow/ice, sliding/playing on snow/ice or pushing. Children must stay off lawn banks and walk to and from playground in a proper and orderly manner.



II. Cafeteria Rules

1. Follow the directions of the lunchroom supervisors.
2. Walk into the cafeteria in a quiet and orderly way. No pushing in line, consider the rights of others in conversation and talk quietly.
3. Use appropriate table manners.
4. No yelling or screaming, use your classroom voice when speaking to others.
5. Do not throw or play with food.

6. Food must be eaten or disposed of before leaving the cafeteria.
7. Wait to be excused before leaving the table.

III. Students Walking To and From School

1. Students are reminded to always use crosswalks and sidewalks when traveling to and from school. Walking in the middle of the road is a serious safety concern.
2. Due to safety reasons, riding bicycles to and from school is not permitted.
3. Students are reminded not to trespass on private property (homes or businesses).
4. Students are reminded to be courteous to adults and other children they meet while walking to or from school.
5. Students are reminded to go directly to school in the morning and directly home after school dismissal in the afternoon.
6. The Southbridge Police Department will patrol school neighborhoods whenever possible to help in this important safety situation.



conjunction with the PeaceBuilders Program, Character Counts and PBIS, our students develop skills which lead to a high level of respect, cooperation, responsibility, empathy for others, and verbal and physical self-control. The school is committed to providing a safe and orderly school environment where students may receive and staff may deliver quality educational services without unnecessary disruption or interference.

A school-wide incentive program, “Good Citizenship Courtesy Program” has been implemented to assist students with making appropriate behavior choices. When inappropriate behaviors occur, students problem-solve in a safe manner to ensure minimal disruption to the learning process. Problem solving can occur with the teacher, counselor and/or principal. Disruption to learning and teaching will lead to negative, logical consequences. The age of the student and the frequency of the misconduct will be taken into consideration when considering the consequences.

Repeated misbehaviors can also lead to the more serious consequences including internal/external suspension. Office referrals are documented. Conferencing with the student is the first action in all cases of misbehavior. If there are frequent office referrals for the same action, more privileges may be withdrawn. It is the goal for students to develop self-discipline and to reduce the number of times of misconduct as well as the referrals to the office.

If a student is referred to the office, the Principal, Counselor, and/or teacher will notify the parent/guardian. The level of parental involvement concerning discipline is dependent on the extent of the inappropriate behaviors and the disruption to the school environment. Parents/Guardians will be included in the process especially when detention and suspensions are involved. An important goal is to continually teach and model acceptable, respectful behavior.

BEHAVIOR AND DISCIPLINE

Positive Behavioral Interventions and Supports (PBIS)

- Charlton Street School is a community of PeaceBuilders. We are all here to learn, grow, and become good citizens. We are respectful, responsible, and ready to learn.
- We teach rules and expectations for each setting in school and provide a rewards system to recognize positive behaviors.
- Stay POSITIVE with our students!

Code of Conduct

Charlton Street School encourages staff, parents/guardians and community to provide a caring, safe, and challenging environment for all students to reach their fullest potential. To that extent, staff and students continually evaluate the discipline aspects of the Code of Conduct. The Principal has the authority to use discretion and common sense when enforcing the Code of Student Conduct as outlined in the Southbridge Public Schools Parent and Student Handbook.

The Code of Conduct in the elementary school emphasizes mutual respect - the Respect for Oneself, Others and the Environment. In

Recess Detention

Detentions may be assigned to students due to non-completion of homework or classwork. Parents will be notified and required to provide transportation for after school detention. Parents

will have the opportunity to approve recess detention as an alternative.

Suspensions

Appropriate behaviors are expected from all students and suspensions are considered for continued display of the same unacceptable behaviors as well as for behaviors that significantly impact and disrupt student learning. The principal may externally suspend a student for a period not to exceed 10 school days per offense. The length of the suspension is at the discretion of the principal. Due process guidelines will be followed. Suspension is for extremely serious disruptive, unsafe behaviors.

Internal suspension

Internal Suspension means that a student will be separated from other students in a designated area for the term of the suspension. The purpose is to provide necessary consequences for a particular offense as well as to address the problems and needs of the individual student. During Internal Suspension, discussion with the student will occur in an effort to change the inappropriate behavior. Schoolwork will be accomplished during the time period of internal suspension.

Internal suspension at Charlton St. School may occur for the following reasons:

- Behaviors that represent unacceptable student conduct
- Repeated referrals to the office
- Profanity or extreme discourtesy directed at a staff member
- Insubordinate or openly defiant behavior toward any school personnel
- Cheating or plagiarism
- Copying, falsifying or changing in any manner any school document, including notes from staff and parents/guardians
- Leaving school grounds without permission
- Verbal or written harassment of faculty, staff or students
- Any unprovoked and unauthorized physical contact by one student upon another

- Violations of the Computer Acceptable Use Policy
- Other behaviors or activities prohibited in the Southbridge Public Schools Parent and Student Handbook.

External suspension

External suspension means that the student may not attend school. External will be an option considered by the administration in particular for the following:

- Repeated referrals to the office and the nature of the referrals
- Insubordinate or extremely disruptive behavior that may require immediate and possibly extended removal
- Repeated behavior that represents unacceptable student conduct or behavior
- A confirmed act of sexual harassment by a student upon any other student, employee or any other individual acting legitimately on school property
- Malicious damage or destruction of school or personal property
- Possession of a weapon or controlled substance on school grounds and at any school related event
- Possession and/or use of incendiary devices including fireworks, smoke bombs, stink bombs and other such devices
- Making a bomb threat
- Endangering the physical health and safety of students and staff (for example, fighting and/or a provoked or unprovoked attack on a student or staff member; verbal threats which mention a weapon)
- A felony charge or felony conviction
- Other behaviors or activities prohibited in the Southbridge Public Schools Parent and Student Handbook.



FREQUENTLY ASKED QUESTIONS

What should my child do if he/she becomes ill at school?

Your child should ask permission from his/her teacher to see the school nurse. It is important that we have a telephone number where you can be reached in case of an emergency.

What if my child needs to leave school early?

When medical appointments are unavoidable, the student must bring a written excuse to the homeroom teacher and be signed out at the school office by the parent/guardian or pre-approved designee.

How do we know when school has been cancelled?

All working telephone numbers on file will receive an I-Auto Alert automated phone message from the school district notifying parents/guardians of cancellations, delays, or early dismissals. You may also tune into your local broadcasting stations: WBZTV4, NEWS CENTER 5, WHDH-TV 7, and FOX 25 TV. **Please notify the office of any change in telephone numbers.** Charlton St. School will also contact parents/guardians via I-Auto Alert telephone messages and written notices about scheduled half-day student dismissals or relevant events.

Is there a Sign-In and Sign-Out Procedure for all schools?

YES. All visitors to school buildings must report to the Principal's Office and sign the sheet located on the counter in the main office upon entering and upon leaving the school building.

What do we do if we want to speak with a teacher?

Telephone the Principal's Office (764-5475) to request an appointment with a teacher. Teachers are generally available after school hours between 3:00 P.M. and 3:30 P.M. Teachers will also arrange parent conferences throughout the school year.

What items are not allowed in school?

Weapons, Medications, Radios, DVD players, I-Pods, Video Games, Poke'mon cards or Trading cards, Bicycles (bicycles are not allowed for safety purposes), Matches, Skateboards, Toys, Frisbees, Fireworks, Beepers/Cellular Phones, Chains, Key Chain Holders worn around the neck, and any other item which would be disruptive to the school climate.

How should my child dress for school?

Students should dress appropriately for school. Clothing should be neat, clean, and fit properly. Clothing should not be disruptive to the learning environment. Lights and musical clothing is distracting. Wheelie sneakers and flip-flops are a safety issue and are prohibited from being worn at school.

Do Charlton Street students participate in school-sponsored field trips?

Field trips are an important aspect of the Charlton Street School curriculum. Field trips are carefully planned by the staff to be both educational and enjoyable for our students. Parental permission slips are sent home in advance of the trip.

What do we do if an item is lost?

A Lost and Found Area has been designated in the cafeteria. Students should check that area regularly for lost articles.

Is there a telephone available for student use?

Students will be allowed to use a school phone if necessary.

What if my child had food allergies?

If your child has allergies to foods, including lactose intolerance or nuts a written doctor's note must be submitted to the nurse's office at the beginning of each school year so that the Food Services Dept. and Dept. of Nutritional Services will have the correct information for the child's meals.

STUDENT RECOGNITION AT CHARLTON ST. SCHOOL

- PeaceBuilder Praise Notes – Schoolwide
- PeaceBuilder of the Week Awards
- Good Citizenship Awards – Monthly
- 100's Club – Academic, Quizzes & Tests
- Reading Incentive Program – Yearlong
- Classroom of the Week Award
- Author's Study Club – Morning
- All A's Award – Quarterly
- Perfect Attendance
- PeaceBuilder of the Year (In all Special Areas)
- Daily Praise Notes (Classroom level)
- Reading Aloud to the Principal
- Morning Pledge – PeaceBuilder Pencils
- Optimist Club Recognition
- Student of the Week (Classroom level)
- Winter Choral Program
- Flag Day, Memorial Day and Veteran's Day Celebrations
- End of the Year Awards Assembly
- End of the Year Cookout



Charlton Street School has been designated by Peace Builder's, Inc.
as a Platinum Level Showcase Site.

PeaceBuilders® Pledge



I am a PeaceBuilder.™
I Pledge...

- To praise people
- To give up put-downs
- To seek wise people
- To notice and speak up about hurts I have caused
- To right wrongs
- To help others

I will build peace at home, at school, and in my community each day.

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PARENT COMMUNICATION MAP for CHARLTON ST. SCHOOL 2015-2016

When you have questions or concerns, you can contact the school department for information or clarification. Knowing whom to contact for a particular concern makes the process quicker and easier for all. Using this map will help you find the person most knowledgeable about the particular issue or concern you may have. Please begin with the "FIRST STEP" listed. If the nature of your concern has not been answered to your satisfaction, then go to the "SECOND STEP." Please don't skip any steps. That may only result in your being referred to the "FIRST STEP." Thank you for your cooperation in our effort to serve you better.

CHARLTON STREET SCHOOL
220 Charlton St., Southbridge, MA 01550
Main Phone: (508) 764-5475 Website: www.css.southbridge.k12.ma.us
 All classroom teachers may be reached at the main school telephone number.

CONCERN	FIRST STEP	NEXT STEP
Student Registration/Enrollment	Deborah Morrill, Administrative Assistant (508) 764-5475 morrill@southbridge.k12.ma.us	Emily Mantineo, Principal (508) 764-5475 mantineo@southbridge.k12.ma.us
Bus Stops/ Bus Routes	Linda Perno AA Transportation (508) 943-0482 lindap@aatransportation.com	Mr. William Lataille Director of Finance (508) 764-5414 Ext. 412 lataillew@southbridge.k12.ma.us
Classroom Placement	Jennifer Bouckaert, Guidance Counselor (508) 764-5475 bouckaertj@southbridge.k12.ma.us	Emily Mantineo, Principal (508) 764-5475 mantineo@southbridge.k12.ma.us
Crossing Guards	Police Department (508) 764-5420	
Curriculum	Emily Mantineo, Principal (508) 764-5475 mantineo@southbridge.k12.ma.us	Sheryl Stanton, Assistant Superintendent (508) 764-5414- Ext. 412 stantons@southbridge.k12.ma.us
Discipline	Kathleen Potter, Assistant Principal (508)764-5475 potterk@southbridge.k12.ma.us	Emily Mantineo, /Principal (508) 764-5475 mantineo@southbridge.k12.ma.us
Food Service	Nick Billis Food Service Co-Director (774) 318-1585 nbillis@southbridge.k12.ma.us	Mrs. Shirley Yanka Food Service Co-Director (774) 318-1581 yanka@southbridge.k12.ma.us
Guidance	Jennifer Bouckaert, Guidance Counselor (508)764-5475 bouckaertj@southbridge.k12.ma.us	Colleen Culligan Director of Pupil Services (508) 764-6192 c.culligan@southbridge.k12.ma.us
Health	Karen Proulx (508) 764-5481 proulxk@southbridge.k12.ma.us	Emily Mantineo, Principal (508) 764-5475 mantineo@southbridge.k12.ma.us

Parent Liaison	Maria Perez-Fontaine (508) 764-5475 liason@southbridge.k12.ma.us	Emily Mantineo, Principal (508) 764-5475 Mantineo@southbridge.k12.ma.us
Policy – District	Steven Bliss Interim Superintendent (508) 764-5414 Ext. 400 bliss@southbridge.k12.ma.us	Southbridge School Committee Scott Lazo, Chair slazo@southbridge.k12.ma.us
Policy - School	Emily Mantineo, Principal (508) 764-5475 mantineo@southbridge.k12.ma.us	Steven Bliss Interim Superintendent (508) 764-5414 Ext. 400 bliss@southbridge.k12.ma.us
Psychologist	Kara Ormsby (508) 764-5475 kwhite@southbridge.k12.ma.us	Colleen Culligan, Director of Pupil Services (508) 764-6192 c.culligan@southbridge.k12.ma.us
Social Worker	Maria Eliza-Rodriguez (508) 765-9793 Rodriguez@southbridge.k12.ma.us	Colleen Culligan, Director of Pupil Services (508) 764-6192 c.culligan@southbridge.k12.ma.us
Special Education 504 Accommodation Plans	Jennifer Bouckaert, Guidance Counselor (508) 764-5475 bouckaertj@southbridge.k12.ma.us	Colleen Culligan Director of Pupil Services (508) 764-6192 c.culligan@southbridge.k12.ma.us
Special Education Assessment and Evaluation	Cheryl Thompson, Team Chair (508) 764-5475	Colleen Culligan, Director of Pupil Services (508) 764-6192 c.culligan@southbridge.k12.ma.us
Special Education Therapists	To contact a therapist, call the School Office: (508) 764-5475	Colleen Culligan, Director of Pupil Services (508) 764-6192 c.culligan@southbridge.k12.ma.us
Special Education Transportation	Cheryl Thompson, Team Chair (508) 764-5475	Colleen Culligan, Director of Pupil Services (508) 764-6192 c.culligan@southbridge.k12.ma.us
Teaching/Instruction	To contact a teacher, call the School Office: (508) 764-5475 Or search the school website for the teacher's email address	Emily Mantineo, Principal (508) 764-5475 mantineo@southbridge.k12.ma.us

If you still have questions or concerns that are not addressed after following the FIRST STEP and NEXT STEP as outlined above contact the Superintendent's office.

INDEX

Absence - Frequency of	8	Staff List	4
Absence -General Guidelines and Consequences	8	Student Assistance Team Meetings	9
Arrival and Dismissal	7	Student Recognition	15
Attendance Standards and Procedures	8	Students Walking to and from School	12
Attendance of Students - Responsibility For	8	Suspensions - External	13
Automobiles	7	Suspensions - Internal	12
Behavior and Discipline	12	Table of Contents	2
Buses	7	Tardy	7
Child Image Release	11	Walkers	7
Code of Conduct	12		
Court Orders	9		
Dismissal Time - General	7		
Dismissal Time - Grade 1 Students	7		
District Calendar	5		
Drop-Off	7		
Fire Drills	10		
Frequently Asked Questions	14		
Homework	6		
Honor Roll	6		
How Parents Can Help at Home	6		
Idle Free/No Smoking Zone	7		
Important Dates	5		
Letter from the Principal	3		
Library	11		
Lunch Program	10		
Parent/Teacher Conferences	6		
PBIS	12		
PeaceBuilder Recess Detentions	13		
PeaceBuilders Pledge	16		
Problem Solving Procedures	10		
Rules - Cafeteria	11		
Rules - Playground	11		
Rules of Conduct	12		
School Based Support Team	9		
School Counselor/Psychologist	10		
School Pictures	11		
School Year Trimesters/Marking Periods	6		
Special Needs Program	9		
Speech Language Pathologist	9		