

**Dudley-Charlton Regional School District**

**Charlton Middle School**

2 Oxford Road

Charlton, Massachusetts 01507

Twitter: @cms\_grizzlies

Telephone 508-248-1423

**Dean W. Packard**

**Principal**

Fax 508-248-1418

**Peter J. Olson**

**Assistant Principal**

**PARENT INFORMATION**

**2019-2020**

Start of school: 7:40 AM

End of school: 2:10 PM

Car riders dismissed: 2:20 PM from the auditorium.

**STUDENT DROP-OFF**

All students driven in to school must be dropped off at the front sidewalk in front of the building **no earlier than 7:15 AM** when supervision is provided.

**EARLY DISMISSAL**

A note from the parent/guardian is required for early dismissal. Children are not to leave the school unless a parent or designee comes in to the school office and signs them out. Students should not text/call parents to pick them out without notifying the main office. Please have a photo ID available when dismissing your child.

**SCHOOL SECURITY SYSTEM**

A building security system is in place at the Charlton Middle School. This has enabled us to establish a visual and voice contact with all individuals wishing to enter the building. All individuals must state their name and purpose for the visit before entry will be granted. The doors are locked from 7:45AM until 3:30 PM in an effort to maintain a safe and secure school environment for students and staff.

**TARDY/ABSENT NOTES**

Attendance line is 508-248-1423, when prompted, choose option #2.

All students arriving to school after 7:40 AM must sign in to the main office for attendance purposes. Please submit a medical note for dental/orthodontist/medical appointments. Physicians/Dentists will supply a confirmation of appointment note for this purpose. If you know your child will be absent/tardy, please leave a message on our attendance phone line with your name and the name of the student along with a reason for the absence/tardy. Please refer to the student handbook for a complete explanation of the attendance policy.

**ATTENDANCE CONFIRMATION CALLS/TEXTS**

The Dudley-Charlton Regional School District participates in an automatic call/text system that is activated from our main office. After attendance/tardies have been recorded, the parent/guardian of any student who is absent without a prior call will receive an automated message and asked to call the school to confirm absence. This includes students who will be late, they are marked absent until they arrive at school and sign in.

*“...to advance the knowledge and well being of our children and community.”*

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➤ **BIOGRAPHICAL SHEET: RETURN NO LATER THAN FRIDAY, 9/6/19**

Please make any and all necessary changes directly on the biographical sheet. On the reverse side of the sheet, please list the names and telephone numbers of individuals that may be contacted in the event of an emergency or who are allowed to pick up your child from school if necessary. Please make sure to complete BOTH sides of this form as well as checking off “yes” or “no” to Tylenol/Ibuprofen.

➤ **SCHOOL PHOTOS: Return on picture day with payment**

**School photos will be taken by Lifetouch on Wednesday, August 28, 2019 beginning at 8:00 AM.** It is important that all students have their photos taken. Photos will be used for the student ID and for purchasing lunch. You are not required to purchase photos, however all students will need to have their photos taken for a school ID.

➤ **HANDBOOK/INTER-INTRANET FORMS: Return by Friday, 9/6/19.**

The internet-intranet user agreement and handbook acknowledgement form (one double sided form) needs to be returned to the homeroom teacher by Friday, 9/6/19. Please note that there is a MEDIA RELEASE area that must be completed as well. Should you not want your child’s photo or name used in media format, please check the appropriate box and sign where indicated. If you do not want your child to have their name or photo in media format, this will remove their name from honor roll lists as well as sporting events.

➤ **MEET THE TEACHER NIGHT: Wednesday, 9/4/19 ~ 6pm – 7pm**

First PTO Meeting following “Meet the Teacher Night” in the library at 7:00 pm

➤ **PARENT E-NEWS:** Mr. Packard sends out a weekly newsletter that contains important school dates, events and what is happening here at CMS. Make sure to check your email!

➤ **Parent Portal:** Families are automatically signed up for the Parent Portal. You will receive an email with all the information on how to set up your account.

**FOLLOW US ON TWITTER: @cms\_grizzlies**

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