

**Dudley-Charlton Regional School District
Charlton Middle School**

2 Oxford Road
Charlton, Massachusetts 01507
Twitter: @cms_grizzlies
Telephone 508-248-1421/Fax 508-248-1418

Dean W. Packard
Principal

Joseph F. Rogalski
Assistant Principal

**PARENT INFORMATION
2021-2022**

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 to school must be dropped off at the front sidewalk in front of the building **no earlier than 7:15 AM** as no supervision is provided before 7:15 am.

EARLY DISMISSAL

A note from a 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 Charlton Middle School. The school doors are locked from 7:40 AM until 3:30 PM. Anyone entering the school will be required use our security system to enter. After ringing the bell, all individuals will be asked to state their name and purpose for the visit. The door will be unlocked by the office.

TARDY/ABSENT NOTES

Attendance line is 508-248-1421, when prompted, choose option #2.

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.

All students arriving to school after 7:40 AM **must** sign in to the main office. Please submit a medical note for dental/orthodontist/medical appointments. Physicians/Dentists will supply a confirmation of appointment note for this purpose.

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 recorded absent without a prior call will receive an automated message to confirm their absence. This includes students who will be late, as 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 (A new sheet MUST be done each year)**

Biographical Sheets may be found on our webpage. They may be printed out and returned, or email to pkasierski@dcrsd.org or landre@dcrsd.org. 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 PICTURES:**

School pictures are scheduled for **Thursday, September 9. Make ups and retakes will be Tuesday, October 12.** Order forms will be sent home as well as on-line ordering. Check our website for more information.

➤ **HANDBOOK/INTER-INTRANET FORMS**

The internet-intranet user agreement and handbook acknowledgement form are available online. 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.

➤ **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. If you do not have an account or are having trouble logging in, please contact either pkasierski@dcrsd.org or landre@dcrsd.org

FOLLOW US ON TWITTER: @cms_grizzlies

Mr. Packard Twitter: @CMSPrincipal1

Mr. Rogalski Twitter: @AP_Rogalski_CMS

FACEBOOK PAGE: @grizzliescms

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