



**SOUTH BOSTON
CATHOLIC ACADEMY**
FAITH • FAMILY • ACADEMIC EXCELLENCE

Student Parent Handbook

2024 ~ 2025

South Boston Catholic Academy is accredited by the New England Association of Schools and Colleges

Our School Mission

We embrace excellence in education and a firm belief in the uniqueness of the individual. Inspired by the traditions of our catholic faith, family spirit, and academic excellence, we are committed to meeting the spiritual, academic, physical, and social needs of individual students within a learning environment that is both stimulating and supportive. We strive to develop within our students the skills and values needed to become successful, morally conscious members of society.

About: South Boston Catholic Academy

Inspired by the traditions of our Catholic faith, family spirit, and academic excellence, we are committed to meeting the spiritual, academic, physical, and social needs of individual students within a learning environment that is both stimulating and supportive.

South Boston Catholic Academy opened in 2009 in a joint union of St Brigid School, and Gate of Heaven School. Our Legacy Parishes are Gate of Heaven (1863) and St. Brigid of Kildare (1908). In addition our community includes the first Catholic Church in New England, St. Augustine's Chapel and Cemetery (1818).

Catholic students follow parish guidelines set up for the Sacramental Programs. Information pertinent to each program is mailed to families involved. Children learn from the example of the people in their lives who are most significant to them. Parents are the first educators of their children, especially in the area of Faith development. The school and parish Religious Education program enhances and reinforces what is taught at home. Children of all faiths are welcome to attend South Boston Catholic Academy. All faiths are welcomed and respected.

Admissions

South Boston Catholic Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. South Boston Catholic Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Families accept the responsibility of tuition and are financially obligated for the full year's tuition when their child takes a seat at SBCA. Parents will not be able to register their children for the next school year if all financial obligations are not met for the previous year. Tuition costs are set yearly in February. Tuition is based on projected enrollment, contractual commitments to our teachers and staff and other expenses required to operate the school. As a requirement of the Archdiocese, all tuition payments must be made through the online site for FACTS Tuition Management Company, our partner in tuition management. Through FACTS, families are given the options to pay tuition in one payment, four quarterly payments, or 11 monthly payments. For more details on the payment plan options, please reference the Tuition and Payment Information Form in the School Policies/Forms section.

Tuition Policy 2023-2024 Academic Year

Tuition is an essential component of successfully running our school and is vital for us to provide a first class education to your children. This includes being able to pay our teachers and staff a competitive salary, while maintaining a safe environment for our school community. Without tuition, our school cannot survive, which we have seen with many sister schools closing throughout Massachusetts during the COVID-19 pandemic.

Withdrawal Policy (Preschool K0 – Grade 6)

Students who withdraw prior to the end of the school year are financially responsible for all or a portion of tuition. Written notification of a withdrawal is required. FACTS payments will not be stopped without written notification. Once notification is received by the Tuition Coordinator, your FACTS account will be made inactive. Tuition must be current and up to date before the withdrawal process can begin. If your account is not in good standing, school records will not be forwarded to another school. Registration fees, Financial Aid, scholarships and calendar charges (after November) are not considered tuition payments and will not be refunded in the event of a withdrawal. There is no tuition refund for students expelled for disciplinary reasons.

Because expenses are incurred from the moment students are enrolled, families are responsible for all or a portion of tuition upon withdrawal. The following schedule outlines the amount due based on the time of withdrawal:

- Withdrawal prior to July 1st, no tuition is due.

- Withdrawal from July 1st through the first day of school, 15% of tuition is due.
- Withdrawal between the first day of school and February break, 50% of tuition is due.
- Withdrawal from the return of February break through the end of the school year, 100% of tuition is due

Parent Tuition Fundraising Responsibility

Each family will be responsible for 30 Christmas Calendars. **Your tuition fundraising commitment will be \$300.00.** This year, we are including the \$300 fundraising commitment within your FACTS tuition payments. Each family will receive 30 calendars in November (to sell, gift etc.) and all returned stubs will be entered into the daily drawings.

Financial Aid

Students in grades K 2 through 6 are eligible to apply for financial aid. Funding for financial aid is provided by the Catholic Schools Foundation, which has set guidelines for the distribution of the financial aid funds. Applications and supporting documentation must be submitted through the FACTS system by the deadlines provided. Administration of the financial aid awarded is at the discretion of the Catholic Schools Foundation and can be rescinded at any time.

Other School Fees Charged

South Boston Catholic Academy is no longer accepting cash or check payment of any type. All payments are to go through the FACTS system. This includes Extended Day charges, camp fees, field trip fees and all other charges incurred. Whenever possible, charges will be invoiced through the FACTS system on the 5th of the month, with the amount to be deducted on the 15th of the month. If tuition amounts are split among multiple payment plans, these charges will be split equally among the plans, unless the Tuition Coordinator is otherwise notified.

2023-2024 Home and School fee, one time payment of \$100.00

Changes to FACTS Payment Plans

During the school year, if you need to make changes to your FACTS Payment plan, they must be done so at least ten (10) business days prior to a due date for changes to be implemented. Changes to banking and/or credit card information must be done directly through FACTS (online or via telephone 866.441.4637). All other changes must be made by the Tuition Coordinator. The payor must notify the Tuition Coordinator in writing before any changes can be made.

Toileting Policy

Children enrolled in K0 and K1 must be potty trained before attending preschool. We do not have the facilities or supplies to change children in our school. We realize that accidents happen; accidents are unusual incidents and happen infrequently. It is up to the teacher's discretion to call home about these incidents.

Potty-trailed preschool children:

- No longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- Can tell the teacher when they need to go to the bathroom
- Can attend to their own hygiene; a teacher will assist when needed

Transfer Students

Student admission acceptance is deferred pending student health records, and transcripts.

K0 and K1:

School is in session from 8:15 - 2:15. Teachers will receive the students at 8:15 at the predesignated door. Dismissal for K1 will occur at 2:15 from the same door as arrival. Parents who have children in both K0 and K1 campuses may make arrangements with teachers and administration regarding their arrival and dismissal procedures.

Punctuality and regular attendance are vital factors in academic progress and school safety. It also develops self-discipline and personal responsibility.

2023-2024 - Entrance door 2 for late arrival

Absenteeism: If a child is to be absent, parents are asked to call the school at 617-268-2326 between 7:30 a.m - 8:15 a.m. A note/email accounting for the absence must be presented to the child's homeroom teacher upon return to school. When a student has a one or two day absence, the teacher will not gather books and materials to send home with a sibling or other students. For extended absences due to illness, please contact the classroom teacher via email to make arrangements for work to be sent home.

A child must be present during the school day in order to participate in any after school or evening activities. Assignments and make-up work or tests cannot replace classroom instruction, explanation, clarification and teacher/pupil exchange. Your child loses this opportunity every time he/she is absent from school. Please keep this in mind when planning family vacations. No work will be provided to the students prior to them leaving on family vacations.

Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. **A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months.** Excessive absenteeism will result in non-promotion.

Dismissal: Dismissal will be permitted for urgent reasons only. Appointments should be arranged for times that do not conflict with school hours. If, however, a child must be dismissed early, a written request from the parent or guardian is necessary. Parents must pick up the child being dismissed at the office. No child will be released unless a parent or someone authorized by them calls for the child and signs the child out at the

school office. Should a child be going to another child's home after school, a note must be sent to the teacher informing him/her of the arrangement. Plans for dismissal should be relayed to the office no later than 1pm. **Teachers do not consistently check their email during the day, and are not responsible for changes in dismissal procedures.** Students not picked up by 2:40 can be picked up in the Extended Day Program, O Street door 3; \$10 flat rate will be billed through FACTS from 2:40 - 3:30.

Students who are dismissed without returning to school before 11:30 a.m. or arrive after 12:00 p.m. are counted as absent for that day. Exceptions are allowed for grade 6 students visiting, or shadowing prospective schools.

Unless the school has a court ordered restraint on file, a student may be released to either parent.

Communication

School Closing Announcements

You will be notified via email and text message if the school is closed due to inclement weather or any unforeseen circumstances.

Calendar / News

The School Year calendar is available on the website and a hard copy is sent home in August. The school monthly calendar is sent home each month and lists school events, vacations, early dismissal and other pertinent data that you will need to know regarding your child's school life. The Principal's Newsletter is sent home periodically highlighting celebrations, providing updates and displaying pictures of school events and students.

Parent-Teacher Conferences

Parent-teacher conferences will take place after distribution of the first-term report cards. Conferences will be held at 10-minute intervals. If additional time is needed to discuss matters concerning your child, an appointment can be made at a later date. Parents should feel free to contact the classroom teacher via email or with a written note throughout the year if they feel additional conferences are needed. In turn, teachers will contact parents if they feel a meeting is needed. Teachers are not available to discuss students' progress without a scheduled appointment.

Parent-Teacher Communication

Please note that if parent-teacher communication is needed, all teachers should be contacted ONLY through school. Teachers should not be contacted by telephone at their homes. Contact can be made through a direct note to the teacher or via the school office or email. Every effort will be made by teachers to respond to a request promptly. PLEASE EMAIL OR CONTACT THE OFFICE- no students may email teachers from personal accounts.

Other Forms of Communication

State of the School

The Principal invites the parent body to 'State of the School' addresses via zoom.

Notices: SBCA uses email and its website www.sbcatholicacademy.org to notify families of any school information with the goal of going paperless. Some notifications will be sent home weekly on Wednesday via our communications packets. It is imperative that parents check the school website regularly. Please be sure the school has an accurate email address.

Change of Address

Parents must notify the school office of any change in address, telephone (home or work), cell phone, email address immediately.

Release of Records

Student records are provided whenever a student transfers to another school. These records will be sent to the new school only when the parent/guardian has filled out an 'Authorization to Release' records form.

Visitors/Parents

All visitors/parents to the school must enter and exit through the main entrance on East Broadway. All visitors/parents must sign in and receive a visitor's pass at the front office. When exiting the school parents and visitors must return their pass and sign out in the main office. Parents are considered visitors during school days and after school hours.

NON-CUSTODIAL PARENT

South Boston Catholic Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide upon request to the non-custodial parent, access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Teachers will be notified as to custody arrangements.

Curriculum / Academic Program

South Boston Catholic Academy holds its students to the highest standards and expectations of academic excellence. Students are given the academic resources needed for future achievement and the discipline and habits to reach their goals. We strive to fill the academic needs of our students so that they may have the tools needed

to succeed in a competitive environment and the moral compass to guide them in the right direction.

Our extensive curriculum begins in our Early Childhood Program (K0 and K1), which is a part of the highly regarded Lynch Foundation Early Childhood Project. The curriculum includes:

- OWL - Opening the World of Learning
- Building Blocks Pre-K
- Gold Assessment; assessment embedded in everyday interactions with children.

Kindergarten 2 - Grade 6 At the center of South Boston Catholic Academy's work is a commitment to student learning and high achievement.

Our curriculum is broad, deep and aligned with the Common Core standards in Math, English Language Arts, Science and Social Studies. In Religion, our standards align with the Archdiocese of Boston, Faith Formation Standards. Students in grades K0 - 6 also participate in Art, Gym, Music, STEM and Spanish. Students in grades 5 and 6 also study Latin. Students in K0 and K1 have yoga class bi-weekly. Students in Grades 1 - 6 also have a biweekly Social Health class.

Partnerships with Emmanuel College, Lesley University, Boston College, The Museum of Science and The Lynch Foundation continue to serve as essential resources to provide the Academy with additional enhancements to our curriculum.

Assessment

Standardized Testing is one tool used to evaluate pupil progress and academic achievement. South Boston Catholic Academy follows the directives from the Archdiocesan Office. We administer the NWEA MAP Test in fall, winter and spring to Grades k2 - 6.

Each student is also benchmarked in reading three times yearly using the Fountas and Pinnell text level gradient.

Report Cards

South Boston Catholic Academy operates on a trimester model with report cards issued December, March and June. Mid-term progress reports are issued to all students grades 3 - 6 term 1 and as determined necessary by teachers or requested by parents, terms 2 and 3.

Honor Roll Grades 3 - 6

Conduct and effort marks for all subjects are considered for honor roll status. Students receiving a "Needs Improvement" for any class (including specials and homework) **will not be eligible** for Honor Roll.

First honors: All As

Second honors: All As and Bs

Homework

Homework assignments will vary in length according to subject and grade level. Homework assignments are graded at the discretion of the teacher. Long term projects and assignments will give students the opportunity to plan work with relation to routine assignments and activities. Homework is required to be in on the day it is due, or students must present a parent/guardian note stating the reason for the assignment not being completed. Grades may be lowered for late work. Parents are encouraged to see that a time and place is set forth for homework, provide necessary materials, check to see that work is completed properly and consult with the teacher when needed.

Assignments and make-up work or tests cannot replace classroom instruction, explanation, clarification, and teacher/pupil exchange. Your child loses this opportunity every time he/she is absent from school. Students in grades 1-6 have one week to make-up work.

Retention

The homeroom teacher will communicate any possibility of non-promotion to parents by the second report card. Promotion to a higher grade is determined by various factors, including the student's attendance, development, behavioral, emotional, cognitive, and academic capacities.

Physical Education

All students are required by Massachusetts law to participate in the school's physical education program. Please send a doctor's note if a student is unable to participate because of medical reasons. Gym uniforms are required.

Special Education

Although South Boston Catholic Academy does not offer a special education program, we work in close cooperation with Boston Public School and suburban cities and towns facilitating the needs of our special education students. South Boston Catholic Academy recognizes the individual needs of each student and works hard to meet those needs. Specialists from public and private schools are welcome to provide support at SBCA for student learning differences. Teachers and counselors will support and assist parents throughout the testing process. Teachers, counselors and administration will participate in evaluation meetings, and complete all required forms.

Should the student be determined to have special modifications and/or accommodations, the individual educational plan (IEP) must be shared with the school to determine how the school might address those needs.

Emergency Procedures

Fire Drills: The fire alarm is a continuous buzzing sound accompanied by flashing lights. When the warning sounds all building occupants are to leave as quickly and quietly as possible. Evacuation is to be completed in an orderly manner. The appropriate exit route is displayed in each room.

Lockdown / Evacuation: All teachers are aware of the procedures, for security purposes we cannot publish the details.

SCHOOL YARD SAFETY- Supervision for students begins in the school yard at 7:45am. Weather permitting, at the conclusion of lunch, students are allowed in the school yard for recess. Faculty members present in the school yard during recess.

Extended Day

Extended day programs such as drama and sports, as well as academic tutoring, are available so that all students can develop their own personal talents along with a strong educational foundation. Before School Program:

- Before school is a rolling drop off program from 7:00-7:50 where students spend the morning playing games, working on art projects, coloring, puzzles and playing with their peers. Before school for all grades is held at the N street Campus.
- Before school drop off begins at 7:00 AM and ends at 7:50 (no children will be permitted to end the before school program after this time)
- After school is a rolling pick up program from 2:30-5:30 at the O Street Door that serves as a true extension of the school day. The program includes the following:
 - Homework help for grades 1-6
 - Daily clubs and activities (Clubs include: sports and games, yoga, robotics, dance, math and logic club, crafts, community service projects, instruments and drama)
 - Time to play outside/in the gym with their peers Hours:

Before school is \$14 per morning regardless of duration present. The afternoon rate is \$12 per hour, prorated. Student signin/signout and cost is managed on the PROCARE platform. A PIN number is emailed the first week of school and families will have access to the Parent Portal. Billing for the Extended Day Program is paid through FACTS.

Health and Safety

Immunization

General Laws of Massachusetts state: “No child shall be admitted to school except upon the presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, poliomyelitis and other such communicable diseases as may be specified from time to time by the Department of Public Health.” This statute applies to all children grades Pre- K through 12.

Emergency forms will be sent home at the beginning of each school year. Emergency forms must be on file in the school office at all times. Please report any health problems and any medications your child is taking at the present time. Telephone numbers given on the sheets indicate parental permission for the school to contact the person listed if a parent cannot be reached. Most medications should be given at home. In the event that a particular medication must be given during the school day, the parent may come into school to administer it. In the event this is not possible, specific procedures must be followed:

- Medication must be brought to school in the original container with the physician's name and the dosage clearly indicated.
- Medication, including inhalers, must be left in the school office. It must be taken by the student in the presence of the school nurse, the secretary, or the principal and the official log entry completed.

Epinephrine Medication (Epi Pens) — Students with severe allergies and their parents are responsible for reviewing medication and emergency procedures with the school nurse and administration. No student is allowed to have an Epi Pen. Epi Pens are held in the nurse's office.

An Automated External Defibrillator is located in the gym in case of an emergency.

Student admission acceptance is deferred pending student health records such as immunizations.

WELLNESS

South Boston Catholic Academy is committed to providing a school environment that enhances learning and academic achievement by supporting health and wellness. Good nutrition and regular physical activity are important components of a healthy lifestyle. A collaborative approach between school and families to provide healthy snacks and nutritious lunches is essential for enhancing the learning environment at school.

We must work together to ensure that healthy foods are available to the students. We encourage healthy snacks, drinks, and lunches. No fast food is allowed in the school and should never be delivered to students.

CHILD ABUSE AND NEGLECT

Massachusetts General Law C .119 s .51A mandates that the Department of Children and Family (DCF) receives reports of suspected child abuse and neglect. It also lists mandated reporters and defines their responsibilities.

The state requires that mandated reporters (including, but not limited to: public/private school teachers, nurses, and educational administrators) contact DSS and file a '51A' report when they have reasonable cause to suspect that a child under the age of 18 is suffering from physical, sexual, or emotional abuse or neglect.

ABSENCES DUE TO ILLNESS

Although daily attendance is desirable, an ill child should NEVER be sent to school. Reasons for recommending a child to not come to school are: temperature of 99 or over; severe cough, runny nose or sore throat; nausea, vomiting or diarrhea within 12 hours to the start of the school day; conjunctivitis (pink eye); ringworm; head lice. The student should remain home for 24 hours after starting a prescription medication for an infection.

SEVERE ALLERGIES

Parents of students who have severe allergies (i.e. peanut allergies, fruit allergies) should inform their teachers, school nurse and administrators. This will allow school personnel to be mindful of the food that children are bringing to school for snack, parties, and lunch. With regard to lunch, we have peanut free tables in the lunchroom and the lunch assistants make sure that children sitting at those tables do not have any peanut products in their lunch.

NOTIFICATION

In case of injury or illness, parents/guardians will be called at the judgment of the principal or designated person. The child will be dismissed from school only in the company of his/her parent or guardian or with their permission. Extreme emergencies will be dealt with at the discretion of the principal until parents can be reached.

From the Nurse's Office:

If your child is ill (temperature of 100.4 degrees or greater combined with symptoms: has copious amounts of nasal secretions, is excessively coughing or sneezing, they should not be attending school for their own health as well as the health of the other students and faculty. It's imperative that a student who has been given a fever reducer in the morning not come to school. The fever must be gone for 24 hrs without medication. Students with the illnesses/health issues noted below will be sent home, or should be kept home, and will be excluded from school for the following:

- **Vomiting and /or Diarrhea:** Keep your child home until he/she is symptom free and well hydrated for at least 24 hours.
- **Fever/and or Flu:** Keep your child home until he/she is fever free for at least 24 hours without medication (Tylenol or Ibuprofen). They must also feel well enough to return to school.
- **Conjunctivitis/Pink Eye:** Keep your child home until he/she has been on prescribed medication for at least 24 hours and no draining eye fluid.
- **Lice:** Keep your child at home until he/she has been properly treated. Once treatment has been administered and your child has no live activity then he/she is allowed to return to school. The child will be inspected post treatment to assure no outbreak.
- **Contagious Skin Disorders (Impetigo)** Keep your child home until he/she has been on prescribed medication for at least 24 hours and lesions are dried over. If possible, cover the affected area.
- **Strep Throat:** Keep your child home until he/she is fever free without medication and has been on antibiotics for at least 24 hours, they must also feel well enough to return to school.
- **Chicken Pox/Measles/Mumps:** If a student has any of these illnesses, our health office needs to know immediately. Keep your child home until all his/her blisters/symptoms are crusted over. Occasionally, there can be break through cases all though children should be vaccinated against this before school entry. Always consult with your child's pediatrician if exposed as well for guidance.
- **COVID:** As of right now, I have not seen any new guidelines for covid therefore it remains 5 days starting day one of the positive test. We do not go by the start of symptoms, therefore, if you suspect or have been exposed please test before arriving at school each day to avoid any class outbreak.

Listed above are just a few of the more common illnesses/situations that students may still present with during the school year. As always, with any pressing child illness or health issue, please contact your child's medical care provider at the first signs of symptoms and let my office know as well.

****Should your child be absent 2 days or more due to illness, we will require a doctor's clearance note upon return.**

Please feel free to contact the SBCA Health Office, at any time, with any questions or concerns you may have. All medical information must be forwarded to the nurse **Jaime Monahan** j.monahan@sbcatholicacademy.org, not just the classroom teacher.

Lice: Parents have the ultimate responsibility for their children. This includes assisting in the prevention and management of head lice cases through regular checks of their

children's hair and starting immediate treatment when head lice are detected. *It is encouraged to notify your school nurse if you have identified and/or treated lice at home.*

Chronic head lice (as determined by the school nurse) will be recommended to see their primary care physician.

Classrooms. A letter will be sent home advising parents of the situation and asking for their help in examining their child at home for head lice and performing proper treatment if needed. Mass screenings are no longer recommended or considered necessary.

Mass screenings do not yield the intended results, they are disruptive to classroom instruction and violate the confidentiality of each student.

School nurses will educate staff, students and parents so they can understand head lice and what they can do to prevent the spread of lice. If a child is identified while in school as having lice, a parent will be notified and the child can return once they are treated.

Home and School Organization

The SBCA Home & School Organization is a parent volunteer organization. The mission is to promote a sense of community and a strong school family. Families support the organization by attending and volunteering at various Home & School events throughout the school year. All of the money raised at events goes directly back to the school. Along with the administration, the Home & School Organization helps to identify needs for the school and students.

Guidelines for Expected Student Behavior

Students are expected to be respectful of every teacher, staff member, adult and other students at all times; including verbal, written or electronic communication.

- Students are required to follow school and classroom rules at all times while on school property or in SBCA school uniform
- Students are expected to uphold SBCA standards and value at all extracurricular activities including sporting events, field trips, fundraisers, etc.
- Harassment of any sort including: unkind words, gestures, teasing, or exclusion is not acceptable behavior.
- The use of improper language or name-calling is forbidden.
- Gum chewing is forbidden in the school and will result in detention.
- Defacing school property, either inside or outside the building, is a serious action. This could result in expulsion. Students may also be asked to make restitution for such activity.
- Repeated disruptive behavior or attitudes will not be tolerated.

- Any physical harm to another student will not be tolerated and can result in suspension/expulsion.
- Sexual or racial remarks of any kind will not be tolerated and can result in a suspension or expulsion.

Bullying

Bullying is intentional harmful behavior initiated by one or more students and directed toward another including physically, emotionally, socially or mentally. Abusing other students includes intentional exclusion of students. Bullying also includes "cyber bullying", which can involve the online use of vulgar language, racial slurs, spreading of rumors, etc., directed at another student using texting or social websites such as Facebook, YouTube, Twitter and MySpace. Bullying will not be tolerated and will result in a suspension or expulsion. Bullying necessarily means that such acts are purposeful and repeated; therefore, we are required to log such events. However, not all peer conflict is classified as bullying.

Drug, Alcohol and Weapon Policy

The possession or use of drugs, alcohol or weapons in school is strictly forbidden. Violation of this policy will result in:

- Notification of law enforcement officials when required
- Notification of parent/guardian
- Mandatory parental conference
- Possible suspension or expulsion

Care of Books and Property

Due to the cost of books, special care must be taken to see that they are kept in good condition. Each child is requested to have some kind of backpack and pencil case in which to carry books and supplies to and from school each day. Respect for property is important. Books, desks, computers, equipment, etc. must be handled properly. If there is loss of materials or property damage, the person responsible is required to reimburse the school for loss or damage. Children should be encouraged to take proper pride and care of school property and be made aware that acts of vandalism are costly to parents and to the parish.

HONOR CODE

Students of South Boston Catholic Academy are expected to act with integrity at all times. Students are required to complete their own work unless otherwise stated by the classroom teacher. Failure to do so could result in receiving a zero for the assignment and even disciplinary action. Lying, cheating, plagiarism, stealing and any form of dishonesty will not be tolerated. Any student believed to be in violation of the Honor Code could receive up to and including a suspension. Disciplinary action in these matters will be assessed by the teachers or principal on an individual basis.

DISCIPLINARY ACTIONS

Detention

Every teacher has the authority to detain in school any student who has failed to comply with all accepted school policies, including tardiness (3 tardies = 1 detention). Parents will be given a day's notice when the child is subject to detention. Detention is mandatory. Three behavioral detentions per term will result in suspension. Detention will be served before school.

Suspension

If a child is suspended from school, the principal will determine whether the suspension will be served in or out of school. See 'Guidelines for Student Behavior' for examples. **THE STUDENT WILL RECEIVE A ZERO FOR ALL MISSED CLASS WORK, QUIZZES, AND TESTS.**

Expulsion

In the event that the school administration no longer believes it is a safe or appropriate place for a student to continue his/her education at South Boston Catholic Academy because of severe infraction(s) of the school rules, he/she will be expelled. Once a student has been expelled, he/she is not permitted to enter the school.

Other Disciplinary Actions

Teachers have the authority to create individual classroom management plans and policies. This may include administering disciplinary actions such as extra homework assignments and requiring a student to stay after school aside from giving detentions. Teachers will discuss their specific classroom management plans and policies during the open house at the beginning of the year.

School Publicity/Identity

Publicity: There may be times when a student's photograph and name may appear in various media including, but not limited to, our school website, newspapers, and brochures. If you do not want your child to receive publicity, written notification must be given to the principal at the beginning of the school year. The Home and School Association occasionally receives requests for directory information (name, address, telephone number) for the purpose of contacting parents/guardians about activities. The school assumes that the parent/guardian has consented to the release of such information unless otherwise stipulated in writing to the principal.

Unauthorized Use of School Name: No student, or student's parent/guardian, without the prior, express written authorization of the school's principal (administrative head), may utilize the school's name or identifying logo for any inappropriate purpose including, but not limited to, the use of the school name:

- To open up any bank account.
- To solicit funds on behalf of the school.
- To collect money on behalf of the school.
- To sell products on behalf of the school.
- To schedule any field trip, vacation or other accommodations.
- To post any website for any purpose including, but not limited to, support of a particular social or political agenda.

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may also result in legal action.

VOLUNTEERS

The parents and the students of South Boston Catholic Academy School are the heart, soul, and spirit which helps our school strive for excellence. Many parents and members of our parish community give generously of their time to our students. There is a place in our school community for you. Please contact the principal to discuss the types of assistance you would enjoy giving.

CORI CHECKS and VIRTUS TRAINING

All paid school staff as well as volunteers and coaches are required by state law to fill out a CORI form **yearly** before they begin service in the school. See the office staff for the appropriate forms.

All paid staff, volunteers and coaches are also required to attend a *VIRTUS training session by the Archdiocese. The VIRTUS program educates and trains adults---clergy, religious, staff, volunteers and other adults in the faith community---about the dangers of abuse, the warning signs of abuse, ways to prevent abuse and the methods for properly reporting suspicions of abuse.

**VIRTUS is not a yearly requirement-once you have attended a VIRTUS class and received your certificate your responsibility is completed.*

Support Programs

Our full time Guidance Counselor and behavioral coaches from Lynch provide social and emotional support and behavior plans as needed.

The Literacy Collaborative, through Lesley College, provides our early elementary teachers explicit coaching around literacy in the classroom to ensure that all of our students are given extensive early exposure to reading and writing. In addition, SBCA also offers a Reading Recovery program for early readers who need effective one to one intervention and Leveled Literacy Interventions in grades 1 and 2.

K2 through grade 6 students are supported by a full time Director of Special Education who works closely with students on IEPs, 504 and teacher written plans. In addition, students are supported by lower elementary and upper elementary literacy coaches and a math coach. Additional academic support includes a part-time SEL teacher (Sheltered English Instruction). Enrichment programs may be individualized for exceptional learners as determined by faculty.

Our Religious education program is enriched by instruction from a full time Coordinator of Catholic Identity, who divides his time between school religious education lessons and parish responsibilities.

Additional Partnerships 2023/2024

Boston Compact

Organize school communities to solve persistent educational challenges and improve together

Convene system leaders to make operational improvements and develop policy

Catholic Schools Support Network

Note: staff, parent and student surveys will be distributed soon

CSSN - Elementary Math Leadership Cohort

SBCA SchoolKIT coach to move our practice forward is Stephanie Lyon

Education Modified (EdMod)

Student support in one 'click' SST/IEP/504/SEL/ESL etc!!!

Our school login is: teacher email with password: EdMod2024

Technology

CELL PHONE AND ELECTRONIC DEVICES

During the school day, phones **must** be turned off and kept in backpacks or held in the office. Under no circumstances may students use cell phones in the building to make phone calls or take photographs. The latter is considered an invasion of privacy. Students found **using** cell phones in the building will have them confiscated, and a parent will be required to come into the building and pick up the cell phone. Students will also serve detention. If you must contact your child in an emergency, please call the Main Office 617-268-2326. We will gladly assist him/her through this emergency.

All smartwatches should be used as watches only while in school or on school property.

Access to the internet via smartwatches is strictly prohibited in school.

Students-guardian contact via electronics is prohibited. All communication must occur via the school office phone number.

Students are not allowed to use any personal electronic devices in school without teacher approval.

INTERNET POLICY

Computers at South Boston Catholic Academy may be used with a teacher's permission to complete SCHOOL-RELATED WORK. Using computers is a privilege, not a right.

You must immediately LOG OFF or QUIT a program when a teacher gives you a direction to do so, or you risk losing computer privileges. When using a computer at school students agree to the following contract:

Respect Yourself: I will: Show respect for myself through my actions. Use school-appropriate language and images on the computer.

Protect Yourself I will: Ensure that the information I post online will not put me at risk.

Not publish contact details or personal information in public spaces.

Report any aggressive or inappropriate behavior directed at me.

Not share my password or account details with anyone else.

Only use email for schoolwork and with teacher permission.

Respect Others I will: Not bully, harass or stalk other people online.

Only go to sites that are related to my schoolwork.

Not share my password or login.

Only change or modify other's work with permission.

Protect Others I will: Report abuse.

Forward only materials (including emails and images) that are appropriate.

Respect Copyright I will: Follow the copyright guidelines and cite my sources.

Request permission of the owner if necessary.

Not steal or share music or other media in a manner that violates their licenses.

Protect School Property

I will: Not go into system programs or preferences. Not vandalize by causing physical damage, reconfiguring the computer system or destroying data.

Only listen to music with the teacher's permission.

Uniform Policy

All students attending the school are to be in full uniform at all times. Students at South Boston Catholic Academy are expected to dress in a manner that is appropriate for a school environment. The purpose of the dress code is the presentation of a neat and professional appearance of the student body. Parents should enforce the dress code at home. The Principal has the authority to make judgments on a case-by-case basis about the appropriateness of clothing for the school setting.

K0 Uniform (3 and 4 year olds)

- Top: Green polo-shirt with school logo
- Bottom: Sweatpants, shorts or skort (any color); elastic waist preferred
- Shoes: Sneakers/shoes safe to run and play in
- Additional Option: Green Polo Dress with school logo

K1 Uniform (4 and 5 year olds)

- Top: Green polo-shirt with school logo
- Bottom: Navy sweatpants or navy shorts with school logo
- Shoes: Sneakers/shoes safe to run and play in
- Gym: Solid navy blue shorts or sweatpants, navy t-shirt or navy sweatshirt
- Additional Option: Green Polo Dress with school logo

K2-6 Uniform (Skirt/Jumper Option)

- Uniform: Jumper choice of style (V or round neck) Classic Navy/Evergreen Plaid; White blouse ○ Gr. 5 & 6 (optional) may choose to wear plaid skirt Classic Navy/Evergreen Plaid and green polo with the school logo
 - Shoes: Black, brown or navy (no Uggs, boot-like footwear or heels) sneakers acceptable
 - Socks: Navy tights, white ankle socks or navy knee socks. It is permissible to wear navy blue leggings under the uniform in the cold weather
 - Gym: Solid navy blue shorts or sweatpants, navy t-shirt or navy sweatshirt (all with school logo) K2-6 Uniform (Pants/Polo Option)
 - Top: Green polo shirt long or short sleeve with the school logo
 - Bottoms: Khaki Pants
 - Shoes: Black, brown or navy (no boots) sneakers acceptable ● Gym: Solid navy blue shorts or sweatpants, navy t-shirt or navy sweatshirt (all with school logo) Sweaters, sweatshirts, fleece vests must be solid navy blue with the school logo. No logos except the South Boston Catholic Academy logo.
- ALL Uniforms MUST be ordered from Landsend.com Use School Code - 900141060

General Dress Code Policy

- Wearing hats indoors is not permitted unless under specific circumstances.
- Students are not permitted to wear jackets, hooded sweatshirts, fleeces or pullovers that do not have the school logo.
- Jewelry, including earrings, must be appropriate and not oversized. Expensive jewelry should not be worn to school. In physical education class or sports activities, jewelry is not permitted.

SBCA Early Childhood | FAQs

What age does your program begin?

→ Students in the Toddler Program are eligible at 22 months.

→ Students are eligible to begin at “2.9,” two years and nine months, as long as they are fully potty trained.

What time is the school day?

→ The school day for Early Childhood runs from 8:15-2:15 (K2-6 is 8:00-2:30). Half Days run from 8:15-11:30. Extended day if available beginning at 7:00 am and until 5:30 pm.

What are the different program options for Toddlers?

→ The Toddler program options include 2 Half Days (8:15-11:30), 3 Half Days (8:15-11:30), and 5 Full Days (8:15- 2:15)

What are the different program options for K0?

→ The K0 program options include 3 Full Days (Tuesday, Wednesday, Thursday 8:15-2:15), 5

Full Days, or 5 Half Days (8:15-11:30).

What are the different program options for K1?

→ The only option for K1 is 5 Full Days.

What does the typical school day look like?

→ Students are greeted each day by their teacher or assistant teacher. They then put their things away in their cubby and gather on the rug for morning meeting. Throughout the day, they will spend time reading stories out loud, participating in centers, building and creating, playing outside, and learning through play as well as interactions with classmates and teachers. Each day, there is a defined snack and lunch time, as well as short rest.

Should my student pack lunch?

→ Yes, your student should bring a lunch, snack, and water bottle to school each day. The school does offer milk (whole, skim, chocolate) for \$80/year.

What if my student does not nap?

→ Rest time is a time where students have down time to themselves to their mats. During this time several children sleep, however, many play on their mats with a small toy or look at books quietly.

What curricula do you use?

→ Our classroom planning is done with the guidance of the Lynch Foundation. We use OWL (Opening the World of Learning) for Literacy, Building Blocks in Math, and Handwriting without Tears for writing. Our students extend their learning beyond the classroom through Spanish class, Library time, gym, music, art, and STEM.

What if my child is not potty trained by the first day of school?

→ We understand that potty training is different for every child. If they are not potty trained, please reach out to your teacher to arrange a later start date. Additionally, we know accidents happen. Please send your child to school with a labeled change of clothes.

My child turns two years and nine months after the first day of school, when can they start?

→ If your child turns two years and nine months before February 1st, they can be considered for a late start.

School Prayer

**Dear God,
Thank you for creating us and giving us this day,
Help us to grow in faith and show respect in every way.
We welcome all people into our school family with care,
Work hard in all subjects, have patience, and share.
Guide us as we do our best to lead and learn today,**

And celebrate as proud students of S.B.C.A.

RIGHT TO AMEND

The principal retains the right to amend this handbook. Parents will be notified promptly of any changes that are made.

**School Board Members
South Boston Catholic Academy**

Rev. Robert E. Casey

PASTOR, ST BRIGID PARISH, GATE OF HEAVEN PARISH, ST. AUGUSTINE CHAPEL

SOUTH BOSTON CATHOLIC ACADEMY

Dr. Helenann Civian

PRINCIPAL, SOUTH BOSTON CATHOLIC ACADEMY

Mr. Robert Allison

PROFESSOR, DEPARTMENT OF HISTORY - SUFFOLK UNIVERSITY | PRESIDENT, SOUTH BOSTON HISTORICAL SOCIETY

Mr. Paul Carter

EQUITIES SECTOR TRADER, FIDELITY MANAGEMENT AND RESEARCH

Parent Handbook [7.08(6)(a)-(n) and 7.08(10)(a), (b)]

<p>Mr. Gregory Cedrone</p> <p>EXECUTIVE DIRECTOR, MIZUHO SECURITIES AMERICAS</p>
<p>Ms. Mary Chichester</p> <p>BRANCH MANAGER, ROCKLAND TRUST, SOUTH BOSTON</p>
<p>Mr. Christopher de Souza, PhD</p> <p>DIRECTOR, BROADVIEW VENTURES, INC.</p>
<p>Mr. Kevin Martin, Jr., CPA MST</p> <p>MANAGING DIRECTOR AND CHAIR OF THE EXECUTIVE COMMITTEE</p> <p>KEVIN P. MARTIN & ASSOCIATES, P.C.</p>
<p>Attorney Marty Murphy</p> <p>PARTNER, FOLEYHOAG, LLP</p>
<p>Ms. Mary Bevelock Pendergast</p> <p>PARTNER AND CHIEF FINANCIAL OFFICER</p> <p>F-PRIME CAPITAL</p>
<p>Mr. Michael Vaughn</p> <p>BOARD MEMBER</p>

2023-2024 staff directory

South Boston Catholic Academy
Staff Lists 2023-2024

Parent Handbook [7.08(6)(a)-(n) and 7.08(10)(a), (b)]

Principal	Dr. Helenann Civian	h.civian@sbcatholicacademy.org
Assistant Principal	Mrs. Denise Moriarty	d.moriarty@sbcatholicacademy.org
Director of Admissions and Program Advancement	Mrs. Jamie Brown	j.brown@sbcatholicacademy.org
Director of Early Childhood	Mrs. Kara Murphy	k.murphy@sbcatholicacademy.org
Director of Development	Ms. Ellen Lynch	ellen@sbcatholicacademy.org
Lead Guidance Counselor 3 days	Ms. Ellena Grskovic	e.grskovic@sbcatholicacademy.org
Guidance Counselor 5 days	Ms. Erin Hilborn	e.hilborn@sbcatholicacademy.org
School Nurse	Ms. Jaime Monahan	j.monahan@sbcatholicacademy.org
Front Office	Mrs. Noreen Rosher	n.rosher@sbcatholicacademy.org
Front Office	Mrs. Amanda Nee	a.nee@sbcatholicacademy.org
Custodian	Wilton	
TA - Toddler Lead Teacher	Ms. Ann Gavin	a.gavin@sbcatholicacademy.org
TA - Toddler Aide 5 day	Ms. Samantha Bucalis	s.bucalis@sbcatholicacademy.org
TB - Toddler Lead Teacher	Ms. Linda Sandoval	l.sandoval@sbcatholicacademy.org
TB - Toddler Aide Tue/Wed/Thur K0D Aide Mon/Fri	Ms. Martha Wright	m.wright@sbcatholicacademy.org
TB - Toddler Aide Mon/Fri	Ms. Kayla Cunningham	k.cunningham@sbcatholicacademy.org
K0A Lead Teacher	Ms. Alexa Massey	a.massey@sbcatholicacademy.org
K0A Aide - 2 days	Mrs. Gretchen Crowley	g.crowley@sbcatholicacademy.org
K0A Aide - 3 days	Mrs. Caitlin Ruof	c.ruof@sbcatholicacademy.org
K0B Lead Teacher	Ms. Jacquelyn Brooks	j.brooks@sbcatholicacademy.org
K0B Aide - 5 day	Ms. Kathy Toomey	k.toomey@sbcatholicacademy.org
K0C Lead Teacher - 5 day	Ms. Taylor Thomas	t.thomas@sbcatholicacademy.org
K0C Aide - 5 days	Ms. Denise Nagle	d.nagle@sbcatholicacademy.org

Parent Handbook [7.08(6)(a)-(n) and 7.08(10)(a), (b)]

K0D Lead Teacher	Ms. Kathryn Derry	k.derry@sbcatholicacademy.org
K0D Aide - 3 days:Tues/Wed/Thur	Mrs. Janice Hynes	j.hynes@sbcatholicacademy.org
K0E Lead Teacher	Ms. Brooke Costa	b.costa@sbcatholicacademy.org
K0E Aide - 3 days - Tues/Wed/Thur	Ms. Tracy Haddad	t.haddad@sbcatholicacademy.org
K1A Lead Teacher	Mrs. Erin Finn	e.finn@sbcatholicacademy.org
K1A Aide	Ms. Deirdre McDougall	d.mcdougall@sbcatholicacademy.org
K1B Lead Teacher	Ms. Courtney Sudhalter	c.sudhalter@sbcatholicacademy.org
K1B Aide - 5 days	Mrs. Susan Donovan	s.donovan@sbcatholicacademy.org
K1C Lead Teacher	Ms. Hope Vareika	h.vareika@sbcatholicacademy.org
K1C Aide - 5 days	Ms. Susan Mellekas	s.mellekas@sbcatholicacademy.org
Aide - floating	Mrs. Dede Barbuto	d.barbuto@sbcatholicacademy.org
K2A Lead Teacher	Mrs. Susan Connolly	s.connolly@sbcatholicacademy.org
K2A Aide - 5 days	Ms. Ellen O'Callaghan	e.ocallaghan@sbcatholicacademy.org
K2B Lead Teacher	Ms. Martha Dolan	m.dolan@sbcatholicacademy.org
K2B Aide - 5 days	Ms. Katie Donovan	k.donovan@sbcatholicacademy.org
K2C Lead Teacher	Mr. Evan Bourque	e.bourque@sbcatholicacademy.org
K2C Aide - 4 days	Ms. Lois Picard	l.picard@sbcatholicacademy.org
Grade 1A	Ms. Emma Jacobsen	e.jacobsen@sbcatholicacademy.org
Grade 1B / Primary Literacy Coach	Ms. Peggy Byrne	p.byrne@sbcatholicacademy.org
Grade 1C	Ms. Caroline Gannon	c.gannon@sbcatholicacademy.org
Grade 1D	Ms. Kayla Keough	k.keough@sbcatholicacademy.org
Grade 2A	Ms. Caitlin Jackson	c.jackson@sbcatholicacademy.org
Grade 2B	Ms. Meghan Leslie	m.leslie@sbcatholicacademy.org

Parent Handbook [7.08(6)(a)-(n) and 7.08(10)(a), (b)]

Grade 3A	Ms. Kellie Defelice	k.defelice@sbcatholicacademy.org
Grade 3B	Ms. Juliana Sammarco	j.sammarco@sbcatholicacademy.org
Grade 4A	Ms. Samantha Guildford	s.guildford@sbcatholicacademy.org
Grade 4B	Ms. Patricia Coleman	p.coleman@sbcatholicacademy.org
Grade 5A	Ms. Kate Sieber	k.sieber@sbcatholicacademy.org
Grade 5B	Ms. Faith Smith	f.smith@sbcatholicacademy.org
Grade 6 & STEM	Ms. Lauren Monaghan	l.monaghan@sbcatholicacademy.org
Instruction Specialist	Ms. Jean McCarthy	j.mccarthy@sbcatholicacademy.org
Director of Learning Support	Ms. Stephanie Olsen	s.olsen@sbcatholicacademy.org
Literacy Coach 3-6	Ms. Therese Evans	t.evans@sbcatholicacademy.org
Reading Recovery Teacher & LLI	Mrs. Susan Swirbalus	s.swirbalus@sbcatholicacademy.org
Math Coach	Ms. Joanne Fitzpatrick	j.fitzpatrick@sbcatholicacademy.org
Spanish (K0-4)	Ms. Kathleen Mackin	k.mackin@sbcatholicacademy.org
Spanish (5-6)	Fr. Peter Shirripa	fatherpetershirripa6@gmail.com
Music	Carlo Bunyi	c.bunyi@sbcatholicacademy.org
Art	Ms. Valerie Szmurlo	v.szmurlo@sbcatholicacademy.org
Physical Education	Ms. Erin Brogan	e.brogan@sbcatholicacademy.org
Early Childhood Librarian	Ms. Teresa DeAmicis	t.deamicis@sbcatholicacademy.org
Early Childhood Yoga	Mrs. Erin Holland	eidocherty@gmail.com
Sheltered English Instruction	Ms. Colleen Lombard	c.lombard@sbcatholicacademy.org
Religion 5 & 6, grade 6 support	Ms. Maureen Bailey	m.bailey@sbcatholicacademy.org
Director of Extended Day Programs	Ms. Marie Laundry	m.laundry@sbcatholicacademy.org

