



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

Parent / Guardian / Student Handbook 2026 ~ 2027

South Boston Catholic Academy

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<https://sbcatholicacademy.org>

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Accredited by:



**NEW ENGLAND ASSOCIATION
OF SCHOOLS AND COLLEGES**

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Our School Mission

At South Boston Catholic Academy, we are committed to educational excellence and recognize the unique potential of every student. Guided by the values of our Catholic faith, a strong sense of family, and high academic standards, we provide a supportive and engaging environment that nurtures each student's spiritual, academic, physical, and social growth.

Our goal is to help students develop the skills, character, and values necessary to lead successful lives and become morally responsible, compassionate members of society.

About South Boston Catholic Academy

South Boston Catholic Academy (SBCA) is rooted in the rich traditions of our Catholic faith, a strong sense of family, and a commitment to academic excellence. We strive to meet the spiritual, academic, physical, and social needs of each student in a learning environment that is both stimulating and supportive.

SBCA was established in 2009 through the unification of St. Brigid School and Gate of Heaven School. Our legacy is deeply connected to our founding parishes—Gate of Heaven (established in 1863) and St. Brigid of Kildare (1908). Our broader community also includes St. Augustine's Chapel and Cemetery, the first Catholic Church in New England, founded in 1818.

Catholic students at SBCA participate in Sacramental Programs according to parish guidelines. Families involved will receive specific information by mail about each program.

We believe that faith formation begins at home. Parents are the primary educators of their children, especially in matters of faith. The school and parish Religious Education programs work together to support and strengthen the values taught at home.

While we are grounded in Catholic tradition, students of all faiths are welcome at South Boston Catholic Academy.

Admissions:

South Boston Catholic Academy welcomes applications from families who wish to join our faith-based community and share in our mission of academic excellence and spiritual development.

All prospective families are required to complete an inquiry form and participate in the admissions process, which may include a school tour, family meeting, and review of academic records when applicable. Admission decisions are made by the administration based on available space, developmental readiness, and the School's ability to meet the needs of each student.

Priority consideration is given to current SBCA families, siblings of enrolled students, and active members of the Gate of Heaven and Saint Brigid Parishes.

General Policies:

Equity Policy:

South Boston Catholic Academy admits students of any race, color, national, or ethnic origin and provides all students with equal access to the rights, privileges, programs, and activities offered by the school. SBCA does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions, scholarship or loan programs, athletics, or other school-administered programs.

Privacy Policy:

South Boston Catholic Academy maintains academic, attendance, health and personal information about students and their families. This information is limited to what is relevant to the educational needs of the student. Information in these records is made available to appropriate school personnel and is available to the student's parent and / or legal guardian, but the school will otherwise make reasonable efforts to guard confidential information.

Publicity Policy:

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.

Use of Digital Directory Information Policy:

Parent / guardian and student information published in school directories is for personal use only and may not be shared for commercial purposes. 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 Policy:

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.

Computer and Technology Policy:

Computers at South Boston Catholic Academy may be used only with a teacher's permission and strictly for **school-related work**. Using a computer is a **privilege, not a right**. Students must immediately log off or quit any program when directed by a teacher or risk losing computer privileges.

When using a computer at school, students agree to the following guidelines:

Respect Yourself:

- Use school-appropriate language and images.
- Conduct yourself responsibly while online.

Protect Yourself:

- Do not publish personal contact details in public spaces.
- Report any aggressive or inappropriate behavior directed at you.
- Keep your password and account information private.
- Use email only for schoolwork and with teacher permission.

Respect Others:

- Do not bully, harass, or stalk others online.
- Visit only websites related to schoolwork.
- Only change or modify another person's work with permission.

Protect Others:

- Report any abuse you encounter online.
- Forward only appropriate materials, including emails and images.

Respect Copyright:

- Follow copyright guidelines and cite sources appropriately.
- Request permission from the owner if necessary.
- Do not steal or share music or other media in ways that violate licenses.

Protect School Property:

- Do not access system programs or settings without permission.
- Do not vandalize, reconfigure, or destroy computer hardware, software, or data.
- Listen to music only with teacher permission.

Cell Phones and Personal Electronics Policy:

During the school day, **cell phones must be turned off** and stored in individual cellphone lockers in the classroom. Under no circumstances may students use cell phones in the building to make calls or take photographs; taking photos is considered an invasion of privacy.

Students found using cell phones in the building will have their devices confiscated, serve detention, and a parent or guardian will be required to come to the school to collect the phone. In case of an emergency, parents should contact the **Main Office at 617-268-2326**, and staff will assist your child as needed.

Smartwatches:

- May be worn as watches only while on school property.
- Internet access or communication via smartwatches is strictly prohibited.
- All parent/guardian communication with students during school hours must occur through the school office.

Other Personal Electronic Devices:

- Students may not use any personal electronic devices at school without explicit teacher approval.

Artificial Intelligence (AI) Policy:

South Boston Catholic Academy recognizes the valuable role of Artificial Intelligence (AI) in enhancing learning, critical thinking, and creativity. We are committed to preparing students and our school community for a world increasingly shaped by AI technologies.

AI is viewed as a **complement, not a replacement**, for human intelligence. Its use should foster original thinking while honoring human ingenuity. Our approach emphasizes ethical, responsible, and transparent engagement with AI tools, with a strong commitment to academic integrity, critical evaluation of AI-generated content, and the protection of student data.

SBCA guides students and staff to use AI thoughtfully—to **enrich, not replace**, authentic learning and understanding.

Volunteer Policy:

The parents and students of South Boston Catholic Academy are the heart, soul, and spirit of our school community, helping us strive for excellence. Many parents and members of our parish generously contribute their time to support our students and programs. There is a place for everyone to get involved. Please contact the Principal to discuss the ways you would like to participate and contribute to our school community.

CORI Checks and Virtus Training:

- All paid school staff, as well as volunteers and coaches, are required by state law to complete a **CORI (Criminal Offender Record Information)** form annually before beginning service at the school. Please see the school office staff to obtain the appropriate forms.

- All paid staff, volunteers, and coaches are required to attend a **VIRTUS training session** offered by the Archdiocese. The VIRTUS program educates adults—including clergy, religious, staff, volunteers, and other members of the faith community—about the dangers of abuse, warning signs, ways to prevent it, and proper methods for reporting any suspicions of abuse.
 - VIRTUS training is a **one-time requirement**. Once you have attended a session and received your certificate, your responsibility for this training is complete.

Visitors / Parents Policy:

All visitors and parents must enter and exit the school through the main entrance on 866 East Broadway. Upon arrival, all visitors and parents are **required to sign in** at the front office and obtain a **visitor’s pass**. When leaving the building, visitors and parents must **return their pass** and **sign out** in the main office. Please note that parents are considered visitors both during school hours and after-school hours.

Non-Custodial Parent Policy:

South Boston Catholic Academy adheres to the provisions of the Buckley Amendment regarding the rights of non-custodial parents. In the absence of a court order to the contrary, the school will, upon request, provide the non-custodial parent with access to academic records and other school-related information.

If a court order specifies that such information should not be shared, it is the responsibility of the custodial parent to provide the school with an official copy of that order. Teachers will be informed of custody arrangements as appropriate to ensure compliance.

Academic Program:

Curriculum:

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.

Early Childhood Program (Tiny Tot, Toddler, K0 and K1):

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

- OWL - Opening the World of Learning
- Building Blocks Pre-K
- Gold Assessment - Assessment embedded in everyday interactions with children
- K0 & K1 participate in Art, Gym, Music, STEM, Spanish and they have yoga class bi-weekly

Elementary School Program (K2 - 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 K2 - 6 participate in Art, Gym, Music, STEM and Spanish. Students in grades 5 and 6 also study Latin. Social Emotional Learning (SEL) is provided across all grades.

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.

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, 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.

Religious Life:

- Students attend school Mass on a monthly basis. Different grades prepare the liturgy for these Masses. Families are always welcome to attend these celebrations.
- Morning prayer assemblies are held daily.
- All students in grades 2 attend a retreat.
- Lenten Stations of the Cross are done weekly.
- Reconciliation services are offered during Advent or Lent for students in grades 3 - 6.
- Students are regularly encouraged to engage in direct and indirect service to those in need.

Sacramental Preparation:

Special preparation is provided during the school day for second graders receiving the Sacraments of Holy Eucharist and Penance. Parent/guardian meetings are scheduled to enable families to actively participate in their child's sacramental preparation.

Notices are sent home throughout the year with information on meeting dates, retreats, prayer services, and the dates when the Sacraments will be received. While students prepare for these Sacraments at school, the programs are coordinated through **St. Brigid and Gate of Heaven Parishes**. Any questions or concerns should be directed to the parish staff members responsible for coordinating these programs.

Physical Education:

All students are required by Massachusetts law to participate in the school's physical education program. If a student is unable to participate for medical reasons, a doctor's note must be provided.

Gym uniforms are required for all students during physical education classes.

Report Cards and Progress Reports:

South Boston Catholic Academy operates on a trimester schedule, with report cards issued in December, March, and June.

Mid-term progress reports are provided for all students in grades 3–6 during Term 1. For Terms 2 and 3, progress reports are issued as deemed necessary by teachers or upon parent request. Grading is as follows:

Toddler, K0 & K1 Markings:

- E** = Exceeding Expectations
- M** = Meeting Expectations
- P** = Progressing Toward Expectations

K2 Markings:

- M** = Meets Expectations
- AE** = Approaching Expectations
- NS** = Needs Support
- NA** = Not Assessed at This Time

Grades 1 Markings:

- M** = Meets Expectations (Grasps & applies key concepts, processes & skills)
- AE** = Approaching Expectations (Beginning to grasp & apply key concepts, processes & skills)
- NS** = Needs Support (Inconsistent / Not Grasping key concepts, processes & essential skills. Area of concern that requires support)
- X** = Not Taught / Assessed at this time

Grade 2 Markings:

- SM** = Strong Mastery (Grasps & applies key concepts, processes and skills independently and consistently)
- P** = Proficient (Grade level comprehension attained)
- AE** = Approaching Expectations (Beginning to grasp and apply key concepts, processes and skills)
- NS** = Needs Support (Inconsistent / Not Grasping key concepts, processes and essential skills. Area of concern that requires support)
- NA** = Not assessed at this time

Grades 3 - 6 Markings:

- | | | | |
|---------------|--------------|------------------|--------------------|
| A+ = 97 - 100 | B+ = 87 - 89 | C+ = 77 - 79 | D+ = 60 - 69 |
| A = 94 - 96 | B = 84 - 86 | C = 74 - 76 | F = Below 59 |
| A- = 90 - 93 | B- = 80 - 83 | C- = 70 - 73 | |
| 1 = Excellent | 2 = Good | 3 = Satisfactory | 4 = Unsatisfactory |

Honor Roll Grades 3 - 6:

Conduct and effort marks for all subjects are considered for honor roll status.

- **First honors:** All A's
- **Second honors:** All A's and B's

Students receiving an 4 "Unsatisfactory" for any class (including specials and homework) **will not be eligible** for Honor Roll.

Assessments:

Standardized and benchmark assessments help teachers understand each student's progress and academic growth. At South Boston Catholic Academy, students in Grades K2–6 take the **NWEA MAP Test** three times a year—in the fall, winter, and spring—to measure progress in math, reading, and language skills.

In addition, students are progress monitored in reading three times per year. These results, in addition to formative and summative assessment help teachers tailor instruction to meet each child's individual needs and ensure academic success.

Special Education:

Although South Boston Catholic Academy does not offer a dedicated special education program, we work closely with Boston Public Schools and surrounding districts to support the needs of students requiring special education services. SBCA is committed to recognizing the individual needs of each student and providing appropriate support.

Specialists from public or private schools are welcome to provide assistance at SBCA for students with learning differences. Teachers and counselors support families throughout the testing and evaluation process, participate in evaluation meetings, and complete all required forms.

If a student is determined to require special modifications or accommodations, the Individualized Education Plan (IEP) must be shared with the school so that SBCA can determine how to appropriately address those needs.

Support Programs:

South Boston Catholic Academy provides comprehensive support for students' academic, social, and emotional growth.

- **Social and Emotional Support:** Our full-time Guidance Counselor and behavioral coaches from Lynch provide guidance, social-emotional support, and behavior plans as needed.
- **Literacy Support:** Through the Literacy Collaborative at Lesley College, early elementary teachers receive coaching to provide explicit literacy instruction in the classroom. SBCA also offers:
 - **Leveled Literacy Interventions (LLI)** in grades 1 and 2
- **Academic Support:** K2 through Grade 6 students are supported by a full-time Director of Special Education who coordinates services for students with IEPs, 504 plans, and teacher-written support plans. Additional support includes:
 - Lower and upper elementary literacy coaches
 - A math coach
 - A part-time SEL (Sheltered English Instruction) teacher
 - Individualized enrichment programs for exceptional learners, as determined by faculty
- **Religious Education:** Instruction is enhanced by a full-time Faith Formation Teacher in support of upper elementary grades.

SBCA strives to ensure that every student receives the support needed to succeed academically, socially, and spiritually.

Additional Partnerships and Educational Support Programs:

Boston Compact:

- Organizes school communities to address persistent educational challenges collaboratively
- Convenes system leaders to implement operational improvements and develop policy

Catholic Schools Support Network (CSSN):

- Staff, parent, and student surveys will be distributed to gather feedback and guide improvement initiatives

CSSN – Elementary Math Leadership Cohort:

- **Stephanie Lyon** serves as SBCA’s SchoolKIT coach, supporting teachers in advancing math instruction and instructional practices

Education Modified (EdMod):

- Provides a centralized platform for student support, including **SST, IEP, 504, SEL, ESL,** and more
- SBCA login credentials:
 - **Username:** Teacher email
 - **Password:** EdMod2024

Retention of a Student:

By the second report card, homeroom teachers will let parents know if there is a concern about a student not being promoted to the next grade. Decisions about promotion are based on several factors, including attendance, behavior, emotional and social growth, cognitive development, and academic progress.

This process ensures that each child is supported appropriately and placed in the grade that best meets their learning and developmental needs.

Parent / Guardian Teacher Conferences:

Parent / Teacher conferences are scheduled after the distribution of first-term report cards and are typically held in 10-minute intervals.

If additional time is needed to discuss your child's progress, parents may arrange a separate appointment with the teacher. Likewise, teachers will contact parents if they feel a meeting is necessary.

Parents are encouraged to reach out to the classroom teacher via email or written note throughout the year if they wish to schedule additional conferences.

Please note that teachers are not available for unscheduled conferences before school or at dismissal, as these times do not allow for proper preparation or privacy to discuss individual students.

Field Trips:

South Boston Catholic Academy follows the Archdiocese of Boston's Policies and Procedures for Trips Involving Minors. Participation in field trips is contingent upon a student being in good academic and disciplinary standing.

- **Permission and Medical Forms:** Parents / guardians must sign a field trip permission slip and a medical form for their child to attend.
- **Trip Fees:** Students may be asked to contribute a fee to help offset trip costs.
- **Approval:** All field trips require Principal approval.
- **Chaperones:** Parents / guardians wishing to chaperone must contact their child's teacher, have a current CORI on file, and be VIRTUS trained.

Field trips are optional learning experiences designed to supplement and enhance the curriculum. If the cost of a field trip presents a financial hardship, please contact the Principal to discuss options.

After School Clubs:

Our school offers a variety of after-school clubs designed to support students' interests, encourage creativity, and promote personal growth beyond the classroom. Club offerings may vary by semester and include activities such as art, music, athletics, and academic enrichment. Enrollment information, schedules, and fees (if applicable) will be communicated to families prior to the start of each session. Participation is optional, and students must be registered in advance.

February & April Break Camps:

During February and April vacation weeks, SBCA offers fun and enriching Break Camps for students who would like to stay active and engaged while school is not in session. Each camp week features hands-on activities, creative projects, outdoor play (weather permitting), and themed adventures led by our staff. Registration details, pricing, and daily schedules will be shared with families ahead of each break.

Summer Camp:

Our Summer Camp program gives children a fun and memorable way to spend their summer! Each week features exciting themes, creative activities, outdoor adventures, and hands-on learning led by caring staff. Campers enjoy a balance of structured activities and free play in a safe, welcoming environment. Registration details, weekly themes, hours, and pricing will be shared with families each spring.

Birthday Recognition:

Food is **not permitted** for birthday celebrations. The birthday student will be given a dress-down day to celebrate their special day. Students with summer birthdays may celebrate their half birthday or enjoy a dress-down day in the spring, at the discretion of the homeroom teacher.

Attendance:

School Hours:

Punctuality and regular attendance are essential for academic progress and school safety. Consistent attendance also helps students develop self-discipline and a sense of personal responsibility.

Early Childhood Program (Toddler, K0 & K1):

- Full Day students: 8:15 a.m. - 2:15 p.m.
- Half Day students: 8:15 a.m. - 11:30 a.m.
 - Teachers will receive students at 8:15 a.m. at the predesignated door.
 - Dismissal for K1 will occur at 2:15 from the same door as arrival.
 - Parents with children in both **K0 and K1** may coordinate with teachers and administration to make special arrangements for arrival and dismissal.

Elementary Program (K2 - Grade 6):

- Students will report to school at 8:00 a.m. - 2:30 p.m.

Tardiness:

- **Elementary Program:**

Students arriving after 8:03 a.m. are considered tardy. They must enter through door #2 on O Street.

- **Early Childhood Program:**

Students arriving after 8:15 a.m. are considered tardy and must check in at the Main Office located at 100 N Street before proceeding to class.

Students who are regularly tardy will first receive a phone call to parents / guardians, followed by a letter from SBCA Administration.

If a student accrues 10 tardies in a trimester, the Administration will contact the family to schedule a meeting to discuss the reasons for repeated tardiness and determine appropriate next steps.

Absenteeism:

If a student will be absent from school for any reason, parents / guardians must call the school at 617-268-2326 between 7:30 a.m. and 8:15 a.m. A note or email explaining the absence must be provided to the student's homeroom teacher upon return.

- For **one- or two-day absences**, teachers will not send books or materials home with a sibling or other students.
- For **extended absences due to illness**, parents should email the classroom teacher to arrange for work to be sent home.

Students must be present during the school day to participate in any after-school or evening activities. Assignments, make-up work, or tests cannot replace classroom instruction, discussion, and teacher-student interaction. Students lose essential learning opportunities each time they are absent.

Excessive or unexcused absenteeism, without sufficient medical documentation, may result in retention or dismissal.

Legal Requirements:

- Massachusetts General Laws (Chapter 76, Section 1) require all children ages six to sixteen to attend school.
- A school district may excuse up to seven full days or fourteen half days in any six-month period.
- Under General Law c. 76, p.2: Every person having control of a child is responsible for ensuring the child's attendance.

Vacation During School Session:

Parents / guardians are encouraged to avoid scheduling vacations when school is in session to prevent missed instructional time.

If a student must be absent for vacation:

- Teachers will not provide work in advance for absences that violate this policy.
- Make-up work will be provided upon the student's return.
- It is the responsibility of the student, with parent / guardian supervision, to complete make-up assignments as soon as possible.
- Parents / guardians should notify the school if their child will be absent due to travel or vacation.

Dismissal:

Early Dismissal:

- Early dismissal is permitted only for urgent reasons. Appointments should be scheduled outside school hours whenever possible.
- A written request from a parent or guardian is required for early dismissal.
- Parents/guardians must pick up the child from the office, and no child will be released unless a parent / guardian or authorized adult signs the child out at the school office.
- Nurse dismissals are at the discretion of the School Nurse.

After-School Arrangements:

- If a child is going to another student's home after school, a note must be sent to the teacher.
- Dismissal plans should be communicated to the office no later than 1:00 p.m. Teachers are not responsible for changes in dismissal procedures communicated via email during the school day.

Extended Day Program:

- Students in grades K2–6 not picked up by 2:40 p.m. will be sent to the Extended Day Program (O Street, Door 3).
- Parents will be billed for 1 hour if the student is picked up between 2:40–3:30 p.m.

Attendance Considerations:

- Students dismissed before 11:30 a.m. and not returning, or arriving after 12:00 p.m., will be marked absent for the day, except for Grade 6 students visiting or shadowing prospective schools.

Parent Access:

- Unless a court-ordered restriction is on file, students may be released to either parent.

Communication:

Assignment Books:

Assignment books are required for each student in grades 1–6 and are provided by SBCA. These books help students track their assignments and keep parents / guardians informed about their child’s work. Some teachers may require a daily parent / guardian signature to confirm review of assignments.

Emails:

All teachers are assigned a school email address, which serves as an efficient method of communication. Teachers check email periodically throughout the day and typically respond within 24–48 hours. Email addresses are provided to parents at the beginning of each school year in the welcome letter.

Parent Concerns:

Parents / guardians who wish to address disciplinary issues, faculty matters, or other concerns should first discuss the matter directly with the classroom teacher. If the concern is not resolved, parents / guardians may then contact the Principal via email or phone.

Family Portal (FACTS SIS / RENWEB):

All SBCA families have access to the FACTS Family Portal to manage tuition and billing accounts. Parents / guardians are responsible for keeping their contact information up to date in the FACTS SIS (RenWeb) system to ensure timely receipt of all communications and notifications.

Parent / Teacher Communication:

- Contact teachers only through the school; home phone calls are not allowed
- Communication methods: written note, school office, or email
- Teachers will respond promptly to messages
- Students may not email teachers from personal accounts; all communication must go through the school.

Communication Expectations:

As teachers and parents / guardians are role models for the students, it is expected that mutual respect be evident in all forms of communication. While email can certainly be a helpful and convenient means of communication, it can sometimes be difficult to gauge one's tone or true intent through the words written in an email. Thus, all parties must be aware of the challenges and limitations of electronic communication and work diligently to ensure that the proper message is being communicated.

Updating Contact Information:

Parents / guardians must notify the school office immediately of any changes to their address, telephone (home or work), cell phone, or email address to ensure timely communication.

School Closing Announcements:

There are two primary ways in which the School communicates its intent to close in the event of inclement weather or an emergency:

1. **Phone / Text / Email Blast:** SBCA utilizes the **FACTS SIS (RenWeb)** database system to inform parents / guardians of school closings, emergencies, special notices, and other important information. This system allows the School Office to communicate with all parents / guardians simultaneously via phone, text, and email.
 - a. Parents / guardians are responsible for keeping their contact information up to date in the **FACTS SIS (RenWeb)** system to ensure they receive all notifications.
2. **Television:** An announcement can also be viewed in the **Severe Weather Closings Report**, which is shared through local television and radio stations, as well as on their corresponding websites.

Parents / guardians are advised to use their own discretion when deciding whether to keep their child home from school or school events during inclement weather. It is not SBCA's general policy to close school during the day due to snow or other weather conditions. Please exercise caution and good judgment when dropping off or picking up children during inclement weather.

When delays or early releases occur, a phone call and / or text message will be sent to all families with detailed information regarding the adjusted start and dismissal times. In the rare event of a weather-related early dismissal, there will be **no after-school activities**, including the Extended Day program. Out of consideration for our faculty and administration, parents / guardians are asked to pick up their children as promptly as possible when an early dismissal is announced.

School Calendar and Newsletter:

- The school year calendar and monthly updates are communicated via the Student Information System (SIS). It includes school events, vacations, early dismissals, and other important information regarding your child's school life.
- The Principal's Newsletter is sent home periodically to highlight celebrations, provide updates, and share pictures of school events and students.

Other Forms of Communication:

- **Back to school night:**
- **Notices:**

SBCA uses email and its website (www.sbcatholicacademy.org) to notify families of school information, with the goal of minimizing paper communications.

- Some notifications are sent home weekly on Wednesdays via communication packets.
- Parents are encouraged to check the school website regularly.
- Please ensure the school has an accurate email address on file to receive timely updates.
- **Release of Student Records:**

Student records are provided when a student transfers to another school. Records will be released only after:

1. The parent / guardian has completed an 'Authorization to Release Records' form.
2. The student's tuition account is in current status.

Guidelines for Expected Student Behavior:

Students of South Boston Catholic Academy are expected to act respectfully toward all teachers, staff, adults, and fellow students at all times. This includes all forms of verbal, written, or electronic communication.

Students are required to follow school and classroom rules at all times while on school property or wearing the SBCA uniform, including during sporting events, field trips, Home & School events, and other school-related activities. They are also expected to uphold SBCA standards and values during all extracurricular activities, fundraisers, and school-sponsored events.

Unacceptable behaviors include, but are not limited to:

- Harassment of any kind, including unkind words, gestures, teasing, or exclusion
- The use of improper language or name-calling
- Chewing gum on school property (may result in detention)
- Defacing school property, either inside or outside the building (may result in restitution and/or expulsion)
- Repeated disruptive behavior or negative attitudes
- Physical harm to another student (may result in suspension or expulsion)
- Sexual or racial remarks of any kind (may result in suspension or expulsion)

Disciplinary action will be determined by the Principal and / or faculty on a case-by-case basis, in accordance with the severity of the behavior.

Bullying:

Bullying is defined as intentional, harmful behavior initiated by one or more students and directed toward another—physically, emotionally, socially, or mentally. This includes intentional exclusion of others.

Bullying also encompasses **cyberbullying**, which involves the use of digital platforms or technology to harm or intimidate others. Examples include the use of vulgar or offensive language, racial slurs, or the spreading of rumors through texting, email, or social media platforms such as Facebook, YouTube, Instagram, X (Twitter), or other online spaces.

Bullying of any kind will not be tolerated and may result in suspension or expulsion. Because bullying involves purposeful and repeated actions, all reported incidents are documented. It is important to note, however, that not all peer conflict constitutes bullying.

Care of Books and Property:

Due to the cost of books and materials, special care must be taken to ensure they are kept in good condition. Each student is expected to have a backpack and pencil case in which to carry books and supplies to and from school each day.

Respect for property is essential. Books, desks, computers, and all school equipment must be handled responsibly and with care. In cases of lost materials or property damage, the individual responsible will be required to reimburse the school.

Students should be encouraged to take pride in their school environment and understand that acts of vandalism are costly to both families and the parish community.

Honor Code:

Students of South Boston Catholic Academy are expected to act with integrity at all times. Students must complete their own work unless otherwise directed by the classroom teacher. Failure to do so may result in a zero for the assignment and possible disciplinary action. Lying, cheating, plagiarism, stealing, or any form of dishonesty will not be tolerated.

Any student found to be in violation of the Honor Code may face suspension. Disciplinary action in such cases will be determined by the Principal and / or teachers on an individual basis.

Drug, Alcohol and Weapon Policy:

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

- Notification of law enforcement officials, when required
- Notification of the student's parent or guardian
- A mandatory parental conference
- Possible suspension or expulsion

Fidget Toy Policy:

Fidget toys (such as spinners, cubes, etc.) may not be used during the school day unless approved by an administrator after consultation with the child's teacher.

- Families requesting the use of a fidget toy should contact the Principal to discuss the reasons.

- In general, a current doctor's letter (dated within the past 12 months) must be on file for approval to be considered.

Discipline:

Detention:

- Teachers have the authority to detain any student who fails to comply with school policies.
- Parents will receive one day's notice when their child is subject to detention.
- Detention is mandatory and will be served at the discretion of Administration.
- Accumulating *three* behavioral detentions in a term will result in suspension.

Suspension Policy:

- If a student is suspended, the Principal will determine whether the suspension is in-school or out-of-school.
- For examples of behaviors that may result in suspension, see "Guidelines for Expected Student Behavior."
- The student will receive a zero for all missed classwork, quizzes, and tests during the suspension period.

Expulsion:

If the school administration determines that a student's behavior makes it unsafe or inappropriate for them to continue at South Boston Catholic Academy due to severe infractions of school rules, the student may be expelled. Once expelled, the student is not permitted to enter the school.

Other Disciplinary Actions:

Teachers have the authority to develop individual classroom management plans and policies, which may include disciplinary actions such as administering detentions:

Teachers will review their classroom management plans and policies during the Open House at the beginning of the school year.

Emergency Procedures:

Fire Drills / Evacuation:

The fire alarm is a continuous buzzing sound accompanied by flashing lights. When the alarm sounds:

- All building occupants must leave quickly and quietly.
- Evacuation should be completed in an orderly manner, following the designated exit route displayed in each classroom.

Lockdown:

All teachers are trained and familiar with the school's emergency procedures. For security reasons, specific details of these procedures are not published.

School Yard Safety:

- Supervision for students begins in the school yard at 7:45 a.m.
- Weather permitting, students may use the school yard for recess following lunch.
- Faculty members are present in the school yard to provide supervision during recess.

Tuition Policy:

Tuition plays a vital role in the operation of our school. It enables us to provide a high-quality education for your children by supporting key areas such as:

- Paying our teachers and staff competitive salaries
- Maintaining a safe and supportive school environment

Simply put, without tuition, our school cannot function. Unfortunately, we have seen the consequences of this firsthand, as many sister schools across Massachusetts were forced to close during the COVID-19 pandemic due to financial challenges. Your continued support through tuition is essential to keeping our school strong and sustainable.

By enrolling your child at SBCA, families commit to paying the full year's tuition. Tuition is determined annually in January and is based on projected enrollment, staff contracts, and operating expenses.

Tuition Payment Plans:

Tuition is essential to providing a high-quality Catholic education for your children. All tuition payments are managed through **FACTS Tuition Management**, as required by the Archdiocese of Boston. Families can choose from the following three payment options:

11 Monthly Payments (July–May):

Payments are spread over eleven months, with the first payment due on **July 5th** and the final payment due on **May 5th**. There is a **\$55 non-refundable annual enrollment fee** for this plan. Payments are automatically withdrawn from a checking or savings account, or may be made by credit card (a **2.85% convenience fee** applies to credit card transactions).

Quarterly Payments:

Payments are made **four times per year**, due on **July 5th, October 5th, January 5th, and April 5th**. This plan also includes a **\$55 non-refundable annual enrollment fee**. Payments are automatically withdrawn from a checking or savings account, or may be made by credit card (a **2.85% fee** applies).

Payment in Full:

Families may choose to pay tuition in full with a single payment due on **July 5th**. This plan carries a **\$25 non-refundable annual enrollment fee**. Payments may be made via checking or savings account draft, or by credit card (a **2.85% fee** applies).

Enrollment Process:

- You will be prompted to set up your **FACTS payment plan** during online enrollment.
- Once completed, SBCA will enter your tuition amount and **finalize your agreement**.
- FACTS will send a **confirmation notice**, and payments will begin in **July**.

Optional Protection:

- FACTS offers [Peace of Mind Insurance](#) for \$22.50 (non-refundable).
- If you **do not wish to purchase**, please ensure the box is **unchecked** when setting up your plan.

 **Reminder:** All tuition must be paid through FACTS. SBCA does not accept cash or checks.

Important Note: Students cannot be registered for the following school year unless all financial obligations from the current year are fully paid.

Parent Tuition Fundraising Responsibility:

Fall / Christmas Calendars:

- Each family will receive an **email from the front office in November** with a link to a Google Sheet.
- Families are asked to **list 30 names** of people to whom they plan to sell or gift a calendar.
- Names entered will be included in a **daily raffle drawing** held throughout **January**, with opportunities to win various cash prizes.
- A **copy of the calendar** will be attached to the email.
- This fundraiser represents a **\$300 commitment per family**, which is added to your FACTS account and paid *alongside tuition*.

Home & School Dues:

The SBCA Home & School Organization is a parent volunteer group dedicated to promoting a sense of community and a strong school family. Families support the organization by attending and volunteering at various events throughout the school year. All funds raised at events go directly back to the school. Together with the administration, the Home & School Organization helps identify needs for the school and students.

Each family is responsible for a **\$100 annual fee** that supports the Home & School Committee and its sponsored school-related activities. This fee is billed through FACTS as an *incidental expense*.

Other School Fees Charged:

South Boston Catholic Academy no longer accepts **cash or check payments** of any kind.

All payments must be made through the **FACTS system**, including (but not limited to):

- Extended Day charges
- Milk
- Camp fees
- Field trip fees
- Any additional charges incurred

Billing Schedule:

- Whenever possible, charges will be invoiced through FACTS on the **5th of each month**.
- Payment will be automatically deducted on the **15th of the month**.

Split Payment Plans:

- If tuition or fees are divided among multiple payment plans, charges will be **split equally** unless otherwise arranged.

Financial Aid:

Early Childhood Students:

- Students enrolled in Early Childhood programs are eligible to apply for financial aid through the City of Boston Voucher Program. More information is available at [City of Boston Voucher Program](#)

Elementary Students:

- Students in grades K2 through 6 are eligible to apply for financial aid through the **Catholic Schools Foundation (CSF)**, which administers funds according to established guidelines.
- Families who received financial aid in a previous year must **reapply annually** in order to be considered for continued assistance.
- All families must apply for financial aid **online through the FACTS system** using the link provided (please note: this is different from ParentsWeb):
 - [FACTS Financial Aid](#)
 - [Instructions to apply for financial aid in FACTS](#)
 - Use District Code: **SBC-MA**
 - Complete, submit the application and upload supporting documentation
 - **Important Dates:**
 - **March 31st:** Applications due to FACTS
 - **April 30th:** All supporting documents due to FACTS
 - **June 1st:** Families notified by email
 - **July:** Tuition payment adjusted
- If a family qualifies for financial aid but fails to complete the required paperwork or misses a deadline, the award may be forfeited.
- If you have any questions or need assistance with the financial aid application process, please contact South Boston Catholic Academy. Our staff is happy to support you.
 - Please note that all financial aid is awarded through the Catholic Schools Foundation (CSF). Therefore, final approval of awards is at the discretion of CSF, and awards can be rescinded at any time.
 - For new applicants, awards are given by CSF on a rolling basis. Applications are submitted in the order they are received and verified.

Late Start Tuition Policy:

Students may begin at South Boston Catholic Academy after the school year has started **if seats are available**.

Early Childhood (Toddler, KO, K1, K2) Students:

- Students are eligible to begin at **22 months of age** (potty training not required).
- This age requirement is firm with **no exceptions**.
- Families may reserve a seat for a child who is not yet age-eligible, but tuition will **not be prorated**.
- For children starting after the first day of school due to age, SBCA will work with families to establish the best start date.
- If your child turns **2.9 after February**, we recommend deferring the start until the following school year.

Elementary (Grades 1–6) Transfer Students:

The following must be submitted:

- Reason for mid-year transfer
- Academic records
- Completed SBCA enrollment paperwork

Tuition Adjustment for Mid-Year Starts:

Once a start date is confirmed, tuition will be assessed as follows:

- September or October start: **100%** of tuition is owed
- November or December start: **90%** of tuition is owed
- January – May start: **80%** of tuition is owed

Tuition Commitment Prior to Start Date:

All families must pay **20% of tuition in advance** of the student's start date. This amount offsets expenses in the event of withdrawal, as teacher staffing, school supplies, and tuition rates are determined based on total enrollment, regardless of start date.

Changes to FACTS Payment Plans:

During the school year, any changes to your FACTS Payment Plan must be submitted at least **ten (10) business days prior to the scheduled due date** in order to take effect.

Changes to banking or credit card information must be made directly through FACTS by either:

- Logging into your online FACTS account, or
- Calling FACTS at **866-441-4637**.

All other changes must be processed by South Boston Catholic Academy. Please submit requests **in writing** to:

Lorraine Altmeyer (Tuition & Billing Manager) @ l.altmeyer@sbcatholicacademy.org

Uniform Policy:

All students at South Boston Catholic Academy are required to be in **full uniform at all times**. The purpose of our dress code is to ensure that students present a **neat, respectful, and professional appearance** while in the school environment.

The Principal reserves the right to make case-by-case decisions regarding the appropriateness of student attire in the school setting.

Tiny Tot Uniform:

- No uniform required
- Shoes: Sneakers / shoes safe to run and play in

Toddler Uniform:

- No uniform required
- Shoes: Sneakers / shoes safe to run and play in

K0 Uniform:

- 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:

- 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
 - **Grades 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 sneakers acceptable (**no Uggs, boot-like footwear or heels**)

- 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 sneakers acceptable (**no Uggs, boot-like footwear or heels**)
- 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 South Boston Catholic Academy's 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.

Extended Day Programs (EDP):

Tiny Tot - K0

Before School Program:

- **Rolling drop off:** 7:00 a.m. - 8:15 a.m.
- **Final drop-off:** 7:50 a.m. (students will not be permitted after this time)
- **Location:** Students should be dropped off at the **100 N Street door**
 - During the Before School Program, students enjoy a variety of activities, Including:
 - Playing games
 - Art projects, coloring, puzzles
 - Playtime with peers

After School Program: (Please see the sign-up policy below)

- **Rolling pick up:** 2:15 p.m. - 5:30 p.m.
- **Location:** Students are to be picked up at the **100 N Street door**
- **Late pick-up fee:** \$5.00 per minute after 5:30 p.m.
 - The After School Program serves as a **true extension of the school day**, offering:
 - **Extended center based play** (dramatic play, blocks, reading, etc.)
 - **Daily special activities**, including:
 - Sports, Yoga & games
 - Crafts
 - Dance, music, instruments & more
 - **Gross motor play** (outside or in the multipurpose space)
 - **Snack time** (provided by school)
 - A Pin number will be emailed during the first week of school; families can access the the Parent Portal
 - We utilize an electronic sign-in/out system
 - Billing through FACTS:
 - Example: September EDP charges → posted October 5th → due October 15th
 - If you withdraw from SBCA, no additional EDP charges will be incurred (these fees are not subject to the Withdrawal Policy).

Extended Day Program Sign-Up (**Tiny Tot, Toddler and K0 only**):

For planning and staffing purposes, families of **Tiny Tot, Toddler and K0 students** are required to sign up for the Extended Day Program at South Boston Catholic Academy.

- **Sign-Up Policy:**
 - **Deadline:** Families must sign up and select their Extended Day days **by August 1st** using the provided Google Doc.
 - **Guaranteed Space:** Families who submit by the deadline are guaranteed placement. Availability cannot be guaranteed **after August 1st**.
- **Attendance & Staffing:**
 - To remain in compliance with **Commonwealth of Massachusetts regulations**, SBCA staffs the program based on student enrollment.
 - Because staffing costs are fixed, families will be **charged for absences** on their scheduled days.
- **Schedule Changes:**
 - Requests must be submitted **in writing** to the Director at k.murphy@sbcatholicacademy.org.
 - **Schedule changes cannot be made on a week-to-week or as-needed basis.**
 - Families may adjust their program choice throughout the school year if space is available.
- **Billing:**
 - Extended Day charges are billed **monthly through FACTS**.
 - Example: September charges → posted October 5th → due October 15th.
 - If you withdraw from SBCA, no additional Extended Day fees will be incurred. These charges are not subject to the Withdrawal Policy.

Extended Day Programs (EDP):

K1 - Grade 6

Before School Program:

- **Rolling drop-off:** 7:00 a.m. – 7:50 a.m.
- **Final drop-off:** 7:50 a.m. (students will not be permitted after this time)
- **Location:** Students should be dropped off at the **100 N Street door**
 - During the Before School Program, students enjoy a variety of activities, including:
 - Games
 - Art projects, Coloring & Puzzles
 - Playtime with peers

After School Program:

- **Rolling pick-up:** 2:30 p.m. – 5:30 p.m.
- **Location:** Students are to be picked up at the **O Street door nearest the Gym**
- **Late pick-up fee:** \$5.00 per minute after 5:30 p.m.
 - The After School Program serves as a **true extension of the school day**, offering:
 - **Homework help** for Grades 1–6
 - **Daily clubs & activities**, including:
 - Read-alouds
 - Sports Yoga & games
 - Robotics, Math & Logic Club
 - Crafts
 - Community service projects
 - Instruments & drama
 - **Playtime** outside or in the gym with peers
 - **Snack time** (provided by SBCA)
 - Groupings with **similarly aged peers**
 - A PIN number will be emailed during the first week of school; families can access the Parent Portal
 - Billing through FACTS:
 - Example: September EDP charges → posted October 5th → due October 15th
 - If you withdraw from SBCA, no additional EDP charges will be incurred (these fees are not subject to the Withdrawal Policy).
 - Tracked via an electronic sign-in/out system

Health and Safety:

South Boston Catholic Academy is committed to providing a school environment that promotes learning and academic success through a focus on health and wellness. We recognize that good nutrition and regular physical activity are essential components of a healthy lifestyle and contribute to each student's overall well-being and performance in school.

A collaborative effort between the school and families is vital in supporting healthy habits. We ask parents and guardians to provide nutritious lunches and snacks that align with our wellness goals. To maintain a healthy learning environment, *fast food is not permitted in school and should not be delivered to students at any time.*

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.

Student's admission / acceptance is deferred pending submission of their Health Maintenance Form.

- A Health Summary does **NOT** count as the Health Report for School, Camps, Sports & Employers
 - Must have Doctor's signature (can be electronic)
- Please click the link for an example: [Health Report for School, Camps, Sports & Employers](#)

Emergency Forms:

Forms will be sent home at the beginning of each school year. Emergency forms must be kept on file in the school office at all times. Please notify the school of any health concerns or medications your child is currently taking.

The telephone numbers provided on the emergency form serve as parental permission for the school to contact those individuals if a parent or guardian cannot be reached.

Whenever possible, medications should be administered at home. If it becomes necessary for a medication to be given during the school day, parents are encouraged to come to school to administer it. If this is not possible, the following procedures must be followed:

- All medication must be brought to school in its **original container**, clearly labeled with the **physician's name** and **dosage instructions**.
 - A **Medication Consent Form** for *each medication* must be completed and signed by *both* the parent and provider.
 - If “over the counter” medication, you only need the parent’s signature
 - Link for [Medication Consent Form](#).
- All medication, including inhalers, must be kept in the school office. Students may take medication **only in the presence of** the school nurse, secretary, or principal, and each administration will be recorded in the official medication log.
 - Rescue medications require the following:
 - An **Individual Health Care Plan Form** must be completed and signed by *both* the parent and provider.
 - Link for [Individual Health Care Plan Form](#)

Epinephrine Medication (Epi Pens):

Students with severe allergies, along with their parents or guardians, are responsible for reviewing all medication and emergency procedures with the school nurse and administration.

For safety reasons, **students are not permitted to carry EpiPens**.

- All EpiPens for K2 - 6 must be kept in the nurse’s office, where they are readily accessible in the event of an emergency.
- All EpiPens for ECC students are kept in a designated area in their classroom, where they are readily accessible in the event of an emergency.

Allergy Awareness and Prevention:

Parents of students with severe allergies (e.g., peanuts, certain fruits, etc.) should inform their child’s teachers, school nurse, and school administrators. This ensures that school personnel can monitor the foods children bring for snacks, classroom parties, and lunches.

In the lunchroom, **peanut-free tables** are provided, and lunch assistants ensure that students seated at these tables do not have any peanut products in their lunches.

Automated External Defibrillator:

An automated external defibrillator is located in the gym in case of an emergency.

Mandated Reporting of Child Abuse and Neglect:

Massachusetts General Law Chapter 119, Section 51A requires that the Department of Children and Families (DCF) receive reports of any suspected cases of child abuse or neglect. This law also identifies mandated reporters and outlines their legal responsibilities.

All mandated reporters — including, but not limited to, teachers, nurses, and educational administrators in both public and private schools — are required by law to contact DCF and file a 51A report whenever they have **reasonable cause to believe** that a child under the age of 18 is suffering from, or at risk of, **physical, sexual, or emotional abuse or neglect**.

Injury and Illness Response:

In the event of a student injury or sudden illness, parents or guardians will be contacted at the discretion of the principal or a designated school official. A child will be dismissed from school only with a parent or guardian present or with their explicit permission.

In **extreme emergencies**, the principal or designated staff will take appropriate action until parents or guardians can be reached.

Student Illness and Attendance:

Regular attendance is important for academic success; however, a child who is ill should **never be sent to school**. Keeping sick children at home helps prevent the spread of illness and ensures they have time to rest and recover.

Students should remain home if they are experiencing any of the following:

- **Fever and Flu/RSV/COVID:** It is essential that a child who has been given a fever reducer in the morning **does not attend school**. They should remain home until they are **fever-free for at least 24 hours without the use of medication** (such as Tylenol or Ibuprofen) and are well enough to participate in school activities.
 - If a child is sent home with a fever, nausea or vomiting, they are to remain home for 24 hours unless cleared by their doctor.
- **Strep Throat:** Keep your child home until they are **fever-free without medication** and have been on antibiotics for **at least 24 hours**. They must also feel well enough to return to school.

- **Severe Cough, Runny Nose, or Sore Throat:** If your child is ill, with a temperature accompanied by copious nasal secretions, excessive coughing, or sneezing, they should not attend school. Staying home protects not only your child's health but also the health and well-being of other students and school staff.
- **Nausea, Vomiting, or Diarrhea:** If these symptoms occur within 12 hours of the school day, the child should remain home until they are **symptom-free, well-hydrated, and feeling well** for at least 24 hours.
- **Conjunctivitis (Pink Eye):** Children should remain home until they have been on prescribed medication for **at least 24 hours** and there is **no draining eye fluid**.
- **Chickenpox, Measles, or Mumps:** Parents must inform the health office immediately. Children may return **only after all blisters or symptoms have crusted over**. Vaccinations are required prior to school entry, but breakthrough cases can occur. Always consult your child's pediatrician if exposure occurs.
- **Contagious Skin Disorders (e.g., Impetigo):** Children must stay home until they have been on prescribed medication for **at least 24 hours** and lesions have dried. Cover the affected area if possible.
- **Head Lice:** Children must stay home until they have been **properly treated** and there is **no live activity**. Post-treatment inspections will be conducted to ensure the infestation is cleared.
- **Hand, Foot & Mouth:** Parents must inform the health office immediately. Children may return **only after all blisters or symptoms have crusted over, they are fever free and can tolerate meals**.
- **Ringworm**

The illnesses and situations listed above are some of the more common health issues students may encounter during the school year. For any pressing or concerning health matters, please contact your child's medical care provider at the first sign of symptoms and notify the Nurses' Office.

If your child is absent for **three or more consecutive days due to illness**, a doctor's clearance note will be required upon their return to school.

For any questions or concerns regarding your child's health, please contact the SBCA Health Office. All medical information should be forwarded directly to our nurses:

- **Katie King** – k.king@sbcatholicacademy.org
- **Kristin McDonald** – k.mcdonald@sbcatholicacademy.org

SBCA Early Childhood / FAQs:

What age does your program begin?

- **Tiny Tot Program:** Students are eligible at 15 months
- **Toddler Program:** Students are eligible at 22 months
- **K0 Program:** Students are eligible at '2.9' (two years and nine months), as long as they are fully potty trained
 - If your child reaches 2 years and 9 months of age before February 1st, they may be considered for a **late start** in the program.

Potty Training Requirement:

- All children enrolled in K0 and K1 must be fully potty trained before attending preschool, as the school does not have the facilities or supplies to change children.

We understand that accidents can occur; these are considered rare incidents, and it is at the teacher's discretion to contact parents if necessary. Please send your child to school with a **labeled change of clothes** to ensure they remain comfortable and prepared throughout

Potty-trained preschool children:

- **No longer wear diapers** (disposable or cloth) or pull-ups
- **Can communicate** to the teacher when they need to use the bathroom
- **Can manage their own hygiene**, with teacher assistance as needed

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

- We understand that potty training is unique for each child. If your child is not fully potty trained, please contact your teacher to discuss a possible later start date.

What time is the school day?

- Early Childhood runs from 8:15 a.m. -2:15 p.m. (K2 - grade 6 is 8:00 a.m. - 2:30 p.m.).
 - Half Days run from 8:15 a.m. - 11:30 a.m.
 - Extended day beginning at 7:00 a.m. and until 5:30 p.m.

What are the different options for the Tiny Tot, Toddler and K0 Programs?

- Full Day (8:15 a.m. - 2:15 p.m.)
- Half Day (8:15 a.m. - 11:30 a.m.)

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 welcomed each day by their teacher and/or assistant teacher and guided to their classrooms, where they put away their belongings in their cubbies and gather on the rug for morning meetings. Classrooms are print rich environments with consistent schedules and expectations for students.

Throughout the day, students engage in a variety of activities, including:

- **Reading stories aloud**
- **Participating in learning centers**
- **Building and creating**
- **Outdoor play**
- **Learning through play and interactions** with classmates and teachers

Each day also includes scheduled snack and lunch times, as well as a short rest period, providing structure while supporting social, emotional, and academic growth.

Should my student pack lunch?

- Students should bring a lunch, snack, and water bottle to school each day.
- The school also offers milk (whole, skim, or chocolate) for an annual fee.

What if my student does not nap?

- During rest time, students have a quiet period to relax on their mats. Some children may sleep, while others may quietly play with a small toy or look at a book. This time provides students with a calm break to recharge and practice independent, quiet activities.

What curricula do you use?

Classroom planning is guided by the **Lynch Foundation** to ensure a comprehensive and developmentally appropriate approach to learning.

Our core curriculum includes:

- **Literacy:** *OWL (Opening the World of Learning)*
- **Math:** *Building Blocks*
- **Writing:** *Handwriting Without Tears*
- **Second Step:** *Social Emotional Curriculum*

Students also extend their learning beyond the classroom through enrichment activities such as:

- **SEL (Social Emotional Learning)**
- **Yoga**
- **Library time**
- **Gym**
- **Music**
- **Art**
- **STEM activities**

These experiences support academic growth, creativity, and social-emotional development in a well-rounded program.

Withdrawal Policy (Tiny Tot thru Grade 6):

Students who withdraw before the end of the school year remain responsible for all or part of the annual tuition (outlined in the chart below) as school expenses are incurred from the time of enrollment.

Tuition accounts *must be current* before the withdrawal process can begin. To discontinue FACTS tuition payments, written notice of withdrawal is required. Please send this notice to the individuals listed below and be sure to **include your child's final day of attendance**.

Amanda Nee (Front Office) a.nee@sbcatholicacademy.org
Noreen Rosher (Front Office) n.rosher@sbcatholicacademy.org
Lauren Monaghan (Director of Admissions) l.monaghan@sbcatholicacademy.org
Lorraine Altmeyer (Tuition & Billing Manager) l.altmeyer@sbcatholicacademy.org

If **Early Childhood Center (Tiny Tot, Toddler, KO, K1 or K2)** student include:

Kara Murphy (Director) k.murphy@sbcatholicacademy.org

If **Elementary School (Grades 1 - 6)** student include:

Helenann Civian (Principal) h.civian@sbcatholicacademy.org
Denise Moriarty (Vice Principal) d.moriarty@sbcatholicacademy.org

If a tuition account is not in good standing, school records will not be released or forwarded to another school.

The last day to withdraw without financial penalty for the 2026–2027 school year is **JUNE 1, 2026**. Please note that the **enrollment fee is nonrefundable**, as approved by the South Boston Catholic Academy School Board.

- Withdrawal prior to June 1st: **0%** of tuition is due
- Withdrawal between June 1st and the first day of school: **30%** of tuition is due
- Withdrawal between the first day of school and January 1st: **60%** of tuition is due
- Withdrawal between January 1st the end of the school year: **100%** of tuition is due.

Please note: Tuition responsibility is based on the child's **last day of attendance**, not the date written notification of withdrawal is submitted.

There is no tuition refund for students expelled for disciplinary reasons.

Home & School dues and Fall/Christmas Calendar charges are separate from tuition and are nonrefundable in the event of a withdrawal after December 1st.

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

Very 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

Robert Allison

Professor

Suffolk University, Department of History

Gregory Cedrone

Executive Director

Mizuho Securities Americas

Kevin Martin, Jr., CPA MST (Board Chair)

Managing Partner

Cohn Reznick LLP

Mary Bevelock Pendergast

Partner / Chief Financial Officer

F-Prime Capital

Julie Kenary

Counselor

Ellen H. Lynch

Director of Development

South Boston Catholic Academy

Denise Coll

Non Executive Director

Pursuit Attractions & Hospitality

Monsignor Liam Bergin

Professor

Boston College, Theology Department

Staff Directory

2025 / 2026

Principal	Dr. Helenann Civian	h.civian@sbcatholicacademy.org
Assistant Principal	Denise Moriarty	d.moriarty@sbcatholicacademy.org
Early Childhood Director	Kara Murphy	k.murphy@sbcatholicacademy.org
Director of ECC Compliance & Records	Maria Cammarata	m.cammarata@sbcatholicacademy.org
Director of Development	Ellen H. Lynch	e.lynch@sbcatholicacademy.org
Tuition & Billing Manager	Lorraine Altmeyer	l.altmeyer@sbcatholicacademy.org
Director of Admissions / STEM	Lauren Monaghan	l.monaghan@sbcatholicacademy.org
Front Office	Amanda Nee	a.nee@sbcatholicacademy.org
Front Office	Noreen Rosher	n.rosher@sbcatholicacademy.org
School Nurse	Katie King, RN	k.king@sbcatholicacademy.org
School Nurse	Kristin MacDonald, RN	k.macdonald@sbcatholicacademy.org
ECC Counselor (T, W & Th)	Dani Gallagher	d.gallagher@sbcatholicacademy.org
Guidance Counselor	Caitlin Jacobs	c.jacobs@sbcatholicacademy.org
Guidance Counselor	Ellena Grskovic	e.grskovic@sbcatholicacademy.org
Guidance Counselor	Lucy Walsh	l.walsh@sbcatholicacademy.org
Toddler Lead Teacher (1)	Ann Gavin	a.gavin@sbcatholicacademy.org
Toddler Aide (1)	Susan Mellekas	s.mellekas@sbcatholicacademy.org
Toddler Lead Teacher (2)	Samantha Bucalis	s.bucalis@sbcatholicacademy.org
Toddler Aide (2)	Lydia Fitzgerald	l.fitzgerald@sbcatholicacademy.org
Toddler Lead Teacher (3)	Linda Sandoval	l.sandoval@sbcatholicacademy.org
Toddler Aide (3)	Jennifer Lizardo	j.lizardo@sbcatholicacademy.org
K0 Lead Teacher (A)	Alexa Massey	a.massey@sbcatholicacademy.org
K0 Aide (A) (M & T)	Gretchen Crowley	g.crowley@sbcatholicacademy.org
K0 Aide (A) (W, Th & F)	Caitlin Ruof	c.ruof@sbcatholicacademy.org

K0 Lead Teacher (B)	Jacquelyn Brooks	j.brooks@sbcatholicacademy.org
K0 Aide (B) (M - F)	Kathy Toomey	k.toomey@sbcatholicacademy.org
K0 Lead Teacher (C)	Taylor Thomas	t.thomas@sbcatholicacademy.org
K0 Aide (C) (M - F)	Denise Nagle	d.nagle@sbcatholicacademy.org
K0 Lead Teacher (D)	Kathryn Derry	k.derry@sbcatholicacademy.org
K0 Aide (D) (M - F)	Kelsey Richardson	k.richardson@sbcatholicacademy.org
K0 Lead Teacher (E)	Jessica Bille	j.bille@sbcatholicacademy.org
K0 Aide (E) (M & F)	Johannah Murphy	j.murphy@sbcatholicacademy.org
K0 Aide (E) (T, W, Th; 8-12)	Tracy Haddad	t.haddad@sbcatholicacademy.org
K1 Lead Teacher (A)	Erin Finn	e.finn@sbcatholicacademy.org
K1 Aide (A) (M - F)	Leanne McLaughlin	l.mclaughlin@sbcatholicacademy.org
K1 Lead Teacher (B)	Susan Donovan	s.donovan@sbcatholicacademy.org
K1 Aide (B) (T, W & Th; 8-11:30) - Floater	Dede Barbuto	d.barbuto@sbcatholicacademy.org
K1 Lead Teacher (C)	Deirdre McDougall	d.mcdougall@sbcatholicacademy.org
K1 Aide (C) (M & F)	Dani Gallagher	d.gallagher@sbcatholicacademy.org
K1 Aide (C) (T, W & Th)	Janice Hynes	j.hynes@sbcatholicacademy.org
K1 Lead Teacher (D)	Brooke Costa	b.costa@sbcatholicacademy.org
K1 Aide (D) (M - F)	Mira Robinson	m.robinson@sbcatholicacademy.org
ECC Support Staff	Johanne Cantave	j.cantave@sbcatholicacademy.org
ECC Support Staff	Ryan McLean	r.mclean@sbcatholicacademy.org
K2 Lead Teacher (A)	Susan Connolly	s.connolly@sbcatholicacademy.org
K2 Aide (A)	Ellen O'Callaghan	e.ocallaghan@sbcatholicacademy.org
K2 Lead Teacher (B)	Evan Bourque	e.bourque@sbcatholicacademy.org
K2 Aide (B)	Lois Picard	l.picard@sbcatholicacademy.org
K2 Lead Teacher (C)	Kayla Keough / Emma Jacobsen	k.keough@sbcatholicacademy.org / e.jacobsen@sbcatholicacademy.org
K2 Lead Teacher	Martha Dolan	m.dolan@sbcatholicacademy.org
Grade 1 Teacher (A)	Caroline Cole	c.cole@sbcatholicacademy.org
Grade 1 Teacher (B) / Primary Literacy Coach	Peggy Byrne	p.byrne@sbcatholicacademy.org

Grade 2 Teacher (A)	Courtney Sudhalter	c.sudhalter@sbcatholicacademy.org
Grade 2 Teacher (B)	Meghan Leslie	m.leslie@sbcatholicacademy.org
Grade 2 Teacher (C)	Ciara Rushe	c.rushe@sbcatholicacademy.org
Grade 3 Teacher (A)	Kellie DeFelice	k.defelice@sbcatholicacademy.org
Grade 3 Teacher (B)	Juliana Sammarco	j.sammarco@sbcatholicacademy.org
Grade 3 Teacher (C)	Kate Sieber	k.sieber@sbcatholicacademy.org
Grade 4 Teacher (A)	Samantha Guildford	s.guildford@sbcatholicacademy.org
Grade 4 Teacher (B)	Patricia Coleman	p.coleman@sbcatholicacademy.org
Grade 5 Teacher (A)	Ryan Barrett	r.barrett@sbcatholicacademy.org
Grade 5 Teacher (B)	Hillary Cayetano	h.cayetano@sbcatholicacademy.org
Grade 6 Teacher	Faith Smith	f.smith@sbcatholicacademy.org
Art Teacher	Valerie Hasko	v.hasko@sbcatholicacademy.org
Custodial Staff	Edwin Paz	Contact Front Office
Custodial Staff	Wilton Tejeda	Contact Front Office
Director of Learning Support	Stephanie Olsen	s.olsen@sbcatholicacademy.org
Early Childhood Librarian	Teresa DeAmicis	t.deamicis@sbcatholicacademy.org
Extended Day Program Director	Marie Laundry	m.laundry@sbcatholicacademy.org
Gym Teacher	Jason Margeson	j.margeson@sbcatholicacademy.org
Instructional Math Coach	Joanne Fitzpatrick	j.fitzpatrick@sbcatholicacademy.org
Intermediate Literacy Coach	Therese Evans	t.evans@sbcatholicacademy.org
Literacy Support	Susan Swirbalus	s.swirbalus@sbcatholicacademy.org
Music Teacher	Carlo Bunyi	c.bunyi@sbcatholicacademy.org
Orton-Gillingham Specialist	Jean McCarthy	j.mccarthy@sbcatholicacademy.org
Religion Teacher / Liturgical Coordinator	Maureen Bailey	m.bailey@sbcatholicacademy.org
Sheltered English Instruction	Colleen Lombard	c.lombard@sbcatholicacademy.org
Spanish Teacher	Kathleen Mackin	k.mackin@sbcatholicacademy.org
Upper Elementary ELA & STEM	Katie Rosenberg	k.rosenberg@sbcatholicacademy.org