



Student Handbook

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I. MISSION STATEMENT and GOALS

Mission Statement

South Boston Catholic Academy is an urban Catholic School in South Boston serving the South Boston parishes and surrounding faith communities. 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, exemplary members of society.

Goals

As a school community, South Boston Catholic Academy fosters the integration of Gospel values into every aspect of learning. We seek to model a community of peace and justice which is always responsive to the needs of the Church and society. We strive to achieve this goal by:

- daily school and class prayer
- daily religion classes that teach the doctrine and emphasize the importance of community and service
- modeling behavior which shows respect and love for all individuals; monthly liturgies
- participation in service club projects such as food pantries, clothing drives, disaster relief donations, local charities nursing home visits
- fostering participation in the parish altar servers program
- student, faculty and clergy participation in community outreach programs

South Boston Catholic Academy is concerned with encouraging students to strive for academic excellence and developing individual talents, abilities, and interests; assisting them in the development of skills which will enable them to become critical, selective and independent thinkers and life-learners in an increasingly technological society. We work to achieve this goal through:

- constant evaluation and adaptation of the curriculum, reviewing and updating textbooks, materials and practices
- integration of technology into curriculum and providing opportunities for students to work with technology on a regular basis
- participation in civic/community sponsored poster and essay contests
- participation in curriculum & art fairs
- participation in Junior Achievement programs
- promoting academic excellence within a global perspective

South Boston Catholic Academy is concerned with establishing and maintaining relationships among faculty, administration, parents, parish staff, parishioners and members of the community. We strive to achieve this goal through:

- supporting parish and community basketball teams
- hosting and housing weekend Religious Education programs
- sponsoring and hosting dances and socials
- participating in community library programs

- visiting local nursing homes and participating in social outreach
- participating in water conservation and recycling programs within the community

II. ADMISSION and TUITION POLICIES

Admission Policies

South Boston Catholic Academy does not discriminate against students for admission on the basis of race, color or creed.

Priority of Admission is (1) children of families enrolled; (2) children of families registered in the parish; (3) children of families in other parishes; (4) other. The principal and/or pastor may reject a student application for admission based on review of academic records or other reasons. Parents/Guardians accept the responsibility of tuition and are financially obligated for the full year's tuition when their child takes a seat at South Boston Catholic Academy. Parents will not be able to register their children for the next school year if all financial obligations are not met. Checks that do not clear are the responsibility of the parents. Fees will be collected from the parents.

Registration: When registering a student, a \$100* non-refundable registration fee is expected to hold a seat in our school. Registration begins in January.

*\$200 maximum for families with two or more children.

Tuition

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, usually in May. Due to contractual commitments to our teachers and staff as well as other annual expenses, families are required to satisfy their tuition payment. Each family must choose one of the following **two options** for tuition payment:

Option 1: Payment in Full

Payment is made in full by July 5 for the coming school year. This payment should be made directly to the school. Checks should be made payable to South Boston Catholic Academy.

Option 2: FACTS Program

A.) Monthly payments made through FACTS Tuition Management Company. Payments are made over a period of 11 months beginning in July. Monthly payments are automatically processed from your checking or savings account on the 5th of each month. A non-refundable, yearly enrollment fee of \$38.00 is charged for this service through FACTS.

B.) Quarterly payments made through FACTS Tuition Management Company. Payments are made in July, October, January and April. Quarterly payments are automatically processed from your checking or savings account on the 5th of each month. A non-refundable, yearly enrollment fee of \$38.00 is charged for this service through FACTS.

Parent Fundraising Responsibility

Each family is required to fundraise \$200.00 in calendars in November/December. This fundraising fee may be added to your monthly payment plan through FACTS. *When choosing this option you will receive 20 calendars in November without cost to you.*

Financial Aid

The Archdiocese of Boston’s “Catholic Schools Foundation” funds financial aid and we are required to follow their guidelines for the distribution of aid. FACTS Financial Grant & Aid Assessment Packets will be available to all families that are interested. Families requesting financial aid must complete the form and submit all documentations to FACTS to be considered for financial aid. The due date will be given when the forms become available. Based on the information provided, FACTS determines eligibility. There is a limited amount of money available for financial aid.

Finance Charges on returned checks:

Checks that do not clear are the responsibility of the parents. Fees will be collected from the parents. A \$25.00 fee will be assessed for any checks made payable to South Boston Catholic Academy that are returned for insufficient funds. When replacing a returned check, it must be paid by a money order, bank check, or cash.

Returned Payment Fee on FACTS Payments:

Payments returned to FACTS due to insufficient funds, FACTS will attempt to withdraw payment up to two (2) times on the next available date. A \$25.00 **FACTS Returned Payment Fee** will be automatically deducted for every time a payment is returned. If payment is returned to FACTS three (3) times, payment must be made in the form of money order or bank check to South Boston Catholic Academy. **Personal or company checks will not be accepted.**

Withdrawal:

The cost of your child’s education is a full school year expense. Please note books are purchased, teachers are hired, and classrooms are prepared in anticipation of each student’s full-year enrollment. As a result, South Boston Catholic Academy has specific policies and guidelines regarding students whom withdraw from the school.

Families who withdraw their student before the end of the school year are financially responsible to pay the tuition up to and including the month of withdrawal.

Examples

Withdraw in any month	Payments are due through that month
Withdraw in October	Payments due from July through October
Withdraw in March	Payments due from July through March
Withdraw after April 1st	No refunds

Written notification is required and a withdrawal form must be completed at the School Office. Families are responsible for contacting Mrs. Kathy Meoli, Tuition Coordinator, to cancel the Tuition Payment Plan. Tuition must be current and up to date before the withdrawal process can begin, which means school records cannot be sent. Registration fees, Financial Aid and scholarships 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.

Non-Admission due to Tuition Delinquency:

If unforeseen financial difficulties arise, families should immediately contact Mrs. Kathy Meoli to arrange alternate payments plans if necessary. SBCA strives to work with families who are experiencing extenuating circumstances. Families who fail to pay tuition according to any agreement that they have made with SBCA or who have been unwilling to make alternative arrangements will be notified that their student(s) will not be allowed to attend SBCA until payment is current. If such tuition delinquencies exist, SBCA's policy is as follows:

August payment	Student(s) will forfeit their seat and not be admitted on the first day of school
December payment	Student(s) will not be re-admitted on first day of class in January
May payment	Student(s) cannot take final exams and report cards will show an incomplete in each subject. Eighth grade students will not be allowed to participate in graduation ceremonies or receive their diploma.

III. ATTENDANCE, DISMISSAL and ABSENCE POLICIES

SBCA HOURS AND SUPERVISION

K2-Gr. 8 8:00a.m.-2:30p.m.

Pre-K & K-1- 8:15 am- 2:15pm

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

Office Hours: 7:30a.m.-3:30p.m. - Our office staff is available during office hours. After 3:30pm voice mails may be left at 617-268-2326 and messages will be returned the following day.

E-mail: All teachers and staff can be reached via our school e-mail

example: n.[carr@sbcatholicacademy.org](mailto:n.carr@sbcatholicacademy.org)

Yard Supervision: Yard supervision begins at 7:45 a.m. and ends at 8:00 a.m. Students will be asked to line up at 7:55 with their homeroom teachers. No yard supervision or entry into the school through the gym door after 8:00 a.m. During inclement weather, students may enter the gym beginning at 7:45.

ATTENDANCE AND DISMISSALS

Absenteeism: If a child is to be absent, parents are asked to call the school at 617-268-2326 between 7 a.m-8 a.m. A note accounting for the absence must be presented to the child's homeroom teacher upon return to school.

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.

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.

Tardiness: **Students who arrive after 8:00 a.m. will be marked tardy.** Before going to the homeroom, he/she must report to the office. If a child is tardy in grades 3-8 three times, he/she will be given a detention. Please see the detention policies.

School Closing Announcements: Delayed Openings & Emergency Closing: In the event of inclement weather, South Boston Catholic Academy will be closed if Boston Public Schools close. Cancellations will be announced on WHDH, WBZ, WEEI, Channels 4, 5 and 7 and on our website www.sbcatholicacademy.org

Children are responsible for knowing what they are to do and where they are to go in the event that school should be dismissed unexpectedly. Parents should discuss this with students ahead of time.

COURT ORDER RESTRAINTS

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

VISITORS/PARENTS

All visitors/parents to the school building must sign in and out at the front office upon their arrival. Parents are considered visitors during school days including after school hours. Visitors will be given a Visitor's badge at the office.

IV. EDUCATION and RELIGION

Academic Excellence

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.

Religious Education Guidelines

South Boston Catholic Academy 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.

Liturgical Celebration

During the school year, liturgical and para-liturgical celebrations are held. Such celebrations help to develop a sense of community and Church within the child. Parents and friends are encouraged to participate in these celebrations whenever possible. Approximately once a month, students attend and lead in the participation of the 9a.m. Mass. These liturgies are meaningful celebrations in the lives of students. The school calendar shows when the children will attend mass.

Testing Program

Testing is one tool used to evaluate pupil progress and academic achievement. South Boston Catholic Academy follows the directives from the Archdiocesan Office. We will administer the Stanford Achievement Test Series, Tenth Edition (Stanford 10) in the spring.

Special Education

South Boston Catholic Academy does not offer a special education program. The school recognizes the individual needs of each student and works hard to meet those needs. If a parent wishes to have his/her student tested for special needs, the public school system in which they live is responsible for conducting such testing. Parents must initiate the process. Teachers and counselors will support and assist parents throughout this process. Should the student be determined to have special needs, an individual educational plan (IEP) will be developed and must be shared with the school to determine how the school might address those needs.

Homework

Home assignments are written by students in their daily planner. Children are expected to complete all assignments to the best of their ability. If a child is absent, that child must assume responsibility for making up any assignments that may have been missed. Homework assignments will vary in length according to subject and grade level. Some students may take longer to do the same quantity of work. Some home 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 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 are 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 1-8 have one week to make-up work.

Honor Roll Grades 4-8 ONLY

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

Extra Help

Teachers may request students receive extra help. This is available to all students as needed, provided class application (effort) is obvious to the teacher. Arrangements should be made with the teacher.

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, 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.

V. BEHAVIOR and DISCIPLINE

GUIDELINES FOR STUDENT BEHAVIOR

Students must show respect to every teacher, adult and other student in the school at all times. Failure to do so will not be tolerated and will result in disciplinary action.

- Students are required to follow school and classroom rules at all times while on school property
- 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.
- Snowball or rock throwing on school property is forbidden.
- Gum chewing is forbidden in the school and will result in a detention.
- No student or parent is allowed in the school building before or after school, unless accompanied by a teacher or faculty member
- 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/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 including 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.

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. Books should be covered. 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, 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. Detentions will be served on Fridays from 2:30-3:15. Three behavioral detentions per term will result in suspension.

Suspension

If a child is suspended from school, the principal will determine whether the suspension will be served in or out of school. 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 safe or appropriate for a student to continue his/her education at South Boston Catholic Academy because of severe or continuous infractions 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.

CELL PHONE AND ELECTRONIC DEVICES

During the school day, phones **must** be turned off and kept in backpacks. 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 a 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.

Students are not allowed to use headphones, MP3 players, handheld game devices, or iPods in school.

INTERNET POLICY

South Boston Catholic Academy students have limited, supervised access to the Internet. To gain access to the Internet, all students must have a written parental permission form on file in the school office. In addition, students will sign a written contract outlining good guidelines and standards of Internet use at school. Access to network services is a privilege and not a right. Access entails responsibility. Students will use the Internet only with permission from the teacher.

- Students will notify the teacher immediately if they see any information that makes them feel uncomfortable.
- Students must stay in approved, appropriate areas of the Internet.
- Students should not give out any personal information, such as name, address, telephone numbers, etc.
- Students will be held accountable for any inappropriate use of the Internet related to the school, students and staff, whether in or out of school.
- Students may not use school computers to visit social networking sites (Facebook, Twitter, YouTube)

VI. DRESS CODE

DRESS CODE

All students attending the school are to be in full uniform at all times unless permission has been granted from the Principal to do otherwise. 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. It is further considered that compliance contributes to the overall discipline and academic success of the student. 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.

THREE OFFENSES PER TERM = DETENTION

WINTER UNIFORM (MID OCT- MID APRIL)

Pre K Uniform

Green - polo-shirt **with school logo**/ sweatpants & SNEAKERS (shirt can be ordered from LandsEnd)

K1 Boys & Girls

Navy sweatpants, navy school t-shirt, navy sweatshirt (**all with school logo**)

K2 – **Gr. 5 Girls

Jumper: Choice of style (V or round neck)**Grade 5 Girls may wear the plaid skirt if they prefer

Tops: White peter pan color blouse

Shoes: Black, brown or navy (**no Uggs or boot-like footwear**) black sneakers acceptable

Socks: Navy tights, white ankle socks or navy knee socks. Girls may wear navy blue leggings under the uniform in the cold weather-no pants

Sweaters, sweatshirts, fleece vests must be solid navy blue with the school logo. No logos except South Boston Catholic Academy logo.

Gr. 5 Girls

**Girls choosing to wear the plaid skirt must wear the white polo with the school logo

Gr. 6 – Gr. 8 Girls

Plaid skirt

Tops: White Polo shirts, long or short sleeve, must have school logo if worn alone.

Shoes: Black, brown or navy (**no Uggs or boot-like footwear**) black sneakers acceptable

Socks: Navy tights or navy knee socks. Girls may wear navy blue leggings under the uniform in the cold weather- no pants

Sweaters, sweatshirts, fleece vests must be solid navy blue with the school logo. No logos except South Boston Catholic Academy logo.

K2 – Gr. 6 Boys

Pants: Navy pants

Tops: White polo shirt long or short sleeve with the school logo if worn alone

Shoes: Black, brown or navy (**no boots**) black sneakers acceptable

Sweaters, sweatshirts, fleece vests, vests must be solid navy blue with the school logo. No logos except South Boston Catholic Academy logo.

K2 – Gr. 8 Girls & Boys gym uniforms

Solid navy blue sweatpants, navy t-shirt (with school logo), navy sweatshirt (with school logo)

Fall and Spring (April-June) (Sept-Oct)

Pre K Uniform

Green - polo-shirt **with school logo**/ sweatpants & SNEAKERS (shirt can be ordered from LandsEnd)

K1 Boys & Girls

Navy gym short, navy school t-shirt (all w/school logo)

K2-Gr. 8 Boys & Girls

Navy shorts or skirt, white school polo**, sneakers and white crew socks

**Polo shirts, long or short sleeve, must have school emblem.

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
- Body or facial piercing and body art will not be allowed.
- 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.
- Extreme hairstyles, colors or excessive make-up also will not be permitted.

Enforcement of Dress Code

The Staff and Faculty of South Boston Catholic Academy will help ensure that students are presentable and following the dress code of the school. Any infraction of the school dress will be brought to the student's attention and should be fixed immediately.

Significant or repeated infractions of the school dress code could include detention or having the student sent home

VII. HEALTH and SAFETY

HEALTH RECORDS AND REQUIREMENTS

Emergency forms will be sent home at the beginning of the 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. Please keep this information up to date.

Most medications should be given at home, either before or after school. 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 teachers and the administration. No student is allowed to have an Epi Pen without the advanced notification of his/her teachers.

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. No fast food is allowed in the school and should never be delivered to students.

Full immunizations are required before starting school. The month, day, and year of the DPT, TD, and Polio vaccine should be stated.

CHILD ABUSE AND NEGLECT

Massachusetts General Law C .119 s .51A mandates that the Department of Social Services (DSS) 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

Students who have severe allergies (i.e . peanut allergies, fruit allergies) should inform their teachers and administrators. This will allow them 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.

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.

Lock Down: All teachers are aware of the procedures, for security purposes we can not publish the details.

VIII. FORMS and COMMUNICATION

Report Cards

Report cards are distributed three times a year in grades K2-8. Any and all questions about a student progress and grades should be addressed with the classroom teacher.

Progress Reports

Progress reports will be distributed to students who demonstrate academic or behavioral concerns in grades 2-8 halfway through each marking period. Parents should review these reports with their children. These **MUST** be signed and returned to the classroom teacher.

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 e-mail 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

Notices: Notices informing parents of school-related will be sent home weekly on Wednesday via our communications packets. Communication folders should be signed and returned to school each week.

Electronic Notification: In addition to paper communications, SBCA also uses Constant Contact and its website www.sbcatholicacademy.org .

Change of Address: Parents must notify the school office of any change in address, telephone (home or work), cell phone, email address or circumstances that would alter information of student's mailing record, mailing list, etc.

IX. Miscellaneous

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 and soul and spirit that drives us to be the best we can be. 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.*

RIGHT TO AMEND

South Boston Catholic Academy reserves the right to amend this Student/Parent Handbook. Parents will be given prompt notification of changes.

STAFF AND FACULTY

Pastor:	<u>Rev. Robert Casey</u>
Principal:	<u>Mrs. Nancy Carr</u>
Assistant to the Principal:	<u>Mrs. Barbara Keohane</u>
School Secretaries:	<u>Mrs. Noreen Roshier</u> & <u>Mrs. Cheryl Pascarelli</u>
Tuition Co-Coordinator:	<u>Mrs. Kathy Meoli</u>
Pre-School:	<u>Mrs. Margie Newcomb</u> & <u>Mrs. Karen McDonald</u>
Pre-School Assistant:	Mrs. Janice Hynes & Mrs. Carol Curran
K-1A:	<u>Mrs. Katie Dalton</u>
K-1A	Ms. Stephanie Lowell
K-1B:	<u>Mrs. Mary Powers</u>
K-1B Assistant:	<u>Mrs. Emily McGillvary</u>
K- 2A:	<u>Mrs. Susan Connolly</u>
K-2B:	<u>Mrs. Janice Shuman</u>
K- 2C:	<u>Mrs. Dede Barbuto</u>
Grade 1A:	<u>Ms. Jean McCarthy</u>
Grade 1B:	<u>Ms. Peggy Byrne</u>
Grade 2A:	<u>Mr. Benjamin Ronquillo</u>
Grade 2B:	<u>Mrs. Mary Malloy</u>
Grade 3A:	<u>Mr. Michael McCann</u>
Grade 3B:	<u>Ms. Barbara Joslin</u>
Grade 4A:	<u>Ms. Catherine Starck</u>
Grade 4B:	<u>Ms. MaryKate McCoog</u>
Grade 5A:	<u>Mrs. Erin Reilly</u>

Grade 5B:	<u>Mrs. Susan Donovan</u>
Grade 6:	<u>Mrs. Denise Moriarty</u>
Grade 6:	<u>Ms. Jamie Richardson</u>
Spanish:	<u>Mr. Mauricio Gavilanes</u>
Music:	<u>Ms. Marissa Davis</u>
Art:	<u>Mrs. Deb Putnam</u>
Computer:	<u>Mrs. Liz Cleary</u>
Reading Recovery:	<u>Mrs. Christina Hefler</u>
Library:	<u>Sr. Ann Domenic</u>
Physical Education:	Mr. Mark Killinger
Enrichment:	<u>TBD</u>
Guidance:	<u>Ms. Lauren McSharry</u>
Custodian:	<u>Mr. Brian Sullivan</u>



SOUTH BOSTON CATHOLIC ACADEMY

STUDENT/PARENT SIGNATURE PAGE

I have read the South Boston Catholic Academy Student Handbook 2011-2012 and agree to follow the school policies and procedures.

Student Signature

Parent Signature

Date

Grade

Comments: _____