



St. Benedict
CLASSICAL ACADEMY

FAMILY HANDBOOK

St. Benedict Classical Academy is an independent school that offers a classical Catholic education for the whole child, fostering academic, moral and spiritual excellence.

Pre-Kindergarten through Grade 6

2 Pleasant Street • Natick, MA 01760
508-650-1900 • www.stbca.org

Our Mission

St. Benedict Classical Academy strives to cultivate intellectual and moral virtue in pursuit of academic excellence. We seek to provide each student with a foundation for life, rooted in strong intellect, heart and character, formed in a joyful and faithful Catholic environment.

Our Academic Vision

Our curriculum is inspired by the classical model which, while academically robust, tailors subject matter to each child's natural cognitive development. Instruction begins in the younger grades with strong emphasis on developing mastery over skills in the core subject areas of reading, writing, grammar and math while building a broader framework of knowledge in history, literature, language and science. Students in the older grades build on this foundation as they learn to analyze, question and think critically about topics studied. This progression from learning facts to developing the ability to think analytically, combined with the integrated study of classical subjects, provides young children with the tools to think for themselves and to become independent, lifelong learners.

In uniting the Catholic tradition with classically-inspired academics, and integrating into the life of the school the virtues first learned in the family, our students gain not only knowledge, but an appreciation of education as a noble pursuit.

An Independent Catholic School

The practice of the Catholic faith, as handed down by the Magisterium and articulated in the *Catechism of the Catholic Church*, is integral to all we do at St. Benedict Classical Academy. Upon the school's opening in 2013, SBCA received the blessing of Bishop Walter Edyvean, the Auxiliary Bishop for the West Region of the Archdiocese of Boston. In 2015, the Archdiocese of Boston designated SBCA an independent Catholic school. This means that the diocese acknowledges that all we teach at SBCA is in keeping with the Catholic faith; however, SBCA remains an independent school with regard to governance, curriculum, and finances.

We welcome visits from priests and religious sisters from the diocese and various orders.

The Catholic faith is woven through the life of the school, including:

Daily Morning prayer

Angelus before lunch

Religion Class (including preparation for the Sacraments in Grade 2)

Weekly Mass and Holy Days of Obligation celebrated

Traditions throughout the Liturgical year celebrated

Virtue-based Character Education

Service projects and community outreach

Parents as Primary Educators

The faculty and staff of St. Benedict Classical Academy acknowledge the role of parents as the primary educators of their children. That solemn obligation provided the inspiration of those families who founded SBCA in 2013. The administration, faculty and staff at SBCA take very seriously the trust placed in them as professional educators, chosen by parents to assist them as they fulfill their mission to form their children intellectually, morally, and spiritually.

Virtue-based Character Education

At St. Benedict Classical Academy, education empowers students to be the best they can be, the people God designed them to be. Students can truly only excel intellectually if they have learned and put into practice the human virtues that enable them to develop strong moral character--an internal compass that guides them to use their intellectual gifts for the common good. Growth in human virtue alongside instruction and practice of the faith leads to the development of faithful, responsible, considerate and committed people.

Each month at St. Benedict Classical Academy, a school-wide set of virtues is promoted in the curriculum and practiced in our school. The virtues are first defined and explored at a weekly meeting, and then integrated into the curriculum through stories, history, poetry and literature.

Tuition, Fees and Scholarships

Tuition and fees for the following year and the payment schedule are released in late January. Tuition and fees are outlined on our website. As a help to parents, a notice will go out to parents as due dates approach. If a payment is overdue, Blackbaud will send out notice and a late fee

may be assigned. **Tuition will not be refunded in the case of withdrawal, suspension or expulsion from the school.**

Please see the Headmaster if a problem arises regarding tuition, or if you need assistance with tuition. St. Benedict Classical Academy offers Tuition Assistance to those families who need it. Tuition Assistance is awarded on an annual basis and all families requiring assistance are asked to apply via *Blackbaud* by the designated deadline (typically early February).

School Calendar

The current School Calendar may be found on the website on the Parent Resources page.

School Policies and Procedures

School Hours

Students may be dropped off between 7:35 – 8:05 am

Attendance & Morning Prayer: 8:05 am

Dismissal: 3:00 pm

Students will be considered tardy if they arrive after 8:05 a.m.

Tardy students should report directly to the front reception desk to pick up an admit slip before proceeding to their classroom.

School Business Hours: 7:30 am – 3:30 pm, except during breaks from school and summer. Please limit school business to these hours.

Drop-off and Pick-Up Procedures

To ensure the safety of all schoolchildren, to promote respect for neighboring businesses, and to maintain orderly traffic patterns, the Natick Police have required, and will be monitoring compliance of, the following drop-off and pick-up procedures. We thank you in advance for your cooperation in adhering to this transportation policy.

All left turns are prohibited at all times when entering or exiting the school.

Drivers accessing the school are to use the one-way southernmost driveway (on right facing school) to enter and the northern driveway to exit the school parking lot.

- Drop-Off and Pick-Up must be orderly and safe by forming a single line around the back of the school building.
- All students must be dropped-off/picked up in the designated car line. If for any reason a driver needs to park and enter the school, or must help his/her children out of or into the car, he/she should pass the cars waiting in queue and carefully use the outer lane to access the parking spaces in the rear of the building.
- Children should exit the driver-side only. The driver should not get out of the car. Several faculty and staff will be present to welcome students, and assist if necessary.
- Teachers assisting at drop off and pick up will not be available for impromptu conferences.
- All cars must proceed through the parking lot as efficiently as possible to avoid a back-up on Pleasant Street.
- Should the school driveway be at capacity as you approach, please circle around the block; do not queue on Pleasant Street.

If approaching the school from points north (Natick Center, Wellesley, Sherborn), please use Route 16 (Eliot Street) to turn onto Mill Lane (the street that runs behind the Bacon Free library), and then make a left turn onto Pleasant Street. You will then access the school driveway by means of a right turn. **Entering the school by way of a left turn off Pleasant Street is prohibited.**

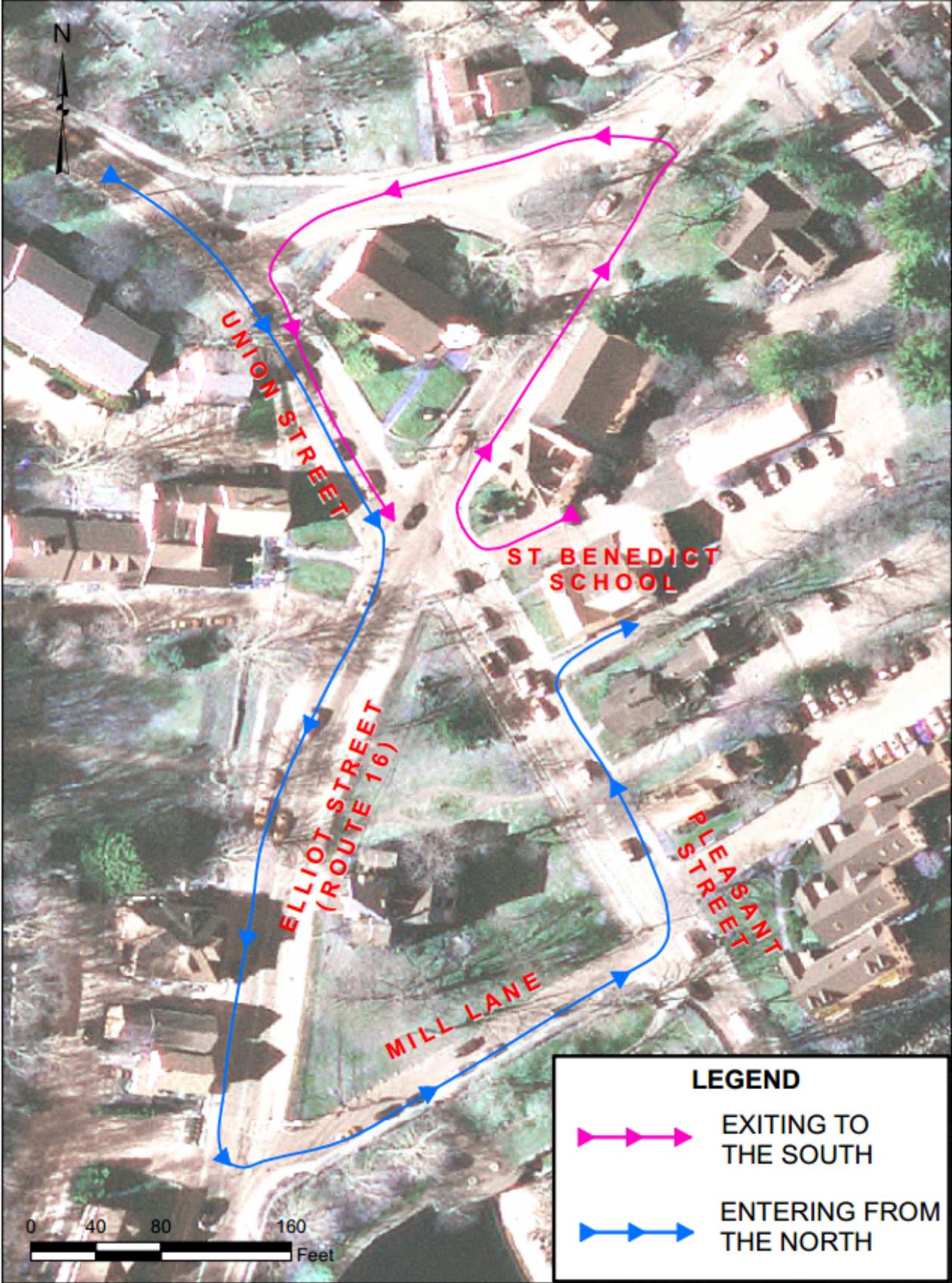
When exiting the school, drivers must turn right out of the school driveway and enter the right turn only lane at the intersection of Eliot Street (Route 16)/Union Street/Pleasant Street. **Left turns out of the school are prohibited.** Vehicles destined in another direction can utilize the connection to Union Street to reverse direction. (See map below.)

(Note that the exit is a shared right-of-way with the adjacent properties. So while traffic from our site will utilize this driveway as a one-way exit, beware that the abutting properties have a right to enter via this driveway.)

Drop-off and pick-up of students is prohibited on Pleasant Street. There is no curb-side parking on Pleasant Street.

Separate drop-off and pick-up procedures for Pre-Kindergarten and Kindergarten will be included in their Back-to-School packet.

On inclement weather days, we will send a text notification via BrightArrow, our emergency notification system, to sixth grade parents to drop off at 8 Pleasant Street by 7 am.



UNION STREET

ST BENEDICT SCHOOL

ELLIOT STREET
(ROUTE 16)

PLEASANT STREET

MILL LANE

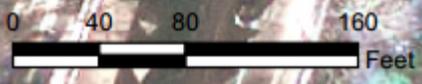
LEGEND



EXITING TO THE SOUTH



ENTERING FROM THE NORTH



Attendance Policy

Consistent attendance at school is essential for academic progress. Students must attend all classes and school functions (e.g., concerts) unless they have an approved absence by faculty or an administrator.

Parents or guardians must notify the school if a child will be absent. Please call the school by 8:20 a.m. to report your child's absence.

Parents should notify the teacher in writing if there is advance knowledge of the absence.

All students must complete any missed homework assignments and make up any missed tests. Arrangements should be made for a classmate or another student to pick up assignments for a student who has been absent more than 2 days.

A student who is absent from school may not participate in any after school programs.

Doctor appointments should be scheduled after school hours whenever possible.

Families are strongly encouraged to schedule family vacations during school vacation periods.

Extended absences for reasons other than illness may be tolerated, but teachers are not required to give up their time to tutor students who have missed school for vacations or other absences not related to illness or school activities. Extended absence may result in the need for outside tutoring--i.e. not provided by the teacher. If such is the case, teachers should inform parents of this possibility. Teachers may also indicate whether or not extended absence will cause a serious problem in the student's academic development. Parents are asked to consider carefully the academic consequences if teachers suggest that problems would develop from this absence. The student is responsible for making up all assignments missed while absent. The time and date will be determined by his teachers.

Tardiness to School

When a student arrives to school after 8:05 a.m., or when a student has been in school but has not reported to morning homeroom by 8:05 a.m., he/she is considered tardy. Tardy students must report to the front reception desk for an admit slip. We will run attendance reports at the beginning of each month. If your child has been absent or tardy more than 5 times for the trimester you will receive a notification from Mrs. Smith alerting you to their number of absences.

Change in Regular Dismissal Plans

Any and all changes in your child's regularly scheduled dismissal plan must be made in writing to the classroom teacher and to the Front Desk. This includes after school playdates and irregular carpools. Please be sure to arrange these plans before the school day begins and send a note. Any regular carpool plans can be sent into the classroom teacher and the Front Desk when they are established, noting that they are regular (e.g., every Monday, John will go with Mrs. Smith). Again, please send a note to accommodate a deviation.

Releasing Students

The school will only release students to their parents, to those persons authorized on the Transportation form, or persons otherwise authorized by parents in writing. Parents or authorized persons should report to the front reception desk to pick up students. The receptionist will send for the children and the parent or authorized person must sign the early release log located at the reception desk. Parents are asked to please phone the school if possible before arriving for their children.

Early Release Days

On early release days, school is dismissed at 12 pm. Please check the school calendar for exact dates. **On Early Release Days, there will be NO LUNCH.** Dismissal for Early Release Days will follow the same drop-off and pick-up procedures as dismissal on Full School Days.

Snow Days/No School Information

As an independent school with students traveling varied distances, St. Benedict Classical Academy will independently assess whether to cancel or delay school in the event of severe weather or hazardous driving conditions. As always, please use your personal judgment when making decisions regarding a safe commute.

Parents will be notified through *BrightArrow*, no later than 6:15 a.m in the event we choose to close or delay school. Many schools in the area opt to announce school closings the night before; SBCA will tend toward waiting until the morning of to announce closings.

Please notify the school via assistant@stbca.org if you are not receiving all school emails. Also check your spam folder in case all school emails on questionable days may have ended up there.

If a two-hour delay is announced, school will start at 10:05 am.

Visits to School

For the safety of all in the building, all visitors (including parents) must report to the reception desk and sign in while in the building. Any parent who wishes to visit a classroom must arrange with the teacher prior to the visit and will also sign in.

Parents are asked not to escort their child to their homeroom after the first week of school.

Expectations for School Conduct

In keeping with SBCA's mission, faculty and staff strive to teach and nurture students to behave in a manner that reflects the many virtues taught throughout the school year: respect, honesty, kindness, compassion, among others. Every effort is made to provide a safe, joyful environment that challenges students to be their best. In order to uphold this expectation, rules and procedures are developed to help guide students in the choices they make. It is human nature to make mistakes and the St. Benedict Classical Academy faculty and staff will respond to help a student learn from the missteps that will come with growing. We set high expectations for SBCA students in the hope that they will carry good habits and decorum into their relationships outside of school as well.

In order to assist students to make good choices, expectations for school-wide conduct are laid out below, at the beginning of each academic year, and throughout the year as necessary. In addition to the following, teachers are responsible for setting their classroom expectations and classroom discipline.

- Students are expected to address all adults by name (Yes, Mr. Smith; No, Mrs. Brown), and will be taught and expected to speak respectfully and politely to one another, and especially to adults.
- If a classroom is visited by a guest or any other adult, all students should stand to greet the visitor, greeting them by name whenever possible.
- Students at all times shall conduct class work quietly, courteously and promptly.
- Students are expected to raise their hand and wait to be called upon before speaking in class.
- Running is never allowed in the school building. Roughhousing and noisy conduct are not permitted at any time.
- Discourteous and uncharitable conduct to a fellow student, including belittling, ridiculing or causing distress or embarrassment, is prohibited. Students may not push, hit, kick, taunt, tease or otherwise denigrate fellow students. Faculty makes every effort to assist that students do not enter exclusive friendships and "cliques".

- Computers are for the use of students and staff. Permission must be obtained before students may use them.
- No stereos, phones or other personal electronic devices are allowed in school or on field trips. If such devices are brought to school, they must be turned off, and remain with the teacher. Should a student retrieve said item from their backpack at any time during school hours, the teacher will hold the device until the end of school. Should a student need to call home, he or she should ask teacher to be dismissed to the office, and may be permitted to call home from the reception desk.
- **We also ask that, when volunteering, parents use phones/text only when absolutely necessary and separately from the children.**
- Chewing gum is prohibited on school grounds, at school programs and on field trips.
- Food may be consumed in the classrooms only with the permission of the staff.

Lunchroom and recess procedures

- 1) Teachers release their students to the lunch room and make contact with the lunch room monitor(s) on duty.
- 2) Teachers will make sure students are seated and quiet, and will then lead grace before departing.
- 3) As necessary, teachers will ensure a table for students with food allergies.
- 4) Students are expected to be courteous to both students and teachers on lunch duty, and to use table manners while eating their lunch.
- 5) Students should remain seated during lunch. No one is permitted to leave the table until they are personally (or collectively) excused by the teacher on duty. If a student is finished with lunch, he/she should remain seated.
- 6) After being excused from lunch, students should throw away trash. They then quietly line up at the door to go to recess.
- 7) Students may be asked to assist in conducting a general cleaning of the lunch area, including sweeping and wiping down tables.
- 8) To maintain safety, lunch/recess volunteers should make sure the line remains as orderly as possible going out to recess and upon return. It is important to have a “leader” and a “caboose” at all times due to the cross through the parking lot area.
- 9) Recess volunteers need not “lead” play time at recess, but only supervise for safety. Please do not allow children to retrieve balls in neighboring parking lots unsupervised.

Student Discipline

Faculty members will develop and communicate clear expectations for their classrooms as well as professional approaches to responding when expectations are not met. As a general rule, classroom actions which evidence disrespect, tardiness to class, or other lapses shall be handled by the classroom teacher. Situations that the teacher determines as chronic or otherwise deserving of special handling will be referred to the Headmaster. In all instances, the following principles will serve as a guide with regard to disciplinary action:

1. Every attempt will be made to maintain the dignity and self-respect of the individuals involved.
2. Students will be guided and given the opportunity to solve the problems they have created, without creating problems for anyone else.
3. If a student cannot or chooses not to solve a problem they have created, the teacher will work to resolve the problem in keeping with the context of the situation and the individuals involved.
4. Misbehavior will be handled with natural or logical consequences, instead of punishments, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.
6. Parents will be notified of misbehavior that is deemed by the teacher to be on-going as a behavior pattern, or is serious. Instances of isolated or minor infractions may not be cause for parental notification. The parent will be asked to meet with the teacher and/or Headmaster if problematic conduct persists.

Examples of disciplinary measures taken at the teacher's discretion may include, but are not limited to, the following: the student is asked to step outside of class, to sit apart at recess for several minutes or for the entirety of recess, to be sent to the Headmaster's Office, and in the upper grades, (as recommended by a teacher) to be required to write a short essay describing misconduct and the proper way to conduct him or herself. If the situation warrants it (i.e., the student is putting other students in danger or his behavior is otherwise disrupting the learning environment), the student may be asked to leave for the rest of the school day. Students may also be given an in-school suspension- they will attend school, but will be with another class (or administrator) as they complete their work for the day. The teacher and/or administrator may also keep the student for a half hour after-school detention. The objective of disciplinary measures is to ensure that the student has learned to correct the behavior for which he or she is being disciplined.

On a rare occasion, a student may require more progressive measures to inspire an understanding that immediate changes in behavior need to be made. When deemed appropriate, based on the context of the situation, the administration of the school may utilize a longer suspension from

school to provide an opportunity for this to happen. When progressive measures of this kind do not help the situation, an expulsion from school may be judged to be in the best interest of the student and the school.

Bullying Policy

The primary goal of St. Benedict Classical Academy is to cultivate intellectual and moral virtue in the pursuit of academic excellence, in a joyful and faithful Catholic environment. We take a dual approach to the issues of bullying and cyberbullying. First, we have worked hard to create an environment where bullying is simply not tolerated. This lack of tolerance is understood by the entire St. Benedict Classical Academy community, faculty, staff, administrators, board of trustees and parents. Countering bullying is a high priority at St. Benedict Classical Academy. We make it clear to our young students in multiple ways that it is not “the St. Benedict way.”

Second, we attack the potential of bullying through a singular focus on developing in students the virtues of friendship, charity and justice- virtues which are antithetical to the aggression of bullying. From pre-kindergarten forward, our students are directly and indirectly taught the Christian meaning of these classical virtues. At all levels, students read about them. They write about them. And they are guided to live them out in their classrooms, in the lunchroom, on the playground and in their life at home.

For better or worse, school climates are “made.” They are created largely by the efforts of the school’s adult leaders [teachers, staff and administrators]. We recruit, select and train all school personnel in an effort to establish and maintain an environment where virtue is paramount. Our current vision statement likewise reflects this priority:

Students can truly only excel—become their best selves, the people God intends them to be—if they strive to learn and put into practice the human virtues that enable them to develop strong moral character, an internal compass that guides them to use their gifts not for themselves, but in service of others, for the common good. This formation in the virtues is not something that can wait for middle school or high school, when passions are flaring and the mind is ripe for argumentation. Every good parent knows that children must be formed in these habits of heart, mind and spirit when they are still young.

One of the most important “habits of the heart” we work to instill in our students is the virtue of friendship. Teaching students how to be a friend and how to make a friend is our major anti-bullying strategy.

Our “friendship focus” is a key element of our virtue-centered Character Education Program. We believe education empowers students to be the best they can be, the people

God designed them to be. Students can truly only excel intellectually if they have learned and put into practice the human virtues that enable them to develop a strong moral character—an internal compass that guides them to use their intellectual gifts for the common good. Growth in human virtue alongside instruction and practice of the faith leads to the development of faithful, responsible, considerate and committed people.

Each month at St. Benedict Classical Academy, a set of virtues is promoted in the curriculum and practiced in our school setting and at home. The virtues are first defined and explored at a weekly meeting, and then integrated into the curriculum through stories, history, poetry and literature.

The Anti-Bullying Plan

As described above, the St. Benedict Classical Academy anti-bullying plan is part of a larger, virtue-centered effort. Specifically, however, each student is instructed about bullying and cyber-bullying in an age-appropriate manner and in a way that is consistent with school rules. They and their parents are informed that bullying can be grounds for serious disciplinary action and even dismissal. Furthermore, the procedures for reporting incidents of bullying toward themselves or other students are explained, including the policy that no student will be disciplined without clear and compelling evidence of violation. All actions dealing with student offender shall be appropriate to the student's age and level of emotional maturity.

The range of disciplinary actions depends on the severity and frequency of the offense. They range from individual corrective conferences with the student's teacher, conferences with the headmaster, meetings with parents, and finally to outright dismissal after full investigation with appropriate parties. This policy also extends to students who make false accusations of bullying.

The effect on the target student will be a major concern and will be considered through information and insights drawn from discussions among teachers, headmaster, staff and parents. In special circumstances, class members will be queried. If and when necessary, professional counselors will be involved.

Students reporting bullying are guaranteed protections from retaliation by the offending student or other students. In addition, teachers will receive direction from the headmaster on how to heal any disruption in the comity of the classroom environment.

Bullying is not just prohibited at school but at every location. Bullying is not tolerated on any kind of social media or electronic communication.

Teachers and staff are required to report any and all incidents of bullying to the Assistant Head for Academics and/or the Headmaster.

All incidents of bullying will be reported to the proper legal authorities according to Massachusetts state law.

Professional Development for All School Personnel

Recess

All students are expected to participate in daily recess activities. Students must have appropriate outerwear each day. Students who lack appropriate outerwear for weather conditions will not be allowed to participate in outdoor recess. From December through March, students are expected to have in school every day boots, snow pants, gloves, jacket, and hat. Students will go outside for recess as long as the real or wind-chill temperature is around 20 degrees Fahrenheit or above, or at the discretion of the teachers. During indoor recess, students are permitted to read, draw, play board games, or talk quietly. Rough-housing will not be tolerated during indoor recess.

Academic Integrity

Students of all ages and grades are expected to present their own work and to be honest in test-taking. Scholastic dishonesty is misrepresentation of one's own work including plagiarism (uncited presentation as one's own of any work done by another, whether from published sources, friend, relative), or any sort of cheating. Cheating and plagiarism will result in a zero on the assessment and may result in the notification of the parents and Headmaster. Depending upon frequency or severity, violations of academic integrity may include additional meetings with administrators, and further consequences.

Academic Accommodations

St. Benedict Classical Academy does not offer special education services. SBCA does however, allow for reasonable accommodations such as front row seating, extra help with academics, homework adjustments, or extra testing time as a few examples. Accommodations such as these are made for students on a case by case basis.

Aegis Program

St. Benedict Classical Academy develops a SBCA Plan of accommodations and services for students on Individualized Education Plans (IEPs). This program is created on a case-by-case basis. The Aegis Program is a continuous collaboration with parents and teachers with the goal of aiding and supporting each student with an SBCA Plan. The Aegis teacher meets with each parent and classroom teacher before the school year to develop a plan. Such plans may include:

- Differentiated instruction
- Accommodations for in-class instruction as well as standardized testing
- Developing a 6-week measurable goal
- Monitoring student progress weekly to gauge achievement towards SBCA Plan goals
- Implement and monitor daily behavioral charts and check-ins
- Instruct students on evidence-based practices in small groups regarding areas of concern
- Push in to the classroom for small groups or pull out for individual work
- Administer the Orton-Gillingham approach to literacy

Enrollment in the Aegis program will be determined by the administration of St. Benedict Classical Academy in conjunction with parents and homeroom teachers.

Standardized Testing

SBCA students in grades 2-6 participate in standardized testing each spring through the ERB (Educational Records Bureau) CTP Test.

Computers

Chromebook laptops are for the use of staff and students in grades 5-6. Beginning in 5th grade, SBCA students will use Chromebooks to learn keyboarding, word processing, presentation applications, and the like. It is SBCA's philosophy that students entering middle school should learn to utilize computing devices *as tools* for both research and expression. Chromebooks are internet based computers. Internet safety is a strong priority at SBCA. Students will remain on the typingweb.com and Google Drive website, and will not be permitted to "surf the web" or play games of any sort. Access to inappropriate material will be restricted. Please review internet safety protocols at home as well.

Dress Code

Taking care that students are properly dressed and adequately groomed reduces distraction from study and thus enhances the pursuit of academic excellence. Students' adherence for the dress code is a good and healthy manifestation of their respect for the school and their teachers as well as charity toward one another. Parents will be contacted when a student is wearing a non-uniform item; after the third offense the student will be held from recess. If there is a valid reason for the student to be in a non-uniform item the parent must send a note to the school for approval.

As part of the dress code, girls should wear only hair accessories that lie close to the head, and maintain the color scheme of the uniforms. No make-up should be worn, and only light nail

polish may be applied. One pair of stud pierced earrings and/or a simple necklace may be worn. No dangling earrings or fashion jewelry may be worn. Boys are expected to keep their hair short and above their ears and the collar. Outdoor or fashion boots are to be worn to and from school only, not during the school day. Students should be in uniform appropriate shoes (no slipper style shoes or sneakers) at all times during the school day.

The guidelines for uniforms are provided below. With the exception of “tag day,” when students are permitted to dress casually, these uniforms should be adhered to throughout the school year. Tag days still require attire that is neat, clean and modest. Students may also have a tag day on their birthdays.

Boys must wear pants from the return from Thanksgiving break through the first day of Holy Week.

Plaid and logo-required items should be purchased through the Lands End Uniform Shop using our designated school code: 900159153.

Uniforms:

Pre Kindergarten

- Students in pre-kindergarten may wear either the traditional school uniform or the gym uniform each day as outlined below (all items to be purchased from Lands’ End)

Boys

Grades K-3

- Plain-front shorts in khaki (from Lands’ End)
- Polo shirt in navy with embroidered school logo (tucked at all times)
- Brown or black belt (at all times)
- Dark socks and shoes
- Plain-front pants in khaki

Grades 4-6

- Plain front shorts in khaki (from Lands’ End)
- Oxford shirt in Blue with embroidered school logo (tucked at all times.) Short or long-sleeved, as the weather necessitates.
- Navy sweater or fleece with embroidered logo
- Brown or black belt (at all times)
- Dark socks and shoes
- Plain-front pants in khaki.
- Ties are to be worn on Mass days and other days as indicated by the Headmaster.

Points of emphasis for the boys:

- Grades K-3 will be *asked*, but not *required* to wear the oxford shirt on Mass days.
- The polo shirt is no longer an option for 4-6 boys.
- We will emphasize the need for a brown or black belt, shoes, and socks next year.
- All uniforms shirts, ties, and outerwear should be purchased through Lands End.

Girls

- Pleated skort in Classic Navy Plaid (Optional)
- Jumper in Classic Navy Plaid. (Required on Mass days.)
- Peter-Pan collar shirt in Blue with embroidered school logo. (If wearing the Jumper then the logo is not necessary.)
- White or navy socks
- Dark shoes
- White or navy knee-highs or tights. No leggings

Points of emphasis for the girls:

- The Jumper is required on Mass days. On other days the girls may wear the skort if they would like, however it is not necessary to buy the skort.
- In the interest of keeping the uniform more “uniform” leggings and sweat pants will not be allowed.
- We will stress the need for the socks and shoes to follow the uniform policy.

Gym

- Navy blue tee-shirt or sweatshirt with SBCA logo (Available via Lands’ End)
- Blue or navy Sweatpants or shorts (Available via Lands’ End)
- Sneakers

To order uniforms, visit www.landsend.com/schooluniforms or call 1-800-963-4816 and use our designated school code 900159153.

Please note that we do participate in the Scrips program. If you are not familiar with Scrips, please inquire about how to purchase gift cards which you can then use to buy uniforms which benefit the school. Email Parentguild@stbca.org with questions.

Student Health & Emergency Information

Student health and emergency procedures will be amended due to COVID-19. Those procedures will be outlined in a separate document. It is required that the school has on file for each student an up-to-date physical, immunization records, emergency contact information with home, work and cell numbers, and physician information. Exclusion from school due to incomplete health forms and immunizations will be at the discretion of the administration.

Parents must update their child's forms each year. All forms can be accessed and submitted online via your Blackbaud account.

Parents are asked to notify the school by telephone or at assistant@stbca.org as changes in address, phone numbers, or email addresses or emergency contacts arise. We are grateful if you also take a moment to update this information in Blackbaud.

If a student becomes ill during school hours, the student should report to the teacher for release to the Office. Our goal is to keep students in school whenever appropriate and to get them home or to the doctor when necessary. In most instances, student will be encouraged to rest for up to twenty minutes or less, in the hope that the student will recover and be able to return to class. If at the end of the twenty minute period, he/she is not well enough to be in class, arrangements will be made for the student to go home. **We ask that students who are not well be picked up within thirty minutes if at all possible. All students that are not well are required to be picked up within one hour.**

In the event of an emergency, your child's emergency contact information will be used to try to reach you or another designated adult guardian, or your physician. If necessary, your child will be transported to the hospital.

Medical supplies such as bandages and ice packs are given to students when necessary.

Medication Policy

Our strong preference is that parents administer medication to their own children. However, if that is unfeasible and if the particular situation warrants it, parents must fill out a medication form before the school is able to begin to give your child medicine during the school day. Please obtain forms at the office. Daily medication may be given with both a consent form signed by the parent or guardian and a signed medication form from your child's physician. Standing orders must be renewed as needed. Medicine that is to be given for 10 days or less may be given so long as the medicine is in the original pharmacy bottle and the parent has filed a form at the office. Over-the-counter medications such as pain relievers will not be dispensed.

Students should not have in their possession either prescription or over-the-counter medications with the exception of a rescue inhaler for students who have asthma. Parents should put the rescue inhaler or EpiPen in the care of their child's teacher.

Returning to School After an Illness

We expect all SBCA community members to follow the policies and procedures for safely returning to school after an illness, COVID- related symptoms, or after testing positive for COVID-19 as outlined in the SBCA Reopening Plan.

Students may return to school **after 24 hours**:

1. Of being free of a temperature of 100 degrees or higher (without medication)
2. After the cessation of vomiting or diarrhea
3. After beginning an antibiotic medication regime or other treatment
4. Of seeing no live lice on the head and having begun treatment (olive oil, nitpicking, etc). Nits should be removed as well before returning.

Emergency Procedures

Fire drills and lockdown drills are held several times per school year. Faculty members will instruct students in their classes concerning the specific evacuation routes and procedures. Evacuation routes will be posted on back of each classroom door.

In the event that the school must be evacuated for safety reasons, students will be directed to the Bacon Free Library. In the event that parents need to be notified, the school will contact parents through the *BrightArrow* notification system.

Confidentiality and Proper Channels

St. Benedict Classical Academy is a small school that enjoys a cordial family atmosphere. This situation, along with the norms of professionalism, requires strict observance of confidentiality in and out of the school. The faculty, staff and administration of St. Benedict Classical Academy are required and committed to honoring the confidentiality of all matters and information they are privy to.

Please follow the proper channels when raising questions and airing concerns. When issues originate from the classroom, concern another student or academics, please consult the teacher in an effort to resolve the issue at hand. When issues originate from school policy, or administrative action, consult the Headmaster. If a situation is not resolved to one's satisfaction, please follow the chain of command: teacher, Headmaster, SBCA Board of Trustees.

Meetings with the Headmaster

Meetings with the Headmaster must be arranged in advance. To schedule a meeting with the Headmaster, contact Gabrielle Morris at 508-650-1900 or gmorris@stbca.org.

Communications with the Headmaster

Communications with the Headmaster are important for the success of your child at SBCA and for the success of SBCA as a whole. Due to the volume of various communications received daily by the Headmaster, please allow 24-48 hours for a response. If it is an urgent matter, please contact the front desk for a brief meeting, call the school, or include "Important" in the Subject line of your email.

Parent/Teacher Conferences

Parents are given the opportunity to meet with the teachers regarding their children's progress during the school year. These conferences, along with fall progress reports and report cards each trimester, constitute the ordinary periodic reporting of student progress, achievement and conduct. (Please note: formal report cards begin in second grade. In Kindergarten and first grade, teachers report progress without assigning letter grades). Specific dates and times for parent/teacher conferences will be confirmed at the start of the school year. Should you wish to speak with the teacher outside these scheduled times, please email the teacher.

Non-Scheduled Meeting with Staff

Teachers are occupied in preparing for the day and welcoming their students between 7:35 and 8:05 am. Please do not expect a teacher to discuss your child with you at this time. If you need to have a conversation with your child's teacher before school, please contact the teacher to arrange a time in advance. Teachers welcome the opportunity to confer with parents. If you wish to speak with a member of faculty, staff or administration please schedule an appointment for outside of school day hours via email.

All communications should be sent in by note or via email, at which time you can set up a formal meeting. Should you be unable to reach the teacher by email, you may call the school and leave a message for her.

Homework

The time required for homework will vary, depending on grade level and the student's level of ability, preparation and motivation. If you feel your child is spending too much time on homework on a regular basis, you should contact your child's classroom teacher to determine the cause of the extended time and to develop a plan to assist your child in completing homework in a timely manner.

Volunteering at SBCA

Before volunteering, parents, guardians or grandparents should be sure to have filed a CORI form with the office. CORI forms will be available at Orientation Day each year, and then by emailing the school at assistant@stbca.org. They are also required to complete a VIRTUS Protecting God's Children session through the Archdiocese or Director of Admissions, Ms. Barry.

Please sign in at the front reception desk when arriving at school.

We ask that you reinforce the school rules when you are with the children: hands to themselves; straight and quiet lines coming and going; respectful and courteous language and interactions among students and between students and parents.

When volunteering, please limit cell phone use to emergencies.

Kindly depart following your scheduled volunteer slot, so that the students may remain focused on their next responsibility or assignment.

The SBCA Parent Guild

The Parent Guild is our volunteer parent organization. Parent Guild seeks to support the mission, philosophy and programs of the school; coordinates and sponsors a variety of events; serves as a conduit of ideas and information among parents and administrators; assists in fundraising activities in cooperation with the administration; and promotes harmonious relationships between

the school and parents. Parent Guild enhances the spirit of SBCA and furthers the collaborative aims of the school.

Parent Guild follows school guidelines, policies and procedures to maintain consistent order and stability within the school environment

Parent Guild Activities include:

Service Outreach

Throughout the year, SBCA assists in various service outreach opportunities through the Pro-Life Office of the Archdiocese of Boston, and other charitable, preferably Catholic, organizations. Within the school community, Caritas provides the opportunity to bring a meal to a family welcoming a new baby, moving, experiencing illness, or suffering the loss of a loved one.

Community Building

The Parent Guild sponsors various community events including a Welcome Back BBQ in the fall, Father/ Daughter Dance in the winter, and Mother/ Son Golf in the spring. Other opportunities for fellowship include Rosary Prayer Group, Parent Enrichment Evenings, Mass & Munchkins Playgroup, Playground Meetups, and Book Club Discussions.

Recess Duty

Students are supervised daily during recess by teachers and a parent volunteer. Lunch occurs inside the school followed by outdoor recess, weather permitting, in the designated space for recess. **Upon arrival, parent volunteers** will report to the office for sign in.

Pizza Fridays

The Pizza Friday Program runs throughout the school year. Families are offered the option of pre-ordering pizza in September for the year. Pizza is provided by The Pizza Shop at South Natick.

Parent Ambassadors

Parent Ambassadors are SBCA parents who assist at Admissions Open Houses and otherwise help with speaking on behalf of the school at various functions and events.

Room Parents

Each grade is supported by a room parent who assists the teacher in planning classroom parties (All Saints' Day, Christmas, End of the Year, etc.), field trips, and organizing teacher appreciation.

Fundraising

Parents are asked to assist in various fundraising events throughout the year as a way to participate in and support SBCA's distinctive mission. Passive fundraisers include Box Tops, A+ Rewards, Smile.Amazon.com, Dining for Dollars, and Scrip Gift Card orders. There is an Annual Fund kickoff event in the fall which precedes a brief campaign to raise funds for our Annual Fund. Each spring we host our most important fundraising event: the SBCA Gala & Auction.

Lost and Found

Please clearly mark or identify all clothing and items brought to school. Lost and Found items are kept in a marked bin in the library. Unclaimed articles will be sent to charity at the end of the school year.

Birthdays or Special Events

Students may take a "dress down day" on their birthdays and are allowed to bring in treats to celebrate. Parents should contact the classroom teacher to arrange a date for the celebration. Birthday treats should be pre-packaged or, if home-made, with ingredients clearly listed on the container. All treats and food items for celebrations should be communicated to the classroom teacher at least one week in advance and given approval. Please keep in mind that there are students with food allergies and an alternative item may be suggested by the classroom teacher. If an out of school party is planned, invitations may not be distributed in school.

Non-Discrimination Policy

St. Benedict Classical Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. SBCA does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, financial aid programs, and or any other school-administered programs.



Statement of Acceptance

We have read and agree to abide by the principles and policies set forth in the St. Benedict Classical Academy Family Handbook.

Please *print and sign* name:

Parent/ Gaurdian 1: _____

Parent Guardian 2 (if applicable): _____

Date: _____