

# PARENT / STUDENT HANDBOOK

## QUINCY CATHOLIC ACADEMY

2024-2025 SCHOOL YEAR



QUINCY CATHOLIC ACADEMY

370 HANCOCK STREET

QUINCY, MA 02171

617-328-3830

[www.quincycatholicacademy.org](http://www.quincycatholicacademy.org)

## **MISSION STATEMENT**

Quincy Catholic Academy is a diverse learning community with students from Preschool to Grade 8. We are dedicated to faith and values formation, academic excellence, and service to others. We are guided by the teachings of Jesus as we prepare for life in the twenty-first century.

## **DEIB STATEMENT (Diversity, Equity, Inclusion and Belonging)**

At Quincy Catholic Academy, we believe that everyone is created in the image of God. We believe in celebrating the diversity that makes us unique and special. We strive to create a community that affirms the dignity of all of its members. Quincy Catholic Academy teachers and staff provide safe spaces in which students feel free to express and share different ideas, opinions and viewpoints. We are committed to fostering a school where love, respect and inclusion are words in action.

## **PURPOSE OF THIS HANDBOOK**

Cooperation and communication between parent and school is essential to maintain a high quality academic program and a safe and nurturing environment for all students. This handbook defines school policies and procedures. It is a reference guide and may not address all contingencies. The principal reserves the right to make any revisions deemed necessary without prior student and/or parent/guardian notification. Parents will be given prompt notification if changes are made.

The final page of this handbook, the Handbook Acceptance Form, must be signed and dated by parents and students (Grade 1 and up).

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## **ACCEPTANCE POLICY**

Quincy Catholic Academy reserves the right to review all transfer student's progress, academically and socially, after six weeks in order to insure proper placement. Failure to meet this criteria could lead to possible cancellation of acceptance.

Students must be 3 years old by August 31 to start Preschool

Students must be 4 years old by August 31 to start K-1

Students must be 5 years old by August 31 to start Kindergarten

Students must be 6 years old by August 31 to start Grade One

## **ADMISSION**

In keeping with the Catholic concept of education Quincy Catholic Academy does not discriminate on the basis of race, color, religion, or national origin. Students are accepted on the ability to complete the course of study prescribed by the Department of Education of the Archdiocese of Boston, as well as on their willingness to abide by the policies and procedures in this handbook.

Registration for transfer students and new Preschool, Kindergarten 1, Kindergarten 2, and Grade One students for the next school year begins in late Fall. See website for timeline.

Records required on the day of registration include:

Physical and Immunization Record – current within the year.

Birth certificate

Baptismal certificate if the child is Catholic

A copy of all academic records including the latest report card

A copy of all standardized test results

A Non-Refundable \$150.00 registration fee

## **ATTENDANCE**

### ***Student Absences***

Daily attendance is strongly encouraged for each student. This helps the student establish a consistent learning pattern. We recognize that there are legitimate personal reasons for student absence. We encourage you to schedule medical appointments and family vacations so as not to interrupt the continuity of the student's educational program. Should a student miss more than 10 days of instruction per term, a meeting will be held with parents to discuss the student's academic recovery and readiness for the next grade.

### ***Reporting Absences***

If a child is absent for any reason, the parent/guardian must call the school office between 7:00 a.m. and 8:30 a.m. Upon return to school the student must have a written excuse providing the date, the reason for the absence, and the signature of the parent/guardian. The homeroom teacher keeps the written excuse on file for one year.

The admission procedure for a student returning to school after a communicable disease are noted in the Health section of this handbook

### ***Vacations***

The administration does not encourage taking vacations when school is in session; therefore, teachers will not provide vacation assignments. Upon their return, the students will be expected to make up all work that they have missed. Parents should be prepared to oversee this process.

It is the responsibility of the student to make arrangements for obtaining the missed assignments upon his/her return and pass them in when completed. The student will be allowed as many days missed to make up work. (e.g. 3 days absent, 3 days allowed to make up work)

All assignments are considered incomplete until the teacher receives them. Any test that was given during the vacation period may be taken only by making arrangements with the teacher. Again, this is the responsibility of the student to request the make-up time for tests.

### ***Tardiness***

A student is tardy if he/she is not present for opening exercises at 7:45 a.m. If a student arrives after 7:45 a.m., a tardy slip obtained in the office is needed for admittance to class. Consequences for tardiness will be implemented by classroom teacher. Should a student be marked tardy for more than 10 days in a school term, parents will be contacted by the school principal to discuss the problem. Should a student accumulate more than 20 tardies for the school year, a meeting will be held with parents to discuss the student's readiness for the next grade.

ALL students should arrive to school on time. We, at Quincy Catholic Academy, encourage our students to be prompt and prepared for each school day. It is very difficult for the student to arrive late and be comfortable entering a class that is in session. QCA teachers begin the day at 7:45 a.m. If a student is tardy, he/she misses valuable instructional time.

### ***High School Visitations***

Parents are asked to provide written notification of student's plans to visit area high schools for a day, prior to the visit. Notification should be sent to the homeroom teacher. We ask parents to limit visits to 2 during a school year.

### ***Releasing Students During School Hours***

A student may not be released during the school day without a written request from the parent or guardian. All dismissals are arranged through the office. No student is dismissed for any reason without the knowledge of the principal or designated person in the absence of the principal. The parent must come to the office to pick up the student and sign the student out of school.

Releasing students during the school day is not advised. If releasing students during the school day is unavoidable, students are responsible for all written class work. This work must be made up within one week of return.

When a student is ill, he/she will not be released unless contact has been made with his/her parent, guardian, or authorized person. Emergency information is on file for each student in the school office. When the student returns to school, the student is responsible for making up any work that has been missed.

## **BULLYING**

Bullying can be a widespread problem in schools and communities. The behaviour encompasses physical aggression, threats, relentless teasing, harassment, and exclusion. Quincy Catholic Academy will not tolerate bullying. Appropriate disciplinary action will be taken if bullying is identified.

Quincy Catholic Academy has a Bullying Prevention Plan posted on the school website. Copies are available in the school main office. Bullying report forms are also available in the school office and on the school website. Reports of bullying must be documented in a written report. This report will be reviewed and investigated by the principal within two days. Every teacher and staff member also has a copy of the plan and understands appropriate reporting of any reported or suspected bullying situations. Faculty and staff members are **REQUIRED** to refer reports of bullying immediately to the principal.

## **COMMUNICATION**

It is important that parent and teachers work together to help the student reach his/her potential. If you do not feel that your child is achieving to the best of his/her ability, or is not happy about coming to school, please make an appointment with the teacher as soon as possible. This is as much your responsibility as that of the teacher.

### ***Telephone***

The school phone is for business calls only. Necessary plans should be made with the children before they leave home in the morning. Children will not be called to the telephone during school time.

### ***E-mail***

Every teacher at Quincy Catholic Academy has a school e-mail address and can be reached at that address (posted on the school website). Students should **NEVER** e-mail teachers. E-mail communication should be between parent and teacher only. General questions about the school can be directed at the school's general mailbox at [info@quincycatholicacademy.org](mailto:info@quincycatholicacademy.org) or to Mr. Kelly at [paul.kelly@quincycatholicacademy.org](mailto:paul.kelly@quincycatholicacademy.org)

### ***Voicemail***

The school office is available by phone between the hours of 7:45 a.m. and 3:00 p.m., Monday through Friday. When the school office is closed, all incoming calls are forwarded to voicemail. Messages will be retrieved and office personnel will respond to any messages promptly. In the event of an emergency, please contact the rectory at 617-328-8666.

### ***RENWEB Emergency Response System***

Quincy Catholic Academy can quickly send messages by text, phone and e-mail with this system to all Quincy Catholic Academy families. This service will be used for school closings, delayed openings, early dismissals due to inclement weather, activity cancellations, etc. Please notify the school office if home or cell numbers change.

### ***No School Signals***

**When the city of Quincy declares NO SCHOOL due to inclement weather, Quincy Catholic Academy does not have school.** This announcement will be made over all the major television networks in the Quincy area. In addition, families will receive an email, text, and voice message through the Renweb Student Information system.

When there is a delay called in the city of Quincy, Quincy Catholic Academy will open at the following times:

One-hour delay, school doors open at 8:15 a.m.

One and one-half hour delay, school doors open at 8:45 a.m.

Two-hour delay, school doors open at 9:15 a.m..

Please do not call the school, rectory, police, or fire stations concerning no school due to inclement weather.

## **CONDUCT**

A high standard of conduct is expected of the students at all times, during regular school hours and at any after school function, club, or activity. Politeness and courtesy are the expectation. As members of the Quincy

Catholic Academy community, all school staff and students work together to establish a sense of self pride. Respect for each person and their reputation is most important, therefore, bullying, rough playing, fighting, and using unbecoming vulgar language on school property is unacceptable behavior. Students are expected to file into the building, to class, lunch, etc., in a quiet respectful manner.

As a preventative measure against fire and for health reasons, smoking in school or on school grounds is not permitted.

Proper table manners and good behavior are expected of all students in the cafeteria. A napkin or piece of paper towel should be packed in the lunch bag or box. Each student must clear his/her space at the table and surrounding area when lunch is finished.

Students may not bring to school weapons of any kind including toys. Sticks, bow and arrows, hockey sticks, baseball bats, golf clubs, and plastic guns or knives are not allowed as part of costumes, show and tell, or book report activities without permission from the principal.

No student is allowed to enter the building before or after school hours without express permission from the administration or a faculty member.

Chewing gum is forbidden at any time in the school or on the school grounds (this includes recess). Reason: careless disposal of gum in drinking fountains, on furniture, and floors represents sanitation and cleaning problems, and repairs are costly.

For health reasons and for reasons of politeness, spitting is forbidden on school premises.

Students are not to write or “doodle” in textbooks. The cost of loss or destruction of these books must be assumed by the parent/guardian to enable us to replace them.

Students are required to give the classroom teacher cell phones during the school day. Students are not permitted to carry cell phones with them during the school day.

If a student violates our discipline policies, the following actions will typically be taken:

- Step 1: Student and teacher will discuss the infraction. Disciplinary action will be taken.
- Step 2: If inappropriate behavior continues, the teacher will meet/speak with the parents and student.
- Step 3: If inappropriate behavior continues, the principal, teacher, parent/guardian, and student will meet to discuss behavior.
- Step 4: If inappropriate behavior still persists, the parent and student will notified of in-school suspension. The number of days will be determined by the administration.
- Step 5: When a very serious problem occurs, the student will be placed on contract. Failure to adhere to the behavioral expectations outlined in the contract can result in expulsion from school.

### ***Weapons***

Under no circumstances are weapons of any kind allowed inside the school building, on school property, or areas near the property. Violation of this rule will result in serious actions including an immediate parental consultation, arrangement of appropriate counselling, and suspension when necessary. Possession of weapons in school MUST result by law, in referral for action by local police officials.

### ***Alcohol and Drugs***

In accordance with the regulations of the Massachusetts School Principals' Association, possession or use of alcohol or any drug is not allowed in school, on school property, or at any school activity, whether or not that activity takes place on the school premises. Violation of this rule will result in serious actions including an immediate parental consultation, arrangement of appropriate counseling, and suspension when necessary.

Possession of illegal drugs in school MUST result by law, in referral for action by local police officials. Excessive abuse may lead from suspension to dismissal so that the well-being of all other students at Quincy Catholic Academy is safeguarded.

### ***Smoking***

Under no circumstances is smoking allowed inside the school building, on school property, or areas near the school property. The first violation will result in parental notification, followed by the discipline process outlined above.

### **COURT DOCUMENTS**

Families with custody agreements in place must provide the school office with official documents defining such agreements if any restrictions regarding pick-up or visitation are in place. If there are any additional changes or new timelines added to court documents, these must be updated in the school files. Unless such official documents are on file and/or a court ordered restraining order, a student may be released to either parent/guardian.

### **DISMISSAL**

The safety of your children is of great concern to the administration and faculty. Therefore:

- Preschool and K1 will be dismissed from the school cafeteria beginning at 2:00 p.m. Monday through Friday.
- Grades K2 through 5 will be dismissed from the side gym door beginning at 2:15 p.m.
- Grades 6 through 8 will be dismissed from the front door at beginning 2:15 p.m.
- All students are released at the same locations beginning at 11:15 a.m. on early release days.

Students will be released to parents and those authorized in writing. Please notify the school office if someone other than an authorized individual is picking up a student.

Teachers allow time before dismissal for students to gather all materials to take home. Students are not allowed back into the building after dismissal.

If students are not picked up promptly at dismissal we will attempt to contact parents. Students will be placed in the Extended Day Program if parents cannot be reached or if the delay is more than 30 minutes (after 3:00 p.m.).



**DRESS CODE / UNIFORM REQUIREMENTS**  
**PRESCHOOL, K1, AND K2**  
**REGULAR AND GYM UNIFORM / BOYS AND GIRLS**

Grey short or long sleeve tee shirt w/logo  
Grey sweatshirt w/logo (optional)  
Navy sweatpants w/logo OR Navy shorts w/logo  
Sneakers

**BOYS / Grade 1-8**

Navy (Grs.K-5) Green (Grs. 6-8) polo shirt – long or short sleeve w/logo  
Khaki twill pants (NO cargo pants)  
Navy fleece jacket or vest w/logo OR Navy v-neck pullover sweater w/logo (optional)  
Dark colored shoes or **ALL BLACK** sneakers

**GIRLS / Grades 1-5**

Plaid High Neck Jumper  
White Peter Pan Collar Blouse – long or short sleeve  
Navy fleece jacket or vest w/logo OR Navy cardigan sweater w/logo (optional)  
Navy socks or tights  
Dark colored shoes or **ALL BLACK** sneakers

**GIRLS / 6-8**

Plaid kilt (no shorter than 1 inch above the knee)  
Green polo shirt – long or short sleeve w/ logo (no visible shirts under uniform shirt)  
Navy fleece jacket or vest w/logo OR Navy cardigan sweater w/logo (optional)  
Navy or green socks or tights  
Dark colored shoes or **ALL BLACK** sneakers

**OPTIONAL FOR ALL GIRLS IN WINTER**

Khaki twill slacks (NO yoga pants or stretchy tight fitting pants (e.g. jeggings))  
Navy (Grs. 1-5) or Green (Grs. 6-8) polo shirt – long or short sleeve w/logo  
Navy fleece jacket or vest w/logo OR Navy cardigan sweater w/logo

**OPTIONAL FOR WARM WEATHER FOR BOYS AND GIRLS**

Khaki DRESS shorts with navy or green polo shirt (NO cargo shorts)  
Khaki Skort with navy or green polo shirt

**GYM UNIFORM (BOYS AND GIRLS GRADES K1-8)**

Grey short or long sleeve tee shirt w/logo  
Grey sweatshirt w/logo  
Navy shorts w/logo OR navy sweat pants w/logo  
Sneakers (any color)

**NOT PERMITTED (for ALL students)**

- Sweatshirts with logos or printing other than the school logo
- Fad haircuts as determined by administration (mohawks, colored hair, spiked hair, etc.)
- Altering the uniform in any way
- NO large or dangling earrings
- Body piercing jewelry
- Excessive makeup
- Visible tattoos
- Colored t-shirts with logos or printing
- Cellular phones, Smart phones, cameras, iPods, MP3 players, wireless ear buds or any other electronic devices during the school day – must be turned in to teachers in A.M.
- Sneakers (other than ALL black) for students in Grades 1-8 except on gym day

## **ELECTRONICS:**

Students are not allowed to have cell phones on their person during the school day. Cell phones must be turned into homeroom teacher each morning and will be returned at the end of the day. Cell phones not turned in at the beginning of the day will be confiscated and sent to the school office. For the first offense, students will be reminded of the cell phone policy. Second offense, parents will be notified and instructed to pick up the phone in the school office. Quincy Catholic Academy is not responsible for lost or stolen cell phones or any bills resulting from such a loss.

Any wrist electronics, such as but not limited to, Apple watches are allowed unless it is discovered that they are being used for anything other than telling time during the school day. If such devices are used inappropriately they will be confiscated and sent to the school office to be picked up at the end of the day. They will not be allowed after the first offense.

## **EXPULSION**

Expulsion is the permanent dismissal of a student from the school. It is a most serious matter and will be invoked rarely and only as a last resort. The principal will use every means available to discover the cause of the problem and will exhaust all appropriate or available remedies. Expulsion will be determined only after consultations with the Superintendent of Schools for the Archdiocese of Boston.

Prior to expulsion, the student and his/her parent/guardian will be granted a hearing by the principal. If expulsion is determined, the principal will notify the parent/guardian of the reasons. The Superintendent of Schools for the Archdiocese of Boston shall also be notified.

## **FIELD TRIPS**

Field trips are planned by the teachers as part of the instructional program. Forms will be sent home designating time, destination, means of transportation, and the educational objective. The original form must be signed by the parent/guardian and returned to school. Verbal permission will not be accepted.

A CORI form must be completed by every volunteer every school year. Any parent/guardian who has not submitted a 2024-2025 volunteer CORI and attended the VIRTUS "Protecting God's Children" program, will not be allowed to chaperone field trips. CORI forms must be submitted each school year. If you have attended a VIRTUS training program, please send verification to the school office. For a schedule of VIRTUS training programs please visit [www.rcab.org](http://www.rcab.org), Protecting Children/Training Schedule. CORI forms are available in the school office. Proof of identification; Massachusetts Driver's License, Federal ID card, or current passport must be presented with the form as well.

## **HARASSMENT POLICY**

Quincy Catholic Academy intends, in both spirit and purpose, to provide an educational community that maximizes the opportunity of every student to learn free of influences that are inconsistent with, or in any way compromise our mission. The learning environment must be one in which the dignity of self and of all others is respected and promoted. Thus, harassment, or any of its manifestations on the basis of race, national origin, religion, age, sex, sexual orientation, ability or disability, in any form, has no place in the Quincy Catholic Academy environment.

It is the policy of Quincy Catholic Academy to maintain a learning environment that is free from harassment of any kind, including sexual harassment. It is a violation of this policy for any member of the school community to harass another through conduct, or communication as defined in this policy. Any allegation of harassment will be investigated and, if a violation of this policy is substantiated, then within the discretion of the school administration appropriate disciplinary action will be taken.

## ***DEFINITION OF HARASSMENT INCLUDING SEXUAL HARASSMENT***

"Harassment" is conduct or speech which is unwelcome, intimidating, derogatory, hostile and/or offensive; and has the purpose, or effect, of unreasonably interfering with the student's ability to learn or a staff member's ability to work.

"Conduct" includes gestures, "body language", speech, or physical contact. It also includes writing, displaying pictures, or making drawings and graphics, or printed material obtained on the Internet.

"Sexual harassment" is harassment, which is of a sexual nature.

Engagement in online blogs such as, but not limited to, My Space, Zanga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

## **HEALTH**

### ***School Nurse: Mrs. Sheila Sterling***

The nurse can be reached by calling the Quincy Catholic Academy main number at 617-328-3830 or email at nurse@quincycatholicacademy.org

The nurse is available daily from 8 a.m. - 2 p.m. Parents or guardians must submit updated required health forms by the first day of school each year. Forms for new students must be submitted by August 1<sup>st</sup> to allow time for processing. This policy ensures that every student receives prompt medical attention should the need arise. Any student who has not submitted these forms prior to the first day of school will not attend classes until the forms have been received.

### ***Immunization***

Each student must have the proper immunizations required for school attendance in the state of Massachusetts. Students may be prevented from attending school if up-to-date immunization records are not presented.

### ***Contagious Health Conditions***

In accordance with local public health authorities and the Archdiocese policy, please notify the school in writing of your child's absence. Parents are to report communicable diseases or health problems contracted by the student to the school nurse. Re-admission policies differ according to certain illnesses. For example, a student with a disease such as rubella (measles) or chicken pox will have different criteria for re-admission to school than one recovering from conditions such as pinworms or pediculosis (lice). Any student who has gone home with a temperature of 100 degrees or greater and/or has been prescribed antibiotics must be without fever and have been on antibiotics for 24 hours before returning to school.

### ***Guidelines for Student Recovery off Campus***

All students will be sent home from school if exhibiting the following signs of illness:

- Body temperature of 100 degree or above
- Vomiting, nausea, diarrhea, or severe abdominal pain
- Red, inflamed or discharging eyes
- Rashes suspected to be contagious
- Pediculosis (head lice)
- Persistent earache
- Upper respiratory/sore throat suggestive of contagious nature
- Other symptoms which are suggestive of acute illness

***The policy for children to return to class after illness is the following:***

- Body temperature less than 100 degrees without fever reducing medications for 24 hours
- Free of symptoms of illness for 24 hours without use of medications
- Administration of prescribed antibiotic for 24 hours

Note: Specific communicable illnesses may require longer exclusion periods. Please contact the school nurse if you have any questions.

***The policy for children to return to school following a minor or major injury:***

Any child that has suffered a minor or major injury (concussion, fractured arm etc.), requiring the student to be seen by a physician; will require a doctors authorization before he or she can participate in any physical activity such as recess or Physical Education.

***Medication***

Students may not have any medication in their possession during school hours including over-the-counter medications (Tylenol, Advil, Sudafed, etc.). Students that require non-prescription medication to remain in school must provide the nurse with a signed permission form from their parent or guardian. If students require prescription medication to remain in school, it must be prescribed by a licensed physician, dispensed by a registered pharmacist, and in properly labelled individual containers. The medication form for prescribed medication must be signed by both the parent or guardian and the physician. The student's parent or guardian must give the student the first dose of any prescribed medication. Each student is responsible for coming to the nurse's office to ask for his or her medication. At the end of the school year, all medications that are not collected by the parent or guardian will be destroyed.

Students with severe allergies, asthma, or diabetes may assume responsibility for keeping and administering their own medication (anaphylactic medication, inhalers, insulin,) provided their parents and physician have submitted permission in writing and the school nurse has determined self-administration to be safe and adequate.

Cough drops are not allowed in school, unless given by the school nurse.

Sunscreen should be applied by a parent or guardian at home.

***Mandated Reporters***

Quincy Catholic Academy personnel are mandated reporters and will report to Child Protection Services all suspicions of neglect or abuse.

**HOMEWORK**

Homework is assigned to help the student become more self-reliant, to work independently, and to improve skills and concepts taught in the classroom. Homework may include long-range assignments at different grade levels. The amount of time which different students in the same grade spend doing homework will vary. Should a child repeatedly experience difficulty with the completion of homework assignments, the teacher should be notified immediately to investigate the issues and provide support for the student.

Long-range projects may be given individual and creative effort. These should be worked on each day during the homework time allotment and be completed by the due date. Homework and school notes will be posted on Renweb, Google Classroom or the teacher's website.

Each student should spend at least fifteen to thirty minutes each day reading for enjoyment. Reading is a skill and needs to be practiced. Parent/guardian, babysitter, older brother/sister should read to younger children each day. This fosters good reading habits and helps the student become a competent reader.

### **INTERNET POLICY**

Quincy 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 the guidelines and standards of Internet use at school. Access to network services is a privilege and not a right. Access entails responsibility. These guidelines and accompanying consequences for non-compliance to rules will be presented and discussed by teachers and must be reinforced by parents/guardians. Each family maintains the right to deny access.

### **NO UNIFORM DAYS (DRESS DOWN DAYS)**

Students are not required to wear school uniforms on specially designated days. Dress must be appropriate at all times. No mini length or mid-thigh length skirts or dresses, no tight shirts or tank tops. No low cut, midriff, or see through shirts are permitted. Shirt lengths are to be long enough so that there is no bare skin exposure. No low cut or ripped jeans are permitted. (Participation in “Dress Down Days” is always optional.)

### **PARENT/TEACHER CONFERENCES**

All conferences must be scheduled in advance. Parents may send a written request to arrange for an appointment. Once the appointment is confirmed, the office is notified. **A parent may not go to a classroom at any time without an appointment.** A teacher must always know when a parent is coming. A parent must sign in/out in the school office.

### **PARENT ORGANIZATION**

The Quincy Catholic Academy Parent Organization (*known as Family School Association – FSA*) has as its purpose to promote parent/guardian and student involvement at Quincy Catholic Academy. The organization sponsors many activities and events throughout the year. Through fundraising activities, the Parent Organization provides additional capital for supplementary items to further enrich the educational programs at Quincy Catholic Academy. Each family is asked to participate and support these programs.

### **PARKING**

Parking is available in the lot behind the school. Parking is not allowed in the teacher/staff lot on the side of the school building. Parking is not allowed at the front of the school during drop off.

Please do NOT stop in the middle of Glover Avenue to drop off or pick up your child/ren, as this will cause an unnecessary back up of traffic. Do NOT park in crosswalks.

As a safety precaution, cars are not allowed to park in the front school yard during school hours or at dismissal time. No person is to park, pick-up, or drop off any student in the Faculty/Staff Parking Lot before, during, or after school. This is a safety precaution. We ask your cooperation in observing our safety rules.

Do not park in the Citizens Bank parking lot at any time during school hours. Cars will be towed at owner’s expense.

### **PLAGIARISM**

Each student must be responsible for producing his/her own work. Students who cheat in a testing situation, submit work that is not their own, plagiarize from the Internet, or provide answers to another student will fail the assignment and will have a meeting with the principal. Parents will be notified. Appropriate disciplinary consequences will be determined.

## **PROMOTION POLICY**

Students are required to pass all major subjects (Math, English/Language Arts, Reading, Science, Social Studies) in order to enter the next grade. If a student fails any major subject, it is strongly recommended he/she attend summer school. Parents of students who fail more than two major subjects must meet with administration. Promotion to the next grade would be in jeopardy.

If a student is recommended for retention by a teacher for two years in a row, and the parent opts to not retain the child, the school has the right to mandate retention for the third consecutive year, should the teacher/Administration deem that an appropriate decision in the child's best interest.

## **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, local newspapers, Facebook, Instagram, and in the school's marketing materials. If you do not want your child to be included in one or more of examples of such publicity, written notification must be given to the principal by the end of September.

## **RECOMMENDATIONS/CORE EVALUATIONS/ASSESSMENTS**

All requests for student recommendations, educational evaluations, and assessments must be requested in writing and submitted to the principal at least two weeks prior to the due date.

## **RELIGIOUS EDUCATION**

This is the primary reason for Quincy Catholic Academy's existence. Religion is taught formally in the classroom and integrated with other curricula daily. The school day begins and ends with prayer. There are times for prayer during the school day as well. Students participate in school liturgies monthly. During the academic year Reconciliation is celebrated by the students. Other religious programs and activities for the students to understand that service is an outgrowth of religious education are planned. These are an essential component to live the Christian life.

Special preparation is given to the students who will receive the Sacraments of Reconciliation and Eucharist (grade 2) and Confirmation (grade 8). Parent meetings are scheduled by the Religious Education offices of the child's parish to enable the parent to participate in these programs with their children. Please contact the Religious Education office of your parish for details.

## **RETENTION OF A STUDENT**

The teacher should communicate in writing to the principal and parent/guardian by March 1, the possibility of retention of a student after continued communication with parents/guardians throughout the school year. A conference with the principal, teacher, and parent/guardian should be arranged immediately. The final decision should be made by May 1.

## **SAFETY**

### ***Crossing Guard***

A crossing guard is positioned on Hancock Street. All students and parent/adult caretakers are expected to cooperate with the crossing guard.

There is NO teacher/staff supervision in the school yard before 7:15 a.m. or after 2:30 p.m. If children remain in the school yard before 7:15 a.m. or after 2:30 p.m., they must be supervised by parents or guardians situated within the confines of the lots to ensure the safety of all students.

### ***Evacuation and Lockdown Drills***

Evacuation and lockdown procedures are taught, practiced frequently, and posted in each classroom. All school personnel, students, visitors, and anyone in the building at that time are expected to follow instructions and evacuate the building. Students, visitors, and anyone present for the evacuation drill are to remain silent during all phases of the drill.

### ***Emergency Numbers***

**EVERY STUDENT MUST HAVE AN EMERGENCY FORM ON FILE.** The school must always be given a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. Should there be an emergency involving an accident and we cannot reach you, your child will be taken to the nearest Emergency Room and the doctor on-call will be used for emergency treatment.

***It is important to notify the school of any change of address or telephone number that occurs during the school year.***

### ***Custody***

If there are any special custodial or guardianship arrangements for your child/ren, the principal should have a copy of the court order which should include stipulations as to custody and visitation rights, etc.

### ***Visitors***

All visitors must report to the school office upon entering the school building and before visiting a teacher or staff member. All visitors must sign in/out in the school office and receive a visitor badge. This includes anyone who already has a scheduled appointment with any member of the faculty. All cell phones and pagers should be shut off when entering the building.

## **SCHOOL HOURS**

Parent and student cooperation is requested in observing the daily school schedule.

School begins promptly at 7:45 a.m. Students may enter the school at 7:15 a.m.

Student supervision is not provided by the faculty before 7:15 a.m.

- Dismissal for Preschool and K1 begins at 2:00 p.m. on Monday through Friday from the school cafeteria.
- Dismissal for Middle School begins at 2:15 p.m. on Monday through Friday from the front door.
- Dismissal for Kindergarten to Grade Five begins at 2:15 p.m. on Monday through Friday from the side gym door.
- Student supervision in the schoolyard is not provided by the faculty or staff before school or after dismissal.

## **STUDENT PLACEMENT**

We do not encourage parents to request a certain teacher for their child. We do try to respond to the needs of each student in our placement process. If you have any particular concerns about the learning style of your child, you should e-mail or make an appointment with the principal. At this meeting you will be required to discuss your child's learning needs. This will assist us in making the best decision for your child.

## **STUDENT PROGRESS**

Quincy Catholic Academy students in Grades One through Eight participate in the testing program of the Archdiocese of Boston. Interim assessments (MAP testing) from the Northwest Evaluation Association (NWEA) will be administered in the fall and spring. The NWEA assessment/MAP Testing is a formative assessment designed to measure the academic growth of each student throughout the school year. A home report will be sent home once a year.

Report cards are issued to parents/guardians three times during the school year. Progress reports are issued each mid-term. These reports will include information on the student's academic achievements, attitudes, behavior, and attendance. Reports are signed by the parent/guardian and returned to the teacher. They are kept on file for the school year. The final report card is issued during the last week of school.

Since the report card in and of itself is inadequate to fully measure a child's progress, and because we recognize the importance of a parent knowing what and how the child is learning, as well as the child's relationship to others in the class, arrangements will be made for individual parent/teacher conferences when it is necessary. Teachers are also available via school e-mail.

## **SUSPENSION**

Suspension is the temporary dismissal of a student from school for ten days or less. Suspension is within the jurisdiction of the school principal. It is used only after school personnel have made reasonable efforts to assist the student in adjusting to the social and academic requirements of the school. A conference with the principal, parent/guardian, and student will precede any suspension. Students will receive a zero for all academic assignments, including quizzes and tests, missed during a suspension.

## **TRANSCRIPTS AND RECOMMENDATIONS**

Students in Grade 8 are required to submit transcript and recommendation requests by December 10. More than five applications and/or recommendation requests will require a \$15 fee per additional transcript/recommendation.

Students in grades other than Grade 8 requesting a transcript or recommendation form must submit the request **by May 1**. More than five application and/or recommendation requests will require a \$15 fee per additional transcript/recommendation.

## **VOLUNTEERING**

Volunteering your time and talent to your child's school is a wonderful way to get to know the faculty, students, and other families at Quincy Catholic Academy. ALL volunteers must have a CORI form on record in the school office. Examples of volunteer opportunities include:

- Chair, Co-Chair or work at a Parent Association event: including, but not limited to the Halloween Party, Book Fair, Family Fun Nights, Field Day, etc.
- Classroom Field Trips
- Fundraisers and Field Day

## **WELLNESS POLICY**

A healthy school nutrition environment provides students with consistent, reliable health information. Good nutrition is essential for optimal learning. The classroom and lunch program provide clear and consistent messages that explain and reinforce healthy eating and physical activity habits.

### ***Lunch Program***

School lunches are ordered from *Panera* and *Balducci's* of Quincy. The program is allergy aware. Menu order forms will be sent home monthly. For safety reasons, students are NOT allowed to use a microwave at lunch. In the interest of fairness to all students and to encourage healthy eating habits, fast food / take-out food is NOT allowed in the Quincy Catholic Academy cafeteria.

### ***Allergy Aware***

The students of Quincy Catholic Academy are aware and sensitive to the serious medical conditions of some of their classmates with allergies. **NO nut products or by-products are allowed in Quincy Catholic Academy.**

### ***Snacks***



Parents are asked to send healthy snacks and lunches to school for their children. Soft drinks are not allowed. Due to student food allergies, students are not allowed to share food during either snack or lunch.

***Parties***

In order to maintain an academic climate and because of food allergies, parties are not allowed. We celebrate birthdays and holidays in a creative way as a total school. You will be notified of these special celebrations in advance. End of year celebrations are planned with the permission of the principal.

***Invitations and Deliveries***

It is our policy not to allow birthday invitations to be delivered at school. Please send them by mail, so as not to hurt any child's feelings. The school will not accept deliveries of balloons, flowers, food (this includes lunches from McDonald's, Mr. Sub's, etc.) for a student during the school day. Please do NOT bring fast food to school for students.

***The Parent/Student Handbook for the 2024-2025 school year is attached to this communication. Each family is receiving one Handbook. Please read the Handbook with your child(ren) and discuss the policies of Quincy Catholic Academy. Please complete and sign the form below as indicated and return the classroom teacher by Friday, September 15, 2024***

***Thank you!***

***Mr. Kelly***

**Parent and Student Contract  
2024-2025 School Year**

**I have read the Student/Parent Handbook for Quincy Catholic Academy and understand and accept the regulations as they are stated.**

FAMILY NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE:

\_\_\_\_\_

SIGNATURE OF EACH STUDENT IN THE FAMILY:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

# MIDDLE SCHOOL HANDBOOK ADDENDUM 2024-2025

## **ADDENDUM: Middle School Policies**

While the teachers of each subject may have different expectations for his/her specific class, as provided in his/her syllabus, the following information is common to the entire Middle School community. These policies are initially enforced by classroom teachers. Administration will become involved as needed.

### **MIDDLE SCHOOL TEACHER INFORMATION:**

Mrs. Brown, Literature and Language Arts, *Grade 8, Room 21*

Email: [christina.brown@quincycatholicacademy.org](mailto:christina.brown@quincycatholicacademy.org)

Mrs. Cobb, Language and Literature, *Grade 6, Room 20*

Email: [diane.cobb@quincycatholicacademy.org](mailto:diane.cobb@quincycatholicacademy.org)

Mrs. Gibbons, Social Studies, *Room 23*

Email: [marie.gibbons@quincycatholicacademy.org](mailto:marie.gibbons@quincycatholicacademy.org)

Mrs. LaBillois, Math, *Room 22*

Email: [patricia.labillois@quincycatholicacademy.org](mailto:patricia.labillois@quincycatholicacademy.org)

Ms. Malatzky, Science, *Grade 7, Room 18*

Email: [Hannah.malatzky@quincycatholicacademy.org](mailto:Hannah.malatzky@quincycatholicacademy.org)

### **HOMEROOM**

- Middle school students arriving between 7:15-7:30 are to enter the building by way of the ramp in the schoolyard and report to the supervised cafeteria.
- Students arriving after 7:30 should enter the building by way of the main entrance.
- Homeroom time is 7:30 to 7:45. It is a *CRUCIAL* time for students to prepare for the day! Students will be marked tardy if they arrive after the 7:45 bell.
- Morning prayer begins at 7:50.
- **First period class begins promptly at 8:00AM.**
- Homeroom supply contributions are greatly appreciated!! If you are able to contribute, there is a high need for the following items:
  - Paper towels
  - Disinfecting wipes and/or spray cleaners

### **LOCKERS**

- Nothing should be stored in desks unless instructed to do so by the homeroom teacher.
- Easily removable and appropriate organizational, decorative items are allowed.
- Keep lockers neat and clean of debris and old food. At least once a week, trash should be thrown away, and uneaten food should be thrown away or brought home.
- Lockers are for organizing, not socializing - please remain quiet in the hallways.

### **COMMUNICATION / ELECTRONIC RESOURCES**

- Daily homework assignments and student grades are posted online through **RenWeb**.
- The best way to contact a teacher is by email.

- Teachers typically contact parents via email through RenWeb, so please ensure there is a current email address in the system for at least one parent/guardian.
- Students each have a QCA Google Suite for Education account. They are issued an email address through Google and should use that Gmail for any educational website activity.
- Google Classroom will be used as the primary means of student communication. It may also be used for assigning work, providing instructions, collaborating among students, and submitting completed work.
- Please refer to the subject syllabus for other electronic resources that individual teachers may use, such as online textbooks or study aid websites.
- Students will be issued a school laptop. A written agreement regarding the use of those devices will be provided. The agreement must be signed and returned prior to issuance.

## **UNIFORM ATTIRE**

### **Acceptable:**

- Green QCA polo shirt
  - All undershirts (short or long sleeve) must be tucked in and not visible.
- Navy blue QCA sweater or fleece
- Green QCA sweatshirt (optional)
- Plaid kilt OR khaki skirt (at a reasonable length as determined by faculty). Skirts must reach the bottom of your fingertips, hands at your side.
- Khaki dress pants
- **Khaki dress shorts or bermuda shorts between 9/5 and 10/10 and after 4/1**
- **Solid** navy/black/white socks
- Navy/black tights
- Either black or brown dress shoes
- **Solid** black sneakers

### **Not Acceptable:**

- Cargo-style shorts
- Legging-style pants
- High-heeled shoes
- Yoga pants or other substitutions for the navy gym uniform

### **Other Notes:**

- During extreme cold weather conditions, exceptions may be determined by Administration.
- In the event of a “uniform emergency,” please come to school with a note signed by a parent/guardian in regard to the situation.
- On dress down days:
  - Crop-style shirts are not permitted; bare midribs must not be visible.
  - Length of shorts / skirts / dresses must follow the same guidelines as uniform skirts. See above.
  - No clothing with inappropriate wording or images.
  - No revealing clothing (improper coverage AND/OR fit).

## **MISCELLANEOUS**

- Gum chewing is not permitted.
- No body piercings.
- **No makeup.**
- No “fad” haircuts as determined by administration (mohawks, colored hair, etc.)

## TECHNOLOGY

- Cell phones or Smart watches with online connections (ex. Apple watch) are not allowed during school hours. If brought to school, such devices must be turned in to homeroom teachers at the beginning of the day and will be returned before dismissal.
- No electronic devices brought from home (iPods, iPads, handheld game systems, etc.)
- EarPods and other wireless devices are only allowed by specific teacher permission.

## PLAGIARISM

*This policy is designed to enhance and enrich the academic and ethical education of Quincy Catholic Academy students. The information outlined is intended to provide students with guidelines to enable academic judgment, develop integrity, and preserve honor.*

Plagiarism Includes:

1. **Directly copying** the work of another person without using ALL of the following: quotation marks, proper credit immediately following the quote, and listing any sources on the "Works Cited" page at the end of the assignment.
2. **Paraphrasing or rewording** the ideas of another person without using all of the following: proper credit immediately following the paraphrase and listing the source on the "Works Cited" page at the end of the assignment.
3. **Using and failing to properly give credit to a source.** This includes work or answers that have been generated through search engines like Google, literary summary sources like SparkNotes, and inappropriate collaboration with other students.
4. **Recycling** previously submitted work. This means turning in work that has been previously submitted by yourself or another student.
5. Properly crediting the majority of a paper, with minimal or **no original ideas from the student.**
6. **Use** of any **AI** to complete assignments.

Consequences of Plagiarism:

- **First Offense:** The first offense will result in a written warning, including informing the student's parent or guardian. The student may be allowed to rewrite the assignment for partial credit.
- **Second Offense:** Student receives a zero on the assignment, and parents will be informed. Conduct and effort grades for the term will be impacted.
- **Additional Offenses:** Principal will decide on the consequence that the student will receive. This may also include a requirement to complete a research report on the consequences of plagiarism.

**Note:**

Quincy Catholic Academy reserves the right to investigate assignments if an instructor suspects any form of plagiarism. QCA educators will take the necessary steps to uncover uncited sources, if needed. Disciplinary action will then be determined.

**Middle School Policies**  
**ADDENDUM SIGNATURE PAGE**

***Instructions:***

One parent/guardian AND the student must sign this page to verify receipt and review of the Middle School Policies handbook addendum. Please return to the homeroom teacher by:

**DUE DATE:** \_\_\_\_\_

**1. Plagiarism Confirmation Statement**

Students must copy (print) the following statement on the lines provided below:

*“I understand that plagiarism in any form is unacceptable at Quincy Catholic Academy. I have read the plagiarism policy, understand the types of plagiarism, and the consequences for plagiarizing. I promise to be honest with all of my work.”*

\_\_\_\_\_

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**2. Acknowledgement Statement**

I, the undersigned parent/guardian and student, have been informed of and understand the Middle School general policies and expectations as outlined in the Quincy Catholic Academy Parent/Student Handbook addendum for the school year 2022-2023.

**Print Student Name:** \_\_\_\_\_ **Homeroom #:** \_\_\_\_\_

**Signatures:**

Parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

\*\*Please remember to retain the informational addendum pages for your future reference\*\*