







Our tradition as a school of academic excellence is why we are the crown jewel of Flushing.

我们优秀的学术沉淀，造就了我校成为法拉盛社区中教育的佼佼者。

Nuestra tradición como una escuela de excelencia académica es la razón por la que somos la joya coronada de Flushing.

Serving the parishes of St Michael's and St. John Vianney

Dear Students & Parents,

Welcome to the 2023-2024 school year! More importantly, welcome home! Whether you're a returning student who has graced our halls years prior or you're a brand new student, you're part of the St. Michael's family. That makes you very special. You're attending a school that is like no other place. Since the start of our existence, St. Michael's has been at the forefront of Catholic Education. 172 years ago, our school was founded. We were the first school in the entire Diocese of Brooklyn and Queens. Fast forward to today. We're still leading the way in Catholic Education. Our school is the only Dual Language English-Mandarin Catholic School in the entire Diocese. This truly is a major accomplishment and something that sets our school apart from the others.

Dual Language Schools are very unique. Studies show that students who are enrolled in Dual Language Schools tend to outperform mono-language students by 15-30 points on state exams. This is because we train our students to think critically in both languages. This actively stimulates the brain and engages our students in higher-level thinking. It's a beautiful process to observe. I'm very blessed to bear witness to it each day.

At St. Michael's, we have high expectations. We expect the absolute best from our faculty. Their role is to create a warm and safe environment where they challenge your students each day. We hold ourselves to high professional standards and believe our work is never done. As lifelong learners, we participate in professional learning communities and support one another in mastering our craft of teaching. In short, we are here to educate, love, and mold your child into the future leader of our world.

Similarly, we have high expectations for you. As students, we expect you to come to school each day ready to learn. School begins at 8:00 A.M. each morning. Please be on time. Your uniform is to be worn each and every day unless a dress-down day has been announced in advance. Hair color is to be of a natural color. Natural colors do not include blue, pink, purple, etc. Just like your uniform, your hair is to be neat at all times. You are expected to be on your best behavior at all times. Remember, you're not only representing yourself, but you represent St. Michael's Catholic Academy. Everything you do needs to reflect your personal best.

136-58 41<sup>st</sup> Avenue, Flushing, New York 11355

(718) 961-0246 (English/Español) (347) 399-8500 (国语/英语) Fax: (718) 961- 2013

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

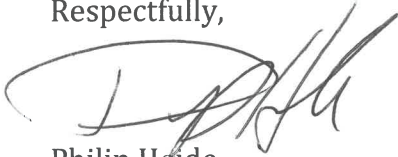
Parents, we know that you have jobs in the professional world. We understand that you make sacrifices to send your children to our school. However, this does not excuse you from playing an active role in your child's education. It is your responsibility to ensure that your child's homework is completed each night. This also holds true for parents who send their children to our After School Program. Please take the time to study with your child. While English may not be your first language, it is an excellent opportunity for you to learn with your child. Studies show that children who engage in learning with their parents significantly outperform students who do not. Please take time to learn with your child. I promise you that it will be beneficial and memorable to you all.

Lastly, I expect that you know that my door is always open. If you have questions or concerns, please come and talk to me right away. Your child's teacher, Sr. Mary, and I are your go-to people for information. We will always give you an honest and accurate answer. I do my best to ensure your emails or phone calls are always returned in a timely manner.

As partners in your child's education, we want to make this school year most memorable and ensure your child reaches their maximum potential. Together, we all have one goal: To ensure your child excels in a safe and loving environment. I know we will all work hard to achieve this goal.

Live Strong, Act Bold, Be Brave. Nothing's Too Hard To Do. ALWAYS BELIEVE!

Respectfully,

A handwritten signature in black ink, appearing to read 'Philip Heide', written over a large, light-colored oval scribble.

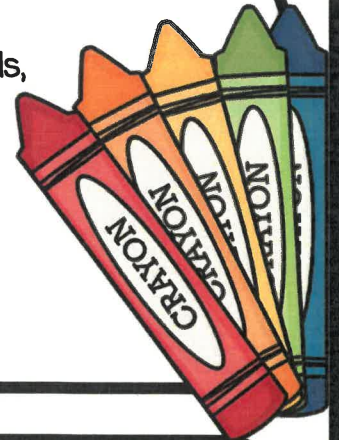
Philip Heide  
Principal

# Welcome to KINDERGARTEN



**Mrs. Ochtera- English Kindergarten**

Kindergarten is such an exciting time for new beginnings, new friends, and new learning. I can't wait to share in those experiences with your child. I am looking forward to watching them learn and grow throughout the upcoming school year.

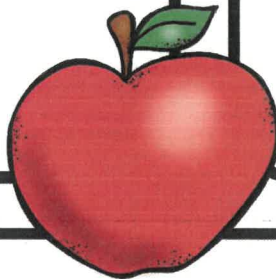


## My Favorites

Color- blue  
Food- pizza  
Drink- coffee  
Hobby- baking

## Contact Me

Ochtera @ stmichaelsca.org



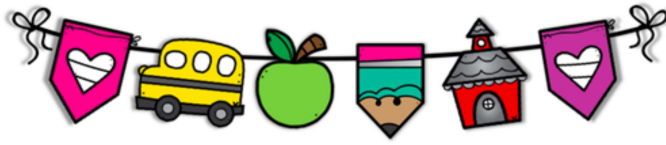
## About Me

I have been a teacher for 22 years at St. Michael s Catholic Academy. I taught grades Pre-k , 2nd and kindergarten. I am married and have two daughters.





# WELCOME TO KINDERGARTEN!



亲爱的家长们：

开学快乐！我是您孩子的老师，陶老师 (Ms. Tao)。在 2023-2024 学年里，我将教授幼儿班两个班级的中文课程，同时担任 KB 班的班主任。我在中国出生和长大，并在纽约的 Fordham 和 St. John's 大学取得教育学硕士学位。今年是我在圣麦可学校工作的第七年。我会和英文老师 Ms. Ochtera 一起共同教授两个幼儿班的中英文、数学、科学、社科、宗教。我们的目标是培养孩子中英双语的语言和学术能力。

以下是一些这一学年的规定安排，尤其是中文课需要注意的事项。

## 1. 作业活页夹

中文课程会使用到一个活页夹来存放每周课程的学习资料和作业。活页本里的资料请不要自己清空，老师会在一个单元结束后将材料装订在一起，发给家长自己保管。幼儿班期间的作业量并不大，内容也相对简单。这一年作业的目的是巩固当日在校学习的内容。更重要的是，孩子需要从现在开始培养良好的做作业习惯。因为，请各位家长监督孩子按时认真完成作业，在规定时间内带回学校，并根据老师的反馈，复习订正。作业活页夹需要每天带来学校。

## 2. 文件夹

此外，中文课程还会用到一个文件夹用来放通知和课堂练习。这个文件夹是家校沟通的重要渠道，所以无论您多忙，请每天晚上抽出五分钟的时间检查一下文件夹，查看一下通知内容，并把已批改的课堂练习留在家里。我每天早上也会检查每个孩子的文件夹。KB 班的家长如果您有钱或文件等需要上交学校，也请放在这个文件夹内，而不是放在书包夹层里。文件夹需要每天带来学校。

## 3. 午餐/水/点心

请给孩子每天准备至少 1 瓶纯净水，不要带饮料。学校都有提供点心和午餐。如果您的孩子不适应吃学校的食物，可自备午餐和点心。食物和水杯的外面请写上名字。幼儿班学生没有早餐时间，只在上午九点左右吃点心。学生之间不可以分享食物。

## 4. 玩具

幼儿班的孩子们每天中午有半小时的午休时间。孩子们可以从家里带 1-2 样简单玩具来学校，并在午休时间和其他小朋友一起分享。请注意，为了安全起见，不要带有细小零件的玩具，也不要带过于贵重的玩具。请把玩具集中放在密封袋里，在袋上标注好名字。幼儿班学生不再午睡。

## 5. 出席/请假

学生必须早上 8 点之前到校，否则就会记为迟到。如果病假或事假，请及时告知老师或者学校办公室，并在返校后提供相关的证明，如就医证明。如果孩子有任何不舒服的症状，请在家好好休息。老师可以提供你们缺的课堂练习和家庭作业。

6. 放学

每天的放学时间为下午 2:45， 上半天课时的放学时间将另外通知。请在指定的地点等待老师。请在**与老师当面确认后**，再接走您的孩子，不要把孩子直接从队伍中拉走。如果当天委托任何不在学校紧急联系卡上的他人代接孩子放学，请**必须提前书面或短信告知，并请受托人准备好身份证明**。如果下午 3 点之前孩子没有被接走，他们会被送去我们学校课后班。

7. 校服

根据学校规定学生需要每天穿校服来学校。星期五两个班都有体育课，需要穿校服的运动装，搭配运动鞋。其余时间需要穿衬衫，西裤，裙子（女生），领带，黑色牛津鞋。如果有特殊情况，家里没有校服可以替换，请尽量穿颜色接近的衣服。

8. 课后班

如果您的孩子有参加学校的课后班，请尽快告诉老师是一周的哪几天。如果临时有时间上的变动，提前告诉我。

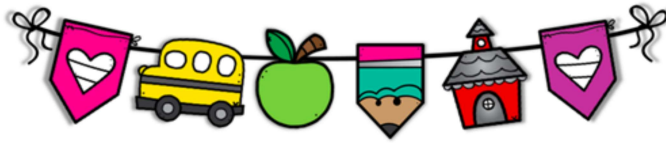
提前感谢各位家长的支持与配合。若有任何问题，可以邮件我：[tao@stmichaelsca.org](mailto:tao@stmichaelsca.org) 或在 Class Dojo 上发信息与我联系。我回复 ClassDojo 的时间是周一至周五的早上 7 点到晚上 7 点。

我们期待着充满欢乐和成长的一年！

陶老师 Ms.Tao



# WELCOME TO KINDERGARTEN!



Dear Parents,

Welcome back to school! I am your child's teacher, Ms. Tao. In School Year 2023-2024, I will teach two kindergarten classes Mandarin and be the homeroom teacher of KB. I was born and raised in China. I obtained my master's degrees in education from Fordham University and St. John's University. This is my seventh year working at St. Michael's. I will cooperate with Ms. Ochtera, teaching math, science, social studies, and religion in both languages. Our goal is to develop our children's language and academic skills in both English and Chinese.

Here are some guidelines and rules about the upcoming school year and especially Chinese class.

## 1. Homework Binder

We will use a homework binder to **save our weekly learning materials and homework**. Please do not empty the binder by yourself. I will staple all the materials together and send them home once a unit is finished. Kindergarteners only have a small amount of homework, and the content will be easy. The purpose of homework during this year is to cultivate your child's good habits of learning. Therefore, please make sure your child **complete the homework on time and return the binder back to school on the submission day**. Also, please review and correct the homework according to my feedbacks. **The binder needs to be sent to school every day.**

## 2. Folder

Besides the binder, we will also use a folder to **save notes and classwork**. This folder is important for the communication between school and home. Therefore, please spend five minutes every night reading the notes and empty the checked classwork. I will check everyone's folder in the morning. If your child's homeroom teacher is me, please put the money and notes for the school in Ms. Tao's folder rather than in the backpack. **This folder needs to send to school every day.**

## 3. Lunch/Snack/Water

Please at least send one bottle of drinking water (NOT beverage) every day. Our school offers snacks and lunch. If you child is not used to the food from school, you can prepare something to eat from home. Please label the water bottles and snacks. We do NOT have breakfast time in kindergarten, but will have snack time around 9am. **Students are not supposed to share any food at school.**

## 4. Toys

Kindergarteners will have 30 minutes' recess time every day. Your child can bring 1-2 simple toys from home and share with their friends at school. Please notice that do **NOT bring the toys with tiny particles** which might cause safety issues. Also, expensive toys are not suggested. Please put the toys together in a Ziplock bag and label your child's name. There will be **NO nap time in**

## kindergarten.

### 5. Attendance/ Absence

All students are supposed to arrive school by 8am. If not, I will have to mark him or her late. In case your child is sick or has other personal plans, please let the teachers or the school office know promptly, and send in the related notes, such as doctor's notes, when your child is back. If your child is not feeling well, please let him or her take a good rest at home. We can provide the classwork and homework that you miss.

### 6. Dismissal

Dismissal time for kindergarten is 2:45pm. Notices will be sent in advance if it is a half day. Please wait for your child's class in the assigned area. **You must confirm with the teacher before you take your children away.** Please do NOT grab your child from the line. **If you ask someone who is not listed on the emergency card to pick up your child, please give me a written note or send me a message in advance. Also please ask the person who picks up the child to get the ID prepared.** Your child will be sent to our school's afterschool program if they are not picked up by 3pm.

### 7. Uniform

Our school asks all the students to wear uniforms every day at school. **Please wear gym uniforms with sneakers on Friday as both kindergarten classes will have gym class.** On all the other days, students need to wear shirts, pants, jumpers (for girls), ties, and oxford shoes. In special cases when you have no uniforms to change, please try your best to find an outfit similar to the school uniform.

### 8. Afterschool

If your child goes to afterschool, please let the teacher know which days of the week. If there are any schedule changes, please let us know in advance.

Thank you in advance for the support and cooperation! Please feel free to email me at [tao@stmichaelsca.org](mailto:tao@stmichaelsca.org), or message me on ClassDojo. I can response to you on ClassDojo from 7am to 7pm, Monday to Friday.

We are looking forward to a year full of fun and growth!

Regards,  
Ms. Tao





**2023-2024**

## **Kindergarten Supply List**

- 3** Two Pocket Plastic Folders
- 2** Boxes of 24-count Crayola Crayons
- 2** Pairs of Blunt Scissors
- 2** Pencil Boxes 8x5
- 1** 3x5 Index Card Case (can be purchased at Staples)
- 1** Pack of 100 counts 3x5 Index Cards
- 1** Box of Tissues
- 1** Pack of Baby Wipes
- 1** Container of Anti-bacterial Cleaning Wipes
- 1** Pack of at least 24 #2 Pencils
- 1** Pack of Eraser Tops
- 8** Large Glue Sticks
- 2** Packs of 3x3 Post-it Notes
- 2** Packs of 3x5 Post-it Notes
- 1** Pack of Gallon Size Zip Lock Bags (boys only)
- 1** Pack of Quart Size Zip Lock Bags (girls only)
- 1** Roll of Paper Towels
- 1** Bottle of Anti-bacterial Hand Sanitizer
- 1** 1/2-inch Ring Binder
- 4** Black Dry-Erase Markers
- 1** Pack of 10 Crayola Classic Colors Markers

**PLEASE WRITE YOUR CHILD'S NAME ON ALL SUPPLIES**







# School Uniform Shopping

Whether you're brand new to school uniforms or a returning shopper preparing for the school year ahead, FlynnO'Hara makes it safe & easy to shop for back-to-school.

**IMPORTANT NOTE:** We recommend all students shop by **August 1, 2023** to ensure you have your school uniform in time for the start of school.

## 1 ONE

### Join Your School's Uniform Newsletter

First things first: opt-into your school's uniform newsletter to stay in-the-loop on important information and promotions. Make sure to enter your school code listed below to ensure you only receive information relevant to your school!

SCHOOL CODE: **NY489**

<https://flynnohara.com/sign-up/>

## 2 TWO

### Review Your Uniform Requirements

Your FlynnO'Hara website is now live! Click the link below & enter your student's Grade & Gender to view their specific uniform requirements, products, and pricing.

[www.flynnohara.com/school/ny489](http://www.flynnohara.com/school/ny489)

## 3 THREE

### Shop For Your Uniform!

#### IN-STORE

80-40 COOPER AVENUE  
BUILDING 4, LOWER LEVEL  
GLENDALE, NY 11385  
(718) 326-2704

#### HOURS & DIRECTIONS

#### ONLINE

[www.flynnohara.com/school/ny489](http://www.flynnohara.com/school/ny489)

### Questions? We're Here To Help!

atyourservice@flynnohara.com  
(800) 441-4122

#### FITTING ASSISTANCE

<https://flynnohara.com/sizing-fit/>

# St Michael's Catholic Academy

NY489 - Flushing, NY

## GIRLS - GRADES K-5<sup>TH</sup>

### GYM (6)



Short Sleeve T-Shirt with heat transferred logo



Long Sleeve T-Shirt with heat transferred logo



Micromesh Gym Shorts



Heavyweight Crewneck Sweatshirt with heat transferred logo



Heavyweight Sweatpants with heat transferred logo



Crew Socks

### SPRING/FALL (2)



2 Pleat Skort



Short Sleeve Polo Shirt with heat transferred logo



## WINTER (12)



Split Front Jumper with school emblem



Short Sleeve Peterpan Collar Blouse



Long Sleeve Peterpan Collar Blouse



Girls' Criss-Cross Tie



V-Neck Cardigan Sweater with school emblem



Girls' Flat Front Slacks



Opaque Nylon Knee-Hi



Orlon Knee-Hi



Opaque Tights



Children's Oxford Shoe



Women's Eastland Oxford Shoe



Full-Zip Fleece Jacket

# GIRLS - GRADES 6<sup>TH</sup>-8<sup>TH</sup>

## GYM (6)



Short Sleeve T-Shirt with heat transferred logo



Long Sleeve T-Shirt with heat transferred logo



Micromesh Gym Shorts



Heavyweight Crewneck Sweatshirt with heat transferred logo



Heavyweight Sweatpants with heat transferred logo



Crew Socks

## WINTER (12)



Wrap-around Kilt



Short Sleeve Banded Bottom Polo Shirt with heat transferred logo



Long Sleeve Banded Bottom Polo Shirt with heat transferred logo



V-Neck Pullover Sweater  
with school emblem



Girls' Flat Front Slacks



Opaque Nylon Knee-Hi



Orlon Knee-Hi



Opaque Tights



Ribbed Tights



Women's Eastland Oxford  
Shoe



Full-Zip Fleece Jacket



Children's Oxford Shoe

## BOYS - GRADES K-5<sup>TH</sup>

### GYM (6)



Short Sleeve T-Shirt with  
heat transferred logo



Long Sleeve T-Shirt with  
heat transferred logo



Micromesh Gym Shorts





Heavyweight Crewneck  
Sweatshirt with heat  
transferred logo



Heavyweight Sweatpants  
with heat transferred logo



Crew Socks

## SPRING/FALL (2)



Short Sleeve Polo Shirt  
with heat transferred logo



Boys' Twill Walking Shorts

## WINTER (10)



V-Neck Cardigan Sweater  
with school emblem



Children's Oxford Shoe



Full-Zip Fleece Jacket



Twill Pants



Short Sleeve Oxford Shirt



Long Sleeve Oxford Shirt



Tie with heat transferred logo



Crew Socks



Reversible Leather Belt



Men's Eastland Oxford Shoe

**BOYS - GRADES 5<sup>TH</sup>-8<sup>TH</sup>**

**WINTER (16)**



V-Neck Cardigan Sweater with school emblem



Children's Oxford Shoe



Full-Zip Fleece Jacket



Short Sleeve T-Shirt with heat transferred logo



Long Sleeve T-Shirt with heat transferred logo



Micromesh Gym Shorts



Heavyweight Crewneck  
Sweatshirt with heat  
transferred logo



Heavyweight Sweatpants  
with heat transferred logo



Crew Socks



Twill Pants



Short Sleeve Oxford Shirt



Long Sleeve Oxford Shirt



Tie with heat transferred  
logo



Crew Socks



Reversible Leather Belt



Men's Eastland Oxford  
Shoe





## ***Here's what you can anticipate on the first days of school...***

### **Wednesday, September 6, 2023**

#### **First Day of Classes**

Grades Kindergarten – 8<sup>th</sup>

Half Day - 8 am -12:30 pm

***Breakfast and Lunch Program begins.***  
*(Breakfast and Lunch Menus will be provided)*

***No Afterschool Program***

### **Thursday, September 7, 2023**

#### **Second Day of Classes**

Grades Kindergarten – 8<sup>th</sup>

Full Day - 8 am -3 pm

***No Afterschool Program***

### **Friday, September 8, 2023**

#### **Third Day of Classes**

Grades Kindergarten – 8<sup>th</sup>

Full Day - 8 am -3 pm

***No Afterschool Program***

**8:30 am Students to attend the First Friday  
Mass.**

### **Monday, September 11, 2023**

Full Day - 8 am -3 pm

**Bus Program begins for eligible students.**

**Afterschool Program begins for students  
who registered 3 pm – 5:30 pm**

### **Dismissal Procedure**

**Kindergarten** – Side Door Closest to  
Entrance B

**1<sup>st</sup> Grade** – Back Door by Parking Lot

**2<sup>nd</sup> Grade** – Side Door through Playground

**3<sup>rd</sup> Grade** – Side Door through Playground

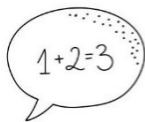
**4<sup>th</sup> Grade** – Entrance B (Door opposite of  
Main Entrance A)

**5<sup>th</sup> Grade** – Main Entrance A

**6<sup>th</sup> Grade** – Entrance B (Door opposite of  
Main Entrance A)

**7<sup>th</sup> Grade** – Side Door Closest to Entrance B


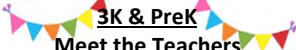





**8<sup>th</sup> Grade** – Entrance B (Door opposite of  
Main Entrance A)

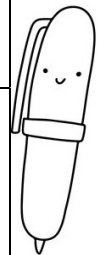


# ST. MICHAEL'S CATHOLIC ACADEMY

## September 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2 <b>Confessions</b> 11:00 am - 12:00 pm (or by appointment) <b>Mass Schedule</b> 8:30 am (English) 5:15 pm (English) 7:00 pm (Spanish)
3 <b>Mass Schedule</b> 7:00 am (Chinese) 8:30 am (English) 10:00 am (Spanish) 12:00 pm (English) 1:30 pm (Spanish) 3:30 pm (Chinese)	4  School's Office Closed	5 <b>Faculty and Staff Planning Day</b> <b>School's Office is Open</b> 9 am - 12 pm <b>3K &amp; PreK Zoom Orientation</b> 7 pm	6 <b>First Day of Classes</b> Grades: K-8 Half Day 8 am -12:30 pm <b>Breakfast/Lunch Program begin for All Grades</b> (No Afterschool)  <b>3K &amp; PreK Meet the Teachers</b> 1 <sup>st</sup> Session: 9 am - 10 am 2 <sup>nd</sup> Session: 11 am - 12 pm	7 <b>Second Day of Classes</b> Grades: K-8 Full Day (8 am - 3 pm) (No Afterschool) <b>Half Day for 3K &amp; PreK</b> 8:30 am - 12 pm	8 <b>Third Day of Classes</b> Grades: K-8 Full Day (8 am - 3 pm) (No Afterschool) <b>† Friday Mass 8:30 am</b> <b>Half Day for 3K &amp; PreK</b> 8:30 am - 12 pm	9 <b>Confessions</b> 11:00 am - 12:00 pm (or by appointment) <b>Mass Schedule</b> 8:30 am (English) 5:15 pm (English) 7:00 pm (Spanish)
10 <b>Mass Schedule</b> 7:00 am (Chinese) 8:30 am (English) 10:00 am (Spanish) 12:00 pm (English) 1:30 pm (Spanish) 3:30 pm (Chinese)	11  <b>First Full Day</b> Grades: 3K- PreK 8:30 am - 2:30 pm <b>Afterschool Programs begin for All Grades</b> <b>Bus Program will begin for eligible students</b> 	12	13 <b>Mass 8:30 am</b> <b>Grades: 3 &amp; 8</b>	14  <b>Meet the Teachers</b> (In-Person) Grades: K-8 7 pm	15	16 <b>Confessions</b> 11:00 am - 12:00 pm (or by appointment) <b>Mass Schedule</b> 8:30 am (English) 5:15 pm (English) 7:00 pm (Spanish)
17 <b>Catechetical Sunday</b> <b>Mass Schedule</b> 7:00 am (Chinese) 8:00 am (Tagalog) 9:00 am (English) 10:00 am (Spanish) 12:00 pm (English) 1:30 pm (Spanish) 3:30 pm (Chinese)	18	19	20 <b>Mass 8:30 am</b> <b>Grades: 2, 4 &amp; 7</b>	21	22	23 <b>Confessions</b> 11:00 am - 12:00 pm (or by appointment) <b>Mass Schedule</b> 8:30 am (English) 5:15 pm (English) 7:00 pm (Spanish)
24 <b>Mass Schedule</b> 7:00 am (Chinese) 8:30 am (English) 10:00 am (Spanish) 12:00 pm (English) 1:30 pm (Spanish) 3:30 pm (Chinese)	25 <b>Picture Day #1</b> (Individual Portraits) 	26 <b>Picture Day #2</b> (Class Picture) 	27 <b>Mass 8:30 am</b> <b>Grades: 5 &amp; 6</b>	28	29	30 <b>Confessions</b> 11:00 am - 12:00 pm (or by appointment) <b>Mass Schedule</b> 8:30 am (English) 5:15 pm (English) 7:00 pm (Spanish)



## CATHOLIC ELEMENTARY SCHOOLS IN BROOKLYN AND QUEENS 2023 ~ Academic/Administrative Calendar ~ 2024

<b>SEPTEMBER 2023</b>	<b>(18 Instructional Days)</b>
5 Tuesday	Faculty and Staff Planning Day
6 Wednesday	First Day of Classes for Students K-8 Dismissal at 12:30PM
6 Wednesday	PK3, PK4 Orientation
7 Thursday	Second Day of Classes K-8 Dismissal at 3:00 PM
7 Thursday	½ Day classes for PK3, PK4 Dismissal at 12 PM
8 Friday	Third Day of Classes – Dismissal at 3:00 PM
8 Friday	½ Day classes PK3, PK4 Dismissal at 12 PM
11 Monday	First Full Day for 3-K + Pre-K 3 and Pre-K for All + Pre-K 4
17 Sunday	Cathechetical Sunday
18 Monday	iReady Cycle 1 Begins
25 Monday	Educational Summit
29 Friday	Census export date
<b>OCTOBER</b>	<b>(21 Instructional Days)</b>
6 Friday	Virtual Rosary Rally
6 Friday	iReady Cycle 1 Ends
9 Monday	<i>Columbus Day – Academies/Parish Schools Closed</i>
13 Friday	<i>Principals’ St. John Neumann Day</i>
13 Friday	BEDS Report Due
18 Wednesday	Progress Reports sent home
19 Thursday	IDW Workshops with Nassau BOCES (10AM-11AM or 1PM-2PM)
20 Friday	Deadline for Submission of “Revised” Budgets
27 Friday	Crisis Management Plans Due
<b>NOVEMBER</b>	<b>(19 Instructional Days)</b>
1 Wednesday	<i>All Saints Day – Academies/Parish Schools Open</i>
1 Wednesday	<i>Participation Agreements Return Date</i>
3 Friday	Deadline for Submission Annual Fiscal Report
4 Saturday	TACHS – Test for Admission into Catholic High Schools
10 Friday	<i>Veterans’ Day Observance– Academies/Parish Schools Closed</i>
19-25 Sun.-Sat.	<i>Discover Catholic Schools Week</i>
21 Tuesday	Computer-Based Training for State Tests with Nassau BOCES (1PM-3PM)
22 Wednesday	Thanksgiving Recess Dismissal at 12:30 PM
23-24 Thurs. – Fri.	<i>Thanksgiving Recess – Academies/Parish Schools Closed</i>
30 Thursday	End of First Trimester
<b>DECEMBER</b>	<b>(15 Instructional Days)</b>
1 Friday	Second Trimester Begins
7-12 Thurs.-Tues.	Report Card Distribution Period
8 Friday	<i>Feast of the Immaculate Conception – Academies/Parish Schools Closed</i>
12 Tuesday	Last day to complete TACHS Applicant Records Online (5 PM)
22 Friday	Christmas Recess Begins at Dismissal (Full Day of School)
25 Monday	<i>Christmas Day</i>
<b>JANUARY 2024 (20 Instructional Days)</b>	
3 Wednesday	<i>Classes Resume</i>
10 Wednesday	<i>Catholic High Schools’ Acceptance Notifications</i>
11 Thursday	<i>Annual State Testing Meeting with Nassau BOCES (1PM-2:30 PM)</i>
15 Monday	<i>Martin Luther King, Jr. Day – Academies/Parish Schools Closed</i>
16 Tuesday	iReady Cycle 2 Begins
19 Friday	<i>Principals’- St. John Neumann Day</i>
28-3 Sun.-Sat.	<i>Celebrate Catholic Schools Week- 1/28-2/3</i>

<b>FEBRUARY</b>	<b>(16 Instructional Days)</b>
1-3 Thurs.-Sat.	<i>Celebrate Catholic Schools Week</i>
2 Friday	iReady Cycle 2 Ends
7 Wednesday	Second Trimester Progress Reports sent home
14 Wednesday	<i>Ash Wednesday</i>
19-23 Mon.-Fri.	<i>Mid-Winter Recess – Academies/Parish Schools Closed</i>
26 Monday	Monday Classes Resume
<b>MARCH</b>	<b>(19 Instructional Days)</b>
5 Tuesday	<i>OSCWorld Vendor Scoring Meeting for State Tests (11AM-Noon)</i>
14 Thursday	Second Trimester Ends
15 Friday	Third Trimester Begins
20-22 Wed.- Fri.	Report Card Distribution Period
27 Wednesday	<i>Easter Recess Begins at Dismissal (Full Day of School)</i>
28 Thursday	<i>Holy Thursday</i>
29 Friday	<i>Good Friday</i>
30 Saturday	<i>Holy Saturday</i>
31 Sunday	<i>Easter Sunday</i>
<b>APRIL</b>	<b>(17 Instructional Days)</b>
1-5 Mon.-Fri.	<i>Easter Recess</i>
8 Monday	Classes Resume
10-11 Wed.-Thurs..	NYS Grades 4, 6 & 7 ELA Tests
19 Friday	<i>Administrative Assistants’ Luncheon</i>
22 Monday	NYS Grades 5 & 8 Science Computer Based Test May Begin
<b>MAY</b>	<b>(22 Instructional Days)</b>
1 Wednesday	<i>Third Trimester Progress Reports sent home</i>
7-8 Tues.-Wed..	NYS Grades 4, 6 & 7 Math Tests
9 Thursday	<i>Ascension Thursday – Academies/Parish Schools Open</i>
13 Monday	Deadline for submission of Preliminary Budgets
13 Monday	iReady Cycle 3 Begins
17 Friday	Last day to administer NYS Grades 5 & 8 Science Test
17 Friday	<i>Principals’ St. John Neumann Day</i>
27 Monday	<i>Memorial Day – Academies/Parish Schools Closed</i>
31 Friday	i-Ready Cycle 3 Ends
<b>JUNE</b>	<b>(13 Instructional Days)</b>
14 Friday	<i>First Possible Day for 8<sup>th</sup> Grade Graduation</i>
17 Monday	<i>First Possible Day for “Step-up” Ceremonies</i>
19 Wednesday	<i>Juneteenth Observed – Schools Closed</i>
20 Thursday	<i>Earliest Possible Day for School Closing</i>
21 Friday	<i>Latest Day for School Closing</i>
24-26 Mon.-Wed.	Teacher Professional Development
27 Thursday	<i>St. John Neumann Day – End of Year Principal Meeting (TBD)</i>

**NOTES:**

**180 Days: 177 Instructional +3 Professional Days to be planned by each individual school. Note: Snow Days/Emergency Days should not be scheduled as Schools will shift to Remote Learning if Necessary. The Diocese recommends no more than 10 half days for faculty conference and PD. It is suggested that report card meetings with parents take place after school hours.**  
Please refer to the 3-K and Pre-K for All administrative calendar for more information.



## Contact Information

School Principal: Mr. Philip Heide

Email Address: [heide@stmichaelsca.org](mailto:heide@stmichaelsca.org)

Chinese Family Outreach Coordinator: Sr. Mary Bin Lin

Email Address: [binlin@stmichaelsca.org](mailto:binlin@stmichaelsca.org)

Office Secretary: Ms. Cindy Andrade

Email Address: [andrade@stmichaelsca.org](mailto:andrade@stmichaelsca.org)

Business and Tuition Secretary: Ms. Nelly Perez

Email Address: [perez@stmichaelsca.org](mailto:perez@stmichaelsca.org)

Phone: (718) 961-0246    Fax: (718) 961-2013    School Office Hours: 8:00 am to 3:00 pm

Website: <https://stmichaelsca.org/>

School Name: St. Michael's Catholic Academy

Address: 136-58 41st Avenue, Flushing, NY 11355

## Our Mission

St. Michael's Catholic Academy is enriched by and reflects the cultural diversity of the parishes of St. John Vianney and St. Michael's. The total program at St. Michael's, from preschool through grade eight, is designed to promote each student's intellectual and spiritual growth grounded in a deepening relationship with Jesus Christ. Honoring each child's individual needs, the Academy motivates the student to achieve his/her potential in an atmosphere conducive to academic excellence, holistic growth, and social responsibility.

## Vision Statement

We recognize each child as God's unique creation gifted with talents and attributes which need to be nurtured and cultivated. The faculty of the academy cooperates with each family in the education of the children entrusted to its care. The diversity of each child's gifts challenges the administration, faculty, and staff to engender in themselves and their student's qualities of mutual respect and esteem.

In an atmosphere conducive to fostering Christian community values, we hold the education of our students in sacred trust as we help the students to:

- **Understand their Catholic faith and morality.**
- **Evaluate and express ideas both intellectually and creatively.**
- **Acquire the skills necessary to think critically and to choose alternatives based on their faith.**
- **Reach their learning potential through a rich curriculum.**

## History of the Academy

For over 172 years, St. Michael's has served the people of Downtown Flushing. St. Michael's Catholic Academy was the first Catholic School in the Diocese of Brooklyn-Queens. We are the only Dual Language School in the entire Diocese of Brooklyn-Queens.

## **Arrival and Dismissal Policy**

Early arrival begins at 7:30 am. Parents/guardians are to drop their children off at 7:45 am with a teacher or staff member present. This is the safest place for children—with their peers and with an adult from the Academy present. We strongly encourage parents/guardians to drop their children off at an early arrival time, as the additional time gives students more time to prepare for the day and socialize with their peers. For safety reasons, parents/guardians and visitors are required to sign in at the Main Office.

At the end of the school day, the students will be dismissed at their designated outdoor position. Your child's homeroom teacher will share this position with you.

The Academy will not release a student to any adult that is not known to it as a parent, guardian, or custodian. If a parent/guardian sends another individual to pick up his or her child, the parent/guardian must notify the Academy in writing at least 24 hours in advance.

Students who proceed home on their own, either by walking, bicycle or otherwise, must do so as safely and directly as possible and submit written authorization signed by the parent/guardian to the Academy. They must obey all traffic and trespassing laws, and cross designated crosswalks. Students in grades K-5 will not be permitted to travel home from the Academy without a parent, guardian, or other authorized adult or other pre-arranged travel accommodation (such as a school bus). In the case of a younger student traveling home with an older student, such as an older sibling, the Academy must receive written authorization from a parent/guardian. The Academy reserves the right to not release the student(s) to travel home on their own, either by walking or otherwise, if it deems that is not in the best interest of the students.

## **Early Release**

Students are expected to be in attendance for the complete session each school day. If for any reason a student must leave the Academy before the regular dismissal hour, a parent/legal guardian or a person authorized by the parent/legal guardian must come to the Academy office to pick the student up and escort the student out of the building. Parents/ legal guardians **must** provide authorization for their child to be released to an individual other than a parent/ legal guardian.

## **Late Pick-Up Policy**

To be respectful to our staff and their family time, parents who arrive past the end of class (2:45 pm) will be charged a fee of \$50 for the time their child spends in the After School Program. The After School Coordinator will send a yellow envelope with your child letting you know how much you owe.

## **School Closings**

The Diocese of Brooklyn will base its closings on the New York City Public School System. If the New York City school system closes due to inclement weather, the schools within the Diocese of Brooklyn are closed. Local academies may also make decisions to close their individual schools based on inclement weather or other hazardous conditions (infrastructure issues, flooding, property damage, etc.). Parents will be notified as soon as possible. In the event of closure during the school day, proper provisions will be made for students to return home or to be cared for in other premises until the usual dismissal time.

## Health

The school nurse is provided to our school by the New York City Department of Health. She is our medical expert and is consulted in every health decision that the principal makes.

### **Illness and Medical Conditions**

The following provides an overview of various medical conditions and illnesses, the Academy's policy on how it handles such illnesses and conditions, and parent/guardian requirements. This list is not meant to be exhaustive but rather explanatory. In the case of any other illness or medical condition, or if there are any questions, please contact the principal.

### **Parents are reminded of the NYC Department of Health Core Practices for reducing illness in school:**

- **Keep your child at home if they are sick.**
- **Practice good Hand Hygiene (wash hands)**
- **Practice good Respiratory Hygiene (cover coughs and sneezes)**

Allergies: Parents/guardians must notify the Academy of any documented allergies that a student may have.

### **Policy on nuts and other allergens: We are a nut-free school.**

Asthma: Parents/guardians are required to notify the Academy of the medical needs and protocols of any student who has asthma or a related condition.

Contagious Illness: To the extent a child has a contagious illness, please notify the Academy as soon as possible so that we may alert others who encountered your child. We also may be required to notify the Department of Health. A student with a contagious illness should not arrive for school. This applies even if the parent/guardian has not received confirmation that the child's illness is contagious, but the child is exhibiting signs of a possible communicable disease, such as a suspicious skin rash, suspicious open wounds, redness of the eyes with intense itching/burning and thick drainage, painful, reddened sore throat, and a constant cough accompanied by other symptoms. Students with a contagious illness should remain home from school until a doctor advises that he or she is no longer contagious and can resume normal activities.

Diarrhea/Vomiting: Students who are exhibiting vomiting and/or diarrhea should not arrive for school. Rather, they should stay home until they are free from symptoms for at least 24 hours.

Epinephrine: Severe allergic reactions leading to anaphylaxis are a life-threatening and time-sensitive medical emergency. Therefore, and in accordance with New York State and City Departments of Health recommendations, Academies will work with local health providers to receive training on the administration of epinephrine. For more information, see the administering epinephrine policy below.

If a child is at risk of anaphylaxis, the parent/guardian **MUST** notify the school and inform it of the risk. Additionally, the parent/guardian must 1) inform the Academy whether the student can self-administer

epinephrine, 2) supply the Academy with two epinephrine devices in their original packaging; and 3) replace the devices when it expires, have been used, or shows any other signs of defect, such as discoloration.

Fever: If your child has a fever of 100 degrees or over, he or she must stay home. Your child may not return to school until they are fever free without Tylenol, Motrin, or Advil for at least 24 hours.

Lice: To the extent, a student contracts head lice, he or she must stay home from school until the parent/guardian has treated the condition in accordance with the New York City Department of Health Regulations. This is to protect the health and safety of all students and staff given the high likelihood that others can also contract head lice. In any case, when a student is infected, a letter will be sent out to the entire class. The student's name will not be revealed. If a parent/guardian becomes aware of a lice infection at home, do not send your child to school. Please inform the school via telephone. The Academy does not pay for lice treatment regardless of where exposure may have occurred.

Mobility: As a matter of safety, and in accordance with all applicable laws, the Academy may not be able to accommodate in-person learning for a child who is immobile, such as a child who is utilizing crutches or in a cast. The Academy will endeavor to provide reasonable accommodation whenever possible but must ensure the safety of the student and all other students and be in accord with fire safety laws. Distance learning may be provided as an alternative solution.

### **Clearance to Return**

In certain instances, the Academy may require medical clearance for the child to return to the Academy. If requested, the medical clearance note must specifically state that the child may return to the Academy and resume all activities including gym and playground. Clearance notes will likely be required for severe illness, including hospitalizations and ER visits, surgical procedures, head injuries, cardiac/respiratory concerns, fractures, sprains, or significant changes in a child's health state which may impact physical activities.

**A child must be visibly free from a communicable disease, fever free without fever-reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours while on a normal diet.**

### **Accidents and Injuries**

When injuries happen, an SMCA staff member will take the injured child to the school nurse. The nurse will call the parents to notify them about the incident and type of injury. She will send a written note to the parents reporting the accident or injury that occurred during school hours.

If a student is seriously injured, the parent/guardian will be notified by the Academy as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of aiding the student.

If an accident results in a medical condition/injury, the Academy is authorized to render reasonable first aid if such direct medical assistance would, in the opinion and judgment of the Academy, minimize the severity of the student or injured person's condition. The Academy may secure a professional diagnosis and/or treatment if such an action, in the opinion and judgment of the Academy, appears to be reasonably warranted. The Academy, its staff, and the Academy officials shall be held harmless from any liability, costs or expenses



associated with any treatment of first aid provided (including, but not limited to the cost of transportation), and such costs or expenses shall be the responsibility of the injured party or, if a student, the student's parents.

### **Safety**

The safety of the students is the Academy's number one concern, and we maintain a high standard of safety. This requires that the Academy complete periodic drills and exercises and that all members of the community are trained in our safety standards. To maintain a safe environment, the Academy requires cooperation across the board including the administration, teachers, staff, and, of course, parents. We must ensure safety is practiced in hallways, when passing during class, while on staircases, when using restrooms, during recess and physical education, during after-school programs and extracurricular activities, when outside the school building, during arrival and departure, and in connection with parent parking.

### **Safe Environment**

All teachers, staff, and volunteers must complete VIRTUS training and a background screening which is administered by the Diocese of Brooklyn.

### **Communications with Teachers**

Students benefit tremendously when an open line of communication exists between families and teachers. It is recommended that parents/ legal guardians communicate any concerns regarding their child. Parents/ legal guardians as well as teachers should always use FACTS, school communication platforms (I.e. Google Classroom), or a note sent directly to the teacher/ family. If needed, the parent/ legal guardian or teacher can schedule a follow-up meeting to address any further issues. It is also recommended that a parent communicate with a teacher regarding their concerns prior to involving the administration. Initiating open communication with the teacher first continues a positive relationship between families and teachers.

### **Parent-Teacher Conferences**

Parents/ legal guardians will have the opportunity to attend parent-teacher conferences at the end of the first and second trimesters following receipt of student report cards. While these are formally scheduled conferences, parents are also encouraged to schedule meetings with teachers or other staff, when necessary, to discuss their child's progress and learning goals.

### **Dress Code**

The Academy believes that clothes do not define a person. The wearing of a uniform allows everyone to be seen for who they are, not by what they have. The purpose of a uniform is to be a means of consistency in student dress while keeping costs to a minimum. It also reduces the problem of competitive dressing. Students, unless otherwise notified by the Administration, will wear the school uniform.

All students are expected to keep themselves well-groomed and neatly dressed at all times. A clean and healthy appearance is important. Any form of dress which is considered by the Administration to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school

will not be permitted. All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced items may be worn.

**Please label all clothing pieces: jackets, sweaters, coats, hats, gloves, etc. to help prevent lost articles.**

### **Student Behavior and Code of Conduct**

The Academy Student Code of Conduct is as follows:

All students are expected to always thrive toward excellent behavior. Behavior problems include disrespecting authority, including teachers and staff, and other students, teasing, bullying, socially unacceptable behavior, or behavior contrary to the teachings of the Catholic Church or the mission of the Academy. If behavioral issues persist, the Academy may request a conference with the parents. Failure on behalf of a parent/guardian to attend a conference may result in the child staying home until the parent/guardian and student attend the conference with the Academy.

### **Crisis/Emergency Information**

Should a crisis require evacuation from the school building, the students will be brought to a safe place located at St. Michael's Church and parents/guardians should meet them at that location. The Academy utilizes FACTS to notify parents/guardians directly about the crisis.

**St. Michael's Church Basement  
136-76 41<sup>st</sup> Avenue, Flushing, NY 11355  
Phone Number (718) 961-0295**

**\*\* Please be informed that the complete and up-to-date Parent-Teacher handbook can be accessed through our school's website. We highly recommend that you check it out for your convenience. \*\***