







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)

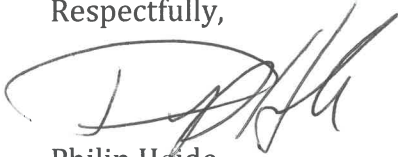
Parents, we know that you have jobs in the professional world. We understand that you make sacrifices to send your children to our school. However, this does not excuse you from playing an active role in your child's education. It is your responsibility to ensure that your child's homework is completed 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 shape.

Philip Heide  
Principal



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September 2023

Dear Parents and Guardians,

Welcome to the 2023-2024 school year. I hope everyone remained healthy and had a restful and enjoyable summer break. I am very happy to be your child's 8th Grade Homeroom Teacher this year, teaching them Social Studies, ELA, and Religion.

This year will be an exciting time for your child. They will be choosing their High School for September 2023. I ask that you go over the 12 choices with your child so that both he/she and you are comfortable with the choices they select. Please keep in mind travel time and distance from your home when you are helping them with their selections. Much more information from our Principal, Mr. Heide, will be coming home to you regarding this process.

Academically, I would like to take this opportunity to explain to you my expectations for your children this year.

- Students are to come to class prepared with textbooks, notebooks, and homework.
- Each student is expected to be respectful to his or her peers and to all adults.
- Your child is responsible for completing and turning in all assignments.
- Homework will be assigned Monday - Thursday in my class. Friday may also be needed for an assignment. Assignments and homework will be posted on Google Classroom. They are to be returned to me through Google Classroom as well unless otherwise directed. If your child cannot do the assigned homework for a legitimate reason, you, the parent, are to email me with an explanation. [marsala@stmichaelsca.org](mailto:marsala@stmichaelsca.org)

I ask that a parent contact me by email with an explanation as to why your child was unable to do the assignment or they will receive a zero-homework grade for that assignment. Missing homework is expected to be turned in no later than 2 days after it is due.

In order to assure academic success, I ask that this not happen more than twice in a Trimester.

- Quizzes and tests will be both announced and unannounced. Your child should be reading and reviewing nightly.
- If he or she is absent from school; they are responsible for the work assigned.
- Units of Study for 8th Grade Social Studies are:
  - a. The Reconstruction Era (Post-Civil War) (1865-1896)
  - b. Opening the West (1858-1896)
  - c. The Industrial Age (1865-1914)
  - d. An Urban Society (1865-1914)
  - e. The Progressive Era (1877-1920)

- f. Rise to World Power (1865-1917)
- g. World War I (1914-1919)
- h. The Jazz Age (1920-1929)
- i. The Depression and the New Deal (1929-1939)
- j. America and World War II (1939-1945)
- k. The Cold War Era (1945-1960)
- l. The Civil Rights Era (1954-1974)
- m. The Vietnam Era (1960-1975)
- n. A Troubled Nation (1968-2001)
- o. New Challenges (2001-Present)

- Units of Study for 8th Grade ELA are:

- a. Grammar, Usage, and Mechanics
- b. Writing - Descriptive, Narrative, Expository, and Persuasive
- c. Vocabulary
- d. Spelling

- Units of Study for 8th Grade Religion are:

- a. How do we nourish God's Gift of Faith?
- b. Who are our Ancestors in Faith?
- c. How can the Church's Heritage give us hope?
- d. What does it mean to be Catholic?
- e. The Liturgical Calendar - Advent, Christmas, Lent, Triduum, Easter, Pentecost, Ordinary Time
- f. Catholic Identity

- Projects will be assigned throughout the year.

- If you need to contact me for any reason, you may email me at [marsala@stmichaelsca.org](mailto:marsala@stmichaelsca.org)

**Grading Criteria  
8<sup>th</sup> Grade Social Studies**

Tests	50%
Quizzes	25%
Homework	10%
Classwork	10%
*Projects	5%

**Grading Criteria  
8<sup>th</sup> Grade ELA**

Reading	35%
Writing	35%
Grammar	10%
Vocabulary	10%
Spelling	10%

**Grading Criteria**  
**8<sup>th</sup> Grade Religion**

Quizzes	30%
Tests	60%
Bible Study (Sunday Gospels)	5%
Projects	5%

I am confident that in partnership with you, we will see them grow and flourish throughout the year.

Sincerely yours,

Mrs. Patricia Marsala

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Parent Signature

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Student's Name



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September 2023

Dear Parent/Guardian,

My Name is Sister CosmasMary Njoku. I welcome you and your child/children to St. Michael's Catholic Academy. I will be teaching grades 6, 7, and 8 Mathematics, grade 7 Religion and grade 8 Science.

Knowing that our progress and achievement in school depend on our interest and hard work, it only matters most that we make proper use of the time we have together in school. Therefore, encourage your child to:

1. Maintain a respectful attitude and good behavior, and follow regulations as required by the school.
2. Have ready all the items in the supply list.
3. Participate fully and respectfully in all class work =, assignments, tests, quizzes, discussions, projects, and homework.
4. Complete and hand in homework by the due date.
5. Keep good, clean, and current notes of lessons.
6. Provide a note for explanation in case of ill health.
7. (Parents): Study and monitor your child's progress report when it is issued.

The grading format for the Math, Science, and Religion classes is as follows:

**Tests = 50%, Quizzes = 25%, Homework = 10%, Classwork = 10% and Projects = 5%, Total = 100%.**

Please discuss this letter with your child/children at home. I look forward to working with you and your child/children for the success of the school year. You can contact me at school if you have any concerns.

Thank you and God bless you,

Sincerely,

Sr. CosmasMary Njoku

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Please sign and have your child return this portion of the page to Sr. CosmasMary Njoku


**Name of Parent:** \_\_\_\_\_ **Student (child)** \_\_\_\_\_



**2023-2024**

## **6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Supply List**

- 6** Jumbo Book Socks
- 3** Packs of Red Pens
- 2** Boxes of 24-count Crayola Crayons
- 2** Boxes of Washable Magic Markers
- 1** Pencil Sharpener
- 3** Large Glue Sticks
- 1** Mathematical Set (Grades 6<sup>th</sup>-8<sup>th</sup>) **MANDATORY**
- 7** Large Marble Notebooks
- 8** Two Pocket Plastic Folders
- 3** Containers of Anti-bacterial Cleaning Wipes (**NO** Baby Wipes)
- 2** Packs of Blue or Black Pens
- 2** Packs of 12 Pencils with Erasers
- 2** Packs of 1 Colored Pencils
- 6** Highlighters (Yellow, Green, and Pink)
- 1** Pair of Safety Scissors
- 1** Ruler (inches & centimeters)
- 1** Scientific Calculator - TI 30 or TI 34 (Grades 6<sup>th</sup>-8<sup>th</sup> **ONLY**) **MANDATORY**
- 1** Small Marble Notebook (for Computer)
- 5** Packages of Looseleaf
- 1** Package of Graph Paper
- 3** Packs of Tissues
- 1** Bottle of Hand Sanitizer
- 3** Packs of Index Card (1 regular size 3x5 and 2 large size 5x8)
- 5** Packs of Colored Post-It Notes for Novel Annotation (ELA)
- 2** Pads of Tracing Paper (9x12)
- 3** Packs of Assorted Colors Construction Paper
- 2** Rolls of Paper Towels
- 3** Spiral Notebooks – College Ruled (Different Colors – At least 100 pages each)

Turn the page 



**\*\*Please Note: NO binders or White-out of any kind. Students with these supplies will be asked to take them back home. NO textbooks will be given out until students bring in book socks. \*\***

**The Following are samples of what is required for Grades 6<sup>th</sup>-8<sup>th</sup>.**

### Mathematical Set



### Tracing Paper Pads



### Scientific Calculator

TI 30

OR

TI 34





# 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)

## 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.

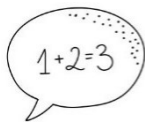
### **Crisis/Emergency Information**

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. \*\***


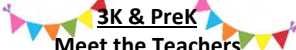






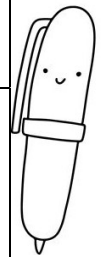
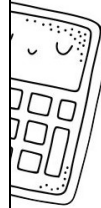


# ST. MICHAEL'S CATHOLIC ACADEMY

## 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.