





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 41st Avenue, Flushing, New York 11355

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

www.stmichaelsca.org

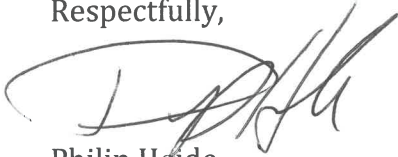
Parents, we know that you have jobs in the professional world. We understand that you make sacrifices to send your children to our school. However, this does not excuse you from playing an active role in your child's education. It is your responsibility to ensure that your child's homework is completed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



W E L C O M E !

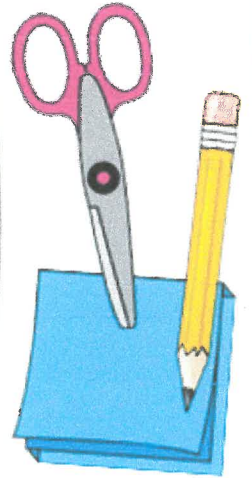


MEET YOUR teacher, Ms. Chen

A Little Bit About me!

I was born and raised in China. I speak Mandarin, Cantonese, and English. I moved to New York City to attend college. In my free time, I enjoy reading, hiking, and making things for my class on my computer.

Welcome to 1st grade! My name is Ms Chen and I will be your Mandarin homeroom teacher. I hope you had a great summer! We are going to have an amazing school year together!



A few of My favorite Things!

FOOD(S): Noodles & Sushi



DRINK: Tea



ANIMAL: Bear



COLOR: Blue & Pink

HOBBY: Travel



SUBJECT: Mandarin



Get Ready for a great Year!

First grade is awesome! You will learn so much in Mandarin, like Chinese character art, picture word puzzles, and lots of sentence games! We will also read and discuss lots of amazing books! And I think you will love exploring different animals in the world for your science project. I can't wait to get started!

Contact Information



chen@stmichaelsca.org




2023-2024

1st Grade Supply List

- 1** School Bag - **NO** wheels (with your child's name on the inside)
- 1** Lunchbox/ Snack Bag (with your child's name on the inside)
- 1** Reusable Water Bottle (with your child's name on the inside)
- 3** Two Pocket Plastic Folders (with your child's name on the inside)
- 1** Dry Erase Eraser
- 4** Pencil Erasers
- 4** Bottle of White Elmer's Glue
- 2** Pairs of Safety Scissors
- 3** Boxes of 24-count Crayola Crayons
- 3** Packs of Crayola Colored Pencils
- 3** Packs of Variety Crayola Colored Markers
- 2** Washable Watercolor + Paintbrush
- 2** Pack of Assorted Colors Construction Paper
- 4** Black Sharpies
- 10** Glue Sticks
- 2** Packs of #2 **Ticonderoga** Pencils (**MUST be sharpened**)
- 2** Packs of Index Cards (white/colored)
- 2** Plastic Pencil Boxes/Cases
- 1** Headphone (regular round jack)
- 2** Rolls of Paper Towels
- 4** Boxes of Tissues
- 3** Packs of Quart Size Zip Lock Bags
- 3** Packs of Gallon Size Zip Lock Bags
- 2** Packs of Snack Size Zip Lock Bags
- 1** Bottle of Anti-bacterial Hand Sanitizer
- 3** Containers of Baby Wipes
- 4** Containers of Clorox or Lysol Anti-bacterial Cleaning Wipes
- 3** Bottles of Lysol Disinfecting Spray (aerosol) or daily cleaner (liquid cleaner)
- 2** Packs of Thin Paper Plates

PLEASE ORGANIZE ALL SUPPLIES INTO THREE BAGS

Turn the page 

English Class	Mandarin Class	Homeroom Teacher
<ul style="list-style-type: none"> • Folder • Plastic Pencil Case (child's name on outside) • In the plastic Pencil box please place: <ul style="list-style-type: none"> - 1 pack of 24 crayons - 1 pack of colored pencil - 1 pack of variety-colored markers - 1 scissor - 1 sharpie 	<ul style="list-style-type: none"> • Folder • Plastic Pencil Case (child's name on outside) • In the plastic Pencil box please place: <ul style="list-style-type: none"> - 1 pack of 24 crayons - 1 pack of colored pencil - 1 pack of variety-colored markers - 1 scissor - 1 sharpie 	<ul style="list-style-type: none"> • Folder • 1 pack of dry-erase markers • 1 dry-erase eraser • 4 pencil erasers • 4 bottles of White Elmer's glue • 1 pack of 24 crayons • 1 pack of colored pencils • 1 pack of variety-colored markers • 2 washable watercolors + paintbrush • 2 packs of construction paper • 2 black Sharpies • 10 glue sticks • 2 Packs of #2 Ticonderoga Pencils (MUST be sharpened) • 2 Packs of Index Cards (white/colored) • 1 Headphone (regular round jack) • 2 Rolls of Paper Towels • 4 Boxes of Tissues • 3 Packs of Quart Size Zip Lock Bags • 3 Packs of Gallon Size Zip Lock Bags • 2 Packs of Snack Size Zip Lock Bags • 1 Bottle of Anti-bacterial Hand Sanitizer • 3 Containers of Baby Wipes • 4 Containers of Clorox or Lysol Anti-bacterial Cleaning Wipes • 3 Bottles of Lysol Disinfecting Spray (aerosol) or daily cleaner (liquid cleaner) • 2 Packs of Thin Paper Plates



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

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

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-5TH

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 6TH-8TH

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-5TH

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 5TH-8TH

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 – 8th

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 – 8th

Full Day - 8 am -3 pm

No Afterschool Program

Friday, September 8, 2023

Third Day of Classes

Grades Kindergarten – 8th

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

1st Grade – Back Door by Parking Lot

2nd Grade – Side Door through Playground

3rd Grade – Side Door through Playground

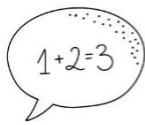
4th Grade – Entrance B (Door opposite of
Main Entrance A)

5th Grade – Main Entrance A

6th Grade – Entrance B (Door opposite of
Main Entrance A)

7th Grade – Side Door Closest to Entrance B


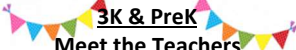




8th Grade – Entrance B (Door opposite of
Main Entrance A)

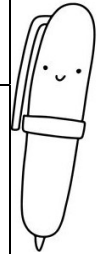


ST. MICHAEL'S CATHOLIC ACADEMY

September 2023



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



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

SEPTEMBER 2023	(18 Instructional Days)
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
OCTOBER	(21 Instructional Days)
6 Friday	Virtual Rosary Rally
6 Friday	iReady Cycle 1 Ends
9 Monday	Columbus Day – Academies/Parish Schools Closed
13 Friday	Principals’ St. John Neumann Day
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
NOVEMBER	(19 Instructional Days)
1 Wednesday	All Saints Day – Academies/Parish Schools Open
1 Wednesday	Participation Agreements Return Date
3 Friday	Deadline for Submission Annual Fiscal Report
4 Saturday	TACHS – Test for Admission into Catholic High Schools
10 Friday	Veterans’ Day Observance– Academies/Parish Schools Closed
19-25 Sun.-Sat.	Discover Catholic Schools Week
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.	Thanksgiving Recess – Academies/Parish Schools Closed
30 Thursday	End of First Trimester
DECEMBER	(15 Instructional Days)
1 Friday	Second Trimester Begins
7-12 Thurs.-Tues.	Report Card Distribution Period
8 Friday	Feast of the Immaculate Conception – Academies/Parish Schools Closed
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	Christmas Day
JANUARY 2024 (20 Instructional Days)	
3 Wednesday	Classes Resume
10 Wednesday	Catholic High Schools’ Acceptance Notifications
11 Thursday	Annual State Testing Meeting with Nassau BOCES (1PM-2:30 PM)
15 Monday	Martin Luther King, Jr. Day – Academies/Parish Schools Closed
16 Tuesday	iReady Cycle 2 Begins
19 Friday	Principals’- St. John Neumann Day
28-3 Sun.-Sat.	Celebrate Catholic Schools Week- 1/28-2/3

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

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

Chinese Family Outreach Coordinator: Sr. Mary Bin Lin

Email Address: binlin@stmichaelsca.org

Office Secretary: Ms. Cindy Andrade

Email Address: andrade@stmichaelsca.org

Business and Tuition Secretary: Ms. Nelly Perez

Email Address: 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 41st 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. ****