

# Most Holy Redeemer Catholic Academy

## 2017-2018 Parent/Student Handbook

Dear Parents,

As partners in the education of your child we welcome you to Most Holy Redeemer Catholic Academy. MHRCA provides all students with a Catholic faith-based education rooted in the teachings of Jesus Christ. Under the guidance of Our Lady and St. Michael, the Academy fosters and creates an atmosphere of warmth and caring; a place where the development of confident, self-sufficient, responsive, and moral human beings may flourish and grow. MHRCA endeavors to develop the spiritual, intellectual, emotional, moral, physical, and social growth of the children entrusted to our care by integrating religious education with academic studies.

The academy follows and adheres to the New York State Common Core Curriculum. It is acknowledged that each student has differing abilities and interests, and that learning occurs at different paces. An atmosphere of caring and trust with relation to God and others is provided to all our students. Our teachers have a commitment to and a sense of stewardship for caring for God's children; to help them achieve their academic potential and to encourage them to live God's word, participating fully in the life of the school and their local parishes.

Thank you for choosing Most Holy Redeemer Catholic Academy. It is my hope that this Handbook will be a guide and reference to our academic community. I ask that you read it and sign and return the form attached in the handbook.

Let us pray for each other as we engage in the mutual task of educating our children. This is an awesome gift and responsibility. As in all we do we ask for the guidance of the Holy Spirit. God bless you.

Mrs. Maureen Rogone

Principal

***Most Holy Redeemer Catholic Academy does not discriminate on the basis of race, color, or national/ethnic origin in the administration of educational policies, admissions, loan programs, and athletic or other school administered programs.***

## Mission

Most Holy Redeemer Catholic Academy is enriched by and reflects the cultural diversity of the parishes of Mary's Nativity-St. Ann's, St. John Vianney, and St. Michael's. The total program of MHRCA, 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

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 students qualities of mutual respect and esteem.

In and 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

## Admissions Policy

The following criteria is for admission to Most Holy Redeemer Catholic Academy:

- Preschool: student must be 4 years of age by December 31<sup>st</sup> and toilet trained
- Kindergarten: students must be 5 years of age by December 31<sup>st</sup>
- All student must present:
  - A copy of the Birth Certificate
  - A copy of the Immunization Record
  - The most recent Report Card
  - State/City/ Standardized test scores
  - Copy of the IEP (Individualized Education Program)

-Registration Fee (non-refundable)

\*\* Students transferring from a Catholic school must present a letter stating that there are no outstanding financial obligations to the school or Academy from where they are transferring.

All families applying for admission to MHRCA will need to complete an intake interview with the principal. The Academy reserves the right to request further evaluation as part of the application process. Compliance with the principal's request for testing or evaluation will be a determining factor for acceptance into the Academy.

### Academic Program

The academic program of the Academy follows the New York State Common Core Curriculum mandated by the Office of the Superintendent of Schools-Catholic School Support Services of the Diocese of Brooklyn and the New York State Department of Education. The program is enhanced by the multiple partnerships created with local colleges and universities which provide enrichment opportunities for our students and teachers.

The instructional areas are: Religion, Fine Arts, Technology and Computer Science, English Language Arts, Mathematics, Social Studies, Science, Physical Education, Library Science, World Language, and Emotional Literacy.

In addition, students have the opportunity to participate in a wide range of Eucharistic Liturgies and Para-liturgical celebrations throughout the year. Para-liturgical celebrations include, but are not limited to, the Sacrament of Penance, May Devotion, Stations of the Cross, etc.

Most Holy Redeemer Catholic Academy is inclusive and all students are expected to participate in liturgical and para-liturgical celebrations. Non-Catholic student attend these services also.

## Homework

Homework is an important part of the learning process. It is intended to reinforce the classroom material, help identify students' weaknesses, and help measure the acquisition of knowledge. Even if there is no written assignment, there is always studying or reading to be done.

Parents can help their child by:

- Checking the students' daily planner to see what has been assigned.
- Being alert for tests/communication folders that need to be signed and returned to school
- Scheduling the time and place where homework can be done daily.

The following times are suggested as a guide. If your child is spending a considerable amount of time on homework OR very little time on homework then contact the teacher.

- Pre-k-15 minutes
- Grades K and 1- one half hour
- Grade 2 and 3-45 minutes
- Grade 4-one hour
- Grade 5-one and one half hour
- Grades 6-8-two hours

## **Assessments and Reporting Student Progress**

Student's progress is reported through each Trimester in several ways. Communication Folders are sent home weekly for grades K-4 and biweekly for grades 5-8. Interim Reports indicated that half the trimester has been completed.

Report Cards are distributed three times a year at the completion of each Trimester. Parents/guardians are required to sign for the copy of the report card. Students in grades 4-8 need to accompany their parents to the conferences.

**The Diocesan Testing Program:** (CTB McGraw Hill/Terra Nova) evaluates all students enrolled in grades 3-8. This standardized test is administered in the fall of each year.

**New York State Assessment Program** mandates that all students participate in the testing program. The following grades and subject areas are tested:

- ELA Grades 4,6,8
- Math Grades 4,6,8
- Science Grades 4,8

***If a student does not achieve state expectations scoring a Level 3 or a Level 4 they will need remediation in Academic Intervention. Attendance in summer school may also be required for those students not meeting state expectations.***

### **Awarding Student Achievement**

Students receive special recognition through a variety of awards throughout the year. The awards are intended to recognize and promote academic skills and various aspects of living Gospel values, good citizenship, and academic achievement.

### **Promotion and Retention**

Promotion and retention of students are based on an evaluation of the academic, physical, social and emotional growth of the student. Evaluation is based on classroom performance, tests and quizzes, projects, standardized testing, and performance on state tests. The passing grade is 70 . Grading criteria will be determined by individual teachers; students and parents will receive the criteria in September.

Throughout the year the student's performance is reported to the parents. This may include additional conferences. If there is a concern or possibility of retention it will be indicated on the Second Trimester Report Card. Final decision of retention will be made in May. Parents will be notified with a written letter.

### **Arrival and Dismissal**

The session time for MHRCA is 8am-3pm.

Students are expected to be on their class line by 8am for Morning Prayer. Late passes will be distributed to those students arriving after 8am.

### **Conduct and Discipline**

Discipline is the key to good conduct and proper consideration of others. Through age appropriate behavior, each student contributes to a positive environment that fosters the growth of all students, and respects all members of the school community. It is important for each student to grow in understanding and acceptance of the consequences of his/her behavior. It is hoped that all parents share similar views and that they cooperate with the administration, faculty, and staff.

While it is the responsibility of each teacher to notify the students and parents of individual classroom rules, the following are basic for all students:

-Students are to be respectful, courteous and considerate of all members of the school community.

-Students are to contribute to an atmosphere of calm and order in and around the school building at all times.

-Students are responsible for coming to school each --day, fully prepared for classes.

-Students are responsible to do their part in helping to keep the school and its surroundings neat and clean.

-Students are expected to make restitution if any damage is done on or to school property.

-Electronic/recording devices are not permitted in school.

-Students are expected to go directly home or to another location, with parent's permission, when they are dismissed from school each day. For safety reasons congregating in and around the school after dismissal is not permitted.

**-Students possessing an instrument that can inflict harm on another will face expulsion from school. Inappropriate email (including Facebook, Twitter, etc) will be considered a form of violence and will be subject to suspension and possible expulsion.**

**-Students and parents will agree to sign an Acceptable User Policy before using the Internet in School. Violation of the AUP will result in a discipline action and the possible loss of the privilege of the use of the Internet.**

It should be noted that the following definition of violence is used as a guideline determining behavioral situations:

**“Violence is any word, look, sign or act that hurts a person’s body, feelings or things. Violence occurs whenever anyone harms or threatens to harm a person’s body, feelings or possessions.”**

Students and parents are made aware of specific age and grade related behavior expectations, academic requirements, and social responsibilities. Cooperation with the general school rules and regulations, as well as with the specific class standards is not only expected but is required. Failure to cooperate could result in the loss of privileges, possible suspension, or even expulsion.

***Sexual harassment in any form will not be tolerated and may constitute grounds for immediate suspension and/or expulsion. Sexual harassment may include but not be limited to speaking or touching someone inappropriately, making inappropriate gestures or implying something sexual in nature.***

### **Cell Phone Policy and Emergency Contact**

All students are required to turn cell phones off when entering school in the morning and check the phones in upon arrival. Students will retrieve cell phones at dismissal. Students are not permitted to carry cell phones on their person during school hours.

In the event of an emergency and parents need to contact the student they may call the school office at: 718 961-0246.

If there is an emergency situation the Academy will contact the parents. It is the responsibility of the parent/guardian to provide the school office with the updated phone numbers for all adults who will have the responsibility as the emergency contact for the student.

### **Dress Code**

Parents have the responsibility to see that the children adhere to the uniform requirements of Most Holy Redeemer Catholic Academy. Uniforms may be purchased at Flynn-O'Hara Company only.

Flynn-O'Hara Company  
Atlas Park Shopping Center (Next to Forever 21)  
80-40 Cooper Avenue Bldg 4 (Accessible by the North Garage)  
Glendale, NY 11385

718 326-2704

<https://www.flynnohara.com/>

### **Dress Down Days**

When students earn the privilege of dressing down, relaxed but appropriate clothing is required. If students abuse this privilege they will be asked to report in complete uniform. This includes any form of head gear which is socially acceptable (bandanas, durags, hats, etc)

### **Dress Up Regulations**

Boys: Dress pants, shirt, ties, and shoes (No jeans or sneakers)

Girls: Dress pants/skirt, blouse and shoes. ( No jeans or sneakers)

### **Financial Obligations**

Tuition is based on a 10 month payment plan and rates are determined annually. The first payment is due on or before August 1<sup>st</sup> and the remaining payments are due monthly from September through May. A Late Fee is added if payments are not completed before the tenth of each month.

It is the responsibility of the parent to contact the **The Tuition assistance Committee** if payments are late in order to make arrangements.

### **Emergency School Closings**

It may be necessary to close the school due to extraordinary circumstances such as extreme weather conditions, national/local emergencies, equipment failure, etc. Parents should visit the school website first for up to date information. In addition announcements will be made on 1010 WINS, CBS, and NBC television stations.

[www.mhrca-nyc.org](http://www.mhrca-nyc.org)

