

Welcome to Mary Queen of Heaven

Catholic Academy

Mary Queen of Heaven School Catholic Academy welcomes our families to the 2016-2017 school year. The following handbook outlines our policies and procedures for the coming school year. We ask you to read it through and discuss it with your children. We pray that our school year will be filled with many of God's choicest blessing.

Ms. Mary Bellone

Principal

MISSION STATEMENT

Mary Queen of Heaven is a Catholic Academy founded in 2015 and entrusted with the mission of educating students, spiritually, academically, socially and physically, placing emphasis on skills and tools necessary for success in today's diverse society. We strive to maintain a Christ-like atmosphere of respect, love and concern.

EDUCATIONAL BELIEFS

Mary Queen of Heaven Catholic Academy

1. Our Christ-like atmosphere of respect, love and concern becomes the framework for our instructional programs.
2. Education is the shared responsibility of the school, the governing Boards, students, family and community.
3. A core of common values and ethical conduct are fundamental to sustaining our society.
4. We aim to equip our students with concepts and skills necessary to become productive members of society.
5. All the children have a right to safety, love and learning.
6. Understanding and appreciation of diversity are critical to world peace and harmony.
7. Self-esteem is directly related to success.
8. Our teachers are positive role models, who encourage their students to develop mutual respect, honesty and responsibility.
9. Excellence is achievable and always worth the investment.
10. An open door policy, especially between faculty and parents, foster good communication.

Mary Queen of Heaven School Staff

Pastor..... Father Thomas Leach

Principal..... Ms. Mary Bellone

Secretary..... Ms. Elesa Williams

FACULTY

Grade 8 Mrs. Joan Sieja

Grade 7 Mrs. Michele Garcia

Grade 6 Mrs. Marie D'Augustine

Grade 5 Mr. Carlos Agurto

Grade 4 Mrs. ToniAnne Tarulli

Grade 3 Ms. Kasandra Gabb

Grade 2 Ms. Gabriella Toto

Grade 1 Mrs. Eileen Johnson

Kindergarten Mrs. Kristine Cooney

PreK 4 Mrs. Kathleen Leaver

PreK 3 Miss Kimberly Warner

Computer Mrs. Eileen Griffo

Gym Ms. Kerrie Harnisher

Aide Mrs. Ludwine Joseph

Aide Mrs. Camille Lawrence

Custodian Mr. Albert Gargano

ADMISSIONS POLICY

- A. Registration takes place beginning in February of each year. Parents are required to print out an application from our website. All documents are to be presented as a package. This package should include-Birth and Baptismal Certificates, Immunization history, latest Report Card, signed "Terms and Condition Agreement", Parish Affiliation Form and completed application. Fully complete applications will be accepted at the time of an interview and the parent will be notified in writing of our decision. Any family coming from another Catholic School needs a letter of Academic and Tuition Clearance before being considered for admission.
- B. MQHCA does not discriminate on the basis of race, creed or natural origin.
- C. At the time of registration preferences are given to those children who are baptized Catholics attending MQH church or whose families are active participants in a Catholic Church, or are siblings of present students.
- D. Payments made after the due date are to be made by Money Order or cash, along with the late fee of \$50.00. No extra curricular activities are offered to those who owe fees of any kind.
- E. Failure or inability to pay tuition in a timely matter adversely impacts on the Academy's ability to provide quality education to the entire student body.
- F. Each family is responsible to participate in each on our four fundraisers or pay a flat fee of \$250.00 by the end of September.

SCHEDULE

The school day begins at 8:15AM for K-8 with the morning bell and PreK 3 & 4 at 8:30AM. Children not on line or in the cafeteria when the bell rings are marked late. The day ends for K-8 at 2:40 PM and for PreK 3 & 4 at 2:30PM. Every First Friday of the Month, students are dismissed at 11:40AM so the teachers may attend their monthly faculty meeting. Dismissal for PreK 3 & 4 is 11:30AM on First Fridays of the month. When the dismissal is different it is noted on the calendar and the school website.....mqhca.net. Please consult it each day.

NURSE/MEDICATION

The Department of Health provides a nurse on a daily basis. If a child is to be sent home, the nurse or office will notify the parent by phone. All children leaving the premises must be signed out by a secretary in the office. In cases of serious accidents the police will be called to accompany the child and staff person to the hospital. The nurse is prohibited by law to diagnose injuries.

If it is necessary for a child to receive any medication, prescriptions or non-prescription (including Tylenol) during school hours, the following policy applies:

1. A parent should come to the school and personally administer the medication.
2. If this arrangement is not possible, the school nurse may Administer the medication under the following conditions:
 - A. The medication must be given to the school nurse by the parent/guardian.
 - B. The medication must be in the original pharmacy labeled container; and
 - C. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the nurse.

N.B. Students will be permitted to self administer medication only for life threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administer of Medication" form, available from the nurse.

Our Academy

The academic curriculum at Mary Queen of Heaven Catholic Academy is designed at each progressive grade level to prepare the students for their future studies. Faculty continuously researches new methods to ensure that the State and Diocesan curricula are applied with updated techniques and methods. The development of the whole person is always a matter of ongoing concern within the framework of the academic program and learning process. Therefore, the curriculum includes both cognitive and affective aspects of academic growth.

MQHCA recognizes students' multiple intelligences and tries to adapt its curriculum so that instruction is differentiated for their needs. However, each student is expected to perform to the best of his/her ability. Failure to achieve a passing grade at the end of the year in the major subjects of Math, Science, Social Studies and Language Arts can result in a summer school obligation. This applies to the possible delay of graduation until the student's requirements are satisfied. Parents will be able to monitor their child's progress through the Parent Portal at OptionC.

EARLY CHILDHOOD DEVELOPMENT

We strive at MQHCA to create a cohesive learning experience for our early learners. Our program builds a bridge from PreK to Kindergarten to first grade, so that each level's activities touches upon those that came before and those that will follow.

RELIGION

The parents are the primary educators in the faith and the spiritual development of their children. A special section is set aside on our webpage for sharing information on this topic.

Religion is taught every day in all grades at MQHCA. The non-Catholic student is always welcome at our school. These students are expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholics students must participate in Religion classes and liturgical services scheduled for students during the school year.

Participation in the Liturgy is a means of making faith more meaningful to our children. Mass on the First Friday of each month enables them to develop a better understanding of this treasured faith tradition by becoming actively involved in its celebration. Special prayer services are held on a monthly basis. Parents are invited to attend all of the above. Parents are obligated to do their part by attending Sunday Mass with their children and to offer a good example and create a faith filled family.

HOMEWORK

Includes going over the day's activities and studying each evening, is given daily. It should be recorded in their assignment pad and checked for neatness and completion. The exact assignment can be verified on our website. Children who arrive without an assignment will have points deducted up to three days past due.

***NO PROJECTS OR HOMEWORK WILL BE ACCEPTED IN THE MAIN OFFICE.**

AWARDS

Children will be recognized as having achieved Honors each trimester in the following categories:

Principal's List-all subjects 97% and above

First Honors-all marks 93% and above

Second Honors-all marks 89% and above

In addition, a child must exhibit good conduct as evidenced by a grade of 3 or 4.

STUDENT OF THE MONTH

Each month an assembly is held to recognize a child from each grade who has exhibited Christian values, cooperation and sense of responsibility.

In June, we will hold a Promotion awards ceremony and publicly recognize all those students who have Perfect attendance and Honors.

GRADUATION REQUIREMENTS

Graduates are required to have a passing grade in all subjects to graduate. Each student in Grade 8 receives a copy of the GRADUATION POLICY which states that failure to have passing grades may result in delay of graduation until summer school is completed or retention. Consult mqhschool.net for exact policy.

RECORDS

The school maintains a Permanent Record Card for each student as required by Law. Parents may view these records at any time. In order to facilitate the process, a written request to do so must be sent to the office a few days in advance. The principal will set a time for the parent to view the record in her presence.

NON-CUSTODIAL PARENT

We cannot prevent a parent from seeing his/her children or asking information about the academic progress. However, if there is a court order against a parent we should be informed so that we can contact you if the parent arrives at school.

COMMUNICATION

A. Appointment procedures: Parents are encouraged to have open communication with their child's teacher. However, it is necessary to arrange appointments to be sure there is sufficient time to conference. A brief note asking for an appointment should illicit a timely response. If you do not hear from the teacher in a 2 day span, please call Ms. Bellone. Teachers are not permitted to speak to parents on the sidewalk or by the door at dismissal.

B. School: Every effort is made by the school to keep parents informed about school events, changes in the calendar and most importantly children's progress. We are responsible to give the information out and your child is responsible to take it home. You are responsible to check the folder.

C. Emergency closings: In case of local emergencies parents will be notified by an automated phone/email system. It is absolutely necessary for you to keep your phone numbers/email up to date.

D. if there is an announcement that the New York City Public Schools are closed, so are we. Listen also for the announcement-"Schools in the Diocese of Brooklyn are closed."

E. Please do not call the Rectory.

F. Complaints should be handled at the most local level. Persons with concerns with a teacher should first speak with the teacher. If this fails, the administration should be contacted. If this fails, a request in writing should be sent to the Board of Directors.

PROMOTION/RETENTION POLICY

Children are expected to pass all subjects to be eligible for promotion. Report Cards and Progress Reports alert the parent to any problems. The parent should contact the teacher to make a plan for the child's success. Each case will be decided individually.

ATTENDANCE POLICY

Regular attendance is necessary for students to have continuity in learning.

A. Absence Notes are required for any absence. The note must have a date, reason and parent signature.

B. Parents are required to call the school by 9:30AM to report their child's absence and to make arrangements for the homework.

C. Doctor visits are not legal reasons for an absence unless they are at a clinic.

D. Legal reasons to be absent include child's illness, serious parent illness, death of a family member, appearance in court, attendance at a clinic. All other absences are illegal.

E. Tardiness is to be an exception, not the rule.

F. Illness during school hours will be taken care of by the nurse. If she deems a child too sick to remain at school she will call the home to make arrangements for the child's pickup. An adult must pick up the child.

G. Frequent late pick up of students at dismissal will result in a "tardy fee" which will be added on to your monthly tuition bill per child.

H. Early pick up of children during the school day is frowned upon. The law requires children to come in on time and stay for the duration of the day. A written request must be sent in advance to the classroom teacher.

I. In inclement weather such as rain, snow or 30 degree temperature the children will be admitted by the side door at 8AM for grades K-8. Supervision is not available before that time. PreK 3 & 4 will be admitted at the regular time of 8:30AM.

SCHOOL SCHEDULE

FULL DAY

ASSEMBLE IN YARD	8:00AM
Bell	8:15AM
Lunch	11:30AM
Bell/Line up	12:25PM
Bell/Enter	12:30PM
Dismissal(K-8)	2:40PM

All children are to leave the building with the class unless they are staying for Afterschool or another school activity. If they are not met outside by an adult they must return to the building. All children are to disperse immediately and go home.

The Crossing guards are assigned as a safety measure and children are to obey them as they would a teacher or parent.

FIGHTING

Physical confrontation of any kind will not be tolerated. Infractions will result in in-house suspension. Repeated offenses will result in out of school suspension possibly followed by expulsion.

ANTI-BULLYING

Any bullying behaviors that include physical, verbal, or written including social messaging sites, blogs, instant messaging, text messages, cell phone, webcams, etc., This would include forwarding such messages received. This generally constitutes cyperbullying. Infractions will result in in-house suspension. Repeated offenses will result in out of school suspension possibly followed by expulsion.

****More information about Anti-Bullying on the last page.**

VANDALISM

MQHCA prides itself on its cleanliness. Therefore graffiti will be dealt as a crime. The parent will be responsible to pay for the removal and the student faces possible expulsion.

GUM

Gum is absolutely prohibited in the school and on the school grounds.

“The student is a student of Mary Queen of Heaven Catholic Academy at all times. “ A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

UNIFORMS

In selecting MQHCA as your child's school, you agreed to the school uniform. Students are required to be in the full school uniform each and everyday, unless otherwise instructed. This rule applies to gym as well. Jewelry is not part of the school uniform. However, a small pair of earrings is permitted for the girls(no hoops). Boys are not permitted to wear earrings. The official uniform provider is Flynn & O'Hara. No one else is authorized to provide a uniform for MQHCA students. Only short, clear nail polish is permitted. No fake nails or tips. Bandanas and headwraps are strictly prohibited.

Girls: 1-4

Blue Plaid Jumper, knee length

Blue rounded collar blouse

Blue plaid tie

Navy blue socks or tights

Navy blue uniform pants

Sturdy shoe blue/black

Girls: 5-8

Blue plaid skirt knee length

Blue pointed collar blouse

Blue knee socks or tights

Blue vest

Uniform pants

Sturdy shoe -no ballerina type

Boys: 1-8

Navy blue pants with belt

Navy blue/black socks

Blue long or short sleeve shirt

Navy Blue tie-no clip on

Sturdy shoes

Boots are not permitted in the building. They may be wore to and from school. A boot is considered as a covering that reaches the ankle. The MQHCA sweatshirt may not be worn daily during the cold weather. The navy blue cardigan from Flynn & O'Hara will only be permitted to be worn in school. From September 1st through October 31st and May 1st through the end of the year the optional summer uniform may be worn. Thermal shirts may not be worn under the uniform shirts.

LUNCHROOM

The cafeteria is for the use of all students who follow the rules, therefore those who are disruptive will be excluded. This would require the parent to make arrangements outside the school building. Parents must request a seat in the cafeteria by paying the annual fee. MQHCA participates in the Federal Hot Lunch Program. Every child may eat the lunch. However, not all will qualify for Free or Reduced and therefore have to pay the full amount.

Children should bring their lunch in the morning. Parents should not be bringing lunch to the office except on rare occasions.

In keeping with the safety guidelines glass bottles are never permitted in school. Parents may not bring fast food to children at lunch time. If these items are bought they will be confiscated.

CLASS/BIRTHDAY PARTIES

This is at the discretion of the homeroom teacher.

TEXTBOOKS

All textbooks are the property of MQHCA school and must be returned at the end of the school year. The books must be covered at all times, with clean durable covers. Parents are responsible for any damage to textbooks.

REPORT CARDS

Report cards are given out three times a year. In December and March days are set aside for parents to meet with their teachers to discuss the children's Report Card and receive a copy.

The marks on the report card are an accumulation of class work, homework, projects, tests and quizzes, as well as class participation. Report cards are not issued to parents who are behind in any fees.

PROGRESS REPORTS

Midway between the Report Card Progress Reports are issued to keep parents informed as to their child's progress or lack of progress. Please do not refuse to sign it. As a parent you are responsible to seek an appointment if you feel there is a problem with your child's progress.

TESTING

During the year children will be given many types of tests- Standardized Tests, State tests, teachers made tests and those created by the publishers of the textbooks. Only quizzes are unannounced, all other tests are in your child's homework pad. If a child is absent for a test, he/she must ask the teacher for the test when he/she returns. The teacher will not seek the child out. If a pattern of absences on test days is noted, the parent will be notified.

VISITORS

All persons entering the building must report to the office and state their reason for coming to school to the secretary. Parents may not go to the classrooms to speak to the teachers.

VALUABLES

Children should not bring valuables to school. This includes electronic devices. We cannot take responsibility for any items lost/stolen during the school day. Cellphones will be collected each day and stored in a safe place. If the cell phone is not handed in, it will be confiscated and held until the parent picks it up.

EXTRACURRICULAR OFFERINGS

In keeping with our philosophy to “Educate the Whole Child” MQHCA offers many opportunities for the children to shine.

National Junior Beta Club for students in grades 6-8 who are on the Honor Roll. The students are taught leadership through service and are responsible for many of the schools activities.

TECH TEAM is composed of students in grades 5-8 who are enrolled in Junior Beta. They are responsible for keeping all our computers in fine repair.

FIELD TRIPS

Field trips are not a requirement of the daily life at MQHCA and are at the discretion of the Principal. Previous events in our city make it necessary for us to be cautious in planning trips.

1. Right vs. Privilege: Trips are a privilege not a right. The Principal may deem it necessary to deny a child a privilege attending a trip due to behavior and financial obligations.
2. Educational vs. Recreational: Trips will be planned for the education value. Should a child not attend a trip, a substitute assignment will be given and the child will be assigned to another teacher for the duration of the trip.
3. Liability: Attendance at trips is dependent upon receipt of a signed permission slip. This form will release the school from any liability should a child be injured due to non-compliance with established rules.
4. Payment: All payments must be made by the deadline established or the child will not be able to go on the trip.

***IN ORDER FOR PROPER SUPERVISION, ALL CHAPERONES MUST BE VIRTUS TRAINED.**

STUDENT RESPONSIBILITIES

Being a student at MQHCA imposes the following responsibilities on each student.

A. In the classroom:

1. Keep the desk, locker and area around desk neat.
2. Be responsible to bring books and other materials to class.
3. Be respectful of school property and that of others

4. Have textbooks covered at all times
5. Carry books in a sturdy book bag
6. Be in full uniform each day

B. In the cafeteria,

1. Sit in assigned seat
2. Remain seated at all times
3. Have permission to use the bathroom

C. In the school yard,

1. Stay in assigned area in the yard
2. Refrain from running and pushing
3. Refrain from using vile language
4. Line up when the bell rings and be silent

CELL PHONE POLICY

In our present society is it necessary for our children's safety for them to reach you at all times. Therefore we have established the policy printed below.

- Cell phones may be carried to school, but must be turned off and given to the teacher
- In a school wide emergency, students will be permitted to use the phone at the direction and guidance of the teacher
- Phones equipped with cameras may never be used for that purpose
- Text messaging from school is never permitted
- Phones used in contradiction of the above will be confiscated and only returned to a parent.

PICTURE POLICY

- Only those students assigned to the Photography Team may take pictures within the school and immediate area
- The principal has total discretion as to what can be photographed
- Permission slips must be on file to have their pictures published in the yearbook or local papers

- It is absolutely against school policy to post any pictures of the school, faculty or other students on the Internet
- Infractions of the above will be considered very serious and may result in expulsion

The Principal retains the right to amend this handbook for a just cause and parents will be given proper notification of these changes.

Updated 9/14/16

430.5 Anti-Bullying/Harassment Policy

Purpose:

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

Definition:

Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include but are not limited to:

- **Physical:** physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying).
- **Verbal:** taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors.
- **Written:** written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams. This would also include forwarding such messages if received. This generally constitutes cyberbullying.

Please reference section 450.2 of this Administrative Manual for more information on cyber-bullying.

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal needs to conduct an investigation by interviewing all parties separately.
- The parents of all involved students should be notified.
- If it is determined that bullying has occurred the child who bullied is to be subject to consequences per the school's disciplinary code.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.
- The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

Communication of Policy:

Annually all staff, students and parents should be apprised of the policy and such a school policy should appear in the Parent/Student handbook and faculty handbook.