

St. Mary Gate of Heaven Catholic Academy

Handbook
2016-2017



104-06 101st Avenue
Ozone Park, New York 11416
(718) 846 - 0689
FAX (718) 846-1059
www.smgh.org

Mission Statement

The mission of St. Mary Gate of Heaven Catholic Academy is to educate students, according to high academic standards, in a safe, nurturing environment that reflects the love of Jesus Christ. We encourage the development of students' personal dignity, moral character, love of learning, and sense of responsibility. Acknowledging that parents are children's primary educators, St. Mary Gate of Heaven's faculty and staff, cooperate with both parents and students, to guide each child towards the realization of his/her full spiritual, academic, personal, and physical potential.

Vision Statement

St. Mary Gate of Heaven Catholic Academy will continue to be a dynamic witness of the Gospel and lead others to embrace the love of God. We strive to provide an innovative learning environment with a strong moral foundation to prepare our students to reach their full potential, aspire to be life-long learners, and become valuable contributors to society.

PHILOSOPHY

Since 1904 St. Mary Gate of Heaven School has been serving the Queens Community. Started by the Daughters of Wisdom and the Montfort Fathers in Ozone Park, we continue to follow the tenets set forth by our founders. Our goal is to provide the children of Ozone Park and surrounding communities with an environment in which to grow as whole persons; spiritually, mentally, and physically in a Catholic context modeled on Christ's teachings. Children of all faiths and backgrounds are welcome. The diversity of cultures and religions allows for the exploration and the understanding of the needs of our students. We believe each child is special and unique. St. Mary Gate of Heaven is a learning community that focuses on teaching and guiding each child individually, with the help of the parents who are a child's primary teachers. With the grace of the Holy Spirit we will continue to be a beacon of light for our students and their families. In September of 2015, we opened our doors as a Catholic Academy. This new governance model, which includes a Board of Directors working with the principal, allows us to continue in our rich history and tradition.

SCHOOL HOURS

Daily 8:00AM- 3:00PM

School Office 8:00 - 3:00

First Bell rings at 8:00AM- Students are considered Late for School as of 8:10.

Early Morning Drop-Off: 7:20- 7:55AM <Students will not be admitted into the building after 7:55AM>

Cost of the Program is \$2.00 per day. \$3.00 per day for PKA students (7:20AM- 8:30AM) Non-Payment may result in the student not being able to utilize the program.

First Friday of the Month – Dismissal at 12 Noon - Unless otherwise noted on school calendars.

A monthly calendar is published. This calendar should be consulted for specials events and changes in the regular schedule.

*** All parents or guardians entering the school are to use the main entrance on 101st. Avenue. Adults are not to use the student entrances. Parents and guardians are to remain outside of the school yards. If a message must be sent to a teacher, please go to the main office and it will be given to the teacher. ***

PARKING AND TRAFFIC REGULATIONS

*** Parents and others are asked to observe the parking and traffic regulations surrounding SMGHCA. These regulations are for the protection and safety of all the children. Illegal parking and double parking on 104th Street, 105th Street, and 101st Avenue create a hazard for everyone. Parking or standing in front of the school obstructs the entrance and dismissal of the children. The area marked by the yellow curb is a NO STANDING SCHOOL DAYS 7AM – 4PM area. Cars parked or stopped in this area are a danger to the children. There is ample parking on the surrounding streets. Our children learn from our example and will be more likely to follow regulations if they see adults obeying rules.

All are asked to be respectful to the Crossing Guard and obey the instructions given. Cooperation with the traffic rules will enable the crossing guard to protect the safety of the children.

ENROLLMENT

1. Priority for enrollment in St. Mary Gate of Heaven School is given to the children of active parishioners as space permits.
2. Children of non-parishioners and non-Catholics may be enrolled as space permits.
3. Children of non-Catholics will participate in the regular religion classes and attend school liturgies.

CLASS SIZES

Decisions made in regard to class sizes shall balance excellence in education with the realities of budgetary constraints. SMGHCA follows the policies set forth by the Diocese of Brooklyn and Queens in regards to class size.

1. The principal, in collaboration with the SMGHCA Board of Directors, while following policies set forth by the Diocese, shall establish a minimum and maximum number of students per grade.
2. Range of Students per class:

Kindergarten	25
Grades 1- 4	28-32
Grades 5-8	28-32

3. Class size decisions will also be made in accordance to teacher contracts.

TUITION AND FEES

PLEASE MAKE ALL PAYMENTS BY CHECK OR MONEY ORDER. THIS WILL PROTECT ALL PARTIES.

1. A fee of \$150 is required for application to be admitted as a student. This fee is non-refundable.
2. Tuition

	Affiliated	Non-Affiliated
One Child	\$4,000	\$4,300
Two Children	\$6,400	\$6,700
Three Children	\$7,875	\$8,200

Affiliated- registered parishioner, supporting the parish by donating \$ 250.00 **through Church Envelopes**, as stated in the Tuition Contract, and participating in the sacramental life of the parish

Non-affiliated- Member of another parish
Catholics not active in the parish
Non - Catholics

Fundraising Requirement-

- 1 box of chocolate during the January Candy Drive
- 2 raffle books in the June Raffle

The tuition is divided into ten payments. Payment One is due in June and each subsequent payment is due on the first of the month starting in September. Partial refunds will be made for children who transfer before the start of a school month. See section 8 of the Tuition Contract.

3. Returned Checks - a service charge of \$35.00 will be charged for checks returned for insufficient funds or other reasons. After two returned checks the payments must be made in cash or money order.
4. Late Fee - a tuition payment received after the 20th day of the month will incur a \$ 50.00 late charge for each month it is overdue.
5. The family tuition rate applies to siblings residing in the same household with the same custodial parent.
6. Field Trips - money will be collected to defer the cost of the buses and entrance fees. A signed permission form is required for all field trips.

TUITION ASSISTANCE COMMITTEE

The Tuition Assistance Committee is a standing committee of the Board of Directors, established under the guidelines issued by the Office of the Superintendent ~ Catholic Schools Support Services ~ Diocese of Brooklyn and Queens. The purpose of the committee is two-fold.

1. The Committee will have the responsibility of direct involvement in the monitoring and collection of tuition arrears from the families of the academy.
2. The Committee will be empowered to recommend the need for a meeting with families who are delinquent in the payment of fees. Those meetings and the results therein must be adhered to or a student may not be entitled to go to class or a family may be asked to remove their child from the academy. This process will be the same for all families, be fair, transparent and reasonable. All recommendations made by the TAC must be approved by the Board of Directors.

MEDICAL

1. All children entering school in the City of New York must have a physical examination. (Forms are available from the school office) The examination must include a lead screening. **The results of the lead test and blood tests must be reported on the medical form.**

2. Immunizations - All children must have the following immunizations:

Polio - three doses

Diphtheria (TDAP) four doses – booster within two years of entering grade six

Measles - one dose after the age of 12 months and a second dose before starting school.

Rubella - one dose after the age of 12 months

Mumps - one dose after the age of 12 months

Hepatitis B – three doses

Chicken Pox (Varicella) – one dose

The law requires that children lacking the above immunizations be excluded from school.

3. Vision and hearing screening is done periodically in school. The school nurse will contact you if further evaluation is needed.

4. Dispensing Medication - the school will not administer or supervise the administration of any medication in school. Children should not be sent with medication to school. Students needing asthma medication or other essential medicine must complete and file a Form 504. The form is available from the school nurse.

5. Chicken Pox is a communicable disease. It is contagious for one week following the outbreak of the rash. Children with chicken pox must be kept home for a period of one week following the appearance of the rash.

6. Reyes Syndrome - Children with chicken pox, influenza, and other viral conditions should not be administered aspirin because of the danger of Reyes Syndrome. Check with your doctor to be sure.

St. Mary Gate of Heaven Code of Conduct

The code of conduct for SMGH is simple. We ask students, faculty, staff and parents to follow the example of Jesus at all times, in all things and in all ways. To help students understand what this code requires of them we begin each day with The Morning Offering prayer, in which children offer to Jesus all they think, do and say. We also provide clear cut guidelines and consequences when expectations are not met. The immediate response to behavior that is not Christ-Like is an apology to the injured person whether that person is a classmate, another student, older or younger, a teacher or any adult- known or unknown – to the student. Jesus believed in the power of words. Jesus was kind and gentle. Jesus is our role- model.

How to Apologize

1. The words in an apology must include the action the child is sorry for and an offer to try not to repeat the action.
2. The injured party must politely accept the apology.
3. The apology ends with a handshake.

A refusal to apologize will result in:

Grades K-1: “ Time Out” to think things over and try to apologize again.

Grades 2-8: A phone call home and detention after school.

Guideline Number One: RESPECT YOURSELF

1. Use polite words and actions:
 - a) Foul or abusive language, in verbal or written form-including internet and/or social media, and inappropriate gestures are unacceptable.
 - b) Be honest in all communications. Never lie or cheat.
 - c) Practice good sportsmanship as a spectator or participant.
 - d) Exercise self- control
2. Dress neatly:
 - a) Follow the uniform policy.
 - b) Dress appropriately on no-uniform days.
3. Arrive to school on time.
4. Come to school prepared:
 - a) Complete all homework- both written and study work.
 - b) Pack all necessary supplies, including lunch.
 - c) Get a good night's sleep.
 - d) Eat a healthy breakfast at home.

Guideline Number Two: RESPECT OTHERS

Respect the personal space of others by using polite behavior.

1. Use words or raise your hand to get someone's attention.
2. Keep your hands to yourself:
 - a) No physical contact- never poke, push, shove or hurt anyone.
3. Walk quietly through the halls. If you are with your class, walk on a straight line.
4. Respect the property of others. Never take something that does not belong to you.

Guid line Number Three: RESPECT ACADEMY PROPERTY

1. Respect the school building:
 - a) No gum chewing.
 - b) No Littering.
 - c) No writing on furniture or walls.
 - d) Keep hands off ALL classroom and hallway decorations and displays throughout the entire building.
 - e) Use healthy and safe habits in the restrooms.
2. Respect school materials:
 - a) Take good care of textbooks:
 - Do not write in textbooks.
 - Do not rip the pages.
 - Do not take a textbook that does not belong to you.
 - b) Take good care of text CD's.
 - c) Use Smart Boards and laptops properly and only with adult supervision.
3. Respect school grounds:
 - α) Keep schoolyards clean.
 - β) Behave appropriately outside.
 - χ) Remember that you represent SMGH, especially while wearing the uniform.

Guideline Number Four: RESPECT ACADEMY POLICIES

1. Never enter an empty classroom at any time without a teacher or designated adult.
2. Follow the appropriate dismissal procedures:
 - a) Leave the school grounds immediately.
 - b) Do not run or play games on the school grounds.
 - c) If you are attending the afterschool program, or tutoring, go directly there. Do not leave the school building.
 - d) Do not return to school to retrieve a forgotten book or worksheet. You will not be permitted back into the classroom.

Consequences:

Consequences are assigned on a per trimester basis.

Violation of Behavior Policies:

Grades K-1:

- 1st Violation: Teacher phone call to the parent.
- 2nd: Teacher phone call to the parent.
- 3rd: Teacher phone call to the parent and student will miss playtime during snack or lunchtime recess.
- 4th: A meeting with teacher, parent and principal will be scheduled.

Grades 2- 8:

- 1st Violation: Teacher phone call to the parent and the student will serve detention after school.
- 2nd: Teacher phone call to the parent and the student will serve detention after school.
- 3rd: Teacher phone call to the parent and the student will serve detention after school.
- 4th: The student may be suspended. The length of the suspension will be determined by the principal.

Violation of Uniform Policy:

- 1st Violation: The teacher will call home and inform the parent that the student is out of uniform. The teacher will explain the consequence for a second offense.
- 2nd: The child will call home and ask the parent to bring the proper uniform. The child will not be allowed to return to class until he/she has changed into the proper uniform.

Lateness:

State law requires students to be in regular attendance at school except when excused for illness or other legal reason. Excessive absenteeism may have an adverse effect on a child's academic performance and progress, and must be reported to the Bureau of Attendance. **Students with excessive absences may be required to repeat the grade.**

Students that have more than ten illegal absences per trimester may receive a failing grade for the trimester.

1. Please call the academy office when your child is absent.
2. A written note stating the reason for the absence is required when a child returns to school.
3. To receive work or books for a child who is absent, please call the school in the morning to have the work ready for the afternoon dismissal. If a sibling is going to pick up the work, he/she should let the teacher know in the morning so that the work will be ready at dismissal.
4. Parents/ guardians will be called to pick up children who are nauseous or have a fever.

5. A student sent to school, whose parents expect him/her to be in school, but does not attend, is truant. A truant student will serve five after-school detentions to make up the work.

6. Students are required to be in school at 8:10 a.m. Habitual lateness will result in after school detention.

The school will contact the parent or guardian of any student with excessive absences or lateness.

A student is considered late if he/she arrives after 8:10AM.

The homeroom teacher will issue a late pass to the student which must be signed by a parent and returned within 2 schooldays. Failure to return a late slip results in a detention for the child.

3 Latenesses: Detention

3 Additional latenesses: Detention and referral to principal.

Missed Homework: The education of children involves both the classroom work and work at home. The reinforcement of lessons with home assignments is a proven way for children to master lessons. Homework is the responsibility of the child. It includes reading assignments and study, as well as written assignments.

Homework will be assigned on a regular basis according to the age and development of the children. All students in grades 3 to 8 will use the school assignment book. (Replacement during the year will be made at a cost of \$ 3.00.)

The importance of reading is paramount to the growth of a child. All children should be encouraged to read on a daily basis. Parents should take time to monitor the reading activity of their children. Children in the primary grades will profit greatly from having stories read to them.

It is also strongly recommended that parents/guardians monitor the amount of time and quality of their children's watching of television.

3 missed homework assignments will result in a detention.

More than three missed assignments will result in a phone call to the parent and possible referral to the principal.

Chronic incomplete or missed homework may result in denial of participation in school activities and events.

DISCIPLINARY REGULATIONS

There are several actions that are more serious in nature and will result in possible suspension from class or school, or expulsion.

1. Gross disrespect of school personnel, other children, or school rules
2. Possession, attempted sale and/or use of alcoholic beverages, illegal drugs or other controlled substances (including cigarettes) on the school premises or when in school uniform
3. The possession or use of objects that may result in injury to other students or school staff.
4. Vandalism - willful destruction of school property. Parents will be held financially responsible.
5. Fighting on the school grounds or in school uniform - **Physical violence is not a solution to problems and can jeopardize the safety of students. Therefore those fighting (the aggressor and the retaliator) are subject to disciplinary action. Students in grades 5 through 8 who are fighting may be suspended.**
6. Outside of school – behavior by students or parents that brings scandal or damages the school's reputation.

Violations of the above are serious and some may result in legal action. Each of these offenses will be evaluated by the principal. Depending on the factors involved, the principal may choose from the following alternatives:

1. Referral to an outside agency for professional assistance with the provision that evidence of continued assistance be provided to the school.
2. Suspension - Students on suspension are not allowed on the school grounds and may not take part in school activities for the duration of the suspension.
3. Immediate expulsion

FOR OUR CODE OF CONDUCT TO BE EFFECTIVE, ALL GUIDELINES AND CONSEQUENCES MUST BE SUPPORTED BY FACULTY, STAFF, PARENTS AND STUDENTS.

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

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.

CELL PHONES

Cell phones may be brought to school by students in case of emergency. During school hours the phone **MUST BE OFF**. The phones may be collected by teacher and locked safely away. *Phones that are used during the school day will be confiscated.*

1st Offense: Phone is sent to principal and must be retrieved by the student.

2nd Offense: Phone is sent to principal and must be retrieved by a parent or guardian.

Recurring Offenses: Student will be given afterschool detention for each subsequent offense and phone may not be allowed to be brought to school.

DETENTION

Detention will be on Wednesday and Thursday after the school day from 3:10- 4:10. Students will be given a detention slip that must be signed by the parents/guardians and returned the next school day. Detention may not be skipped or rescheduled. Any skipped detention will result in 2 more detentions added to the skipped one, totaling 3 detentions that must be served. More than 3 detentions per month may result in a suspension from school, suspension from school activities and apparent/principal meeting.

UNIFORMS

Pride in one's appearance is important to the development of a child. The complete uniform is to be worn at all times. The uniform is to be worn to and from school. Students not in proper uniform will be subject to the consequences outlined in the Code of Conduct.

Girls: Grades 1-4

White uniform blouse or turtle neck with the plaid uniform jumper

Uniform blue knee socks/tights

Solid black shoes (flat shoes with non-slip soles- no heels or boots)*

Girls: Grades 5-8

White uniform blouse or knit shirt with monogram and navy blue uniform skirt

Uniform blue knee socks/tights

Solid black shoes (flat shoes with non-slip soles -no heels or boots)*

Blue uniform slacks may be worn by all girls.

Boys:

Light blue uniform shirt—dress shirt or knit shirt with monogram

School tie—November 1st to April 15th Grades 7 & 8 must wear a dress shirt with tie during this time

Blue uniform slacks (Dockers or other styles are not acceptable

Black shoes (non slip soles) **No Sneakers***

*Sneakers and shoes with logos are not acceptable. Boots may be worn to school in inclement weather only, and students must change into school shoes upon arriving to class on those days.

For all students, the blue uniform sweater or uniform sweatshirt may be worn from **November 1st to April 15th**. Non-uniform sweaters or sweatshirts are not allowed.

Optional Warm Weather Uniform for All Students (September to October 31st and April 15th to June)

Uniform Khaki shorts
Uniform knit shirt, light blue for boys and white for girls
White sneakers—no colors or designs on the sneaker

Kindergarten

Children in this grade wear the gym uniform every day.

Gym Uniform SMGH CYO Uniforms are not to be worn for gym or during the school day.

School uniform shorts
School uniform T-shirt (No CYO t-shirts or shorts)
Sneakers

Gym sweatpants
Gym sweatshirt

To facilitate the program students may wear their gym uniforms with uniform sweatpants and sweatshirt to school on their gym day. Substitutions for the gym uniform are not permitted. The regular uniform is to be worn if these guidelines are not followed.

PERSONAL APPEARANCE

All students' hair should be neat and clean. Boys are not permitted to have their hair touch the top of their shirt collar after Grade 1. No Mohawks or faded Mohawks. No carving of initials, or designs, or braids (for boys). Business like hair style. No colored, dyed, or streaked braids, hair, or extensions and no feather extensions. No wigs are to be worn unless a medical reason or the like warrants them. Eyebrows are NOT to have any carvings and/or designs cut into them and no body piercing. Suspension may be given. Make-up and elaborate jewelry are not part of the school uniform. One pair of small earrings (for girls) are to be worn ONLY in their ears – not on any other part of the body while in school. Girls may wear either light pink or colorless nail polish only. Boys may wear only one small post earring, no hoops of any kind. No scarves, kerchiefs, bandannas, doo-rags, or the like may be worn on the head or neck or hanging out of pockets, during school hours or to and from school.

HEAD LICE

Head lice are a common problem among school age children. The presence of head lice is not an indication of a lack of cleanliness. To prevent a serious problem please check your child's hair regularly. If the condition is found, there are a number of products available from your drug store to treat the problem. Children who are found to have the problem will be sent home until the problem is remedied. The problem can reoccur if clothing and bedding of the child are not treated. It is extremely important to be thorough in treating the problem. Recent studies have indicated that some lice problems persist because the lice have developed a resistance to the medication in the shampoo. The only guaranteed method to prevent a re-infestation is to diligently remove every nit from the child's head.

The school has a "no nit" policy. Children with nits (the eggs of the louse) in their hair will not be allowed in school.

EARLY RELEASE

Children will not be released from school before dismissal time unless a written note from the parent or legal guardian is presented. A parent/legal guardian or an adult, designated by the parent/legal guardian, must pick the child up at the school office. Early release from school should only be for pressing reasons. Please try to arrange dental and medical appointments outside of school time.

SUPERVISION

Supervision of the children on school grounds is not provided before 8:00 in the morning. Please do not send children to school before this time. They will not be monitored in the school yard until the bell rings.

SCHOOL CLOSING

In cases of severe weather or other emergencies, the closing of school will be announced on the radio. WINS and WCBS carry the announcements of the closing. The closing will also be on the WINS and NewsRadio88 websites. We will also post on our OPTIONC website and school website. If NYC Public Schools or the schools of the Diocese of Brooklyn are closed, St. Mary Gate of Heaven will be closed. Messages will also be sent home using the Remind text/email service. (Please ask for information to sign up for this service).

PLEASE DO NOT CALL THE RECTORY FOR INFORMATION.

LUNCH PROGRAM

All students will have lunch in school. Students will not be dismissed for lunch. **Students are to bring their lunch to school. Lunch should NOT be delivered to the students throughout the day.**

No glass bottles are to be brought into school.

On Thursdays pizza, or burgers will be sold. Please check the monthly calendar.

Students are expected to follow instructions given by the supervising adult.

TECHNOLOGY

Use of the school's computer network and access to the Internet will be afforded only to students who have submitted a completed "Acceptable Use Agreement." (Grades 5 – 8)

CURRICULUM

The course of studies at St. Mary Gate of Heaven Catholic Academy follows the guidelines of the Diocese of Brooklyn and the Standards established by the New York State Education Department. We follow the New York State Common Core Curriculum. New York State Exams in ELA and Math are given to Grades 4,6,8. New York State Science Exams are given to Grades 4 and 8. The program in religion follows the curriculum guidelines of the Diocese, The Seed Is The Word of God. The school religion program assists the parish in the catechesis of children for the sacraments of Eucharist, Reconciliation, and Confirmation. The religion program at the school makes our school a special one. For the complete education of the child in religious programs it is essential that the lessons and values be reinforced in the home and that the family practice their faith.

STANDARDIZED TESTING

Each year students in grades 3 - 8 will take a battery of tests called the Terra Nova Exams, to evaluate their progress in school. These tests are administered to all students in the Diocese of Brooklyn. The results of these tests are given to the parents in a Home Report. The results are also used by teachers as a diagnostic tool. These diagnostic exams are aligned to the New York State Core Curriculum.

SPECIAL TESTING

Some children experience difficulty in learning. The causes of the learning problem may be difficult to identify. For this reason some children will need the services of special testing to determine the best possible educational program. This testing is available through the Department of Education's Committee on Special Education. It will administer the proper tests and report the results to the parents. The school may require this special testing for some students.

REPORT CARDS

Student progress is reported to parents three times a year. The grades on the report card are an average of the classwork, tests/quizzes, homework assignments, class preparedness, classroom behavior, etc. for the trimester. The final report card in June reports the marks for the third trimester and an average of the year's work. Mid-semester progress reports are issued to those students who are not performing up to their capacity in certain subjects. Progress reports will be distributed approximately 5-6 weeks prior to report cards so families may be aware of any difficulties the students may have. The parent will receive a copy of the report card for each trimester. The report cards will be distributed in December and March at parent/teacher conferences. The June report card will be sent home with the student on the last day of school.

HONOR ROLL

Grades Five - Eight

Principal's List - 95 in all subjects

First Honors - 90 in all subjects

Second Honors - 85 in all subjects

**Unsatisfactory or Needs Improvement marks in Conduct, Personal Growth and Progress exclude a student from Honors.

PROMOTION AND RETENTION

Students are promoted annually in June. A student may be required to repeat a grade when in the judgment of the principal and teacher it would be an educational advantage for the child to repeat the course of work. This evaluation is based on a careful examination of classwork, tests, homework, and standardized tests. Parents will be informed of the possibility of retention after the March report card.

Some children may be required to attend a summer program to improve skills in order to be promoted to the next grade.

APPOINTMENTS BY PARENTS/GUARDIANS

Parents/Guardians who desire to meet with teachers should call the school office or send a note to the teacher requesting a meeting. **Please do not discuss items with the teachers when they are supervising the children on line or in the schoolyard.**

BOOKS

Textbooks are purchased through the New York State Textbook Program. A request to use state books is included in the Tuition Contract. The books are loaned to the children on a yearly basis. Students are responsible for the care of the books. The books are not to be written in and must be covered at all times. Lost or damaged books must be replaced by the responsible student. The June report card will not be issued until the cost of the missing or damaged book has been paid.

PESTICIDE NOTIFICATION LAW

The Pesticide Neighbor Notification Law becomes effective July 1, 2001. A form will be sent home at the start of the school year to compile a list of parents and guardians who wish to receive 48 hour notice of a pending pesticide application. Please return the form to the school if you wish to be included on the list.

Where possible any applications will be made during the school vacations and with products deemed safe by the EPA. Notification regarding applications will be made three times during the year.

EMERGENCY CONDITIONS

The school has developed a crisis management plan to address situations that may involve the safety and welfare of students. Our plan is in place and addresses many situations that may occur. During the course of the school year drills will be conducted to practice evacuation of the building and relocation to a safe area. Other drills will address actions to be taken in event of an intruder in the building. The purpose of the program is to provide a plan to be followed in event of a serious crisis, not to create fear in our students. Practice drills will enable everyone to act calmly in the event of an emergency.

In the event of an emergency, information will be provided to you as soon as possible through our school phone or another means. It is essential that a current listing of an emergency contact person and telephone numbers be provided to the school. Notify the school of any changes in phone numbers.

In the event of an emergency that requires the school to close prior to our regular time, **only the parent or the person named as the emergency contact will be permitted to pick up the student.** Authorization by phone will not be accepted in an emergency. The person that picks up the student will be required to provide identification.

NONDISCRIMINATION

St. Mary Gate of Heaven admits students of any race, national or ethnic origin to all rights, privileges, programs, and activities generally accorded and made available to the students at the school.

RIGHT TO AMEND

St. Mary Gate of Heaven Catholic Academy, its Board of Directors and the principal retain the right to amend the handbook for just cause. Prompt notification will be given if changes are made.

Revised: 9/1/2016

St. Mary Gate of Heaven Catholic Academy

104-06 101st Avenue

Ozone Park, NY 11416-2701

Phone 718 846-0689

Fax 718 846-1059

SIGN & RETURN TO YOUR CHILD'S TEACHER

We have read and studied the St. Mary Gate of Heaven Handbook. We are aware of the rules, regulations, tuition agreement, and policies of SMGH Catholic Academy.

Our signatures verify our agreement to comply with the regulations set forth by the Handbook.

Parent/Guardian's Signature: _____

Student's Name: (Please Print): _____ Class: _____

Student's Signature: _____

Dear Parents and Students,

It is imperative that we all work together to ensure a nurturing school environment for our children. Please read and go over the Handbook with your child. It is important for all of us to know and follow the rules and regulations of SMGH. By signing the above you agree to follow these rules and regulations.

We greatly appreciate your time and consideration.

Yours in Christ,

Mr. Philip Heide

Mr. Philip Heide, *Principal*