

*Midwood Catholic Academy
1501- Hendrickson Street
Brooklyn, New York 11234
September 2017*

Dear Parents,

In a world where negative values seem to be reinforced, Midwood Catholic Academy clearly teaches its students the meaning of honesty, respect, and caring. Religious instruction in the Catholic faith and participation in the sacramental life of the church foster a deeper awareness that God loves us and calls us to be his witness in our world.

Promoting an atmosphere of true learning is one of Midwood Catholic Academy's deepest concerns. Homework is assigned daily in order to reinforce the lessons of the day. Students are to be responsible for their textbooks, notebooks, and all assignments. Creative structure gives each child a pattern for his/her learning and sets up a schedule and system for getting things accomplished.

Learning how to control one's behavior in stressful and non-stressful situations is essential to be successful in all areas of life. The administration and faculty of Midwood Catholic Academy work together in developing and enforcing rules and regulations. Each teacher handles individual discipline problems; when a problem is more serious, the principal speaks with the student and if deemed necessary, parents are contacted. Positive behavior is reinforced and rewarded. Our discipline is tempered with love and concern... but it is administered swiftly and with justice.

Midwood Catholic Academy

BUILDS CHARACTER!

*Midwood Catholic Academy
1501-Hendrickson Street
Brooklyn, New York 11234*

**ADMINISTRATION AND FACULTY
2017-2018**

Principal: Mrs. Elena Heimbach

Secretary: Mrs. Donna Marsella

Nursery: Mrs. Amanda Wilson

Pre-Kindergarten: Ms. Deanna Gallina

Kindergarten: Mrs. Lisa Curet

Grade 1: Mrs. Nella Satriano

Grade 2: Mrs. Eleanor Rothschild

Grade 3: Ms. Constance Sullivan

Grade 4A: Ms. Rosemary Feil (**Grade 4 & 5 ELA, Social Studies, 4th - Religion**)

Grade 5: Ms. Brianne Fuchs (**Grade 4 & 5 Math, Science**)

Grade 6: Ms. Jennifer Sanon (**Grade 6, 7, 8 Mathematics, and Religion**)

Grade 7: Ms. Melisia Huggins (**Grade 6, 7, 8 Science, and Reading**)

Grade 8: Mrs. Nicole Triguero (**Grade 6, 7, and 8 Social Studies, and ELA**)

Ms. Danielle Johnson: Grades N to 8 – (**PE, Sign Language Grades 6, 7 and 8, and**

Technology)

Ms. Brianne Fuchs- (**Grades 2 to 5 Sign Language**)

**Midwood Catholic Academy
Board of Directors
2017-2018**

Mr. Patrick Beharry – **Chairperson**
Mr. John Dadd
Mrs. Kathleen DeVito- **Vice Chairperson**
Mr. Lester Harrison- **Treasurer**
Mrs. Maureen Moses
Ms. Mary Ellen O’Driscoll- **Secretary**

**Midwood Catholic Academy
Members
2017-2018**

Rev. Ralph Caputo - **Our Lady Help of Christians**
Rev. Dwayne Davis- **St. Thomas Aquinas**
Rev. Peter Gopaul- **St. Vincent Ferrer**
Rev. Timothy Lambert – **St. Columba**

Requirements for Admission Grades Nursery to 8 Grade

The age required for Admission:

Nursery – 3 years of age on or before December 31st – Must be Toilet Trained

Pre-Kindergarten – 4 years of age on or before December 31st

Kindergarten – 5 years of age on or before December 31st

Grade 1 – 6 years of age on or before December 31st

ALL PUPILS ARE REQUIRED TO HAVE THE FOLLOWING:

1. Please see attached paper at the end of the handbook for ALL required vaccinations
2. Birth certificate
3. Baptism certificate (copies to be submitted for school records).
4. Report card and most recent standardized test scores for students having attended another school.
5. Social security number of parent/guardian must be on record.
6. A full medical exam
7. A recent report card

SCHOOL HOURS

ARRIVAL/DISMISSAL

All students are expected to be on time for school each day. The bell in the schoolyard will ring at 8:00 A.M. Students entering the building after 8:00A.M. will be marked late. All students in grades 6, 7, and 8 that arrive later than 8:10 will be required to stay at the end of the day to make up the time. For example if a student arrives at 8:30, the student will stay 20 minutes after school.

MAIN BUILDING/ARRIVAL

All students enter through school yard with their class. Parents do not enter classroom with their child.

Grades Nursery to 8: Morning bell 8:00 A.M.

*** Inclement Weather – doors open at 7:45 A.M. and students enter into the gym.

Grades Nursery to 8 –All students in grades N to 8 will enter through the red gate located on Hendrickson Street. Students in Nursery to 8 will line up in the schoolyard. No students are permitted to enter through the parking lot gate. Students are considered late once the bell rings.

Parents/Guardians may not accompany their children into the yard or into the school.

Midwood Catholic Academy is not responsible for students prior to 7:50 A.M. No parents and students may enter the building before 7:30 A.M. Midwood Catholic Academy is only responsible for students coming into the building for breakfast. Students in Nursery, Pre-Kindergarten, and Kindergarten are not permitted to be left alone in the breakfast area or school yard prior to a teacher being on duty. No teacher is officially on duty in the school yard until 7:50A.M. If you leave your child prior to that time it is at your own risk. Midwood Catholic Academy cannot be held accountable.

Main Building/Dismissal

Students are dismissed at 2:45P.M. Students in grades Kindergarten to 4 will dismiss through the red gate. Parents of Nursery and Pre-Kindergarten will pick up their children from the classrooms on the first floor when the gate is opened. Students in grades 5 to 8 will dismiss through the parking lot. No parent is allowed to come into the school building in order to pick their child/children early. If a parent is picking up child/children early they will be required to sign their child/children out. This can not be an every day occurrence. Parents can not double park their cars or park in the parking lot in order to pick up their children especially prior to the bus children's dismissal. We understand you have a busy life and picking up your child/children early may work for you but it does not adhere with the dismissal policy of the school. If a child is consistently picked up early they will be marked absent for part of the day. If you must pick up your child early you must call the office first so the child will be ready when you arrive.

Parents/Guardians should never remove their child from the line or attempt to speak with a teacher at arrival or dismissal times. If you wish to speak to a teacher at dismissal you must wait until her/his class has been dismissed. For reasons of safety, students may not congregate outside or re-enter school without the teacher's permission for forgotten items once dismissed (NO EXCEPTIONS)

RULES AND REGULATIONS

1. All students must leave the premises immediately after dismissal.
2. There is to be no congregating in groups in or about the school – in fact, no congregating anywhere when in the school uniform.
3. There is no fighting with members of our school or with members of another school while in school uniform.
4. A lack of respect for uniform, school, faculty, crossing guard, or parent volunteer will not be tolerated.

A failure to abide by these rules can result in suspension.

SCHOOL YARD REGULATIONS

In an effort to promote order and safety in the schoolyard, it is necessary that the following regulations be clearly understood and adhered to by all students, and/or guardians.

1. Parents/Guardians are not permitted to stand with your child on their line once a teacher arrives.
2. No games, ball playing, or running are permitted in the yard before, during or after school. No playing outside after school. Students must go straight home.
3. Students must stand in line waiting for doors to open. Students are not permitted in the schoolyard after hours.

INCLEMENT WEATHER – SNOW EMERGENCIES

During winter months no student is permitted to enter building before 7:45 A.M. In the case of extremely inclement weather, listen to **1010 WINS** for announcements of Catholic School Closings. If the schools in the Diocese of Brooklyn are closed then Midwood Catholic Academy is closed. There will also be a notice posted on the website if school is closed. We also now have an automated phone system which will send out a phone message and a text message to the phone number you have on file. It is imperative that you keep the academy up to date on any phone number changes. The academy cannot be held responsible if you do not notify the office of phone changes. We also will send an email if you have supplied us with an email address.

LATENESS

Students (Nursery – 8) who arrive after 8:10A.M. will be considered late for school. The bell in the schoolyard will ring at 8:00A.M. Once the students have entered the building, all late students must enter through the main entrance of the building located on Hendrickson Street. **Any student late more than 10 times per trimester will not be eligible for Honors or perfect attendance.**

DISMISSAL

Dismissal time is at 2:45P.M. All students must be picked up on time. Any student not picked up by 2:45 P.M.. will be sent to the after school and you will be required to pay the fee for the day. There will be **NO** exceptions to this rule.

SECURITY

To ensure the safety of all students, the doors of the school building are locked during the school day. If you have an urgent school matter which must be attended to, please call the office at any time. Be aware that we will not take students out of class to take phone calls. All calls will be directed to the principal and the secretary. Students will not be allowed to make calls from the school phone unless directed to by the staff or administration. If a student wishes to make a call they will be charged a fee of 25

cents. This does not refer to illness during the school day. No student is to use their cell phone to call home unless directed to do so by the administration.

EMERGENCY INFORMATION

An emergency form must be on file for every student in our school. It is the Parent/Guardian's responsibility to be sure that the information is kept up to date. It is extremely important that you can be reached during the school day.

ATTENDANCE

Regular attendance at school is necessary for success. Illness of the student and exceptional urgent reasons are the only legitimate excuses for an absence from school. (Appointments with a doctor or dentist should be made after school hours). All other absences are classified as an unlawful absence (on the part of the Parent/Guardian) or truancy.

Unlawful absences include:

1. Unlawful absence (such as "visiting", "vacation", "shopping", "needed at home", "no shoes", "overslept", etc.)
2. Truancy
3. Suspension

If a student is absent, you are required to call the school to make this fact known. You may also call before regular school hours and leave a message on the answering machine. Please contact another child in the class for homework or look at the website – do not call the school. Upon the student's return, the teacher must be given a written note indicating the dates of the absence, and the reason. After 3 days the absence will be recorded as unlawful unless a doctor's note is received. Any student absent a total of 15 days during a report card period may not qualify for marks for this period until absences have been reviewed. Any student absent more then 45 days for the year may have to repeat the grade upon review by teacher and administration.

TUITION

Payments are to be made by the 15th of each month. Tuition payments made after the 15th are subject to a \$25.00 late fee. There will be a five day grace period, but after the 20th of each month the late fee will be added to your account. If tuition, fundraising, after school, or lunch is owed at report card time, the parent/guardian is not eligible to receive their child/children's report card. Any family that falls more than two months behind in their

payments will have to meet with the Board of Directors. It will be the Board's decision as to whether the student may continue to attend classes. We cannot pay our bills unless you keep to your commitment of making timely payments.

FUNDRAISING

All families are responsible for their fundraising obligations and must sign a contract at the beginning of the school year. One child is \$300.00 while two or more children in a family must do \$400.00 in fundraising. **This is mandatory.** If fundraising is owed at report card time, the parent/guardian is not eligible to receive their child/children's report card. Please be aware that if you chose not to do this mandatory fundraising your child can not be considered for enrollment at Midwood Catholic Academy. **If you refuse to sign the contract your child can not stay enrolled at Midwood Catholic Academy. Please be aware you are also responsible for \$5.00 class card party basket, \$30.00 Card party raffles, and a minimum of 5 volunteer hours. If you do not do 5 volunteer hours you will be required to pay \$50.00 to the HAA.**

VACATIONS

The school calendar provides time off for vacation. Whenever Parents/Guardians plan family trips on school days, the student is actually having two vacation periods. These deviations from the Diocesan School Calendar are unlawful absences. Family vacations should coincide with the Diocesan calendar. Day trips, even though of educational nature, are also considered an unlawful absence. If you take vacations at other than specified time, your child is getting the message that education is not important. New York State requires our attendance policy be on record with them. Please be aware that excessive absences can be questioned by the state and you can be questioned concerning educational neglect. This also includes excessive lateness, and school year vacations.

NO LUNCHESES WILL BE ACCEPTED AT THE SCHOOL OFFICE, ESPECIALLY FAST FOOD LUNCHESES. Please make sure you adhere to this policy. If a fast food lunch is dropped off for your child then your child will have to eat outside the school office. On special lunch days such as pizza or chicken, the Department of Education does not supply school lunch therefore the parent is responsible to supply their child/children with lunch if they are not participating in the special preordered lunch.

LUNCH SUPERVISION

When eating lunch in school, all students are expected to act appropriately. If a student misbehaves, a warning letter will be sent home to advise the parent/guardian. Lunch rules will be posted in the cafeteria. Any child breaking the rules will be required to write them. Any student that comes early for the breakfast program must also act appropriately. If a student breaks the rules they will not be able to participate in the breakfast program upon notification to the parent. If your child has food allergies it is imperative that you notify

the school in writing. If the allergy is severe we need to know if the child needs to be separated in the lunch room.

RECESS

Each day after lunch, classes will have a twenty minute recess. Students that misbehave and act inappropriately will lose their recess time. This will be at the discretion of the teachers and the principal.

BIRTHDAY POLICY

If you wish your child to celebrate their birthday in class, you must give advance notice to the teacher. There will be no Pizza lunches. Items you may include are: Cupcakes and/or donuts, juice, and a goody bag. No parent and/or relative will be permitted to stay for the celebration. No school sibling will be allowed to go to the celebration. No photographers or outside entertainment.

COURT ORDERS

Any parent/guardian that has court papers, custody papers and/or an order of protection for any student registered at Midwood Catholic Academy must be required to present a copy to the school office.

UNIFORMS

All students are to be in **FULL** uniform every day unless they are given permission by the principal to wear other attire.

Uniform requirements are as follows and are mandatory for all students.

GIRLS

Girls in Grades K to 5

White golf shirt with school emblem, plaid jumper, and navy tights or knee socks. School fleece jacket, school sweatshirt, or navy sweater may be worn. Absolutely **NO HOODIES OF ANY COLOR**. All jumpers can not be shorter than 2 inches above the knee. Black, rubber sole shoes. No slip-on shoes are permitted. All shoes must have a tie or a strap.

Girls in Grades 6 to 8

Plaid skirt, white golf shirt with school emblem, navy tights or knee socks. Skirts can not be shorter than 2 inches above the knee. Absolutely no elaborate jewelry of any kind may be worn. School fleece jacket, school sweatshirt, or navy sweater may be worn. Absolutely **NO HOODIES OF ANY COLOR**. Girls must wear a black, rubber sole shoe with a heel no larger than two inches. No slip-on shoes are permitted. They must have a tie or a strap.

***** Girls may wear school uniform slacks purchased at Ideals only. These slacks may be worn after October 15th until April 15th. *****

BOYS

All boys must wear a Midwood Catholic Academy golf shirt that must be tucked into the pants. All shirts must have the school emblem. Navy pants must be purchased at Ideals and **MUST** be worn at the waist. Absolutely **NO** other pants including” **Dickies.**” All boys must wear a black rubber soled shoe; this does not include any type of black sneakers and absolutely **NO BOOTS.** School fleece jacket, school sweatshirt, or sweater may be worn. **NO HOODIES OF ANY KIND.**

***** **Hush Puppies may be purchased at Money Savers, and maybe worn by girls and boys.** *****

NURSERY and PRE-KINDERGARTEN

All students in these grades are to wear the school gym attire every day. No other sweats are to be worn. Parents have the choice of the school sweatpants, sweatshirt, tee shirt and shorts. Sneakers must be worn everyday. The school prefers a Velcro sneaker if possible.

***** **If boots are worn to school due to inclement weather, student must carry school shoes to school and change for the school day.**

***** **ANY STUDENT NOT WEARING THE PROPER SCHOOL UNIFORM AS OUTLINED IS SUBJECT TO FORFEIT THEIR MONTHLY DRESS DOWN! ALL GOLF SHIRTS FOR GIRLS AND BOYS MUST BE PURCHASED FROM IDEAL, SINCE THEY MUST HAVE THE SCHOOL EMBLEM ON IT. THIS INCLUDES ALL SWEATERS, HOODIES, JACKETS, AND SWEAT SHIRTS.*******

GYM UNIFORM

Absolutely no substitute sweatshirts such as GAP, Old Navy, Nike etc. All sizes must be an appropriate fit. If for some reason a student will be out of gym uniform, please notify the school in writing as to the reason. If the school is not notified then the student will not be permitted to take gym. There are to be **NO** heelies or boots worn on any school day at Midwood Catholic Academy. No light up sneakers are permitted. Only sneakers are allowed on gym day. All students **MUST** remove their jewelry before going to gym. Girls should remove their earrings also, if for some reason a girl can not remove the earrings a letter should be sent to the teacher. The parent will then take the responsibility for any injury regarding the earrings during gym class. Students are permitted to wear a walkathon tee shirt. They are also permitted to wear the nylon gym suit which is sold at Ideal’s.

ALL UNIFORMS MUST BE PURCHASED AT IDEAL DEPARTMENT STORE

HAIR STYLES

Not permitted for girls or boys – spiked, shaved, tails, crowns, short top/ long back, long top/ short back, shaved lines or designs. Boys are not permitted to have braids longer than their shirt collar. Boys’ hairstyles should never be longer than their shirt collar. Any boy with braids must tie them up if longer than their shirt collar. Boys are **NOT** permitted to have **Mohawk** haircuts. Girls are not permitted to have dyed streaks of color in their hair.

Hair should be short in front in order not to impair vision.

All students must be neatly groomed according to MCA standards.

At no time should a girl be wearing make-up or earrings larger than a quarter. If the earrings are larger than a quarter the student will be asked to remove them. Girls are only permitted to wear clear nail polish. Absolutely no acrylic nails or tips.

Boys are only permitted to wear one small, round post earring and only in one ear. All other earrings will be removed at the discretion of the administration.

Students are not permitted to wear hats in the building. Hats will be taken away and given to the principal. Parent then must pick up the hat from the main office.

HYGIENE/CLEANLINESS

Students should be neat and well groomed. All students are expected to take a bath or shower daily and to come to school wearing clean, pressed clothing. Please be aware that the white tops begin to fade and look inappropriate when not properly cared for. Students must be taught to take pride in their appearance. Remember they are a reflection of their parents/ guardians.

REPORT CARDS

Report cards are distributed three times a year at the end of each trimester. In December and March it is necessary for the parents to confer with the student’s teacher at the time of report card pick-up. Afternoon and evening hours are available for these conferences. The report cards are to be signed by the parent/guardian. A copy is then given to the parent/guardian. Any family owing money to the school at report card is ineligible to receive the report card or to confer with the teacher.

Report card marks in grades four and up are based 60% test scores, 20% class participation and 20% home and independent assignments and projects (as applicable). Report cards reflect the teacher’s evaluation of student assignments and workbooks. Parents/guardians are asked to review their child’s homework and study habits to be aware of their child’s progress in school.

ACADEMIC CODE:

A+ = 97-100	C+ = 81-84	F = Below 70
A = 93-96	C = 77-80	
B+ = 89-92	D+ = 74-76	
B = 85-88	D = 70-73	

PROGRESS CODE:

- 1- Does not meet Standard**
- 2- Approaching Standard**
- 3- Meets Standard**
- 4- Meets Standard with distinction**
- X- Not assessed this Trimester**

90 AND ABOVE CLUB

Any student in grades 2 to 8 that receives a ninety or higher on a test will be entitled to a coupon written by the principal. The test should first be signed by the parent and then returned to the teacher. The teacher will then forward the test to the principal. When the student has received five coupons he/she may then turn those five coupons in at the office and a NUT (No Uniform Today) card will be issued. No student is permitted to dress down until the actual NUT card has been issued. Any student that does not abide by these rules is subject to forfeit their next dress down.

HONOR ROLL

There is no Honor Roll for students in grades Nursery to grade 3.

Honor Roll requirements for grades 4 to 8:

Principal List: 95 and over in all subjects, 3 and 4 in all other areas.

First Honors: 90 and over in all subjects, 3 and 4 in all other areas

Second Honors: 85 and over in all subjects, 3 and 4 in all other areas.

TESTING PROGRAMS

In early Fall every student in Grades 3 to 8 participates in the TerraNova Standardized Testing Program. Results of these tests are distributed to Parents/Guardians in December. In addition, New York State Tests are administered in Grades 4, 6, and 8.

PUPIL PROGRESS – GRADES Nursery TO 8

During the course of each trimester the Parent/Guardian is notified in writing with a progress report sent home with the student. The school calendar should be checked for these dates. All progress reports must be signed by the parent/guardian and returned within three days. If progress reports are not returned within the three days the parent will be notified.

PARENT MEETINGS

Orientation meetings are held each September to acquaint Parents/Guardians with our policies, expectations, etc. for the year. Parents/Guardians have the opportunity at this time to meet with individual teachers and are expected to attend this meeting. The date will be on the September calendar. **Additional conferences may be held by appointment. All requests for meetings must be put in writing. All parents in grades 4 to 8 will be required to sign up for Remind in order for teachers to have communication with the parents. Teachers in other classes may also request parents sign up for this free communication tool. This is for parents only. Any students that sign up under false pretenses will be expelled.**

PARENT ALERTS

It is imperative that parents keep an updated phone number and email in order to have communication with the school. This is the academy's way of keeping parents informed of any important communications including a school closure.

TESTING/ASSESSMENT

Students are tested in ALL subjects during the trimester. Students are required to demonstrate their knowledge and skills in a variety of ways. Written tests are returned to the students who are instructed to bring home to their Parents/Guardians for a signature. In this way Parents/Guardians are kept informed of their child's progress. Signed tests are again collected from the students. Students receive at least six grades in each subject every trimester, along with homework, class participation, and effort and conduct being averaged into their grade.

PHYSICAL EDUCATION

As an integral part of the elementary school curriculum, and as a preparation for adult life, Physical Education contributes to the total development of the child's physical, mental and spiritual well being.

Physical Education offers a variety of activities, which focus on the individual and the group, other than on just a few specialties. It not only fosters self-growth and performance, but recognition, understanding and acceptance of others. If Physical Education reflects true society, then it is the obligation of this discipline to prepare each young person to fulfill his/her potential. By instilling a value, which underlies the maturation and development of each student, interaction and sharing with others is achieved.

SUMMER SCHOOL AND RETENTION – GRADES 1 TO 4

If a student fails two major subjects he/she will be retained unless he/she attends summer school and passes one subject. If a student fails three subjects, he/she will automatically be retained.

PROMOTION/RETENTION/SUMMER SCHOOL POLICY – GRADES 5 TO 8

The students are expected to do their very best at all times. Attendance at summer school is mandatory if a student:

- Fails any one of the five major subjects
- Scores two years below level of the Standardized Testing in Reading, Math, or Language Arts.
- Scores below level on the NYS Testing in Math and ELA in grades 4 and 8
- Is not fluent in English
- Needs more preparation for promotion to the next grade.
- If administration and teacher requires formal educational testing for a student and a parent refuses, that student maybe required to repeat the grade and/or leave the school. All final decisions will be made by the administration.

*******If a student fails three or more subjects, that student will be retained in June. Parents/Guardians of any students who are in danger of having to repeat a grade will be notified by the end of the second trimester. *******

GENERAL REGULATIONS

CLASSROOM

The classroom is a place of learning. Teachers are in full charge of the students assigned to them.

PREPARATION FOR CLASS

Each student must have a schoolbag. No books are permitted to leave the building unless they are protected in a bag. Students should come to class each day with necessary supplies, including a pencil case with sharpened pencils, pens, erasers, ruler, etc. A daily planner will be bought by all students in Grades 2 to 8 and **MUST** be signed each day by the Parent/Guardian. Homework must be signed by a Parent/Guardian whose signature signifies approval of the child's work.

Parents/Guardians should not accept sloppy work and should insist that the child do such work over. All monies being sent in to the school which may include tuition, lunch, after school, pizza, dress down, must be in an envelope with the proper information on the outside of the envelope. Please make sure you include the students' name and grade also.

DISTRACTIONS

Items, which interfere with learning, should never be brought to school. Cell phones, hand-held games, I pods, and all other electronic equipment are not permitted on school property. Any student in any grade that is carrying a cell phone must hand it in to their teacher each morning. Any electronic device not handed in will be confiscated. Parents will be required to pick up any confiscated items from the principal. **The school will not be held accountable for any lost, damaged or stolen items.**

HOMEWORK ASSIGNMENTS

Parents/Guardians should be aware that assignments (whether written or reading) are given each day from Monday to Thursday in all major subjects in grades Nursery to 8. Friday is left to the discretion of the teacher. Weekend homework may be assigned because of incomplete assignments, lack of effort, or long term projects not being completed. If projects are not brought in at the assigned time, points from their grade will be deducted. All written work for Grades 3 to 8 done on loose-leaf paper **MUST** have our school heading on top as it appears below. All homework will be posted on the website daily.

STUDENT NAME

DATE

MIDWOOD CATHOLIC ACADEMY

CLASS

Assignments are written in the daily planner (Grades 2 to 8). The daily planner must be purchased from the school. Homework is also posted on the website at:

www.midwoodcatholicacademy.org Posting cannot be expected before 3:30P.M.

TEXTBOOKS AND WORKBOOKS

Many of the textbooks are loaned to the students; therefore, they must be kept in good condition. **ALL HARD COVERED BOOKS MUST BE COVERED WITH A BOOK SOX.** Books that are lost or defaced in any way must be paid for. The workbooks become the property of the student at the end of the school year. They are to be kept covered and in good condition at all times. If a text is not covered, they may be taken away and the child will be fined. Any books that the teacher feels are not being returned the way it was given to them are subject to fines at the teachers' discretion.

DISCIPLINARY MEASURES

Teachers in all grades will set up rules for their students. These rules must be followed. If a student breaks a rule it will be at the discretion of the teacher to punish the student. Such punishments can include a written assignment, a privilege such as a school trip, recess, or a dress down may be taken away or they may have to eat lunch separated from their class and in silence. Detention Policy is in effect for grades 6 to 8. If a teacher feels the student needs to be seen by the principal then they will do so depending on the severity of the rule being broken. It will be at the discretion of the principal to call the parent, and/or suspension from school. There are two forms of suspension. The first one is an in-school suspension and the second one is an out of school suspension.

ABSOLUTELY PROHIBITED

- Cutting class or roaming halls.
- Insolence or abusive language to teachers, peers, or other school personnel.
- Repeated violations of school rules.
- Serious violation of school rules.
- Truancy or leaving school grounds during school hours, including lunch time, without permission from the office.
- Hazing is a form of harassment and will not be tolerated. "Hazing is Prohibited"
- Theft or damage of school, teacher, or peer property. **(Parents/Guardians will be held financially responsible). This includes writing on desks, tables, and walls. The school reserves the right to search anything on school property.**
- Misbehavior during fire drills.
- Smoking on school property.
- Engaging in activities that may endanger the physical welfare of anyone in the school.

- Gum chewing in or on school grounds.
- Any improper use of FACEBOOK, or other social media. Conduct is detrimental to the reputation of the school and the students. Students will be subject to disciplinary action by the administration.
- Bullying of any kind.
- All electronics which include cell phones, hand held games, tablets, and I pods are absolutely forbidden. They will be confiscated. Any music using foul language will be confiscated and brought to the attention of the Parent/Guardian. **The school will not be held responsible for any items which may be stolen throughout the school day.**

SERIOUS VIOLATIONS OF THESE RULES MAY RESULT IN SUSPENSION AND/OR EXPULSION.

FIELD TRIPS

During the school year, classes may participate in field trips. These trips are educational and also enjoyable events for each student. Parents/Guardians are required to sign permission slips in order for the student to participate. Expenses for transportation, etc. will be the responsibility of the Parents/Guardians. Exceptions will be left to the principal's discretion. Money must be submitted by the due date or the student will not be permitted to attend. All monies must be in a properly addressed envelope. If a parent/guardian has an issue with the due date they must put their reasons for the delay in writing to the teacher. If a parent chooses to not send their child on a school field trip it is the responsibility of the parent to send the student to school. If the parent chooses to keep a child home, the child will be marked absent from school. All parents that choose to volunteer for school trips are now required to take a child abuse class offered by the Diocese of Brooklyn. If you are not Virtus trained then you cannot volunteer for any school function including class trips. A teacher and/or principal has the right to request a parent attend a field trip with a child. If a parent refuses that child will not be permitted to attend the trip.

CARNIVALS

During the school year Midwood Catholic Academy holds two carnivals. One during the month of December and one in the spring. The school will not be held accountable if a child is hurt due to their misbehaving of the rules. It is at the discretion of the principal as to whether a child can or cannot attend a carnival. The principal also has the right to ask that a parent be present with a child in order to attend a carnival.

MASS ATTENDANCE

Our obligation to "keep holy the Lord's day" is taken very seriously by the staff. All Catholic students who attend Midwood Catholic Academy are expected to attend Mass weekly on Saturday evening or on Sunday. Parents/Guardians are expected to cooperate with us for the fulfillment of their child's obligation. Students in sacrament classes (grades 2 and 8) may be required to show proof of Mass attendance each week.

GROWTH IN THE FAITH

Besides attendance at Mass, Religion is taught daily in every class of our academy. Family Living and Guidance are integral components of our Religion Program. Students are often given the opportunity to receive the Sacrament of Reconciliation. Prayers are recited three times daily; students visit the Church for Stations of the Cross, Benediction, etc., at the discretion of the teachers. Each classroom has a bible displayed and students have the opportunity for spontaneous prayer. Non-Catholic students are expected to respect the Catholic religion, and participate in all Religion classes and activities.

CHARITY

To heighten the students' awareness of the work and the community, there are opportunities during the year to take part in various activities. These activities include, but are not limited to, the Propagation of Faith collection and Thanksgiving Food Drive.

CATHOLIC SCHOOL WEEK

Each year we celebrate the existence of Catholic Schools in America and particularly Midwood Catholic Academy. All parents are invited to visit the school and to attend classes in session.

SACRAMENT PREPARATION

The seven sacraments are an integral part of the Catholic faith. It is through the sacraments that we meet God and our faith is nourished.

To receive the sacrament of Reconciliation, Holy Eucharist and Confirmation, a child must have been baptized in the Catholic faith. Since Midwood Catholic Academy is a regional school, all sacraments including Baptism, Reconciliation, Holy Eucharist, and Confirmation will be celebrated in the parish church you attend regularly. You should contact your parish church for information. The students of Midwood Catholic Academy will receive instruction on the sacraments from their daily Religion class. All families are required to fill out a Parish Affiliation form during the month of September.

Students should receive Reconciliation and the Holy Eucharist in the second grade if they have received at least one year of Religious instruction. Confirmation takes place in the 8th grade.

TECHNOLOGY GOALS

Keeping in mind our mission, vision, and current status and usage, the following are our goals for the next three years.

GOAL 1: Students will increase their knowledge and experience using digital media and environments to communicate and work collaboratively, including distance, to support individual learning and contribute to the learning of others.

GOAL 2: Students in Grades K to 8 will demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

GOAL 3: Students in Grades K to 8 will understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

GOAL 4: Teachers will facilitate and inspire student learning creativity and innovation.

GOAL 5: Teachers will continuously engage in professional growth and leadership.

TECHNOLOGY POLICY

- The computer teacher will be responsible for the Computer Lab.
- There will be no use of school equipment to make unauthorized copies of software.
- All students will be required to use Internet access appropriately when available in the lab.
- Students may lose computer privileges and may face further disciplinary action for inappropriate use or damage to any software or computers in the school lab.
- No Facebook or any social site is permitted at any time on any academy computer or tablet.

Anti-Bully Policy

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. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

Procedures:

- The targeted student, parent/guardian of a student or other students in the school or any school staff who believe that bullying has occurred must report the incident to the principal.
- The principal will then conduct an investigation.
- The parents of all involved students will be notified.
- If it is determined that bullying has occurred the child who bullied will be subject to consequences per the school's disciplinary code.

- Parents will 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 will follow up to see that the offending conduct has stopped.
- All students will be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

YOUR CHILD WILL NOT BE ALLOWED IN SCHOOL AFTER THE 22nd OF SEPTEMBER WITHOUT THIS SIGNED SHEET.

Please sign below and return to school by September 22, 2017 to confirm that you have received this important information. Please keep this book available throughout the school year for reference. All decisions will be based on the material in this handbook.

Student Name: _____

Grade: _____

Parent/Guardian Name: _____

I confirm that I have received the Student Handbook for Midwood Catholic Academy and am fully aware of the contents.

Parent/Guardian Signature: _____