



**ST. MEL'S
CATHOLIC
ACADEMY**

154-24 26th Avenue

Flushing, NY 11354

Phone: 718-539-8211

Website: www.stmelsacademy.org

Student/Parent Handbook 2018 – 2019

PHILOSOPHY

At St. Mel's Catholic Academy we promote and enhance each individual's wholeness in an academic environment with Christ as our primary model. Catholic teachings and values, initiated in the home, are reinforced by our examples of kindness, respect and religious beliefs as a faculty and staff and are made an integral part of the students' everyday life in diverse communities.

We hope to foster in each child a sense of self-esteem by providing a quality Catholic education. This is accomplished by assisting the student to discover and use the tools to develop his/her full potential spiritually, intellectually, physically, emotionally and socially.

This entails monitoring individual and group progress and communications with faculty, administration and parents to assure continued progress.

Working together, academy, parents and children will be mutually supportive and responsible for the growth of all.

MISSION STATEMENT

St. Mel's Catholic Academy fosters the spiritual, social, emotional, and academic growth of our students in a nurturing Christ-centered environment. Collectively, our community works toward meeting today's challenges through creative thinking and technology, so that our students develop a strong foundation of academic excellence. We aspire to graduate spiritually alert, morally aware, and ethically-empowered individuals.

St. Mel's Catholic Academy does not discriminate by sex, race, color or national origin.

St. Mel's Catholic Academy
2018 – 2019
FACULTY AND STAFF

Reverend Gerard J. Sauer, *Pastor*

Ms. Marilyn Devito, *Chairperson of Board of Directors*

Ms. Erin Schneider, *Principal*

Mrs. Daniela Volpe, *Assistant Principal*

Secretary	Sister Barbara Gregorek	
Financial Secretary	Mrs. Lucille Alessandro	
Toddler Time / Mommy & Me	Ms. Lisa Sheehan	Para: Ms. Pat Viscovich
Nursery – 3 Day	Mrs. Krista Laurenzano	Paras: Mrs. Phyllis Frey
Nursery – 5 Day	Ms. Cheryl Nelson	Paras: Mrs. Gigi Kisch
Pre-K A	Mrs. Laurie Drazevic	Para: Miss Alison Engesser
Pre-K B	Ms. Betsaida Pena	Para: Mrs. Roseanne Werthmuller
Pre-K C	Mrs. Fiona Diago	Para: Mrs. Anita Garcia
Kindergarten	Mrs. Donna Scigliano	Para: Miss Nisha Missir
1 st Grade	Mrs. Grace Vecchie	Sub: Mrs. Cynthia Palladino
2 nd Grade	Mrs. Carla England	
3 rd Grade	Ms. Ivonne Pachon	
4 th Grade	Ms. Jennifer Boccia	
5 th Grade	Mr. Anthony Bisciello	
6 th Grade	Ms. Rene Hartofelis	
7 th Grade	Ms. Laura Castelli	
8 th Grade	Mr. Timothy Doyle	
Art	Ms. Michelle Goguen	
Computer	Mrs. Julie Mansour	
Music	Mr. Rudy Albert	
Physical Education	Mrs. Cathy Quinn	

TIME SCHEDULE

Students in Grades 1 through 8 MUST be on their class line in the yard by 8:00 AM. Morning Prayer is a vital part of the day, not an option. Late passes will be issued at the discretion of the principal/pastor.

Grade	Arrival Time	Prayer/Pledge/Announcements	Classes Begin	Arrival Location	Dismissal Time	Half-Day Dismissal Time	Dismissal Location	Inclement Weather Location
<i>Nursery</i>	7:50 AM	8:00AM	8:15AM	Meet teacher at door and proceed to classroom	2:40PM	11:15AM	Main Entrance	26 th Avenue Right Side/ Church Entrance
<i>Pre-K for All</i>					2:45PM	11:30AM		
<i>Kindergarten</i>					2:50PM	11:45AM		
<i>1-4</i>	7:50 AM	8:00AM	8:15AM	School Yard	2:55PM	11:50AM		
<i>5-8</i>	7:50 AM	8:00AM	8:15AM	School Yard	3:00PM	12:00PM	26th Ave Right Side/ Church Entrance	

7:50 – 8:15 – Assemble in classroom (late pass issued after 8:10) 2:55 Kindergarten Dismissal

Indoor Arrival: When the weather does not permit outdoor morning assembly, Grades 1 through 8 will use the church entrance on 26th Avenue. The doors open at 7:50 AM. Grades Nursery, Pre-K, and Kindergarten use 26th Ave school doors.

SAFETY PROCEDURES

Parents are NOT to enter the yard or church vestibule while students are assembling or being dismissed. It is requested that parents wait for children in front of the school on 26th Ave.

Children must stay with the teacher until a parent is seen. It is necessary to have the sidewalks clear for order and the safety of all children. Large crowds gathered at the doors make it impossible for the teacher to dismiss efficiently and can become unsafe. Please cooperate in this matter. Children are dismissed from the 26th Avenue exits.

At no time should there be children unattended or running on school or church property. NO PARENT SHOULD BE ON 26th AVENUES WITH A VEHICLE FROM 7:50 TO 8:15 A.M. AND FROM 2:30 P.M. TO 3:00 P.M. THIS IS FOR THE SAFETY OF YOUR CHILDREN. PLEASE COOPERATE.

Please leave time to park in the lot and walk your child to the academy door.

There is NO PARKING on 26th Avenue at dismissal.

ATTENDANCE

Regular attendance is necessary in order for students to have continuity in their instructional areas. Children must report to the academy on time.

- ❖ A **written excuse** from a parent or guardian is required when a student is late or absent. This must list **dates absent and reason for absences**. It must accompany the student when he/she returns to the academy. **Use provided form** (on www.stmelacademy.org). Any unexcused absence is to be recorded as *illegal* on academy records.
- ❖ A parent must call the academy between 7:45 A.M. and 9:00 A.M. when the child is absent at (718) 539-8211. Parents of 7th and 8th grade students will be called if they do not notify the academy of their child's absence. Homework and class materials will be ready for you to pick up between 2:30 and 5:00 P.M. Work must be completed in a reasonable amount of time.
- ❖ If a child **in any grade** is absent for a length of time, please notify the office. A doctor's note is required if a student is absent **three or more consecutive days**.
- ❖ Chronic lateness is not acceptable. A child who is constantly late begins the day poorly. If tardiness becomes frequent, consequences will be at the teacher and principals discretion.
- ❖ If a child becomes ill during academic hours, the office will notify you. Please keep your emergency phone numbers up-to-date. Notify the academy of any changes.
- ❖ For a child to leave the academy early a **written request** must be sent. Parents must meet child in the Main Office and sign the child out in the book provided.
- ❖ Classes may not be interrupted once they are in session. If a child forgets an important item, bring it to the office, indicating the child's name and grade and someone will see that the child receives it. Students are not permitted to call home unless an emergency exists.

PROMOTION POLICY

Students who pass the year's course of study are promoted to the next grade. Students who receive a failing grade for the year (4th column on report card) in 2 or more subjects, excluding Art, Gym, Computer, and Foreign Language, will not be promoted.

Diplomas are not issued to eighth grade students who fail any major subject for the year until they are remediated in summer school.

COMMUNICATION BETWEEN ACADEMY AND HOME

You are encouraged to communicate with your child's teacher. If it is necessary to arrange an appointment, please send a note to the teacher requesting an appointment and give some available times. A meeting may be arranged at a time convenient for both. Teachers are **not** to be approached at dismissal. The academy also encourages the use of email, the daily checking of teacher and academy web sites, and optionc. Please save the academy and your child's teacher web sites, so you can access them frequently and often.

****Please inform the academy of any change in home, cell or work phone numbers, email address, as well as a change in home address. It is essential that we be able to contact you in case of an emergency.

Every effort is made to keep parents well-informed of both academy events and your child's progress. Please read all communications carefully. We urge you to take advantage of the following methods used for communication by St. Mel's Catholic Academy:

1. Option C: test grades, assignments and Progress reports
2. Weekly parish bulletin and monthly *Herald*
3. Parent Academy Association Meetings
4. Report cards
5. E-mail communication via principal and/or teacher
6. School web page at www.stmelsacademy.org - calendar and posting of messages
7. Student/Parent Handbook.

CELL PHONE POLICY
including all electronic signaling devices

St. Mel's Catholic Academy administration would prefer that students **leave all cell phones and electronic signaling devices at home**. If the student brings a cell phone to the academy, the following conditions apply:

- Cell phone and electronic signaling devices **must be turned off and placed in a plastic sandwich bag labeled with the child's name. The phone will be collected in the morning and returned at dismissal by the homeroom teacher. All phones will be secured.**
- Camera phones **may not** be used to take pictures on academy or parish grounds for the **safety and privacy of our students and staff.**
- Cell phones may be turned on after the student has left academy or parish property.
- The academy is not responsible for lost or stolen phones or electronic signaling devices.
- **Cell phones and electronic devices that are seen during the day will be confiscated. Student will serve detention.** On the first offense, parent may retrieve the item after detention is served or at the discretion of the principal. If it happens a second time, the phone/device will be confiscated until the end of the academic year in June.

ST. MEL'S CATHOLIC ACADEMY STUDENT INTERNET AND COMPUTER USAGE CONTRACT

All students from grades 3 to 8 must sign this policy

Students are responsible for good behavior on the school computer Internet network. Access to the Internet is provided for students to conduct research for educational purposes and to communicate with others. It is not being provided to access chat rooms, instant messaging or inappropriate websites. Access to the Internet is provided to students who agree to act in a considerate and responsible manner as defined in this contract. Parent permission is required for Internet access. This access is a **privilege, not a right**.

Individual users of the school's Internet network are responsible for their behavior and communications over this network. It is presumed that users will comply with school standards and will honor the agreements which they have signed. Individuals will strive to act in all situations with honesty, integrity, and respect for the rights of others. It is the responsibility of the students to verify that they are authorized to use the Internet.

The following are **not** permitted:

- sending, receiving, accessing, or displaying offensive messages, pictures, or other inappropriate material
- using obscene language
- accessing chat rooms, instant messaging, games or other items not pertaining to school needs
- Accessing a web site with a social networking component (facebook, twitter, instagram, etc)
- Altering another student's work
- Hacking
- Dissemination of personal information

Students that have websites or post information to a website such as, but not limited to myspace.com, facebook.com or ratemyteacher.com that portray the school, parish, or any member of the parish/school community in a negative light or threaten any individual are subject to disciplinary action which may lead to dismissal, even if the posting is done outside of school during non-school hours.

- Violations will result in loss of computer and/or Internet access.
- Additional disciplinary action may be determined by the nature of the violation

Final decisions are at the discretion of the administration.

PLEASE GO TO THE LAST PAGE OF THE HANDBOOK AND SIGN THE FORM WHICH STATES THAT YOU UNDERSTAND THESE RULES AND AGREE TO ABIDE BY THEM. IT IS TO BE HANDED IN TO YOUR HOMEROOM TEACHER.

It is the responsibility of the parents and guardians to closely monitor what the students do on the computer in the homes so that problems do not carry over to school. Conduct whether at school or outside of school that is detrimental to the school IS school business, including activity on social networking sites. This school reserves the right to search anything brought onto our school property including, but not limited to backpacks, cell phones and electronic devices if there is reasonable cause to do so.

DISCIPLINE POLICY

If we expect our children to be reliable members of our society, we must help them today to balance their sense of responsibility with freedom. Appropriate behavior should be praised while inappropriate behavior must be acknowledged and corrected immediately.

Self-discipline is the Christian ideal, which our students ought to be encouraged to achieve. In order to form proper habits and attitudes, rules of conduct must be emphasized. Obedience to all authority, courtesy at all times, respect for all people and property, unselfishness towards others, and a sense of honesty, fair play and trustworthiness are among the values which must be imparted to our students.

Students are taught to show the utmost respect to one another, in word and in deed. No student may push, hit or fight with another student. Failure to comply with this policy will result in the parent being notified and coming up to the office to discuss a plan of action to improve behavior. Continued fighting or hitting another student can result in the parent being asked to remove the child from the academy. This is at the discretion of the Principal.

Diocese of Brooklyn Bullying Policy

Bully Prevention Policy

Purpose:

The school and academy 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, academy employees and volunteers have a right to a safe and healthy environment. All members of the academy 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 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.

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the academy (bystanders), or any academy staff who believe that bullying has occurred should report the incident to the principal and complete an incident report.
- 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 academy'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.

ACADEMY BEHAVIOR

Students are taught in an atmosphere of cooperation, honesty, and respect for classroom rules. The rules are determined by the teacher and communicated to students at the beginning of each year. It is in an atmosphere of mutual respect that students learn in a caring and respectful environment.

Students learn to be responsible, make good choices, and participate in St. Mel's Catholic Academy community life in a mature manner, which is reflective of their deepening faith and religious development, together with the guidance from their parents.

Some of the expectations that demonstrate this progression are:

1. Being considerate and respectful of other students.
2. Respecting class and academy policies.
3. Looking neat and clean at all times.
4. Wearing the uniform with pride and dignity.
5. Speaking to one another with respect and care.
6. Controlling anger at all times.
7. Respecting academy and parish property
8. Keeping academy and parish grounds free of litter and graffiti.
9. Showing responsibility by doing homework neatly each night and preparing for class and tests.
10. Speaking and acting respectfully to teachers and other parents.
11. Arriving to the academy on time.

A **demerit system** has been established which will effect grades Pre-kindergarten through eight. This system will attempt to correct those behavioral actions which are deemed unacceptable for our children's development. A demerit is for a serious infraction of any academy regulation. Students will be held for detention either after academic hours or 7:30

A.M. at the discretion of the teacher or the principal when students receive a demerit. The final decision will be made by the principal in all cases of disciplinary action for student behavior which is not acceptable in school. If three demerits have been given to a student within one academic year, dismissal from the school will be considered by the administration.

Gum Chewing

No gum is permitted at any time during academic hours or at an after-school activity sponsored by the school.

UNIFORMS

By choosing to attend St. Mel's Catholic Academy, you are agreeing to wear an academy uniform. Students are to be in complete uniform at all times. Otherwise, the student will be required to call home for the proper attire to be brought to the academy. On the first offense, a warning will be issued. After that, detention may be served at the discretion of the teacher and principal

JEWELRY IS NOT PART OF THE UNIFORM. Girls may wear **small** hoop or post earrings, one pair of earrings at a time. They are not permitted to wear make-up. Both boys and girls are required to have moderate hairstyles.

Nails must be a moderate length. Flip-flops, mules, sandals, etc. may not be worn on dress down or dress up days. Shoes must always have a back and either tie, buckle or have Velcro straps. This is for safety reasons.

UNIFORM SHOES May be purchased at:

Da-Bar Too
70-05 Grand Avenue
Maspeth, New York 11378

BOYS-GRADES 1-8:

Black regulation laced shoe (optional Velcro uniform shoe for Grades 1 through 4)

GIRLS – GRADES 1-8:

Black regulation laced shoe

Grades 1 through 4 may wear optional black uniform Velcro strap shoe

Grades 7 and 8 may wear optional black uniform Penny Loafer

**No suede shoes...no buckled shoes...no flat/ballet style shoes...no high heels..
no boots or sneaker-like shoes**

UNIFORM

We purchase the academy uniform from:

Flynn & O'Hara
The Shops at Atlas Park
8000 Cooper Avenue (lower level)
Glendale, New York 11385
718- 326-2704

GYM UNIFORM - BOYS AND GIRLS

Regulation sweat pants, sweatshirt, tee shirt, gym shorts (mesh or sweat shorts)

WHITE SNEAKERS- plain white with white laces only

OPTIONAL -From September 1st to October 15th and May 1 to the end of June, **all students** may wear uniform gym shorts (maroon) in place of the sweat pants.

UPK AND KINDERGARTEN UNIFORM- BOYS AND GIRLS

UPK and Kindergarten students will wear the regulation gym uniform every day. They may wear the regulation gym pants, sweatshirt, and tee shirt. From September 1st to October 15th and May 1 to the end of June, students may wear uniform gym shorts (maroon) in place of the sweat pants.

OPTIONAL ALL YEAR:

DURING CLASS- SCHOOL SWEATER,

BOYS' UNIFORM – GRADES 1 TO 8

- White shirt, short or long sleeve with sweater
- Uniform pants with black belt
- Plaid regulation tie – grades 1 to 4
- Solid regulation tie - grades 5 to 8
- Black uniform shoe

OPTIONAL – for ALL BOYS – grades 1 to 8

- ALL YEAR – SCHOOL SWEATER (cardigan or v-neck). Sweatshirts may be worn on dress down days or with the use of nut cards ONLY.
- Summer Uniform: September to October 15th and May to the end of June: (exception - Class photos will be taken with regular uniforms.)

Uniform knit shirt

Khaki walking shorts

White socks

WHITE sneakers – plain

GIRLS' UNIFORM – GRADES 1 TO 5

- Plaid jumper with white short or long sleeve button down collared blouse, uniform tie, maroon tights or knee socks, and black uniform shoes.

GIRLS' UNIFORM – GRADES 6 TO 8

- Plaid wrap-around kilt
- White short sleeve / long sleeve polo
- gray knee socks or tights,
- black uniform shoe (see above)

OPTIONAL for ALL GIRLS - grades 1 to 8

- ALL YEAR – SCHOOL SWEATER(cardigan or v-neck). Sweatshirts may be worn on dress down days and with the use of a nut card ONLY.

- Gray slacks may be worn in place of the jumper or kilt in December, January, and February.
- Summer Uniform: September to October 15th and May to the end of June (exception - Class photos will be taken with regular uniforms.)
 - Knit shirt
 - Khaki walking shorts
 - White Socks**
 - WHITE sneakers** - plain

In addition to the uniform regulations the following rules regarding appearance apply:

- Modest skirt lengths are expected (knee-length). Do not hem or change appearance or roll up skirts.
- Shorts should be a reasonable length and modest.
- All dress down attire must be modest: no tank tops or tight pants
- Boys' hair length should not extend beyond the shirt collar. Students should look clean, neat and well-groomed at all times. Students' hairstyles should not obstruct vision.
- Hair sprays, gels, colognes etc. should be used in moderation.

Final judgment on what is appropriate and modest will be made by the administration. Parents are expected to give guidance before child comes to school.

EMERGENCY CLOSING

In the event that it will be necessary for the academy to close due to emergency or bad weather, there may be a general announcement that all of the schools in the Diocese of Brooklyn are closed or the announcement will be sent out via the option text and email alert system. **DO NOT CALL THE RECTORY or the ACADEMY for information. It will be posted on our school website and parents will receive a PARENT ALERT using e-mail, voice mail and/or text message.**

DRUG AND ALCOHOL POLICY

Any students discovered to be under the influence of drugs or alcohol or with a substance in their possession will be subject to the following:

- The principal and parents will be notified. Students will not be allowed to attend classes.
- Professional help will be mandatory.
- Proper authorities will be notified

ADMINISTRATION OF MEDICATION

If your child must take medication:

1. Board of Health form must be completed.
2. Medicine must be in the original prescription packaging.
3. Note signed by the doctor indicating the amount, time, and how medicine is to be administered must be on file. This note may also indicate if the child may self-medicate.
4. Medication must be kept in the nurse's office.

5. FIELD TRIPS – Parents/guardians of students who require medication are required to accompany the student on field trips.
6. In the absence of the parent /guardian, medical professionals are the only ones who may administer medication.

PARENT ACADEMY ASSOCIATION

Members of the Parent Academy Association meet monthly with the administration. The PAA information is frequently sent home and is posted on the academy website. Membership dues are \$20.00 per family. This money is used for PAA assemblies, events, guest speakers.

The following are the objectives of the organization:

1. To draw the home and academy into a closer relationship in order that parents and teachers might fully share in the education of the child.
2. To provide both parents and teachers with the opportunity to discuss and explore aspects of the child's development and aspects essential to the better understanding and handling of children.
3. To develop united efforts between educators and the general public, so as to secure for every child the best advantage in physical, mental, social and spiritual education.

FIELD TRIPS

Field trips are planned at the discretion of the teachers. Parent must sign a permission note before a child may attend a field trip. Money for field trips must be submitted to the academy prior to the trip or event. It is requested that all trip money be paid by check or money order, which is to be made payable to St. Mel's Catholic Academy. All other financial obligations should be paid first. Chaperones must be Virtus trained.

LUNCHROOM PROCEDURES

All lunches brought by parents must be delivered to the office by 10:00 am. Your child must stay for lunch each day. Students will have these options:

- a. Bring his/her own lunch (**soda or glass bottles and junk food are not permitted**). No "fast food" is permitted
- b. Parent Academy-sponsored special lunch such as pizza Monday and chicken Thursday.
- c. **Students are expected to observe good table manners and must observe all behavior expectations as stated earlier in the handbook.**
- d. Student will be dismissed from lunch only when Father O'Malley Hall is neat and clean.

REPORT CARDS

REPORT CARDS are distributed three times a year. The first and second report cards are distributed within the context of a parent-teacher conference. Evaluation is based on achievement and program objectives as measured by class work, homework, independent study, projects and formal tests.

INTERIM PROGRESS REPORTS will be posted on students' private Option C page

midway through each semester. Dates are listed on the calendar. All families will be asked to confirm that they have viewed their children's progress. Families without Internet access may request a printout from the homeroom teacher. We strongly urge you to check www.stmelsacademy.org frequently for updates and announcements, and check Option C weekly for your child's academic progress.

AWARDS

PRINCIPAL'S LIST

Grades 1 to 4 – ALL A+

Grades 5 to 8 – 97% average with no mark less than 95 %

FIRST HONORS

Grades 1 to 4 – ALL A+ and A

Grades 5 to 8 – 93% average with no mark less than 90%

SECOND HONORS

Grades 1 to 4 – B+ to A+

Grades 5 to 8 – 89% average with no mark less than 85%

PERSERVERANCE AWARD

This award is given to those students who exhibit persistent effort in and out of the classroom and is given at the discretion of the teacher.

❖ **ALL AWARDS REQUIRE "3" OR "4" IN HOMEWORK, CONDUCT, EFFORT, SPECIAL SUBJECTS AND PERSONAL PROGRESS or AS DETERMINED BY THE ADMINISTRATION.**

PERFECT ATTENDANCE

This award is given to those students who have perfect attendance for the trimester, (never absent or late). Excused lateness is not taken into account.

CELEBRATIONS

Grades Nursery to Kindergarten only:

If a child is celebrating a birthday, the parent is permitted to send in treats for the class, which will be distributed and brought home by students. PLEASE CONTACT THE TEACHER BEFOREHAND.

Grades 1 to 8 - NO parties are permitted in the classroom. Please do not send anything in to be given to the children. This includes balloons, gifts, etc.

TEXTBOOKS AND SCHOOLBAGS

Textbooks belong to the academy or are on loan from New York State. These books must be clean and covered at all times (no contact paper on textbooks). Any book that is damaged or lost must be replaced at the expense of the student responsible for the damage or loss. Textbooks on CD's are also on loan and must be returned in June.

Books must be carried in some type of school bag in order to protect them. Wheeled schoolbags are not safe on the steps and through the hallways, therefore they are not permitted in school.

**EARLY DROP OFF &
AFTERSCHOOL PROGRAMS**

A separate application, available in the academy office, must be filled out. For the Early Drop Off program the fee is \$5.00 for one child and \$10.00 for two or more children in a family. For afterschool the fee is \$15 a day for one child, \$20 for two children and \$25 for three. Early Drop Off and Afterschool money is **due every Monday**. These programs are open to all full day students. All academy rules pertaining to student behavior apply to these programs as well.

VOLUNTEERS

St. Mel's Catholic Academy has been greatly assisted by many wonderful and generous parent volunteers. We need and appreciate this service. If you can volunteer any service, please do so when the list is sent in September. **All volunteers (anyone in contact with the children) must attend the Virtus Program, sign a Code of Conduct Form, and have a background screening. This is required by the Diocese of Brooklyn- Safe Environment Office.**

Tuition for 2018 - 2019 School Year

K – 8	Catholic	Non Catholic
One Child	4,800	5,500
Two Children	7,550	9,400
Three or more Children	9,750	11,300

UPK	No charge for full day UPK
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Nursery	Amount
Five Full Days	4,800
Three Full Days	4,000
Five Days AM	4,000
Three Days AM	3,550

Tuition is **DUE** in the Office by **the 3rd of each month, STARTING JUNE 3rd, 2017 UNTIL March 3, 2018. The last tuition payment for 2017-2018 will be due MARCH 3 2018.** Please mail payments to school during July and August. **Students will not be admitted to class in September unless 4 payments have been received by September 3, 2018.** Payments received after the 3rd of each month will incur a late fee of \$10.00. A **fee of \$20** is charged for all returned bank checks. **St. Mel Church weekly envelopes should be used. Parishioners are expected to contribute \$6.00 per week to the support of the parish and the Church.**

FUNDRAISING

During the course of the academic year three (3) major fundraisers will be held.

The three for this year are:

1. Catalogue Sale – September (\$65 minimum required each child)
2. Candy Bar – February (\$50 minimum required each child)
3. Walk-a-thon – May (\$65 minimum required each child)

The Student Council will continue to collect General Mills box tops for Education, food for the poor, toiletries for the retired sisters in Amityville, used computer cartridges and other items for those in need. We also receive a percentage of the purchase when you use your Stop & Shop Card and Amazon Smiles.

ACTIVITIES

We strongly encourage your children to join one of the many sports or activities sponsored by the St. Mel's Catholic Academy Community and/or Parish:

Daisies

Girl Scouts

Brownies

Lego Engineering

Arts in Residency

Yearbook – 8th grade students

Student Council

Service Society

Nursery Help

Cheerleaders

Sports Program (run by parish/parents)

Altar Servers

For further information please check the Church bulletin, parish Herald or call.

Important phone numbers:

School Office	539-8211 ext 210
Financial Secretary	539-8211 ext 213
Principal	539-8211 ext 212
Nurse	661-0989 ext 214
Sports Association	767-3472
St. Mel Rectory	886-0201

HANDBOOK AND ELECTRONIC DEVICE AGREEMENT

Please fill out this page, sign and tear it out.

Return it to the homeroom teacher of the **oldest child.**

This is required of all families.

There is no necessity for students to have personal cell phone access in school. The school phone is available for emergencies. If you, as parent or guardian, choose to allow your child to carry a cell phone to use on the way to and from school, cell phone and electronic signaling devices **must be turned off and placed in a plastic sandwich bag labeled with the child's name. They will be collected in the morning and returned at dismissal by the homeroom teacher. All phones will be secured.**

Names of Children: (Please print)

Grade

1.	_____
2.	_____
3.	_____
4.	_____

I have read and understand the contents of this handbook and agree to abide by the contents set forth in it. I have read the cell phone policy (PAGE 6), understand it, and agree to abide by it.

Student(s) signature(s):

Parent's Name (Please print)

Please check one of the following:

_____ My child WILL NOT bring a cell phone to school.

_____ My child will submit his/her phone daily to the homeroom teacher.

Parent's Signature: _____ Date _____

INTERNET POLICY

PLEASE PRINT THIS PAGE FOR EACH CHILD FROM GRADES 3 THROUGH 8, AND RETURN IT TO SCHOOL, SIGNED BY BOTH THE STUDENT AND A PARENT.

I have read and understand the INTERNET POLICY (PAGES 6-7) and agree to abide by the contents set forth in it.

Student PRINT NAME

SIGNATURE

Parent PRINT NAME

SIGNATURE