

Welcome to Mary Queen of Heaven School

Mary Queen of Heaven School Family welcomes our families to the 2011-2012 school year. We are happy to announce that we have received a grant to refurbish our Science Lab. This in addition to our Technology Grant of \$10,000.00 will help improve the quality of our educational program. Many new programs and activities will be part of this school year. All to benefit our children.

The following handbook outlines our policies and procedures for the coming year. We ask you to read it through and discuss it with your children.

We pray that our school year will be fruitful and filled with many of God's choicest blessings.

**Sister Mary Donna Murphy, OP
Principal**

Mission Statement

Mary Queen of Heaven is a Catholic elementary school founded in 1949 and entrusted with the mission of educating students, spiritually, academically, socially and physically, placing emphasis on skills and tools necessary for success in today's diverse society. We strive to maintain a Christ-like atmosphere of respect, love and concern.

Educational Beliefs of Mary Queen of Heaven School

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

**2010—2011 TUITION
GRADES K-8**

Baptized Catholic	TOTAL	8/22/11	10/11/11	2/10/12	4/16/12
1 child	\$3,100	\$ 775	\$ 775	\$ 775	\$ 775
2 children	\$4,700	\$1,175	\$1,175	\$1,175	\$1,175
3 children	\$6,150	\$1,538	\$1,538	\$1,537	\$1,537
Non-Catholic					
1 child	\$4,100	\$1,025	\$1,025	\$1,025	\$1,025
2 children	\$6,500	\$1,625	\$1,625	\$1,625	\$1,625
3 children	\$9,050	\$2,263	\$2,263	\$2,262	\$2,262

Those paying monthly will divide their payments by 10 to know what amount is due the 10th of each month.

Pre-K 4 Year olds

\$2,650 Yearly

\$ 265 monthly August through May

Pre-K 3 Year olds

\$2,650 Yearly full day \$265 Monthly

\$2,250 Half Day \$ 225 Monthly

Mandatory Fundraising

Option A \$250 mandatory selling—September Candy
Candle Sale
Spring Candy
Spring Raffle

Option B Pay \$250 no Fundraising

There is no refund for any fees paid.

ALL FEES PAID AFTER THE DUE DATE ARE SUBJECT TO LATE FEES AND MUST BE PAID BY MONEY ORDER OR IN CASH.

NO REPORT CARDS ISSUED TO FAMILIES WHO OWE ANY FEES—TUITION, FUNDRAISING, HOT LUNCH,

ADMISSIONS POLICY

- A. Registration takes place beginning in February of each year. Parents are required to print out an application from our web site. All documents are to be presented as a package. This package to include— Birth and Baptismal Certificates, Immunization History, latest Report Card, signed “Terms & Conditions Agreement” and signed completed application. The application will be accepted at the time of an interview and the parent will be notified in writing of our decision. Any family coming from another Catholic School needs a letter of Academic and Tuition Clearance before being considered for admission.
- B. MQH does not discriminate on the basis of race, creed or natural origin.
- C. At the time of registration preference is given to those children who are baptized Catholics attending MQH or whose families are active participants in a Catholic Church, siblings of present students.
- D. Tuition rates and the timetable for payments are within this handbook. Payments made after the due date are to be made by Money Order or cash., along with a late fee of \$10.00 No extra curricular activities are Offered to those who owe fees of any kind. Report Cards are held until all fees are up to date..
- E. Failure or inability to pay tuition in a timely manner adversely impacts on the school’s ability to provide quality education to the entire student body.
- F. Each family is responsible to participate in each of our 4 fund raisers Or pay a flat fee of \$250.00 by the end of September.

SCHEDULE

The school day begins at 8:15 AM for K-8 with the morning bell. Children not on line or in the cafeteria when the bells rings are marked late. The day ends for K-8 at 2:40PM. Wednesday dismissal is at 1:10 PM. When the dismissal is different it is noted on the calendar and the school web page. mqhschool.net Please consult it each day.

NURSE/MEDICATION

The Department of Health provides a nurse on a daily basis.

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

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

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

N.B. Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student’s physician must complete and sign an “Authorization for Self-Administration of Medication”



tail

ACADEMICS

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

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

Parents will be notified if a child is in danger of failing one or more subjects. If there is consideration of a child's retention, a conference with the parent will be requested at the end of the second trimester.

EARLY CHILDHOOD DEVELOPMENT

We strive at MQH to create a cohesive learning experience for our early learners. Our program builds a bridge from P-K to Kindergarten to first grade, so that each level's activities touches upon those that came before and those that will follow. Each of these levels is involved in the **Reading First Program** sponsored by the **No Child Left Behind initiative**. During the day 90 minutes is set aside for Reading, spelling, vocabulary and other reading related activities. In this way our early childhood curriculum offers the strongest possible foundation for the academic challenges of the grades to come.

RELIGIOUS EDUCATION

The parents are the primary educators in the faith and the spiritual development of their children.

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

Participation in the Liturgy is a means of making faith more meaningful to our children. Mass on the First Friday of each month enables them to develop a better understanding of this treasured faith tradition by becoming actively involved in its celebration. Special prayer services are held on a monthly basis. Parents are invited to attend all of the above.

Parents are obligated to do their part by attending Sunday Mass with their children to offer good example and create a faith filled family.

HOMEWORK

Each student in grade 1 through 8 is given a special assignment pad.

Homework, which includes going over the day's activities and studying each evening, is given daily. It should be recorded in the assignment pad and checked over for neatness and completion according to directions by the parent. The exact assignment can be verified on our web site. Children who arrive without an assignment are given a grade of 0%. Children who are absent or suspended have two choices for getting the work:

1. Parent comes at dismissal
2. Collect assignments on day of return and present next day

GRADING

Grades are based on class work, homework, quizzes, tests, and individual and group projects. Midway between Report Cards, the children are given Progress Reports. The dates for distribution of these reports are listed in the calendar. These reports are meant to alert the parent to any difficulties a child may be having. Any concerns regarding must be made to the teacher within a week of the receipt of the grade.

AWARDS

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

Principal's List: all marks above 95 and a 95% average

First Honors: all marks over 90 and an average of 90% +

Second Honors: all marks over 85 and an average of 85% +

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

STUDENT OF THE MONTH

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

We realize in a class of 30 only 9 students are chosen over the course of a year and so we have created the *Lord & Ladies of the Queen's Court* awards. Each month a child is eligible to receive this award based on:

Cooperation with school policies and regulation

No tardiness during month

Presentation of all assignments complete and on time

In June, we will hold a Promotion/Awards ceremony and publicly recognize all those students who have Perfect attendance and Honors and will promote them to the next grade.

GRADUATION REQUIREMENTS

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

RECORDS

The school maintains a Permanent Record Card for each student as required by Law. Parents may view these records at any time. In order to facilitate the process, a written request to do so must be sent to the office a

few days in advance. The principal will set a time for the parent to view the record in her presence.

NON-CUSTODIAL PARENT

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

COMMUNICATION

- A. **Appointment procedures:** Parents are encouraged to have open communication with their child's teacher. However, it is necessary to arrange appointments to be sure there is sufficient time to conference. A brief note asking for an appointment or an e-mail should illicit a timely response. If you do not hear from the teacher in a 2 day span, please call Sr. Donna. Teachers are not permitted to speak to parents on the sidewalk or by the door at dismissal.
- B. **School:** Every effort is made by the school to keep parents informed about school events, changes in the calendar and most importantly, children's progress. Each Wednesday is designated as Folder Day. All information is given out on that day. We are responsible to give the information out and your child is responsible to take it home. You are responsible to check the folder.
- C. **Emergency closings:** In case of local emergencies parents will be notified by an automated phone/e-mail system. It is absolutely necessary for you to keep your phone numbers up to date.
- D. If there is an announcement that the New York City Schools are closed, so are we. Listen also for the announcement—"Schools in the Diocese of Brooklyn are closed.
- E. **Please do not call the Rectory.**
- F. Complaints should be handles at the most local level. Persons with concerns with a teacher should first speak with the teacher. If this fails, the administration should be contacted.

PROMOTION/RETENTION POLICY

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

ATTENDANCE POLICY

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

- A. **Absence Notes** are required for any absence. The note must have a date, reason and parent signature.
- B. **Parents** are required to call the school by 9:30 AM to report their child's absence and to make arrangements for the homework.
- C. **Doctor Visits** are not legal reasons for an absence unless they are at a clinic.
- D. **Legal reasons** to be absent include—child's illness, serious parent illness, death of a family member, appearance in court, attendance at a medical clinic. All other absences are illegal.
- E. **Tardiness** is to be an exception, not the rule. Frequent lateness will result in a parent conference. Children who are not on line when the bell rings are considered late.
- F. **Illness** during school hours will be taken care of by the nurse. If she deems a child too sick to remain at school she will call the parent to make arrangements for the child's pickup. An adult must pick the child up.
- G. **Early pick up** of children during the school day is frowned upon. The law requires children to come on time and stay for the duration of the day. A written request must be sent a day in advance.
- H. **Inclement weather** such as rain, snow or 30 degree temperature the children will be admitted by the side door at 8AM for K-8. Supervision is not available before that time. Pre-K 3 & 4 will be admitted at the regular time of 8:30 AM.

SCHOOL SCHEDULE

	Full Day	Wednesday
Assemble in yard	8:00 AM	8:00 AM
Bell	8:15 AM	8:15 AM
Lunch	11:30 AM	
Bell/line up	12:25 PM	
Bell/enter	12:30 PM	
Dismissal K-8	2:40 PM	1:10 PM

N.B.

If the last activity is in Church, the children will be dismissed from there. All children are to leave the building with the class unless they are staying for Afterschool or dance or another school activity. If they are not met outside by an adult they must return to the building. All children are to disperse immediately and go home. The Crossing Guards are assigned as a safety measure and children are to obey them as they would a teacher or parent.

FIGHTING

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

GUM

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

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

UNIFORMS

In selecting MQH as your child's school, you agreed to the school uniform. Students are required to be in the full school uniform each and every day, unless otherwise instructed. This rule applies to Gym as well. Jewelry is not a part of the uniform. However, a small pair of earrings is permitted for the girls. Boys are not permitted to wear earrings. The official uniform provider is *Flynn & O'Hara*. No one else is authorized to provide a uniform for MQH students.

GIRLS: 1-4 **Blue plaid jumper, knee length**
Blue rounded collar blouse
Blue plaid tie
Navy blue knee socks or tights
Navy blue uniform pants
Sturdy shoe blue/black

5-8 **Blue plaid skirt knee length**
Blue pointed collar blouse
Blue knee socks or tights
Blue bolero
Uniform pants
Sturdy shoes no ballerinas

Boys: 1-8 **Navy blue pants with belt**
Blue long or short sleeve shirt
Navy blue tie—no clip on
Sturdy shoes

Boots are not permitted in the building. They may be worn to and from school. A boot is considered as a covering that reaches the ankle. The MQH sweatshirt may be worn daily during the cold weather. From September 1 through October 31st and May 1st through the end of the year boys may wear the MQH polo shirt.

LUNCHROOM

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

Children should bring their lunch in the morning. Parents should not be bringing lunch to the office except on rare occasions. In keeping with good nutrition soda, candy, chips and glass bottles are never permitted in school. Parents may not bring fast food to children at lunch time. If these items are brought they will be confiscated.

TEXTBOOKS

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

REPORT CARDS

Report Cards are given out three times during the year. In December, March days are set aside for parents to meet with the teachers to discuss the Report Card and receive a copy. The marks on the Report Card are an accumulation of class work, homework, projects, tests and quizzes, as well as class participation. Report Cards are not issued to parents who are behind in any fees.

PROGRESS REPORTS

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

TESTING

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

VISITORS

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

VALUABLES

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

VANDALISM

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

EXTRACURRICULA OFFERINGS

In keeping with our philosophy to "Educate the whole Child" MQH offers many opportunities for children to shine.

NATIONAL JUNIOR BETA CLUB for students in Grades 5-8 who are on the Honor Roll. The students are taught Leadership through service and are responsible for many of the in school activities.

BAND: Every Wednesday groups of children meet with the teachers from Effmann Music. This is a separate program for which MQH provides space. Children in grades 3-8 are eligible.

CHOIR is composed of children in grades 4-6 They practice one afternoon a week. This a funded program and therefore misbehavior will not be tolerated.

DANCE lessons are given twice a week by one of our teachers. The children learn different types of dance, not tap and perform at many local events. The lessons are \$5.00 each day.

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

A/V TEAM is responsible for the upkeep of all our TV, VCR and other electronic equipment.

PHOTOGRAPHY TEAM is responsible for taking pictures of all special events and helping with the publishing of our yearbook.

DECORATING COMMITTEE is involved in making our windows a source of beauty in the neighborhood. The children give up their recess time to create and hang seasonal decorations.

CONTESTS are a major part of life at MQH. In addition to our own contests—Spelling Bees, Quiz Bowl, Geography Bee and Math Bees, we have the children enter all the contests established by the Catholic War Veterans—poster, essay and coloring. In the past we have been fortunate to have our children win in all categories including the National level.

FIELD TRIPS

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

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

STUDENT RESPONSIBILITIES

Being a student at MQH School imposes the following responsibilities on each student:

- A. In the classroom:
 1. Keep the desk, locker and area around the desk neat
 2. Be responsible to bring books and other materials to class
 3. Be respectful of school property and that of others
 4. Have textbooks covered at all times
 5. Carry books in a sturdy book bag
 6. Be in full uniform each day
- B. In the cafeteria:
 1. Sit in assigned seat
 2. Remain seated at all times
 3. Have permission to use the bathroom
 4. Stay in assigned area in the yard
 5. Refrain from running and pushing
 6. Refrain from using vile language
 7. Line up when the bell rings
 8. Be silent at the second bell



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



CELL PHONE POLICY

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

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



PICTURE POLICY

- **Only those students assigned to the Photography Team may take pictures within the school and immediate area**
- **The principal has total discretion as to what can photographed**
- **Permission slips must be on file for children to have their pictures published in the yearbook or local papers**
- **It is absolutely against school policy to post any pictures of the school, faculty or other students on the Internet**
- **Infractions of the above will be considered very serious and may result in expulsion**

What parent should expect of Teacher

- Teacher will provide quality instruction with the inclusion of Catholic values and Church teaching;
- That the teacher will maintain order and discipline in the classroom;
- That the teacher will contact you, the parent, to report on your child's progress in October, January and May;
- That the teacher will be present at significant school activities;
- That the teacher will notify you immediately through the school nurse of an emergency involving your child;
- That the teacher will contact you when there is a problem;
- That the teacher will use up-to-date teaching methods;
- That the teacher will try to meet the individual learning needs of your child;
- That the teacher will be fair.

(Note: Fair does not always mean equal).

What the teacher should expect of the Parent

- That you will bring your child to church regularly;
- That you will provide your child with supplies including appropriate clothing and lunch;
- That you will present at parent-teacher meetings and at other significant occasions in you child's life at school;
- That you will account for your child's whereabouts;
- That you will support school policies, classroom rules, and the teacher's decisions;
- That you will help with, not do, homework and assignments;
- That you will provide up-to-date information in case of an emergency involving your child;
- That you will contact the teacher when there is a problem and not just take your child's word as the absolute truth.