

# MACADEMY

## *School of Science and Technology*

**“Preparing Children Today To Be Global Leaders Now”**



***Motto: Education And Unity Build A Strong Community”***

## ***STUDENT MANUAL 2018-2019***

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# Administration

**Rt. Rev. Sylveta Hamilton Gonzales – Founder/Principal**

**Ms. Daneel Howe – Principal, Elementary School**

Mr. Laurence Gonzales Jr. – CFO

Mr. Richard Howe – Administrator

Mrs. Gisele Rice – Asst. Administrator

Ms. Tricia Balram – Office Manager

## Faculty

### *Pre-Kindergarten*

Mrs. Carol Howe & Ms. Elma Noel, Ms. Monique Millington

### *Pre- K For All*

Ms. Daneel Howe, Ms. Gisele Rice, Ms. Laura Gonzales

### *Grade 1 - 2*

Mr. Sakiel Harrison, Ms. Edna Joseph

### *Grades 3 - 8*

Rt. Rev. Sylveta Hamilton – Gonzales

Dr. Erroll Byer, Ms. Nitikia Forde, Mr. Joseph Ghartey, Mr. Richard Howe, Ms. Edna Joseph

# Welcome!

Dear Parent(s)/Guardian(s),

Welcome to MACADEMY School of Science & Technology (MSST)! You have made the right choice in enrolling your child(ren) here. For the past 24 years, our Faculty and Administration have worked diligently to put together a curriculum that will promote academic excellence amongst our children.

The overall goal of MSST is to bring about a greater degree of social competence in our students, thus teaching them how to effectively deal with their present environment. This will ensure their ability to confront and conquer future responsibilities in life.

We strive to be an institution whose highest priority is academic excellence, our staff, faculty and administration are determined to foster conducive conditions that will make our school's motto, "Education and Unity Build a Strong Community", attainable. We realize that the school must create a genuine community of learners who challenges, respects and supports each other for growth and responsible citizenship. Scholastic achievements are common among our students.

We are focusing on three aspects of learning in order to promote excellence in our students. These "Aspects of learning" are:

- Maintaining the highest quality of teaching and learning through the method of Integration.
- Using Science & Technology in order to gain further access to knowledge as well as to integrate and interpret it.
- Teaching and promoting an awareness of the global contexts of knowledge for cross cultural studies.

We are humbled and honored to have this opportunity to nurture and share in the development of your child(ren)'s solid education foundation.

May the Creator bless us all as we begin this academic journey.

Thank You,

Rt. Rev. Sylveta Hamilton Gonzales

Founder/Principal

# Content Guide

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# Rules, Regulations & Guidelines

## **Discrimination Policy:**

MACADEMY does not discriminate on the basis of race, color, or national origin in the education programs or in any activities that it operates.

## **Punctuality:**

All students **MUST** arrive by 8:00am Monday – Friday. This will afford them the opportunity to arrive in 1st period prepared and on time. **MACADEMY opens at 7:30am Monday – Friday.** To insure good order in the school and personal responsibility in the student, punctuality is stressed. Since punctuality is a habit that is established by continued awareness and planning, the school directs each student to consider this carefully and to set as a goal - **NEVER BEING LATE.**

The school doors will be closed promptly at 8:05am, students who are late, will **absolutely** not be allowed to enter the premises. For lateness affected by inclement weather - please refer to our Inclement Weather Policy (Page 16).

**Chronic lateness will result in dismissal.**

## **Attendance:**

- To gain the most from one's education at MACADEMY, all students are required to be in attendance on scheduled school days.
- Parent(s)/Guardian(s) must sign in and sign out their child(ren) each day. Failure to adhere to this requirement may result in dismissal.
- If a child is unable to attend school, please notify our office as to the reason for the absence and let us know when that child should be expected back. **An absence note explaining the reason for the absence is required on the day the student returns to school. Students will not be allowed back in school without a note explaining their absence. Students who exceed nine absences within a year are subject to expulsion from MACADEMY.**
- **If a child is sick for more than two days, a doctor's note is required.** Children who are sick will not be allowed to attend school and/or will be sent home.
- All missed classwork/homework becomes the responsibility of the student.
- All vacations should be scheduled when school is not in session.

### **Escorts:**

Please be advised that we require that all students be accompanied by a parent/guardian to and from school each day. Our office needs to be notified beforehand if a child(ren) will be accompanied by an escorts(s). You, as the parent/guardian, are required to submit the name(s) along with their information (address, phone numbers etc.). Escort(s) must show proper identification in order to pick up the child, if the escort does not have identification, the child will not be allowed to leave school premises with that individual.

**Individuals under 18 years of age are not permitted to escort students to/from school, unless a notarized letter of permission from parent is submitted to the office.**

Un-escorted students (in the 8<sup>th</sup> Grade) traveling to/from school via public transportation - a notarized letter of permission from his/her parent/guardian is required.

### **Pick-Up Times:**

- Pre-K – 2<sup>nd</sup> Grades: Classes end at 3:00pm, Mon - Fri
- 3<sup>rd</sup> – 8<sup>th</sup> Grades: Classes end at 4:00pm, Mon – Thurs
- **All Grades: Friday Pick up time is at 3:00pm**

### **After School:**

MACADEMY's After School Program is available to all MACADEMY Students (at an additional fee). After School activities varies per grade; Pre-K & Pre-K For All students have interactive/ educational structured play. Grades 1 - 8 students are encouraged to work on their classwork and homework assignments. The teacher provides assistance, however, all homework assignments will not be completed at school.

### **After School Hours:**

- Pre-K – 2<sup>nd</sup> Grades: 3:15pm – 5:45pm, Mon - Thurs
- 3<sup>rd</sup> – 8<sup>th</sup> Grades: 4:15 – 5:45pm, Mon – Thurs

### **Late Pick-up Fee:**

If your child(ren) are not in After School and/or they are picked up late, a late fee of \$35.00 will be charged at 3:15/4:15/6:01pm respectively and every 10 minutes thereafter \$10.00 will be added. **This fee must be paid at time of pick-up.**



### **Classroom Rules and Safety:**

- **RESPECT:** All students must maintain an attitude of respect for all members of the MACADEMY Community. As members of the community we expect all students to represent our school in a positive manner. Use of profane or obscene language/gesture will not be tolerated.
- **CLASSROOM DISRUPTION:** Any student who is asked to leave a class because of inappropriate behavior (fighting) will be immediately suspended. Student and parent must meet with the Administration before the student may return to school.
- **LOITERING/LEAVING SCHOOL PROPERTY:** Loitering around the premises before or after class is not permitted. Students who, for any reason, leave the school property before the end of the school day without being excused will be subject to disciplinary action.
- **SEARCHES:** All students and their property are subject to search. This includes, but is not limited to, backpacks, lockers and purses.
- **RESPECT FOR PROPERTY:** All property at MACADEMY, indoors and outdoors, command the full respect of the student body. This applies especially to desks, walls, lockers, books, and equipment. **A student who vandalizes school property will make financial restitution and will be subject to administrative review and possible criminal charges.**
- Students are prohibited from using the backyard/play area without permission and/or supervision.
- **DETENTION:** Detention is one of the penalties imposed for a violation of a school regulation. It signifies unsatisfactory behavior and a failure to fulfill one's responsibilities.
- **SATURDAY DETENTION:** Saturday detention may be imposed for any violation of school rules
- **ELECTRONIC DEVICES (Grades 2 – 8):** MACADEMY will not make restitution for lost/stolen items. Students are responsible for their own property at all times.

### **Monthly Fire Safety Drills:**

Safety is first and foremost at MACADEMY. Faculty, students, and other personnel must adhere to the following rules and regulations:

- Faculty, students, and other personnel are to leave the building immediately.
- Students are to follow instructions from the faculty as they leave the building.
- Silence is mandatory from the time of the fire bell signal until such time as the signal is given to re-enter the building.
- Books, papers, etc., are to be left where they are. Safety of the individual comes first.
- Students will proceed to the designated staircase and proceed rapidly out of the building.

### **Disciplinary Procedures:**

- 1) All students are expected to follow the instructions and directions of their teachers and school staff: regarding safety hazards and guidelines.
- 2) If any student's behavior becomes a safety hazard to him/herself and/or the school, the student will be removed from the classroom and the parent/guardian/emergency contact will be called. Failure to comply will lead to disciplinary actions: Disciplinary actions are as follows:
  - a) A mild first infraction: a documented verbal warning will be issued.
  - b) A second infraction: a documented written and verbal warning, parents will be called in for a meeting.
  - c) A third infraction: Parents will be called in for a meeting; student will be suspended.
  - d) A fourth infringement: Student will be immediately removed from the classroom and dismissed from MACADEMY. The parent/guardian will be informed.
- 3) **SUSPENSION:** A student under suspension is denied ADMISSION TO SCHOOL. He/she may not participate in any school functions or extra curricular activities. While under suspension, a student is responsible for all work missed during this period. A student under suspension is also required to REMAIN IN THE HOME during the regular school hours.
- 4) **EXPULSION:** The school will require a student to withdraw if it determines that the student is no longer benefiting from the educational experience offered at MACADEMY.

### **Academic Failure/Summer School Policy:**

- MACADEMY maintains the right to require a student with excessive failures to withdraw from our Institution.
- Any student failing a subject is mandated to attend summer school. Student must attend summer school at MACADEMY
- Any student who fails to attend summer school is subject to dismissal from MACADEMY.
- Students are responsible for the completion of all necessary course work. Parents are encouraged to speak with the Administration in reference to any question relating to graduation requirements.
- No student may graduate with a MACADEMY diploma if he/she has any outstanding failing grades.

### **Lockers (Grades 3 – 8):**

All students must use a school lock on their lockers. All other locks will be removed and destroyed. Students must occupy only the locker they have been assigned. No sharing of lockers is permitted. Students are responsible for keeping their lockers clean and orderly. MACADEMY cannot be held responsible for lost property.



### **Uniform Code:**

- All students MUST wear proper uniform to school every day (except Fridays).
- You may purchase uniforms at: Ideal, Cookies, Children's Place, Target, Old Navy, Gap, and Sears etc.
- **Girls:** Navy blue jumper/skirts/cardigan/jacket, with white shirts and navy blue neckties. Black shoes with navy blue stockings/socks.
- **Boys:** Navy blue slacks/cardigan/jacket, with white shirts and navy blue necktie. Black shoes with navy blue socks. **Black sneakers are not allowed!**
- Friday is *dressed down day*, and students are not required to be in uniform.
- **Jewelry and other personal items cannot be brought to school. If they are, they will be taken of/away and sent home.**
- **PENALTIES FOR UNIFORM CODE VIOLATIONS:** Repeated infractions will result in suspension and further disciplinary actions.

### **Meals:**

**"A healthy mind begins with a healthy body"**

- We would like to emphasize to all parents that "junk food" (e.g. potato chips, cookies, candy, soda, fast food etc.) are not permitted in school. Also, children are **not** allowed to bring any foods containing pork/pork products or hotdogs for lunch or snack.
- **Pre-K – 2<sup>nd</sup> Grade:** All foods like chicken/fish must be de-boned and cut into chewable portions.
- We ask that you provide two healthy snacks, lunch and fruit drinks/water, for your child(ren) each day. Acceptable snacks are yogurt, fruits, dried fruits, cereal, granola bars, vegetable pieces/sticks etc. Please refer to our Health Snacks for Children Guide (Page 15) for more information.
- **Students in Grades 1 – 8 must bring a thermos lunch to school or participate in our Lunch Program.**

### **Lunch Program:**

- The cost is \$5.00/day/child and payments are due in full before start date.
- **Requirement to participate:** No less than three deliveries/week minimum for each child.
- Drinks/Snacks are not included; parents are to provide these as usual.
- Lunches are delivered everyday at 11:50am; they are each individually packaged and labeled.
- Menu options may change from time to time, we will advise you of those changes as they occur.

### **Student Health/Medical Procedures:**

- **PHYSICAL EXAMINATIONS:** A matter of importance for all of us is our students' health. All students must have annual physical examinations. Copies must be provided before the start of the school year.
- **ALLERGIES/HEALTH ISSUES/PHYSICAL IMPAIRMENTS:** Parents are required to notify the office and to submit proper documentation of any allergies, medical/health issues and physical impairment that a child may have. It is important for us to know how to assist your child properly in an emergency.

If a child has ASTHMA, parent must provide the school with proper instructions and an asthma pump must be made available to him/her during school hours.

- **SCHOOL DOCTOR:** Our School Doctor is Dr. Michena Brooks/Family Medical Practice, located at 255 Eastern Parkway (Between Franklyn Ave. & Classon St.).
- **NON-EMERGENCY MEDICAL ISSUE:** Parent will be notified. If medical attention is required, student will be escorted to/from Dr. Brook's office by a member of the Administration.
- **MEDICAL EMERGENCY:** Parent will be notified. Student will be taken to the nearest medical facility.

### **Child Abuse:**

New York State Law mandates that school officials report any cases of suspected child abuse/neglect. As teachers and educators, the employees of MACADEMY will report any suspected cases of maltreatment or abuse to the appropriate agencies.

### **Identification Cards (Grades 1 – 8):**

Every student (Grades 1 – 8) must have a school issued Identification Card that is to be carried with him or her at all times. Students must present an I.D. when requested to do so. Lost cards are to be reported immediately to the Office. Students who lose their I.D. Card must make an appointment to have a new card made. The cost of the replacement card is \$15.00. Students will not be permitted on trips without them.

### **Field Trips (Grades 1 – 8):**

Students in Grades 1 – 8 participate in (at least) eight (8) field trips per year. These trips are required by the NYS Standards and students must participate in order to graduate to the next grade. Field trip lists are sent out in September and trips will begin in October. Parents are invited to volunteer on/and attend trips, however, there is a limit to the number of trips a parent can volunteer on for the year.

### **National and International Trips (Grades 3 – 8):**

Annually our students have one national and one international trip. Over the past seven years, our students have traveled to Washington D.C., Boston, Philadelphia, Chicago, Poconos, St. Maarten, Dominica, Bermuda, Jamaica, Barbados and St. Lucia. These trips are paid for by parents and fundraising ventures from the school. **Students are chaperoned by Teachers and Administrators.**

### **Extra Curricular Activities (Grades 1 – 8):**

MACADEMY offers a variety of extra curricular activities throughout the school year; swimming, piano lessons, choir, Spanish club, poetry writing to name a few. A fee applies in most cases.

All activities are:

- Scheduled to begin in November/December
- Facilitated by qualified independent contractors/agencies.
- Monitored by members of our Administrative staff and faculty
- On a first come basis, as there is usually a limit to the number of students we can accommodate.

### **Birthday Parties:**

**Birthday Parties are NOT permitted.** MACADEMY is aware of the importance of our students' birthdays and the need to celebrate them. In the past, we have allowed parents the opportunity to celebrate their child(ren)'s special day with their classmates at our school. This, however, created an academic obstruction and took time out of our very busy teaching schedule.

### **Holiday Parties/Theme Weeks/Sports Day:**

MACADEMY has two holiday parties (Christmas & Thanksgiving) and two theme weeks (Holiday and School Spirit Week) per year. These are fun-filled days/weeks of games and activities that help to teach students about the different cultures/celebrations around the country/world. *Theme Week* helps to promote school spirit and it is also about having fun at school. Our annual *Sports Day* is held at Mount Prospect Park, Brooklyn. It is a family day of sports, activities and fun in the sun. All students are invited to participate.

### **Graduation:**

Here at MACADEMY all students, Pre-K – to 8<sup>th</sup> Grade, graduate to the next class every year. We invite all family members to attend the ceremony; it is a wonderful way to reward our students for their hard work throughout the school year.

### **Student of the Year:**

This award is given to the student(s) with the best academic performance, behavior, attendance, class work, homework projects and weekly tests. These criteria must be exemplary.

### **Spelling Bee/Science Fair:**

All students at MACADEMY are required to participate in our annual Spelling Bee & Science Fair; both events are held at MACADEMY in May.

### **Saturday Classes (Grades 3 – 8):**

Students taking the New York State Math, ELA & Science Exams are sometimes required to attend Saturday/Sunday Classes. This is a tutoring session offered by our teachers free of charge. These classes are usually held in April.

### **Election Day:**

As born and naturalized citizens of the United States of America, our ancestors fought relentlessly for the right to vote. Here at MACADEMY, we are educating our scholars to understand the importance of the voting franchise. We encourage our scholars to believe, achieve and succeed by exercising their rights as citizens of this great nation. *We are “Preparing Children Today To Be Global Leaders Tomorrow”.*

The election process is as follows:

- Students in Grades 1 – 8 are required to vote.
- Students in Grades 1 – 3 will elect a Class President from the 3<sup>rd</sup> Grade.
- Students in Grades 4 – 8 will elect the Student Government President.
- Debates will be held during school hours
- Elected students will be added to our official Student Government Roster.

### **Parent Association:**

As the Parent/Guardian of a student at MACADEMY School of Science & Technology, you are automatically a member of the Parent Association (PA). Our PA is governed by our PA President, Ms. Edlyn Charles and other elected members of the PA Board. Our sincerest hope is that you become an active member of the Parent Association.

The PA is responsible for most of the fundraising that is done at MACADEMY. They will be meeting once every three months. A PA calendar of events will be sent to parents in October, this calendar will detail a list of all of the PA events & meetings for the school year.

### **Fundraising:**

100% of the fundraising done at MACADEMY benefits our students. We have various activities throughout the school year and we ask all parents to show their support and participate.

### **Progress Reports:**

Progress Reports are done twice a year and parents are required to meet with students' teachers to discuss their progress. These dates are on our general calendar; please make every effort to attend.

### **Open Door Policy:**

Here at MACADEMY, we have an *open door policy*, and if at anytime you have a question or concern and would like to speak with us or your child's teachers, please do not hesitate to give us a call to schedule a meeting.

### **Parent/Guardian Requirements:**

Parent(s)/Guardian(s) are required to participate in MACADEMY'S programs by:

- 1) **Volunteer at least 2 hours per month at MACADEMY.**
- 2) Ensuring that their child complete all course materials assigned as homework and school projects.
- 3) Volunteering on field trips.
- 4) Attending all parent/teachers meetings.
- 5) Attending all Parent Association meetings.
- 6) Volunteering and participating in Fundraising activities.
- 7) Attending the recognition awards ceremony (Graduation).
- 8) Purchasing of all supplies to be used in class.
- 9) Attending the monthly progress reports with teachers
- 10) Signing all home works sent home.
- 11) Signing receipt logs for all memos/correspondences received.
- 12) Label all properties belonging to child(ren). M.A.C.A.D.E.M.Y will not be responsible for any lost or misplaced items/objects

# M.A.C.A.D.E.M.Y.

## 2018-19 Student Supplies List (General)

### Pre-K/UPK

#### **Please label all supplies**

- 2 - Primary Composition Notebooks
- 2" binder with student picture (UPK ONLY)
- 2 - pocket folders
- 2 - sharpened pencils
- Coloring book/Crayons
- Twin blanket & sheet
- 2 - change of clothing
- Wipes

### 1<sup>st</sup>/2<sup>nd</sup> Grade

#### **Please label all supplies**

- Dictionary
- 6 - Primary Composition Notebooks
- 4 - plastic pocket folders
- 6 - sharpened pencils
- Coloring book/Crayons

### 3<sup>rd</sup> / 4<sup>th</sup> Grades

- 4 - marble books (to be replenished as needed)
- 2 *Mead* K-2 Primary Journal notebooks (for journal entries)
- Geometry Set
- 3 - plastic pocket folders
- Pencils and pencil case
- Crayons
- Yellow highlighter
- Drawing pad (not coloring book)
- 

### 5<sup>th</sup> - 8<sup>th</sup> Grades

- 2 - five-Subjects spinal notebook with pockets
- (Journal (for journal entries)
- 1 pack each loose leaf and graphing paper
- Mathematical/Geometry Set
- 6 - plastic pocket folders
- Pencils & pens

Exam Prep: You may purchase the next two items on your own via Amazon/Barnes & Noble or through MACADEMY.

- Kaplan NYC Specialized High Schools Admissions Test
- Kaplan SSAT & ISEE 2017: For Private/ Independent Schools Admissions.



# Healthy Snacks for Children

Serving healthy snacks to our children is important for providing good nutrition, for growth and development, supporting lifelong healthy eating habits, and preventing costly and potentially- disabling diseases (like heart disease, cancer, diabetes, high blood pressure, and obesity).

Snacks are a bigger part of kids' diets today than it was in the past. Snacks can make positive or negative contributions to kids' diets – depending on the choices we offer. Below are ideas of healthy drinks and snacks for Parents and Caregivers to serve to children in the classroom, at home, and elsewhere.

**Fruits and Vegetables – Almost all of the snacks served to children should be fruits or vegetables.** Do taste tests or let kids choose new fruits and vegetables to try. Fruit can be served whole, sliced, cut in half, cubed, or in wedges. Low Sugar Canned, frozen, and dried fruits are easy and usually need little preparation. Healthy fruit options include: fresh fruits and vegetables; frozen fruit; applesauce; fruit cups or canned fruit (in juice or light syrup); dried fruit and fruit leathers (without added sugars); fruit salad; homemade smoothies. Healthy Vegetable options include: Carrot Sticks, Celery Sticks, Cucumber Pieces, Beets, Cherry Tomatoes, Corn on the Cob etc.

Vegetables can be served with dips like hummus, bean dip, or salad dressing.

**Healthy Grains (whole grains that are low in fats and sugars) –** Serve mostly whole grains, which provide more fiber, vitamins, and minerals than refined grains. (*Whole* wheat [or other whole grain] should be the first ingredient listed.) Healthy whole grain options can include: English muffins, breakfast cereal (Chex, Cheerios); crackers (with cheese); rice cakes; granola/ granola bars; breadsticks; or flatbreads. Be sure to read nutrition labels to pick options that are low in sugars, saturated fat, and trans fat.

**Low-Fat Dairy Foods –** To protect children's bones and hearts, make sure all dairy foods are low fat or fat-free, such as yogurt and low-fat pudding. Since cheese is the #2 source of heart-damaging saturated fat in children's diets, choose lower-fat cheeses, serve small portions, and serve cheese with other foods like fruit, vegetables, or whole grain crackers.

**Nuts and Trail Mix –** Since nuts are high in calories, it is best to serve small portions (a small handful) and serve them along with another snack, such as fruit.

**Healthy Beverages – Water should be the main drink served to kids at snack times.**

Water satisfies thirst without adding calories or sugars (and it is low- cost!). **Seltzer or Sparkling Water** – Look for calorie-free varieties; flavored or unflavored. **Low-Fat and Fat-Free Milk** – Milk is a terrific source of calcium and vitamin D, but it is also the #1 source of heart-damaging saturated fat in children's diets. Choose fat-free (skim) or low fat (1%) instead of whole or 2% (reduced-fat) milk. Soy and rice "milks" (fortified with calcium and vitamin D) also are healthy options.

**Fruit Juice –** Choose only 100% fruit juice, but limit juice to no more than 6 ounces (a little less than a cup) for 1-6 year olds and no more than 12 ounces (1 1/2 cups) for 7-18 year olds. Avoid juice drinks, which, nutritionally, are no better than soda pop. The label should list 100% juice and avoid drinks with sugar or high fructose corn syrup in the ingredient list.

# Inclement Weather Policy

Heavy snow or other inclement weather can require MACADEMY to open late, close early or close for the day. MACADEMY abides by the NYC Department of Education's decisions in this regard, and so the City's closure announcements may be followed.

Please consult with 1010 Wins and other local weather forecasters to ensure openings/closings/delays.

MACADEMY typically update the school's main phone line (718-221-5566) with a message to reflect the closing or delay status. We will also e-mail periodically with updates throughout the day.

**Important:** Never assume that MACADEMY will be closed, delay opening or close early.

MACADEMY will be open on our regular schedule unless otherwise announced. If MACADEMY is open, we typically have a two-hour "delayed opening" policy, meaning parents have up until 10:00am to get their child(ren) to school. You should communicate directly with us should it be difficult for your child(ren) to attend.

MACADEMY is committed to a year-round operating schedule in pursuit of our mission as an Educational Institution of higher education. It is the intent of the MACADEMY to remain open and adhere to full operations, including normal class schedules, insofar as it is possible. However, MACADEMY does not advise Parents to take unwarranted risks when traveling to school in the event of inclement weather or other emergencies. Each person should exercise his/her best judgment with regard to road conditions and other safety concerns. Road conditions in areas away from MACADEMY may be worse than around the school itself. Therefore, no parent should travel if the conditions he/she is facing are felt to be unsafe. If MACADEMY is open and a Parent determines that it is unsafe to proceed to school, then the Parent must notify us immediately.