



MAY 2019

WELCOME TO MOLLOY!

We congratulate you and your sons and daughters on the completion of their elementary school career and officially welcome them to Archbishop Molloy! Your child is now part of the 125 year Catholic, Marist tradition of academic excellence, charitable service, and personal and spiritual growth. This letter is designed to provide helpful information to guide and assist you in making a successful transition from grammar school to Archbishop Molloy High School. It contains information about a variety of topics and seeks to answer many of the questions that you may have. We thank you for taking the time to review this information and look forward to meeting you in August and September.

SCHOOL UNIFORMS

A neat appearance is the responsibility of all students. The school uniform is to be worn properly at all times in school and when traveling to and from school. We require that students fully conform to our dress code regulations to fully realize our objectives of neatness and cleanliness. Complete details regarding this policy may be found in the Parent Student Handbook on the Molloy High School website (www.molloyhs.org). To ensure adherence to our standards, uniforms must be purchased from the **Tommy Hilfiger Company**. All uniform purchases should be made through the link on our school website above.

Uniforms do not need to be worn for iPad distribution. *All members of the class of 2023 are expected in full uniform on the first day of school on September 4th. (See grid below)*

START DATES FOR SEPTEMBER 2019

	WED Sept 4	THURS Sept 5	FRI Sept 6
FRESHMEN ONLY	School starts at 10:30am	School starts at 10:00am	Full day of school 8am - 2:10pm

Sessions on Wednesday are approximately 2 hours long, followed by the book sale which begins at 12:30pm. Students may leave as soon as they have purchased their books. There is no set dismissal time; the book sale can take anywhere from under 30 minutes to 90 minutes, so all students should be done between 1:00pm and 2:00pm. Sessions on Thursday will run about an hour and a half. Dismissal on Thursday will be at 11:30am.

SCHOOL PHYSICAL FORMS ARE MANDATORY for all incoming freshmen. Completed forms need to be dated after June 1, 2019 and returned to Archbishop Molloy High School no later than August 16, 2019. All freshmen must have a medical and eye examination. Students taking **any medication**, including over-the-counter medications during the school day, must have a doctor fill out a new **MEDICAL AUTHORIZATION FORM** every year including students who suffer from asthma and allergies. All forms can also be found on the school website: in *Parents* menu > *School Nurse*.

SPORTS TRY-OUTS

Before students can participate in school sports, they must fill out an annual *Physical form* and hand in the *Tryout for Sports Form*. On sports form, please check off sports student is participating in and *have the physician sign, date, and stamp the back of the Tryout for Sports Form*. All forms can be found on the school website: www.molloyhs.org > in Parents menu > School Nurse.

GIRLS TENNIS VARSITY

Monday, August 19th – 22nd 12:00pm – 3:00pm

A bus for tryouts will be provided from Molloy on each day at 11:30 AM for Tennis Only.

Tryouts take place at Alley Pond Park on Winchester Blvd. and Union Tpke. Across the street from Creedmore Hospital: 79-25 Winchester Blvd. Queens Village, NY 11427

VOLLEYBALL

Monday, August 19th – Thursday, August 23th

Junior Varsity 12:00pm-2:30pm Varsity 3:00pm-5:00pm

Practice continues each day until school begins. Tryouts at Molloy HS in the Capt. Marsloe Gym.

BOYS SOCCER

Monday, August 19th (Varsity) 7:30am – 10:30pm (Junior Varsity) 11:00am – 1:30pm

Tryouts and practice take place at Alley Pond Park on Winchester Blvd. and Union Tpke.

Across the street from Creedmore Hospital: 79-25 Winchester Blvd. Queens Village, NY 11427

Practice at Alley Pond Park continues each day until school begins.

GIRLS SOCCER

Monday, August 19st (Varsity and Junior Varsity) 8:00am - 10:45 am

Tryouts and practice take place at Alley Pond Park on Winchester Blvd. and Union Tpke.

Across the street from Creedmore Hospital: 79-25 Winchester Blvd. Queens Village, NY 11427

Practice continues each day until school begins

CROSS COUNTRY TRACK CLINIC

Monday, August 26th 11:00am - 1:00pm, Tuesday, Wednesday and Thursday,
(August 27th, 28th, 29th) 9:00am - 11:00pm - Molloy HS Track

Please note that up-to-date information will be posted on our website. In addition, all tryouts are followed immediately by pre-season practice. It is expected that any student selected for the team attend all practices on subsequent days. If a student fails to attend all tryouts and/or days of practice, he/she will be putting their participation on the team in jeopardy. Students may participate in clinics only if their participation does not conflict with their obligations to a Fall sport team. The coach of each team will inform the students of the schedule for the remaining two weeks. All other sports will begin after the school year commences. Tryout information will be released approximately one month before the start of the season.

If there is a conflict with iPad distribution and a practice, the student must attend the iPad distribution session. All coaches have been notified about the dates and times of the distribution.

Please note these are not just one day tryouts for students - student athletes are expected to continue coming each day of tryouts and practice all the way to the start of school.

FREQUENTLY ASKED QUESTIONS!

1. *When do students receive their Metro cards?*

Metro cards are given out to qualified NYC residents (qualification is based on a student's address) during the first full week of school in homeroom.

2. *Will we need any books in addition to those that will be loaded onto the iPad?*

Yes, students will need to purchase workbooks and novels to supplement their textbooks. These items can be purchased at our school store. It is recommended that students bring a blank check or cash in the first week of school to purchase these items. The cost of these items is usually around \$100.

3. *How will the school communicate with us during our four years as parents of Molloy students?*

Communication will be primarily conducted through your Stanner email address. This is an email address created specifically for communicating with our Molloy students' parents. You should have received an email in April with instructions on how to set up this email. We will also text and call the main cell phone you have on file *on occasion* to remind you of certain events and to inform you in the event of snow or any other emergencies.

MARKS OF A MOLLOY STUDENT IN THE MARIST TRADITION



The Marist Brothers follow in the footsteps of Saint Marcellin Champagnat, teaching the love and compassion of Jesus Christ while providing young men and women with a complete education. Marist educators journey with students, leading them to grow into adults rooted in Marist values. Students walk with us and develop into good citizens of the world who accept faith as an important part of their culture. These are the marks of a Marist Student.

Faith-Filled Disciples: Molloy students are faith-filled disciples of Jesus, following the examples of Mary and St. Marcellin Champagnat.

Empowered Witnesses: Molloy students are empowered witnesses to God's love in their lives. They live simply, morally, and with integrity.

Agents of Justice and Peace: Molloy students are agents of Justice and Peace who promote active compassion for the least favored.

Servant Leaders: Molloy students are Servant Leaders, responsible for using their God-given gifts to better the world around them.

Marist Family Spirit: Molloy students are members of a Marist family. They celebrate and welcome everyone as members of one family created by God.

We at Archbishop Molloy design our educational experience to provide our students with an extraordinary academic and spiritual education. We trust that the Catholic education you find at Molloy will reflect the level of love and concern that you have for your children. If for some reason your high school plans have changed, please contact our Admissions Office via email at admissions@molloyhs.org or by phone at 718-441-2100 ext. 110.

We wish you and your family a wonderful and relaxing summer. All of us at Molloy look forward to greeting you in August at iPad distribution.

FRESHMAN IPAD DISTRIBUTION

As part of our commitment to academic excellence, Archbishop Molloy initiated the iPad program in 2014 to ensure that our students will be the creative thinkers, innovative problem solvers, and collaborative learners who succeed in increasingly competitive college and work environments. The iPad program has been a resounding success, as both students and teachers have used the potential created by the iPad to enhance and transform the learning experience.



The Class of 2023 will be receiving their iPads between August 20st and August 27th. Students are asked to report to the DeChiaro Theatre lobby entrance on Manton Street at their assigned time for a two hour orientation in which their iPad will be configured, their textbooks will be loaded, and skills for using the iPad successfully will be taught. All students must report on their scheduled time and date. *Students are to find their assignment according to where their last name falls in listed alphabetized range on next page.* Students with tuition delinquencies will not be admitted on this day.

Students who are not able to make their assigned time can come to our makeup session on Tuesday, August 27th at 9:00am. Please contact the Admissions Department, at admissions@molloyhs.org prior to August 1st and let them know you will be attending the makeup session.

iPAD DISTRIBUTION SCHEDULE

ALL STUDENTS HAVE BEEN ASSIGNED ALPHABETICALLY –
PLEASE REPORT ON THE ASSIGNED DATE AND TIME BELOW
PLEASE NOTE-MAKEUPS WILL BE TUESDAY, AUG 27TH

Please report 15 minutes before your allotted time.

Tuesday 8/20

8:00am Acevedo – Browne
9:30am Brusco – Corticchia
11:00am Cruz – Encarnacion
12:30pm Faba – Gonzalez

Wednesday 8/21

8:00am Gordillo – Katinas
9:30am Kaur – Machado
11:00am MacMillan – Miller
12:30pm Milstead – Overton

Thursday 8/22

8:00am Pabon – Ramus-Iannello
9:30am Ramsaran – Sinacori
11:00am Singh – Tzanos
12:30pm Uguru – Zheng

Tuesday 8/27

9:00 Make ups

If you cannot make your assigned time or one of the makeup sessions, students will be able to attend the iPad distribution the first week of school. If you have any questions or concerns, contact Admissions via email at admissions@molloyhs.org

REGENTS SCORE REPORTING AND GENERAL SCHEDULING INFORMATION

Parents of students who have taken Regents examinations in Algebra, in Living Environment, or in Earth Science prior to entering Molloy must report the grade *no later than June 29, 2019*. The e-mail communication should be sent to Dennis Vellucci, Assistant Principal, at dvellucci@molloyhs.org.

The e-mail should include:

- The student's name
- The name of the Regents Exam(s)
- The student's score(s)

If you do not have Regents results by then, please contact the school where your child took the examination before school offices close for summer vacation.

Official documentation in paper form can follow when it becomes available, and should be sent to the following address:

Archbishop Molloy High School
Mr. Dennis Vellucci
83-53 Manton St.
Briarwood, NY 11435

Please be sure to email the results to Mr. Vellucci by June 29th whether you have received official documentation or not. The scheduling office is closed throughout July and does not reopen until mid-August. We thank you for your cooperation.

Students will receive a list of all the classes they are scheduled to take only when they come in to pick up their iPad at the end of August, and will receive fully detailed schedules, with times, teachers' names and room numbers, on the first day of school. For questions about scheduling, consult our website, www.molloyhs.org, and under the Admissions tab, click "Freshman Courses: Frequently Asked Questions."



TUITION 2019-2020

Tuition = \$9,500

(Payable in 10 monthly installments, July – April)

Archbishop Molloy High School makes every effort to keep tuition and fees as affordable as possible. Our Alumni are very generous in supporting the mission at Molloy on behalf of your sons and daughters. We understand the financial sacrifice that parents make to send their children to Catholic school. The vast majority of the School's funding is derived from tuition and fees. The school must operate in a financially sound manner in order to provide a top quality Catholic education in the Marist tradition for each and every one of our students. We ask that parents make every effort to submit payments in a timely fashion.

Tuition and fees may be paid by cash, check, money order, credit card (a 3% convenience fee will apply) or ACH/Debit. Authorization form required for monthly debits is available here: [here](#).

Delinquent Payments

Students whose accounts are greater than two (2) months past due, resulting in an overdue balance of greater than \$1,900, may be suspended from class until such time as payment is made. As a courtesy to our families, we do not charge late fees. If circumstances arise that may cause an overdue balance, the Finance Office must be notified immediately. The first invoice will be e-mailed to your STANNER Parent E-mail address on June 10th, with the initial payment due July 1st.

Arrears Policy

Tuition and fees not paid for an individual student as of the end of the fiscal year (8/31) will not be transferred as arrears to the student's account for the new academic year under the following circumstances:

- The student has carried over arrears in a previous academic year; and
- The total balance is greater than three month's tuition (\$2,850 in 2019-2020).

When these criteria apply, the student may be asked to withdraw from Molloy. An official transcript will not be issued until balances have been cleared.

Tuition Questions

Should you have questions about tuition or your bill, please contact Danielle Santucci-Gracchi in the Finance Department at (718) 441-2100 x117 or via email at dsantucci-gracchi@molloyhs.org. The Finance Office is open during July and August, Monday through Thursday, from 8AM-12PM.

PLEASE NOTE

Students whose tuition is past due by August 2019 will not be able to pick up their iPad during the August distribution orientation.

TUITION PAYMENT INSTRUCTIONS

2019-2020 Tuition Summary:

- **Total Tuition: \$9,500**
- **Freshman Registration: \$450** (*non-refundable; non-transferable*)
- **Current Student Re-registration: \$250** (*non-refundable; non-transferable*)
- **Technology Fee: \$500** (*non-refundable; non-transferable*)

Note: Tuition and fees are subject to change each year

Tuition Payment Plan Schedule

- Tuition is due in ten monthly installments (\$950 per month)
 - First Tuition Due Date: **July 1st, 2019**
 - Last Tuition Due Date: **April 1st, 2020**
- Monthly invoices (beginning in June and ending in March) will be e-mailed to your “**PARENT STANNER**” e-mail address. The first invoice will be e-mailed on **June 10th**, with initial payment due on **July 1st**. Your final bill for the school year will be mailed on **March 10th**, with payment due on **April 1st**.

Class Year	Due Date	Payment Type	Amount
Freshman	2/1/2019	Registration Fee	\$ 450.00
Freshman	3/9/2019	Technology Fee	\$ 500.00
Sophomore-Senior	6/1/2019	Registration Fee	\$ 250.00
Sophomore-Senior	6/1/2019	Technology Fee	\$ 500.00
Freshman - Senior	7/1/2019	Tuition #1	\$ 950.00
Freshman - Senior	8/1/2019	Tuition #2	\$ 950.00
Freshman - Senior	9/1/2019	Tuition #3	\$ 950.00
Freshman - Senior	10/1/2019	Tuition #4	\$ 950.00
Freshman - Senior	11/1/2019	Tuition #5	\$ 950.00
Freshman - Senior	12/1/2019	Tuition #6	\$ 950.00
Freshman - Senior	1/1/2020	Tuition #7	\$ 950.00
Freshman - Senior	2/1/2020	Tuition #8	\$ 950.00
Freshman - Senior	3/1/2020	Tuition #9	\$ 950.00
Freshman - Senior	4/1/2020	Tuition #10	\$ 950.00

If you have any questions, Please contact the Tuition Manager, *Danielle Santucci-Gracchi*, in the Finance Office between 7AM and 3PM. She can be reached at 718-441-2100, ext. 117, or at dsantuccigracchi@molloyhs.org

Types of Payments: ACH Payment; Personal Online Banking; Cash, Check, Credit/Debit Card

- **ACH Payments** (Form available on Molloy website – Parents Tab-> Tuition & Fees)
 - Monthly ACH debit payments are set-up by Finance Office
 - Fill out ACH Authorization Form and attach voided check by **May 15, 2019**
 - Mail completed form with voided check or drop off to Finance Office (Room 104)
- **Personal Online Banking Bill Paying**
 - Set-up as outside vendor similar to “Con Edison bill”
 - Vendor – “*Archbishop Molloy High School*”
 - Account Number – Student ID: 09-XXX; 10-XXX; 11-XXX; 12-XXX
 - Memo: Student Name and Student ID
- **Check**
 - Payable to: “*Archbishop Molloy High School*”
 - Memo: Student Name and Student ID
 - Mail check to attention Finance Office or drop off to Finance Office (Room 104)
- **Cash**
 - Drop off Cash to Finance Office (Room 104)
- **Credit/Debit card** (a 3% convenience charge will apply to all credit/debit card payments)
 - *Credit/debit card payments* may be made online at www.molloyhs.org (Parents tab->Tuition Payment).



We are pleased to announce our bus service for Northern Queens

Overview

Molloy hired Vallo Transportation Bus Company, a well-respected bus provider in Queens. The service features pick-ups at pre-established corners based upon student concentration. The two-way service provides pick-up times to allow the students to arrive at school promptly and pick-up at school to return home immediately after the regular school day.

Cost

The current year cost is \$2,200 per school year (September – June) per student for round trip. Bus transportation fees will be added to your tuition invoice and paid on the same schedule: \$220 per month based on a 10-month payment plan. All registrations will be 2-way bus service for a **full school year commitment**.

A \$220 deposit will be required for registration and will be applied to the first monthly payment. Please see link below to sign-up online.

Sign up @ www.molloyhs.org/bus/

Routes & Stops

The routes will be established based upon the students that sign-up by **June 21st, 2019**. Routes will be communicated to the students by **July 25th, 2019**. Students will then have until **August 15th, 2019** to finalize their transportation agreements. Below is a sample of route and stops based on current enrollment.

SW Corner of 58 Ave/ 264 ST

NW Corner of Northern Blvd/ Douglaston

NE Corner of Bell Blvd/ 38th Ave

NW Corner of Bell Blvd/ 23rd Ave

NE Corner of 32 Ave/ 169th Street

NE Corner of Francis Lewis Blvd/ 24RD

NW Corner of CIP Service Rd/ 157th ST

NW Corner of CIP Service Rd/ 150th ST

SW Corner of Jewel Ave/ 164th ST

If you have any questions, please contact Martina Featherston in the Finance Department. She can be contacted at (718) 441-2100 Ext: 109 or via email mfeatherston@molloyhs.org.