



# Our Lady Queen of Martyrs Catholic Academy

718-263-2622

[www.olqmca.org](http://www.olqmca.org)

## Parent/Student Handbook

### Board of Directors

Mr. Mark Scapp - *Chairperson*, Ms. Denise DeMaria - *Vice Chair*,  
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Mr. Christopher Chesleigh, Ms. Kellie Correia, Mr. James McCarthy Esq.,  
Rev. Bonnie Olson, Ms. Mary Rosen, Mr. Constancio Soto

### Principal

**Mrs. Anne Zuschlag**

#### GRADE

Nursery  
PreK for All  
PreK for All  
PreK for All  
Kindergarten  
Kindergarten  
Grade 1  
Grade 2  
Grade 3  
Grade 4  
Grade 5  
Grade 6  
Grade 7  
Grade 8

#### TEACHER

Mrs. D. Perez / Mrs. L. Rivera (Aide)  
Mrs. R. Gavilan - PreK-for-All - Director  
Ms. K. Murphy / Mrs. L. Chen (Aide)  
Ms. P. Portoghese / Mrs. T. LoPinto (Aide)  
Mrs. A. Foertsch / Mrs. S. Bullock (Aide)  
Mrs. C. Kaminsky / Mrs. L. Kerrigan (Aide)  
Mrs. L. Espinal / Ms. K. Murphy (Aide)  
Mrs. C. Monforte / Mrs. M. Hanover (Aide)  
Mrs. E. McNally / Mrs. M. Hanover (Aide)  
Mrs. C. Henry  
Mrs. J. Haddock  
Mrs. P. Neubert  
Mr. A. Delwey  
Mrs. D. Caracappa

#### SPECIAL SUBJECTS

Art  
Computer  
Math Support Services  
Music / Choir  
Physical Education  
Reading Support Services  
Spanish  
  
Administrative Staff  
  
After School Program Director  
Choir Program Directors  
  
Department of Health Nurse

#### TEACHER

Mrs. J. Wronski  
Mrs. J. Scaturro  
Ms. A. Snorteland  
Mr. P. White  
Mr. B. Abbate  
Ms. S. Berardi  
Ms. S. Sordilli  
  
Mrs. S. Cumiskey  
Ms. S. McKoy  
Mrs. K. Scapp  
Mrs. E. McNally  
Mrs. C. Kaminsky  
Mr. P. White  
Mrs. Carol Donnelly

## **GENERAL INFORMATION**

### **Overview**

This Parent/Student Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of Our Lady Queen of Martyrs Catholic Academy (OLQMCA). For OLQMCA to operate safely and efficiently, you and your children must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. The Parent/Student Handbook summarizes Diocesan and Academy policies and contains general guidelines and information.

OLQMCA will provide notice of any changes to this document through email, parent alert texts, USPS mail and/or notes going home with students. These changes will go into effect once the notification is given, regardless of whether a parent or student actually reads the particular notice received.

If you have any questions regarding this handbook, please contact the school office at 718-263-2622.

### **Our Philosophy and Objectives**

Our Lady Queen of Martyrs Catholic Academy (OLQMCA), a Catholic, parochial, coeducational school, seeks to provide a quality education by assisting in the creative formation of the whole child. Students are invited to share and nurture a love for learning. OLQMCA strives to foster mutual respect and peace that flows from proclamation of the gospel message in an educational setting. Our Lady Queen of Martyrs Catholic Academy believes that Jesus Christ is the core of our existence. We endeavor to teach as Jesus taught, through providing an educational program rich in spiritual, as well as academic growth. It is our belief that Jesus Christ is ever present in our classrooms, fostering Christian growth through word, worship, community and service. Each student is encouraged to explore his or her own strengths and challenges through varied instructional methodology. Our knowledge of both student and community fosters an environment that recognizes the diverse cultures and customs of each individual. Through the various methods employed throughout the school, we strive to cultivate a nurturing environment in which our students feel safe, secure, and free to express their individual talents. We endeavor to educate the whole child, and to prepare them not only for their

immediate future, but to provide them with the skills necessary for long term success.

### **OLQMCA Stresses Religious Education**

The student body is provided opportunities to participate in the celebration of the Eucharist, Penance Services and Para-Liturgical experiences throughout the course of the school year. School families are encouraged to attend weekend Masses. Special Sacrament programs are conducted for parents and students in preparation for the reception of Holy Eucharist, Reconciliation and Confirmation.

### **Non-Discrimination Policy Practices**

Discrimination is contrary to the philosophy, nature and mission of Roman Catholic Schools of the Diocese of Brooklyn. Therefore, Our Lady Queen of Martyrs Catholic Academy does not and will not discriminate on the basis of race, color, national or ethnic origin in the administration of educational and admission policies, privileges, programs and activities generally accorded or made available to the students at the school.

## **OLQMCA provides**

- ❖ Freedom of expression for Catholic teachers to teach, pray, and speak of God.
- ❖ Caring personal involvement with the school community.
- ❖ Freedom to read the Bible without fear.
- ❖ A freedom of choice in education for parents.

## **OLQMCA has dedicated, caring teachers and administrators.**

- ❖ Teachers are qualified professionals committed to Catholic Education.
- ❖ All teachers hold a bachelor's degree and are either NYS certified or working toward certification, which includes a Master's Degree.
- ❖ Teachers regularly update educational methods and techniques by attending workshops, lectures and seminars.
- ❖ In addition to professional qualifications, teachers bring years of experience, stability, loving and caring personal involvement to the school community.

## **OLQMCA Staff**

- ❖ Will explain and review the code of behavior with the children in September and throughout the school year as necessary.
- ❖ Shall discuss expectations with parents at the Welcome Back to School Night in September.
- ❖ Will reinforce positive behavior and provide appropriate warnings for Code violations.
- ❖ Will contact parents, when appropriate, to alert them to discipline problems and seek their cooperation and assistance.
- ❖ Shall be the example of all behaviors and rules put forth in this Parent/Student Handbook.
- ❖ Will provide the nurturing environment necessary for students to excel.

## Parents' Commitment to OLMCA

I understand that OLMCA believes that mutual cooperation between family and school is the most effective means by which children succeed. As parent/guardian, I agree to help OLMCA achieve its mission.

## To Teach

I will participate in the education of my children by providing an atmosphere for study, seeing that assignments are done, collaborating with teachers regarding the progress of my child, and encouraging the spiritual development of my children through regular attendance at religious events and sacramental preparation.

## To Build Community

I will demonstrate respect for the school staff and community through my words and actions. I will abide by all policies of the school as stated in this Parent/Student Handbook.

## To Serve

I will offer time and services to the school by volunteering for Academy and HAA activities.

## Parents/Guardians

- ❖ Will receive this Parent/Student Handbook and calendar with all of the OLMCA codes of behavior.
- ❖ Will sign-up for the "Parent Alerts" program, on the Academy website, to keep them informed of important classroom news.
- ❖ Should check the Academy website and Option C regularly.
- ❖ Should discuss the Codes of Behavior with their children prior to the first day of school in September. Families are required to commit to adherence to the Code of Behavior by signing an agreement at the start of each school year.
- ❖ Shall recognize and praise their child's good behavior.
- ❖ Shall support the school staff and policies.
- ❖ Shall always encourage proper behavior in all places.
- ❖ Shall respect and acknowledge the expertise of the Academy administration and staff.
- ❖ Shall recognize the Academy administration and staff are custodial agents of each child during school hours.
- ❖ Shall attend Parent/Teacher conferences.

Learning takes place in an environment that respects the rights and abilities of all its members. Together staff, students and parents must work to develop and sustain an environment that promotes positive learning behaviors, both academic and social. Rules need to be established and enforced by the mutual cooperation of the home and the school. Maintaining a climate for successful learning is a shared responsibility of the parents, the students, the teachers and the school administration.

## RULES AND REGULATIONS

### SCHOOL HOURS

General school hours run from 8:00 AM to 3:00 PM. There are programs, however, that run before and after school that extend the day for some students. Students are asked not to report to the school grounds before 8:00 AM, unless they participate in the Before School Program between 7:00 AM – 8:00 AM or the Choir Program at 7:30 on Mondays. Supervision is not provided before 8:00 AM. Parents are asked not to congregate in the yard in a manner that blocks the students' entry into the school building.

#### Grades K-8 Hours

8:00 AM - Bell Rings – Students enter the building through the school yard  
8:10 AM - After this time, students are marked late  
2:50 PM - Kindergarten Dismissal  
3:00 PM - Grades 1 - 8 Dismissal

All students entering the building prior to 8:10 AM are to use the school yard entrance. Students who use the Austin Street entrance before 8:10 AM are not in compliance with school policy and will receive a late pass. This will be reflected on their report cards and remove them from Honors

recognition. Students arriving to class after 8:10 AM are tardy and will be marked accordingly. Consistent lateness is educational neglect and jeopardizes future re-registration and acceptance into high school.

#### PreK-for-All Hours

8:05 AM - 2:25 PM

8:05 AM – 3:00 PM (for PK students participating in religious instruction)

#### Nursery Hours

8:05 AM - 2:45 PM

### ARRIVALS

School doors open at 8:00 AM and students report directly to their classroom. It is the parent's responsibility to get the children to school on time. Cars are prohibited from entering the school parking lot to drop off children, **no exceptions**. Parents bringing children to school by car must park on the street. Then parents can escort children to the school yard. Children are to line-up in the school yard by grade at their designated areas. Parents are not allowed to enter the school building with their children.

**Children are not to leave the yard once they have arrived.**

**Ball playing is not permitted in the school yard at arrival or at dismissal.**

### LUNCHTIME

Lunchtime and recess provide opportunities for students to interact. These interactions are an important part of their growth and social development.

### LUNCH PROGRAM

The school lunch program is a NYC free lunch program. Parents can choose for their children, a pre-packaged hot or cold lunch with a drink (milk – plain or chocolate) option. Parents must pre-order lunch through the Option C portal on the school website. The menu will be posted in Option C. Orders are taken a month in advance. In the previous month, parents select the desired dates for their children to receive lunch in the following month. No student or parent can request hot lunch from the school on any given day. It is the parents' responsibility to keep track of the days they request lunch for their children to ensure that each child has a nutritious lunch every day. There will be no extra lunch plates to distribute to students when parents forget. Please refer to the Hot Lunch tab on Option C for the upcoming menu and more detailed information.

## LUNCH SCHEDULES

Lunch schedules are as follows

- ❖ Nursery - 11:05 AM - 11:45 PM
- ❖ PreK - 11:05 AM - 11:45 PM
- ❖ Kindergarten - 11:30 AM - 12:30 PM
- ❖ 1st Grade - 11:55 AM - 12:40 PM
- ❖ 2nd Grade - 11:55 AM - 12:40 PM
- ❖ 3rd Grade - 12:00 AM - 12:40 PM
- ❖ 4th Grade - 12:00 AM - 12:40 PM
- ❖ 5th Grade - 12:00 AM - 12:40 PM
- ❖ 6th Grade - 12:15 PM - 1:00 PM
- ❖ 7th Grade - 12:15 PM - 1:00 PM
- ❖ 8th Grade - 12:15 PM - 1:00 PM

## LUNCH PROCEDURES

During each lunch period, students eat lunch and have recess on the school yard. Students either eat lunch first in their classrooms and then go outside for recess on the school yard or they have recess on the school yard first and then go inside to eat lunch. Yard recess is held when weather permits. There are days when students have in-class recess. In-class recess occurs on days of inclement weather or extreme temperatures. Students can socialize by conversation and playing board games.

## LUNCH REMINDERS

- ❖ If parents have not pre-ordered lunch from the school lunch program, students must bring their lunch to school.
- ❖ Parents are not allowed to bring in “fast food” (i.e. McDonald’s, Shake Shack, pizza, sushi, etc.)
- ❖ Lunch deliveries (i.e. Door Dash, Grub Hub, Uber Eats, etc.) are not allowed.
- ❖ Glass bottles or containers are not allowed.
- ❖ All children participate in yard recess.
- ❖ Students may not use personal handheld electronic equipment during lunchtime and recess.
- ❖ Permitted yard games are determined by the administration in response to student safety, enjoyment and development.
- ❖ Students who do not respect lunch volunteers or adhere to lunch regulations will receive lunch detention.

## LUNCH VOLUNTEERS

Volunteering for lunch duty is a great way to volunteer and become involved at OLMCA. Each full day lunch volunteers are needed to supervise students during their lunch periods. Lunch volunteers should actively supervise the students during the lunchtime period. There is always a

teacher on duty to oversee recess on the school yard. There may be days you are asked to help in another class during lunchtime. All volunteers are asked to be open to assist other classes when needed.

## LUNCH VOLUNTEER DUTIES

Lunch volunteers help monitor students during lunchtime and recess, assist with the lunch program and classroom cleanup. Each teacher will instruct volunteers on classroom and school yard rules and regulations. Although you are volunteering in your child’s class, you are there to supervise the **entire** class. It is important that your focus is on the group and not solely on your own child.

Each volunteer should arrive no earlier than five minutes before your assigned lunch period.

In case of student injury during lunchtime or recess, students should be escorted to the nurse’s office.

## DISMISSALS

Students dismiss at the following exits:

Grades N & PK- Ascan Avenue

Grades K - 4 - School Yard

Grades 5 - 8 - Ascan Avenue

Only in the event of an extraordinary circumstance should children be picked up early. Early release becomes a part of a student's permanent record of attendance.

**Upon dismissal children and parents must leave the school property.**

## **ABSENCES/LATENESSES**

Telephone notification of absences **must** be made to the school office between 8:00 AM-9:00 AM at (718) 263-2622. A child returning to school after an absence **must** present a hand-written excuse note to the homeroom teacher, as required by NYS law. Emails and phone messages are not acceptable documentation of an absence. Absences are considered illegal without a written excuse. Following a communicable disease or extended illness (3 or more days) a doctor's note must be presented stating the nature of the illness and certifying that the child is able to return to school. Lateness is only excused for a valid reason. **Students with five or more days late in a trimester are unable to receive Honors recognition.**

## **HEALTH**

OLQMCA is staffed with a full-time NYC Board of Health nurse. The school nurse provides assessment of student health complaints, direct care to students for injuries, acute illnesses and long-term management of students with special health care needs. The nurse also oversees all mandated health screening programs, verification of immunizations and infectious disease reporting, and administration of medications. All student medications will be housed in the nurse's office. If necessary, please contact the nurse at 646-740-1141 or [nurse@olqmca.org](mailto:nurse@olqmca.org)

## **HEALTH REMINDERS**

### **❖ Immunizations**

Regulations regarding documentation of physicals and immunizations are set by the NYC Dept. of Health and are strictly enforced.

### **❖ Medication**

There are legal, state guidelines that control the administration of medication for students during school hours or after-school activities to which we must adhere. **At no time are students permitted to carry medication, prescription and/or over the counter**

**(OTC).** If a student requires regular or daily medication, parents must contact the school nurse and complete necessary documentation to ensure their child's well-being. Children who require Epi-Pens may be required to have a parent/guardian accompany them on off-site trips.

### **❖ Water Bottles**

Children with medical conditions requiring continuous hydration throughout the school day may bring water bottles to school only with a doctor's note on file. Otherwise, students are not allowed to keep water bottles out on their desks throughout the school day. This request must be submitted yearly to the nurse. **In cases of extreme heat this policy may be changed by the Principal.**

## **EMERGENCIES**

All families are required to complete two sets of emergency cards for each student. The emergency cards document important contact information should an emergency arise. Parents are responsible for updating any changes to their contact information throughout the school year.

Each set of two emergency cards must be returned to the home room teacher during the first week of school. It is also advised that students memorize at least one parent's cell phone number.

## **EMERGENCY SCHOOL CLOSINGS**

School closing decisions can be made at the local or diocesan level. We belong to the Diocese of Brooklyn. School closing information will be posted on Option C and the Academy website: [olqmca.org](http://olqmca.org). Parents will be notified via the Parent Alerts system. Class parents may also be called on to notify families. If you do not receive notification, you should assume the school is open and operating. If travel conditions are hazardous, the decision you make in your child's regard will be respected.

**If New York City public schools are closed, we are closed.**

**In order to receive important alerts from Option C, all families must check and update their Parent Alerts settings to include current cell phone and email contact information. Instructions can be found on the school website on the Option C tab.**

## **PARKING LOT**

The parking lot at OLQMCA is a multi-purpose space. Each morning the lot is a pedestrian thoroughfare and assembly space. For the safety of all, families are not permitted to drive into the parking lot at arrival time to drop off children. Families may park in the lot to attend OLQMCA meetings and complete volunteer responsibilities. Please do not park in designated areas for clergy, nuns or faculty. If a faculty spot is vacant and you are attending a meeting or volunteering in the school, you may utilize the vacant faculty spot. Families may enter the lot at dismissal time, but must leave immediately after children are released from school. All spots marked with the No Parking signs (along the fence closest to the school) must be clear by 3:30 PM (or 12:30 PM on half days) for use by our After School Program. Please be considerate of other parked vehicles when parking. It is a courtesy to move your car when it is blocking others. Children are not to linger in the yard after school. It is important that parents supervise children when walking through the lot. Always be mindful of moving vehicles.

# BEHAVIORAL EXPECTATIONS

## CODE OF BEHAVIOR

All students should exemplify a model of respect and cooperation. Each child is a member of a class and his/her behavior must support the learning of all. Any child who receives a personal progress code of "1" in two or more trimesters will be denied re-registration for the following school year. Re-registration will hinge on a partnering of home and school to recognize the problem and engage in support services.

### Expected Behaviors

- ❖ Arrive at school on time.
- ❖ Respect the property of others.
- ❖ Obey the directions of school staff and crossing guards.
- ❖ Be courteous to children and staff.
- ❖ Wear the regulation school uniform and acceptable dress code for N.U.T. Days.
- ❖ Strive for good attendance, but do not come to school if you are sick.
- ❖ Respect the rights of all members of the school community.
- ❖ Be attentive in class and participate in class discussions.
- ❖ Show good conduct in all school situations.
- ❖ Obey the rules on signs which are posted on the school building and school property.
- ❖ Walk through the corridors and stairwells in a quiet, orderly manner.

- ❖ Report graffiti or vandalism to school personnel.
- ❖ Seek help from adults if a serious disagreement or fight occurs.
- ❖ Use good manners in the school building and on school grounds.
- ❖ Take pride in the appearance of your classroom and your school.
- ❖ Exhibit good sportsmanship in Gym classes, after-school activities, Field Day and recess.
- ❖ Remember while wearing the school uniform, you represent OLMCA on and off school grounds.

### Prohibited Behaviors

- ❖ Harassing, threatening, ridiculing or otherwise intimidating others - physically or verbally.
- ❖ Fighting with other students or engaging in violent behavior, as instigator or active bystander.
- ❖ Littering or damaging school property or anything belonging to others.
- ❖ Running in corridors or in the stairwells.
- ❖ Throwing snowballs on school grounds.
- ❖ Using racial, religious or personal slurs.
- ❖ Wasting time or playing in lavatories.
- ❖ Chewing gum in school.
- ❖ Using and/or being in possession of alcohol, tobacco or any other drugs.
- ❖ Having body art and tattoos, both permanent and temporary.
- ❖ Showing disrespect towards school personnel and lunch parents and chaperones.
- ❖ Using vulgar language or gestures.
- ❖ Engaging in lewd behavior or displaying obscene material.

- ❖ Stealing, cheating, lying, plagiarizing or forgery.
- ❖ Possessing matches or any other fire producing material.
- ❖ Possessing any items that reasonably can be considered or used as a weapon.
- ❖ Leaving classrooms without teacher permission, or the school building or property without parent or teacher permission.
- ❖ Using personal electronic devices such as hand-held video game components, tablets, cell phones or cameras.
- ❖ Sexual harassment is never tolerated and can result in suspension or expulsion.
- ❖ Disrupting a class with inappropriate sounds or actions.
- ❖ Wearing clothing that is disruptive to the orderly running of school. (See uniform regulations.)
- ❖ Having correction fluid (white-out) is prohibited due to its harmful effects as an inhalant.
- ❖ Wearing colored nail polish.

### Disregard of the Code of Behavior

Disregard of the school's Code of Behavior will be addressed in the following ways. A student will be verbally warned that his/her behavior is unacceptable. Parents will then be contacted to discuss the child's behavior. After a second time, students will have detention. If a third offense occurs, the student will face possible suspension or expulsion. Discretion lies with the principal. Teachers will document all instances of code infractions.

## **BULLYING/HARASSMENT**

An essential element of the core values and mission of Our Lady Queen of Martyrs Catholic Academy is the understanding that all individuals were created in the likeness of God and are deserving of respect and compassion. Bullying and harassment of any kind are not tolerated. All children and parents are required to sign the Parent/Student Handbook Agreement page noting their understanding of Diocesan and OLQMCA policies regarding bullying and harassment.

Claims of possible bullying are taken seriously and are thoroughly investigated by our Academy staff and Dignity for All Students Act (DASA) coordinator (Diocesan Representative). If a claim is found to meet all three criteria indicated in the next paragraph, a Bullying Incident Report is completed. The Bullying Incident Report is shared with the OLQMCA Board of Directors and the Superintendent of Schools of the Diocesan of Brooklyn. OLQMCA will take prompt action to end the harassment, bullying and/or discrimination. Local law enforcement will be notified when behavior is believed to constitute criminal conduct.

Definitions:

- 1) Bullying is described as an unwanted, aggressive behavior that involves a real or perceived power imbalance, and the behavior has been repeated and has occurred more than once over time.
- 2) Bullying can occur before and after Academy hours, in an Academy/Parish school building, on a playground, on a school bus while traveling to or from an Academy or on the internet.
- 3) Cyber-bullying occurs when harassment or bullying happens through any form of electronic communication.

All teachers at OLQMCA meet the certification requirements of the Dignity for All Students Act . DASA was established to protect all students from harassment, bullying and discrimination, effective in July 2012 and expanded in July 2013 to include cyber-bullying.

## ACADEMICS

### ASSESSMENTS

OLQMCA teachers follow NYS Common Core and Diocesan curriculum guidelines. Each student's progress is assessed by multiple factors. There are three marking periods, or trimesters. At the end of each trimester, report cards are distributed.

Please monitor your child's progress on Option C. Parent-Teacher conferences are required of all parents in grades Nursery through 8 at the close of the first and second trimesters. Additional conferences may be scheduled if the teacher or parent deems it necessary. Such appointments are made directly by the individuals concerned. In accordance with Diocesan guidelines, the Terra Nova standardized achievement and abilities tests are administered each fall to all students in Grades 3 - 8.

### GRADING

Students are expected and encouraged to participate in all classes with effort, interest and enthusiasm. Teachers use projects, portfolios, tests, homework, classwork, quizzes and class participation to evaluate a student's performance and are reflected in trimester scores. A student's

behavior can distract or enhance learning and often impacts grades. Tests must be signed and returned as required by the teacher. Notification of test dates is given to students in class at least one week in advance. Project due dates are given in class at least one month in advance. Teachers also post test and project due dates on class web pages. Scores are posted on the Option C system.

### HOMEWORK/ASSIGNMENTS

The purpose of homework is to provide the student with a review and reinforcement of the day's schoolwork and to help develop the necessary skills for independent study. Students in grades K-2 are encouraged to read to their parents nightly and complete all other assignments. They will spend approximately thirty minutes on homework each day. The students in grades 3-5 will spend approximately one hour each night completing homework. Students in grades 6-8 will generally need to spend two hours to complete homework and prepare for the next day's classes. Long range assignments and/or projects are frequently given to the children. Assignments may also be given during the weekend. In general, students at OLQMCA are assigned homework each night - Monday through Thursday. We recommend that all children review the day's

lessons each night, even if a written assignment has not been given. **Assignments will be downgraded if submitted after the due date.**

Students will be given the opportunity to make up a test or missed work and/or hand in an assignment late only after an absence. However, no work will be accepted two weeks after the due date. Any assignment/test etc. marked "Missing" is calculated as a zero grade on Option C. Please check the school website for daily homework postings.

### Guidelines for Homework

- ❖ Children should complete all assignments by themselves with minimal assistance from adults.
- ❖ Parents should encourage students to review class notes before doing homework.
- ❖ Schedule a time each day to do homework, showing that it is an important priority.
- ❖ Work in a quiet well-lit area.
- ❖ Prepare required materials such as pens, pencils, rulers or dictionaries before beginning assignments.
- ❖ Homeroom period is not a time to work on assignments. It is used for reading and review.
- ❖ A parent's signature on a test, assignment or homework signifies that they are aware of the work and have reviewed it with their child.
- ❖ Parents are encouraged to check their child's homework to ensure it is correct, complete, and neatly done.

- ❖ All homework must include the proper school heading in grades 4-8.
- ❖ All homework in grades 4-8 should be completed in blue/black ink. All math work must be completed in pencil.
- ❖ Homework should be brought in by the student themselves. Faxes or emails of homework are not accepted unless a teacher has authorized them.
- ❖ Please check your child's home folder and the school website daily for important announcements and the monthly calendar.

## HONORS / AWARDS

Individual student achievement is recognized in grades 4-8 each trimester with the presentation of the following honors awards:

**Principal's List** - Awarded to students who have maintained an overall average of 97%, a progress code of "3" or higher in homework, conduct and effort.

**High Honors** - Awarded to students who have maintained an average of 93% or higher, a progress code of "3" or higher in homework, conduct and effort.

**Honors** - Awarded to students who have maintained an average of 89%, a progress code of "3" or higher in homework, conduct and effort.

**Merit** - Awarded to students for their continued effort. This certificate is meant to recognize students who are working up to their potential,

although it might not allow for an average of 89% or higher. Again, a progress code of "3" or higher in homework, conduct and effort is required.

**Students with five or more occurrences of unexcused lateness in a trimester are unable to receive any Honors recognition.**

## CONFERENCES

Teachers are available for conferences by appointment only. Please write, email or phone for an appointment beforehand in the event that a teacher has made other commitments. Teachers will not be called to the phone during school hours. Please avoid conferring with teachers when they are responsible for the supervision of students, i.e. teaching, bus duty, yard duty, lunch duty, After School Program, Before School Program, etc. If you are unable to keep a scheduled appointment, you are asked to contact the school office. Conference logs are maintained for all conferences, other than the bi-annual parent/teacher report card meetings. Parents are provided with a copy of the conference log and are encouraged to respond. **Parents should contact the subject teacher before contacting the Principal to discuss any academic or social concerns.**

## RECORDS

School records are confidential and are never released without a parent's written request.

## NYS TESTING

New York State assessment testing is a part of the OLQMCA curriculum. All students must participate and take these assessment tests. Any students who are opted out from taking the tests will receive a "1" in their following school rules portion of their report card.

The following NYS Assessments are administered:

<u>Grade</u>	<u>Subject</u>	<u>Trimester</u>
<b>Grade 4</b>	English Language Arts	3rd
	Mathematics	3rd
	Science	3rd
<b>Grade 6</b>	English Language Arts	3rd
	Mathematics	3rd
<b>Grade 7</b>	English Language Arts	3rd
<b>Grade 8</b>	Science	3rd

## NOTICES

It is the responsibility of students to bring home all notices and memos. If these require a signature, they should be returned the following day.

## RETENTION AND SUMMER SCHOOL

Promotion/Graduation is based on the satisfactory completion of the prescribed curriculum. Only students who have demonstrated mastery are eligible for promotion. The decision to retain a student rests with the teacher and principal, in communication with parents and will be conveyed to the parents no later than the end of the second trimester. Students who fail a major subject area are required to attend a summer school program or personal tutoring program approved by the school. Students must satisfactorily complete the course of study. Verification, through a letter of completion, must be submitted to the school prior to the start of the new school year. Only then will students be able to continue to the next grade level.

## TECHNOLOGY

Parents and students are required to sign an Acceptable Use Policy Agreement prior to utilizing our wireless network and participation in classes where technology is used. The school building has wireless internet as well.

## PHYSICAL EDUCATION

All students must participate in Gym class. Physical Education is required by law. In order for any student to be excused from Gym class, documentation from his/her doctor must be submitted, stating the length of time he/she will be unable to participate. Therefore, a valid written excuse from a parent will only be accepted for one class. The proper gym uniform must always be worn. Gym uniforms must be purchased through the Flynn & O'Hara Company. Field day t-shirts may only be worn in June, providing there is no student writing on them.

## TELEPHONE/CELLPHONE USE

The office telephone is reserved for administration purposes. Personal calls between parents and children are prohibited. **Only emergency messages will be forwarded to a child.** Student outgoing calls will also be limited to emergency messages. Teachers are not available for phone calls during teaching hours. Cell phones may be brought to school, kept off and out of sight. Cell phones will be confiscated from any child who does not adhere to school policy and will only be returned to a parent or adult guardian. Any further breaches of policy will result in a two-week confiscation. If your phone is

confiscated and is misplaced in the school's possession, the phone will be replaced only at current value.

Wearable technology may be worn to school, but must be removed during any tests or evaluations. Students are responsible for their own electronics.

## TEXTBOOKS AND LIBRARY BOOKS

Textbooks and materials assigned to students by Academy staff are the property of OLMCA and are considered a loan to the parent and student. Children are expected to take proper care of these items. Textbooks are always to be covered in paper or large book socks. Workbooks are to be covered in clear contact paper. It is the parents' responsibility to ensure that textbooks are returned in satisfactory condition or to reimburse the Academy for the cost of replacement.

Library books are also considered loaned items. Students will be fined for library books that are returned late. If lost, parents are responsible for the cost of replacement.

## FIELD TRIPS

When a teacher arranges a field trip for his/her students, parents are required to sign a permission slip to allow students to leave the school grounds. Such trips are considered part of

educational programs. The school exercises care in planning safety procedures for such trips, but no child may participate without written parental consent. If a student does not have permission to attend a field trip, he/she must attend school. Parents may be required to accompany their child in the event of concerns related to a medical condition. Teachers select chaperones accompanying the class as necessary. All chaperones must be a part of the "Protecting God's Children" VIRTUS training program.

## FINANCIAL RESPONSIBILITIES

### TUITION

OLQMCA charges tuition to cover the ever increasing costs of staff salaries, building utilities, technology, testing materials, resource programs and materials. Tuition is assessed for each family based on the number of children and grade of each child. Once tuition rates are assessed, payments begin in July for the upcoming academic year.

OLQMCA uses The FACTS Management Company, a third-party vendor, to collect all tuitions and fees. Families may opt to pay tuition over ten monthly installments or in one lump sum.

Parishioner status is determined by the pastor of Our Lady Queen of Martyrs Church.

**All tuition charges are assessed for the school year and the first payment is due in July.**

Families may opt to make payments monthly through the FACTS Management Company or in full, at the start of the school year. Parishioners are required to make a verifiable minimum donation of \$400, in their **weekly** contribution envelope **during the year prior to registration** in order to receive the parishioner tuition rate. **A student will not be permitted to complete the school year if tuition is unpaid for more than two months.** Prior to graduation exercises,

including Nursery, K and Grade 8, all financial obligations must be fulfilled, e.g. tuition, lost books, graduation fees, Option C balances, etc. If a student transfers to another school, tuition must be paid before the transfer is finalized. Additionally, any outstanding tuition balance will result in the withholding of a student's report card. School trips and events are privileges that will be withheld if tuition is in significant arrears.

Compliance with the above policies is mandatory and an exception can only be made due to extreme financial hardship and after consultation with the Principal, Pastor and the Board of Directors.

### TUITION ASSISTANCE

Tuition assistance is available for eligible students in grades K-8. Families must meet financial eligibility requirements and complete a financial aid application in FACTS to be considered for tuition assistance. Log in to your FACTS account to complete the financial aid application. All families wishing to be considered for tuition assistance must complete a financial aid application.

FACTS is a third-party vendor selected by Futures in Education to conduct fair and confidential financial need assessments. Please visit the

Futures in Education website to learn more about the organization at: [www.futuresineducation.org](http://www.futuresineducation.org)

## 2019-2020 Tuition Rates & Additional Fees

### Parishioner Tuition Rates:

#### Grades 1 - 8

One child - \$4,975

Two children - \$8,300

Three children - \$11,050

#### Kindergarten

One child - \$4,875

Two children - \$8,200

Three children - \$10,950

#### Nursery

Each child - \$5,200

### Non-Parishioner Tuition Rates:

#### Grades 1 - 8

One child - \$5,850

Two children - \$9,900

Three children - \$13,150

#### Kindergarten

One child - \$5,750

Two children - \$9,800

Three children - \$13,050

#### Nursery

Each child - \$5,200

### Registration Fees

Nursery - \$350/child

Kindergarten - \$350/child

Grades 1-8 - \$200/child

## Computer & Supply Fees

Grades K-8 - \$225/child  
Nursery - \$55/child

## Additional Fees

Grade 8 - \$475/child (Graduation Fee)  
Grade 7 - \$90/child (Confirmation Fee)

## FUNDRAISING

OLQMCA raises much-needed money through fundraising promotions. Some of our fundraising is mandatory and some are voluntary. Our mandatory fundraisers include a candy bar sale, Play or Pay and a Pot of Gold Raffle. Our voluntary fundraisers include various other events throughout the school year. All proceeds benefit the Academy.

**Play or Pay** - Each family, of students in gr. K – Gr. 8, must volunteer at least 20 hours or be assessed **\$300**. You will be charged \$15 for every hour short of the 20 hours of your volunteer service. Volunteering activities include (but are not limited to) Morning Door Duty, Class Parent, Spring Dance, Bake Sale Days, Specials Helper (ex. Computer, Library, Gym), Walkathon, Halloween Party, Fall Fun Day, Catholic Schools Week, Set-up for the Grade 8 graduation dance, etc. Evening and weekend activities are

available for parents who are unable to volunteer during the school day. These events and opportunities run throughout the school year.

### **Candy Sale** - 1 box per child - **\$60**

Our candy sale requires that each student receive one box of assorted World's Finest Chocolate candy. One box costs \$60. No more than two boxes are required for any family with three or more children in the school. This event usually runs for two weeks in February.

### **Pot of Gold Raffle** - (6 books per family) - **\$100**

Our Pot of Gold Raffle requires each family, in grades Nursery & Kindergarten through 8<sup>th</sup>, to purchase six books of Pot of Gold raffle tickets for \$100. There are four monetary prizes to win in the raffle. This event usually takes place in March.

### **“Walk to a Brighter Future” Walkathon**

This important fundraiser is critical to maintaining the quality and affordability of education at OLQMCA. Students walk together on a pre-determined route through the Forest Hills Gardens neighborhood followed by refreshments and an award ceremony. All funds

raised are used to make upgrades to our classroom technology and enhance the overall education of all students.

OLQMCA raises funds by contacting potential sponsors who may contribute a tax-deductible donation. Mailers are sent out to students' families, relatives, and friends to coincide with the event. Students and classes also have an opportunity to compete for several prizes and awards based on their participation in the Walkathon. This event occurs in November.

**All volunteers must participate in the “Protecting God’s Children Program” VIRTUS Training in order to volunteer in any capacity that involves direct interaction with the students. Refer to the VISITORS/VOLUNTEERS section of this handbook.**

## UNIFORM REGULATIONS

### UNIFORMS

**Students must always be in full uniform.**

Uniforms must be purchased from the Flynn & O'Hara Company. All students are required to wear uniform shoes purchased through the DaBar Shoe Store. Students are not allowed to wear non-uniform apparel while wearing the school uniform. **Uniform infractions can result in detention.**

Nursery students are not required to wear school uniforms.

### Uniform Guidelines

#### Girls

##### Grades PreK and K

Elastic-waisted Uniform Pants with  
Uniform Polo (long or short-sleeved)

**or**

Uniform Jumper with Uniform Polo  
Navy Socks (knee high) or Tights  
Uniform Sweater (optional)

##### Grades 1-5

Uniform Jumper  
Uniform Blouse (short or long-sleeved white blouse with round collar)

Navy Cardigan Sweater (optional)

Navy Socks (knee high)

Plaid Uniform Tie

Tights (navy only)

##### Grades 6-8

Uniform Pleated Skirt

Uniform Blouse (short or long-sleeved white blouse with pointed collar) -To be tucked in at the waist

Navy Bolero Vest

Navy Sweater (optional)

Navy Socks (knee high)

Tights (navy only)

#### Boys

##### Grade Pre-K and K

Elastic-waisted Uniform Pants

Uniform Polo, long or short-sleeved

##### Grades 1-8

Belted Uniform Pants

Navy - Grades 1-5

Gray - Grades 6-8

Uniform Shirt (short or long-sleeved white shirt) -  
To be tucked in at the waist

Uniform Tie

Blue - Grades 1-5

Striped - Grades 6-8

Black, navy or brown belt should be worn at all times.

Navy or Black socks

Navy Sweater (optional)

**Gr. 8 only is permitted to wear the school Uniform Polo all year. Polo shirts must always be tucked in at the waist.**

### Optional Summer Uniform

**(May 1 - Oct 15 ONLY):**

**Shoe Options:**

- ❖ Uniform Shoes
- ❖ All black or all white Sneakers - no high-tops

##### Grades Pre-K – 8

Uniform Khaki Shorts

Uniform Khaki Skort (Girls)

Uniform Polo

White crew socks – ankles must be covered

Shorts that have belt loops must be worn with a black, brown or navy belt.

Summer uniform dates may be changed according to the weather conditions. You will be informed of any changes.

## Physical Education/Gym Uniforms

All students must wear the school gym uniform to participate in Gym class. Sneakers must be worn and secured by tied laces or Velcro. Sneakers must be white or black. High top sneakers should not be worn on gym days. Sneakers that do not match, have high heels, light up, are slip-ons, have wheels or are zippered are never permitted. Gym uniforms must be purchased through the Flynn & O'Hara Uniform Company.

## "NO UNIFORM TODAY" DAYS (NUT DAYS)

NUT (No Uniform Today) Days are days when students can attend school wearing non-uniform apparel. There are four types of NUT Days.

- ❖ **Birthday NUT Day** – Students can wear non-uniform apparel on their birthday.
- ❖ **Free NUT Day** – All students may attend school in non-uniform apparel (usually to celebrate a holiday, function or event). Occasionally there are certain days when students should dress-up. Free NUT Days will be posted on the monthly calendar.
- ❖ **Fundraising \$ NUT Day** – Students can donate one dollar or more on specific scheduled days to wear non-uniform apparel. Proceeds from \$ NUT Days are

donated to the school or specific named foundations. \$ NUT Days will be posted on the monthly calendar.

- ❖ **Individual NUT Day** – A student may win a NUT Day pass in various ways. A NUT Day pass allows a student to wear non-uniform apparel for one day. Individual NUT Day passes must be turned in to the homeroom teacher upon the student's arrival in the morning.

On any given NUT Day, a student's dress, grooming, and appearance shall

- ❖ Be safe, appropriate and not disrupt or interfere with the educational process.
- ❖ Recognize that extremely brief and/or see-through garments are not appropriate. Skirts and shorts must extend to 2 inches above the knees. Tank tops must have a strap at least the width of 3 adult fingertips. No undergarments are to be visible at any time. No logos, words, phrases should be on the back of pants across the buttocks. No spaghetti straps, halters, strapless tops, camisoles, or belly tops are permitted.
- ❖ Not include footwear that is a safety hazard i.e. flip flops, high heels or backless footwear.
- ❖ Not include items that are vulgar, obscene, or libelous or that denigrate others on account of race, color, creed, nation origin, gender, sexual orientation or disability.
- ❖ Not promote and/or endorse the use of weapons, alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

In enforcing the dress code regulations and expectations, staff members will do so with equity and consistency and without regard to gender. Parents are expected to see that these regulations are followed before their child arrives to school.

**NUT Day passes cannot be used on days that the students attend Mass or liturgies. NUT Day passes are not to be reproduced under any circumstances or given to another child.**

**The following are never permitted**

- ❖ Makeup, bronzers, tips on nails and colored nail polish.
- ❖ Rolling bookbags on wheels into and through the school building. All bookbags/backpacks must be carried.
- ❖ Excessive jewelry, dangling (below the lobe) and loop earrings, earrings on boys.
- ❖ Extreme haircuts on boys (i.e. mohawks, top knots, spikes, pompadours, shaved/cut-outs or parts, ponytails, long fringe, etc.)
- ❖ Extreme haircuts on girls (i.e. shaved head, spikes, etc.)

If a student is not in compliance with uniform regulations, he/she will be sent to the office until the correct uniform is brought from home. Students will also receive a "1" in compliance with school rules on their report cards.

## ADDITIONAL INFORMATION

### TRACK IT FORWARD

Track It Forward is a mobile app that keeps track of each family's real-time volunteer hours. Each volunteer will have his/her own login ID and password. All Play or Pay hours are recorded and tracked using this app. It is your responsibility to log your volunteer hours as you do them. You will be charged for any remaining hours not logged in May.

### VISITORS/VOLUNTEERS

**All volunteers must be VIRTUS-trained participants in the "Protecting God's Children" program sponsored by the Diocese of Brooklyn.**

In order to provide for the safety of all students and to ensure a minimum amount of interruption of the classroom schedule, all visitors to the school are required to report to the main office upon entering the school building. Volunteers assisting in classrooms must report to the school office before assuming their assignment. During school hours no one is permitted to visit a classroom or talk with a teacher without the express permission of the school office. Any parent who

disregards this request jeopardizes the safety of all students and risks the re-registration of his/her own child.

### "PROTECTING GOD'S CHILDREN" PROGRAM/VIRTUS TRAINING

**All volunteers must be VIRTUS-trained participants in the "Protecting God's Children" program sponsored by the Diocese of Brooklyn.**

This program requires all staff members and volunteers to sign a "Code of Conduct" agreement form, approve a background check, and attend a VIRTUS training session. Please check our website to find out when and where the next session will take place.

### OLQMCA WEBSITE

Our Lady Queen of Martyrs Catholic Academy's official school website is located at [www.olqmca.org](http://www.olqmca.org). Its purpose is to provide valuable and timely communication between school and home. Families are encouraged to utilize this tool daily and to register with the "Parent Alert" program associated with it in Option C.

All families are provided a login password for the Option C website. This password provides parents

with "real-time" access to student progress, assignments, grades and trimester progress reports. Parents may access Option C through the Academy website.

### OLQMCA SOCIAL MEDIA

OLQMCA uses social media to promote our school's many events and endeavors. Please follow us on Facebook, Instagram and Twitter.

Facebook: Our Lady Queen of Martyrs Catholic Academy

Instagram: @olqmca

Twitter: olqmca

### WITHDRAWAL FROM SCHOOL

If in the event parents want to withdraw their child from OLQMCA, written notification including transfer school information must be submitted to the Principal. All financial obligations must be satisfied.

## PROGRAMS, SERVICES & ORGANIZATIONS

### AFTER SCHOOL PROGRAM

The After School Program (ASP) was developed to assist working parents whose children require supervision after school. It is available to all students in grades Nursery – 8, from dismissal until 6:30 PM. Fees are charged at an hourly rate. A late fee will be charged for students picked up after 6:30 PM. Families are billed each week and must remain current on all fees charged.

Please review the After School Program Overview document in the Parent Resources tab on the Academy website for detailed information about the program. You must complete the ASP registration and consent forms before your child participates in the program.

### BAND

The Paul Effman Music Company provides musical instrument instruction once a week on Thursdays. This is an optional program for students in grades K-8. Fees are charged directly to families by the Paul Effman Music Company. Students in grades 3-8 receive instruction during the school day and are responsible for missed work, with the support

of their teacher. Instruction for grades K-2 takes place after dismissal.

Students are responsible for their own instruments. All instrument cases should be labeled with a student's name. Students are expected to carry their own instruments to school on Band rehearsal days. Parents should not make a practice of dropping instruments off during the day. When picking up students in grades K-2 after their lessons, it is important to depart as quickly as possible so the next lesson can immediately begin.

Students participate in two band concerts during the year. One concert is in December and the other is in June.

Our band program is currently run by director, Mr. Jeremy Wall. The instruments available are as follows

- ❖ Grades K-1 – Ukulele  
Violin
- ❖ Grade 2 - Violin
- ❖ Grades 3-8 – Bells  
Clarinet  
Drums  
Flute  
Saxophone  
Trombone  
Trumpet

Ukulele

Violin

Registration forms are distributed to students at the Band Assembly in September. Parents can also register their children online at [www.pemusic.com/join](http://www.pemusic.com/join). For additional information, please call the Paul Effman Music Company at 845-452-8528.

### BEFORE SCHOOL PROGRAM

The Before School Program has been developed to assist working parents whose children require supervision before school. Parents can drop off students between 7:00 AM – 8:00 AM before school begins. Families are charged per student/per day for this service. Families are billed monthly. Please review the Before School Program Overview document in the Parent Resources tab on the Academy website for detailed information about the program.

### CHOIR

The OLQMCA Choir is led by OLQMCA teachers, Mrs. C. Kaminsky and Mr. P. White. Participation is open to all interested students in grades 5-8. Practices take place each Monday morning 7:30 AM - 8:00 AM. Students should use the Austin Street entrance to enter the building. Choir

members lead the music at school liturgies, in addition to performing at OLQMCA's Christmas Tree Lighting, Christmas and Spring Concerts.

## HOME ACADEMY ASSOCIATION

The OLQMCA Home Academy Association (HAA) provides a vehicle of healthy communication and exchange between home and school. It also provides parents with a series of ongoing presentations and services that will aid them in the serious responsibility that is theirs as parents.

Our HAA coordinates many exciting events for OLQMCA. Past events include

- ❖ Breakfast with Santa
- ❖ Christmas Boutique
- ❖ Culture Day
- ❖ Fall Fun Day
- ❖ Family Bowling Night
- ❖ Family Fishing Trip
- ❖ Father's Day Gift Sale
- ❖ Field Day
- ❖ Halloween Party
- ❖ Mother's Day Plant Sale
- ❖ Spring Bash
- ❖ Thanksgiving Feast Luncheon
- ❖ Walkathon

There are many opportunities for parents to be involved in the school through the Home Academy Association. The HAA meets at least three times during the school year. You are encouraged to participate. For more information, please contact the HAA at [haa@olqmca.org](mailto:haa@olqmca.org).

## TRANSPORTATION INFORMATION

MTA Metrocards are available to students in grades K - 8 who live at certain pre-determined distances from the school. These pre-determined distances are set by the Board of Education and the Department of Transportation.

Yellow Bus service is available to students in grades K - 6. Students must live at least two miles from the school. There are specific set routes. If you are interested in this service, please complete and return the yellow bus application that will be sent home with your child. Students are expected to behave appropriately on the yellow school bus. Children will be removed from the bus service for repeated failure to conform to safety and behavioral rules. **All bus information is available through the school office.**

## OUR LADY QUEEN OF MARTYRS CATHOLIC ACADEMY

72-55 Austin Street  
Forest Hills, NY 11375  
Tel. 718-263-2622  
Fax. 718-263-0063

Website: [www.olqmca.org](http://www.olqmca.org)

Facebook Page: Our Lady Queen of  
Martyrs Catholic Academy

Instagram: olqmca

Twitter: @olqmca

## AFTER SCHOOL PROGRAM BEFORE SCHOOL PROGRAM

Tel. 718-263-2622

## HEALTH OFFICE

Tel. 646-740-1141

## OUR LADY QUEEN OF MARTYRS RECTORY

110-66 Queens Blvd.  
Forest Hills, NY 11375  
Tel. 718-268-6251



## *Our Lady Queen of Martyrs Catholic Academy 2019-2020 Parent/Student Handbook Agreement*

After reading the Parent/Student Handbook, please sign and return this form to the homeroom teacher by September 27. You must complete one for each child currently enrolled.

We have read and agree to be governed by the Parent/Student Handbook of Our Lady Queen of Martyrs Catholic Academy in Forest Hills, New York. I understand that the Principal of Our Lady Queen of Martyrs Catholic Academy retains the right to amend the Parent/Student Handbook for just cause.

Parent/Guardian Signature: \_\_\_\_\_

I have read the rules in the Parent/Student Handbook and I fully intend to observe them and to follow the regulations.

Student Signature: \_\_\_\_\_

### *Consent to Photograph or Film a Minor*

This document gives Our Lady Queen of Martyrs Catholic Academy along with the Diocese of Brooklyn and its communication arm, DeSales Media Group, permission to reproduce photographs and video taken of students associated with the promotion of Catholic Education within the Diocese of Brooklyn.

**Permission is granted for:**

**Permission is declined for:**

Name of Student: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Grade of Student: \_\_\_\_\_

Grade of Student: \_\_\_\_\_

- ❖ The academy may photograph or videotape the student listed above while they are partaking in scholastic related activities e.g. classroom, clubs, field trips, competitions, and school events.
- ❖ I authorize the academy to use photographs or video of the student listed above for:
  - a. Parish/Academy Website and Social Media Page
  - b. Parish/Academy Marketing Materials e.g. brochures, flyers, billboards as well as television, digital and print advertisements
  - c. Futures in Education Promotion (Diocesan Scholarship Organization)
  - d. Promotion of Catholic Education within the Diocese of Brooklyn.
- ❖ I understand that by giving this authorization, Our Lady Queen of Martyrs Catholic Academy along with the Diocese of Brooklyn and DeSales Media Group can use the student's photographs or video for the purposes listed above.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_