



# *Our Lady Queen of Martyrs Catholic Academy*

718-263-2622 [OLQMCA.org](http://OLQMCA.org)

## *Student Handbook*

**2016-2017**

### **Board of Directors**

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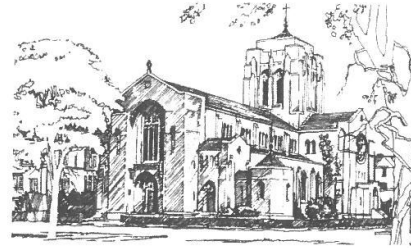
### **Principal**

Mrs. Anne Zuschlag

<b>GRADE</b>	<b>TEACHER</b>	<b>SPECIAL SUBJECTS</b>	<b>TEACHER</b>
Nursery	Mrs. D. Perez /Mrs. P. Schmidt (Assistant)	Art	Mrs. Marvilli
Half-Day Pre-K	Mrs. D. Perez /Mrs. P. Schmidt (Assistant)	Music	Mr. P. White
Full-Day Pre-K	Mrs. M. Mrozek /Mrs. L. Chen (Assistant)	Librarian	Mrs. K. McCarthy
Kindergarten	Mrs. A. Foertsch/Mrs. S. Bullock (Assistant)	Physical Education	Mr. B. Abbate
Kindergarten	Mrs.C. Kaminsky/ Mrs. L. Kerrigan(Assistant)	Computer	Mrs. J. Scaturro
Grade 1	Ms. L. Espinal / Ms. K. Murphy (Assistant)	Spanish	Mrs. S. Sordilli
Grade 2	Mrs. M. Smith/Mrs. Hanover (Assistant)	Educational Support Services	Ms. M. Paguaga
Grade 3	Mrs. E. McNally/Mrs. Hanover (Assistant)	Math Support	Mrs. A. Snorteland
Grade 4	Mrs. C. Henry	Secretaries	Mrs. S. Cumiskey
Grade 5	Ms. A. Barratt		Mrs. K. Scapp
Grade 6	Mrs. P. Neubert	Director of After School Program	Mrs. E. McNally
Grade 7	Mr. A. Delwey	Upper Level Aid	Mrs. H. Lee-Cordero
Grade 8	Mrs. D. Caracappa/Mrs. Marvilli	NYC Dept. of Health School Nurse	

*Our Lady Queen of Martyrs*  
Roman Catholic Church

110-06 Queens Boulevard  
Forest Hills, NY 11375



*A WORD FROM THE CLERGY*

Welcome to Our Lady Queen of Martyrs Catholic school! We pray that your child grows in wisdom and grace through his/her days here. We warmly invite you to be part of our Catholic community of faith and prayer especially by joining us at the celebration of our Sunday Eucharist. Many of our school students assist as altar servers at these Masses. Our schedule of Masses in the Church is as follows:

**Saturday 5 pm**

**Sunday 8:30 am, 11:30 am, 1 pm**

**Sunday, 10 am** - Family Mass with a Special Liturgy of the Word for children of school age

May God watch over you all!

Bishop Paul R. Sanchez

Father Francis J. Passenant

Father Antonin Kocurek

## **GENERAL INFORMATION**

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

Discrimination is contrary to the philosophy, nature and mission of the 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 & admission policies, privileges, programs and activities generally accorded or made available to the students at the school.

### **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 varied 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. Some classes are visited by a priest on a regular basis.

### **Home Academy Association**

This organization meets at least three times during the school year. The main purposes of the membership are:

- ❖ to provide a vehicle of healthy communication and exchange between home and school.
- ❖ to provide parents with a series of on-going presentations and services that will aid them in the serious responsibility that is theirs as 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, etc.
- ❖ In addition to professional qualifications, teachers bring years of experience, stability, loving and caring personal involvement to the school community.

#### **OLQMCA Provides:**

- ❖ freedom of expression for Catholic teachers to teach, pray, speak of God.
- ❖ caring personal involvement with the school community.
- ❖ Freedom of the Bible without fearing censure.
- ❖ freedom of choice of education for parents.

#### **Parents' Commitment to OLQMCA:**

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

#### **TO SERVE**

I will offer time and services to the school by volunteering for School and HAA Activities

#### **OLQMCA Rectory**

110-66 Queens Blvd.  
Forest Hills, NY

#### **OLQM CATHOLIC ACADEMY**

72-55 Austin Street  
Forest Hills, NY 11375  
Tel. 718-263-2622  
Fax. 718-263-0063  
Web site: [www.OLQMCA.org](http://www.OLQMCA.org)

#### **AFTER SCHOOL PROGRAM**

#### **HEALTH OFFICE**

917-575-0192

## **RULES AND REGULATIONS**

### **ABSENCES**

Telephone notification of absences **MUST** be made to the school office between 8:00-9:00am. (718) 263-2622. A child returning to school after an absence **MUST** present a **hand-written excuse note** to his/her homeroom teacher, as required by NYS law. Emails are not acceptable documentation of an absence. Absences are considered illegal without a written excuse. Following a communicable disease or extended illness (3 days or more), a doctor's note must be presented stating the nature of the illness and certifying that the child is able to return to school. **Students with 5 or more lateness in a trimester are unable to receive Honors recognition.**

### **AFTER SCHOOL PROGRAM**

This program is available to all students in grades Full Day Pre-K – 7, from dismissal until 6:30 pm. A late fee will be charged for students picked up after 6:30 PM. The program has been developed to assist working parents whose children require

supervision afterschool. Fees are charged at an hourly rate. Families are billed each week. Registration/Consent forms, obtained through the Academy website, must be completed for a child to participate. Families must remain current with all fees.

### **BEFORE SCHOOL PROGRAM**

Before School is available daily from 7–8 AM for a fee.

### **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**. Do not, under any circumstances, park in spots designated for the faculty. Parents bringing children to school by car must drop them off at a point outside of the school lot. Children are to

line-up in the school yard by grade at their designated areas.

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

**\* Ball playing is not permitted at arrival.**

### **ASSESSMENT**

Please monitor your child's progress on OPTION C. Parent-Teacher conferences are required of all parents in grades Nursery thru 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.

## ASSIGNMENTS

The purpose of homework is to provide the student with a review and reinforcement of the day's school work and to help develop the necessary skills for independent study. Students in the primary grades are encouraged to read to their parents nightly and complete all other assignments. The students in the middle grades will spend at least one hour each night completing homework. Junior High students will generally need two hours to be prepared for class daily. Long range assignments are frequently given to the children. Assignments may also be given during the weekend. In general, students at OLMCA are assigned homework each night. We recommend that children review their work nightly even if a written assignment has not been given. **Assignments will be downgraded if submitted after the due date.** At a teacher's discretion students will be given the opportunity to make up a test or missed work and/or hand in an assignment late. The student must arrange with the teacher to make up missed work after their return to school. 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 web site for daily homework postings.

## Guidelines for Homework

- ❖ Children should complete all assignments by themselves with minimal assistance from adults.
- ❖ Schedule a time to do homework, showing that it is an important priority.
- ❖ Work in a quiet area.
- ❖ Prepare required materials such as pens, pencils, rulers, 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 pad signifies that they are aware of the work and have reviewed it with their child.
- ❖ Parents are encouraged to check their child's work for neatness.
- ❖ 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 monthly calendar.

## BULLYING/HARASSMENT

An essential element to 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 a statement annually noting their understanding of our "Respect Policy" and agree to comply with it.

## BUS REGULATIONS

Public Transportation passes are available to students in grades K - 8 who live the appropriate distances - as determined by the Board of Education and the Department of Transportation. Yellow bus service is available to students in grades K - 6. Students are expected to behave appropriately on the school bus. Children will be removed from the bus for repeated failure to conform to safety rules. **All bus information is available through the school office.**

## 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 risk re-registration. 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 personnel and crossing guards.
- ❖ Be courteous to children and staff.
- ❖ Wear the regulation school uniform and acceptable dress code for dress down 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.

#### **PROHIBITED BEHAVIORS:**

- ❖ Harassing, threatening, ridiculing or otherwise intimidating others.
- ❖ 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.
- ❖ Racial, religious or personal slurs.
- ❖ Do not waste time or play in lavatories.
- ❖ Gum chewing in school.
- ❖ Use and/or possession of alcohol, tobacco or any other drugs.
- ❖ Body art and tattoos, both permanent and temporary are prohibited.
- ❖ Disrespect towards school personnel and lunch parents.
- ❖ Use of vulgar language or gestures.
- ❖ Engaging in lewd behavior or displaying obscene material.
- ❖ Stealing, cheating, lying or forgery.
- ❖ Possession of matches or any other fire producing material.
- ❖ Possession of any items that reasonably can be considered or used as a weapon.
- ❖ Do not leave classrooms without teacher permission, nor the school building or property with parent or teacher permission.
- ❖ Use of electronic devices such as hand held video games, tablets, cell phones or cameras.
- ❖ Sexual harassment is never tolerated and can result in suspension or expulsion.
- ❖ Disruption of class with inappropriate sounds or actions.

- ❖ Clothing that is disruptive to the orderly running of school. (See uniform code.)
- ❖ Due to its harmful effects as an inhalant-correction fluid (whiteout) is prohibited.

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 good 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 home, the teachers, and the school administration.

**Disregard of the Code of Behavior** will be addressed as follows:

- ❖ A student will be warned that his/her behavior is unacceptable.
- ❖ Parents will be contacted to discuss the child's behavior.
- ❖ Detention will be assigned to students for a repeated infraction of the school behavior code.
- ❖ Repeated instances of prohibited behavior will result in further action, including possible suspension or expulsion.

#### **The Home:**

- ❖ Will receive annually, a calendar with all of the OLQMCA code of behavior.
- ❖ Families are required to sign up for the “parent alert” program on the academy website- informing them of important classroom news.
- ❖ Parents should check the academy website and OPTION C regularly.
- ❖ The Code of Behavior should be discussed with the children 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.
- ❖ Parent/Teacher conferences should include discussion of each child’s personal development academically and socially as a member of his/her school and class community
- ❖ Parents shall support the school staff and policies.
- ❖ Parents shall encourage proper behavior at all times, in all places.
- ❖ Good behavior should be recognized and praised.

#### **The School 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 student handbook.

### **CONFERENCES**

Teachers are available for conferences by appointment. 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. bus duty, yard duty, lunch duty, etc. In the event that 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.

### **DISMISSAL**

Students dismiss at the following exits:

Grades N & PK- Ascan Avenue

Grades **K - 5** - School Yard

Grades **6-8** - 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. Never loiter near the church grounds.**

### **EMERGENCIES**

All students are required to submit to the office a correct home phone number, business phone number or alternate phone number to be used in an emergency. It is very important that parents notify the school whenever changes are made in these numbers.

### **EMERGENCY SCHOOL CLOSING**

Closing decisions can be made at the local or diocesan level. We belong to the Diocese of Brooklyn. Please do not call the rectory for information. School closing information will be posted on OPTIONC, the school website OLQCMA.org and notification via the parent alert system. Class coordinators may also be called on to notify families. If there is no notification, parents 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 supply and update their Parent Alerts setting. Instructions for this are shown on the website on the Option C tab.**

## **FIELD TRIPS**

In the event that a teacher arranges a field trip for his/her pupils, parents are required to sign a permission slip. The school exercises care in planning safety procedures for such trips, but no child may participate without written parental consent. Such trips are considered part of educational programs. Teachers select chaperones accompanying the class as necessary. All chaperones must be a part of the "Protecting God's Children" program. 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.

## **GRADING**

Projects, portfolios, tests, homework, class work, quizzes and participation are used to evaluate a student 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 available on class web pages. Scores are posted on the OptionC system.

## **HEALTH**

**Medication:** There are legal state guidelines that control the administration of medication for students during school hours or after-school activities that must be adhered to. **At no time are students permitted to carry medication, prescription and/or over the counter (OTC).** If a child 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.

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

## **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 5 or more occurrences of lateness in a trimester are unable to receive Honors recognition.**

## **LUNCH PROCEDURES**

All students must bring their lunch to school daily. Fast food is not a lunch choice. (Wendy's, McDonald's, Pizza etc.) Glass bottles or containers are not allowed. Lunch is eaten in the classrooms. Yard recess is held when weather permits. All children participate in yard recess. Lunch and recess provide opportunities for students to interact. These interactions are an important part of their growth and social development. Therefore, students may not use handheld electronic equipment during lunch/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.

## **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.

## **NYS TESTING**

The following NYS Assessments are be administered:

**Grade 4-** English Language Arts (Spring)  
Mathematics (Spring)  
Science (Spring)

**Grade 6-** English Language Arts (Spring)  
Mathematics (Spring)

**Grade 8 -** English Language Arts (Spring)  
Mathematics (Spring)  
Science (Spring)

## **PHYSICAL EDUCATION**

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 attend. Therefore, a valid written excuse from a parent will only be accepted for one class. Proper uniform must be worn at all times. It must be purchased through the school uniform company. Field day t-shirts may only be worn in June, providing there is no student writing on them.

## **RECORDS**

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

## **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 approved by the school. Verification, through a letter of completion, must be submitted to the school at the start of the new school year.

## **SCHOOL HOURS**

Children are asked not to report to the school grounds before 8:00 AM, unless they participate in the Before School Program which runs daily from 7 AM – 8 AM.. Once they have entered the school they are not permitted to leave. Supervision is not provided before that time. Parents are asked not to congregate in the yard in a manner that blocks the students' entry. The daily schedule for the year 2016-2017 will be as follows:

### **K-8 Hours**

8:00- Bell Rings -Students enter through schoolyard  
8:10- After this time students marked late  
2:50- K Dismissal  
3:00- Dismissal Grades 1 - 8

All students entering the building prior to 8:10 AM are to use the school yard entrance. Students who

use the Austin Street entrance are not in compliance with school policy. This will be reflected on their report card 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.

### **Preschool Hours**

**Full Day-** 8:15 AM- 2:45 PM

**Half Day-** 8:15 AM- Noon

### **Nursery 2-Day Session**

Monday & Wednesday 12:15 to 2:30 PM

### **Nursery 3-Day Session**

Tuesday, Thursday, & Friday 12:15 to 2:30 PM

### **Nursery 5-Day Session**

Monday – Friday 12:15 to 2:30 PM

## **TECHNOLOGY**

Parents and students are required to sign an Acceptable Use Policy prior to participation in technology classes and to utilize our wireless network. All classrooms are wired for internet access.

## **TELEPHONE/CELLPHONE USE**

The office is reserved for administration purposes. Personal calls between parents and children are prohibited. **Only emergency messages will be forwarded to the 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 purchased value with a receipt.

## **TEXTBOOKS AND LIBRARY BOOKS**

Children are expected to take proper care of all textbooks and materials. Loss or damage to, any school material will be subject to replacement or fine. Textbooks are to be covered at all times. Workbooks and soft-covered textbooks are required to be covered in clear contact paper. Large textbooks should be covered in paper or Jumbo-size book socs.

Library books not returned on time will be fined.

## **TUITION**

For the school year September 2016-June 2017 tuition charges are as follows

**All tuition charges are assessed for the school year and first payment is due and payable by July 15, 2016.** Families may opt to make payments monthly through the Smart Tuition Company or in full, at the start of the school year. Parishioners are required to make a verifiable minimum of \$400, in their **weekly** contribution envelope **during the year prior to registration,** to receive the parishioner 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, PK, K and Grade 8, all financial obligations must be fulfilled, e.g. tuition, lost books, graduation fees, etc. If a student transfers, tuition must be paid before the transfer is finalized. Additionally, an outstanding tuition balance will result in withholding of a student's assessment card. School trips and events are privileges that will be withheld if tuition is in significant arrears. Compliance with the above is mandatory and an exception can only be made due to extreme

financial hardship and after consultation with the Pastor and the tuition review board.

### **Tuition - Additional Fees**

#### **Supply & Computer**

**\$225** / child—K-8

**\$150**--Pre-K

**\$55**--for Nursery

#### **Parishioners:**

Family - One child - **\$4,675**

Family - Two children - **\$7,700**

Family - Three children - **\$10,150**

#### **Non-Parishioners:**

Family - One child - **\$5,550**

Family - Two children - **\$9,300**

Family - Three children - **\$12,250**

#### **Pre-Kindergarten:**

##### *Full-Day*

Parishioners - **\$4,750** per child/new family

Non-Parishioners - **\$5,750** per child/new family

##### *Half-Day*

Parishioners - **\$4,050** per child/new family

Non-Parishioners - **\$4,550** per child/new family

#### **Nursery:**

5 day Program- **\$4,400** - 3 day Program -

**\$3,450** – 2 day Program - **\$3,050**

**Home School Assoc. Membership** - **\$30**/ family

### **Mandated Fund Raising/Volunteering “PAY or PLAY”**

Candy Sale - 1 box per child - **\$50**

Raffle Tickets (6 books / family) - **\$100**

**Pay or Play** – Each family of students in gr. PKFD –Gr. 8 must volunteer at least 20 hours or be assessed \$300. HDPk 10 hours or \$150. You will be charged \$15 for every hour short of the 20 hours of your volunteer service. Volunteering activities include (not limited to) Door Duty, Class Parent, Spring Dance, Pizza, Hot Dog and Bake Sale Days, Specials Helper (ex. library, gym), Parish Gala or Christmas Fair volunteer, Catholic Schools Week, Set-up for the Grade 8 graduation dance, etc. Evening and weekend activities will be available for working parents who are unable to volunteer during the school day. **Please note fundraising obligations change year to year. At times new information is not available when the handbook is published. New changes will be distributed in September.**

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

## **UNIFORMS**

**Students are expected to be in full uniform at all times.** Uniforms must be purchased from Flynn & O’Hara Company. All students are required to wear uniform shoes purchased through the DaBar Shoe Store. Makeup, nail tips and visible nail polish are not permitted. **Uniform infractions can result in detention.**

### **Girls:**

#### **Grade Pre-K and K**

Elastic-waisted Uniform Pants with

Uniform Polo, long or short-sleeved

**or**

Uniform Jumper / Uniform Polo or elastic-waisted uniform pants

Navy socks- knee highs 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

Uniform shirt (short or long-sleeved white shirt)

To be tucked in at the waist

Uniform tie (blue Gr.1-5, striped Gr. 6-8)

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

Navy and or black socks

Navy sweater (optional)

\*Gr. 8 only is permitted to wear the school polo all year. Polo shirts must be tucked in at all times.

#### **Optional Summer Uniform (May 1 - Oct 15 ONLY): Shoe Options:**

- Uniform shoes
- All black or all white tennis-style shoes, no hightops.

#### **Grades Pre-K – Gr 8**

Khaki Uniform Shorts or Skort (**Girls**)

White or Navy School Polo

**Navy or White crew socks – ankles must be covered**

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

#### **Physical Education Uniforms:**

Gym uniforms must be purchased through the Flynn & O'Hara Uniform Company.

Sneakers must be worn -tied or Velcro.

Sneakers must be white, navy 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. Socks should be white and cover the ankles.

#### **No Uniform Today – N.U.T. Day Rules**

When there is a N.U.T. day scheduled 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. Skirt and shorts must extend to 2 inches above the knees. Colored 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, backless
- ❖ 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 alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

In enforcing the dress code regulations and expectations, staff members must 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.

**General NUT Day Passes cannot be used on days that the students attend mass. Awarded NUT passes are not to be reproduced under any circumstances.**

**The following are never permitted:**

- ❖ Makeup, bronzers, tips on nails and colored nail polish
- ❖ Book Bags on Wheels. They must be carried into and through the building.
- ❖ Excessive jewelry, dangling (below the lobe) and loop earrings, earrings on boys.
- ❖ Body piercings, excluding the ears of a girl.
- ❖ Earrings are limited to one in each lower lobe only.
- ❖ Undershirts/camisoles worn as shirts.
- ❖ Hanging, hoop or dangling earrings.
  
- ❖ Boys' hair must be off the collar and ears, i.e., hair length must be such that it does not touch the collar of the uniform shirt or top of the ears. No extremes are acceptable. (I.e. spikes, mohawks, etc.)
- ❖ Boys are not permitted to have facial hair.
- ❖ Neither boys nor girls are permitted to attend school with dyed, colored, extensions or highlighted hair. Children may be sent home and not permitted to return until the hair color is returned to its normal state.
- ❖ No leggings or tight fitting clothing.

If a student is not in compliance with uniform regulation, he/she will be sent to the office until the correct uniform is brought from home.

**VISITORS/VOLUNTEERS**

**All volunteers must be 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”, approve a background check, and attend a Virtus training session.

In order to provide for the safety of all students and to insure 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.

**WEBSITE**

Our Lady Queen of Martyrs official school web site is located at [OLQMCA.org](http://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.

All families are provided with a sign in password for the Option C website. This password provides parents with “real time”

access to student progress, assignments, grades and trimester progress reports.

**WITHDRAWAL**

In the event that the parents want to withdraw their child from OLQMCA, written notification including transfer school information must be submitted to the principal.

**FINALLY, THE PRINCIPAL, IN CONSULTATION WITH THE PASTOR AND THE BOARD OF DIRECTORS, WILL MAKE THE FINAL DECISION AS TO WHAT IS ACCEPTABLE REGARDING APPEARANCE AND BEHAVIOR.**

