



Moencopi Day School Student/Parent Handbook 2021-2022

**This handbook is subject to change due
to Covid Guidelines**

“Panther Pride”

WELCOME TO MOENCOPi DAY SCHOOL

Office hours are 7:30 a.m. – 4:30 p.m. Please call or stop by the office with any questions/comments you have. We encourage family involvement! Due to Covid Guidelines, certain school activities will be limited this school year.

Vision Statement

Moencopi Day School invests in life-long learning, empowering ethical citizens, and uniting communities through academics and cultural enrichment in a safe and nurturing environment.

Mission Statement

Moencopi Day School is accountable for providing every child the opportunity to establish character, attitudes, and values in order to attain high learning and advance in a culturally diverse society.



Moencopi Day School Welcome

Welcome to the 2021-2022 school year at Moencopi Day School. Moencopi Day School staff would like to welcome you to our school. We feel privileged and honored to have the opportunity to work with our highly qualified and dedicated staff, the wonderful students, and the supportive parents that make up the Moencopi Day School family.

The Kindergarten-6th grade years are critical times of development for students and families alike, and we look forward to working with all of you to make this year successful. Always contact your child's teacher first with any concerns you may have.

Our dedicated staff is committed to working with students and their families. To help each child achieve their full potential, the school provides both enrichment and intervention support for students. We believe in knowing each child by "name and need".

This year we will continue to promote our culture of college readiness and focus on social/emotional development. We believe that every child deserves the opportunity to be educated in a way that prepares them for college. We will also continue to educate our students on the importance of developing strong character traits. While we know our students will need strong academic skills as they prepare for college and career, they must also possess strong interpersonal skills in order to reach their full potential.

Research shows that parental involvement in a child's education benefits the child including higher levels of academic achievement, positive attitudes, and greater maturity and responsibility. Since the benefits are so solid, I urge you to take part in your child's life at school.

MDS staff would like to invite you all to participate in our Family Teacher Organization (FTO) and other events throughout the year in order to participate in your child's education and engage in the educational process at a deeper level.

Again, WELCOME to the 2021-2022 School Year!

Sincerely,

MDS STAFF

MOENCOPi DAY SCHOOL

EDUCATOR-STUDENT-PARENT COMPACT

All programs at Moencopi Day School are designed to develop each student's potential for intellectual, emotional and physical growth. In order to achieve this, the school, families and students must be willing to recognize and agree upon the responsibilities of each party in the learning process. ****Please note that digital communication will be utilized e.g. Schoology, email, one call, email, phone, text, and/or Class Dojo.**

EDUCATOR PLEDGE

I understand the importance of fostering a positive school experience for every child. I am committed to creating a school that knows no limits to the academic success of each student. I agree to carry out shared staff responsibilities including:

- ❖ Teaching grade level skills and concepts
- ❖ Addressing the individual needs of each student
- ❖ Assessing all students and communicate regarding student's progress
- ❖ Providing a safe, positive, and healthy learning environment for every student
- ❖ Correcting and returning appropriate work in a timely manner
- ❖ Communicating homework and class-work expectations
- ❖ Adhering to Moencopi Day School's Vision and Mission
- ❖ Following the Moencopi Day School's Staff Code of Conduct

Each of these responsibilities speaks to my commitment to teach to the Arizona College and Career Ready Standards, communicate regularly with parents, and strive to meet the individual needs of each student.

STUDENT PLEDGE

I understand that my education is very important to my future. It will help me develop the tools I need to become a successful and productive person. I know that my education now will prepare me for college in the future. I am committed to:

- ❖ Arriving at school every day on time, unless I am ill
- ❖ Completing and turning in classwork and homework on time

- ❖ Talking to my parents about my school day and taking letters and other school materials to and from school, checking Schoology, Class DoJo, and emails.
- ❖ Being accountable for my own behavior
- ❖ Being a cooperative learner
- ❖ Asking for help when needed
- ❖ Following the Student Code of conduct

Each of these responsibilities speaks to my commitment to learn and become the best student I can.

PARENT PLEDGE

I understand that my child's education today is essential for their success in life. This experience will support him/her to become a successful and productive person and prepare them for college if they so choose to attend. Because of this, I am committed to:

- ❖ Reviewing all school communication
- ❖ Encouraging my child to complete all classwork, homework and read every day
- ❖ Attending school functions such as Meet the Teacher Night, parent conferences, Open House, etc...
- ❖ Providing a quiet place/time for my child to do homework
- ❖ Making sure my child gets adequate sleep and has a healthy diet
- ❖ Supporting the schools homework, discipline and attendance policies
- ❖ Ensuring my child attends school every day and on time, unless they are ill

Each of these responsibilities speaks to my commitment to support the school in order to ensure a bright future for my child.



2021-2022 Schedule

Monday-Friday

Breakfast	7:45-8:00
First Bell	8:15
Tardy Bell	8:20
Kindergarten-2 nd Grade Lunch	11:15-12:00
3 rd -6 th Grade Lunch	11:40-12:20
Kinder - 2nd grade Release	2:00 Monday-Friday
Wednesday Early Release	1:00
3rd -6 th Grade Release	3:00 Monday-Friday
Wednesday Early Release	1:00

***Wednesday (PANTHER DAY) IS EARLY RELEASE FOR ALL STUDENTS**

12:00 P.M.

Moencopi Day School | 2021-2022 School Calendar

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7th - Regular School Board Meeting

4th - Independence Day
5th - Independence Day Observed

JANUARY 2022						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1st - New Year's Day
5th - Regular School Board Meeting
3rd - Students & Staff Return
5th, 12th, 19th, 26th - Panther Day X day
17th - Martin Luther King, Jr. Day - Observed Holiday - No School
21st End of 2nd Quarter (45)

(20 Instructional Days)

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4th - Regular School Board Meeting
10th - Pueblo Revolt Day (Observed Holiday)
2nd - Instructional Staff return
9th - All staff return.
16th - First Day of School
18th, 25th - Panther Day X days
19th - 20th - Campus closed COVID Related (10 Instructional Days)

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2nd - Regular School Board Meeting

2nd, 9th, 16th, 23rd Panther Day X day
21st - President's Day - Observed Holiday No School

(19 Instructional Days)

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1st - Regular School Board Meeting

6th - Labor Day - Observed Holiday No School

1st, 8th, 15th, 22nd, 29th - Panther Day X days

(21 Instructional days)

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2nd - Regular School Board Meeting

2nd, 9th, 23rd, 30th - Panther Day X day
14th-18th Spring Break - No School

(18 Instructional Days)

OCTOBER 2021						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6th - Regular School Board Meeting

7th X Day - Fall Break
8th - Fall Break - No School

11th - Indigenous Peoples' Day (non-holiday)
6th, 13th, 20th, 27th - Panther Day X days
29th - End of 1st Quarter (51 days)

(20 Instructional days)

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6th - Regular School Board Meeting

6th, 13th, 20th, 27th Panther Day X day
8th - End of 3rd Quarter (49 days)

29th - Make Up Day
(21 Instructional Days)

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3rd - Regular School Board Meeting

11th - Veterans Day - Observed Holiday No School

24th - 26th Thanksgiving Break - No School
25th - Thanksgiving Day (Observed)
3rd, 10th, 17th - Panther Day X days

(18 Instructional Days)

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4th - Regular School Board Meeting
4th, 11th, 18th, 25th Panther Day X day
27th - Last Day of School
27th - End of 4th Quarter (35 days)
27th - Staff Last day
30th - Memorial Day - Observed Holiday

(20 Instructional Days)
180 Total Instructional Days

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1st - Regular School Board Meeting

1st, 8th, 15th - Panther Day X days
School Board Elections - TBD
24th Christmas Holiday (Observed)
20th-31st Winter Break - No School
31st - New Year Holiday (Observed)
(13 Instructional Days)

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1st - Regular School Board Meeting

Approved on May 5, 2021
Approved/Revised on September 1, 2021
Norma J. Sakierewa
Norma J. Sakierewa, President

MOENCOPI DAY SCHOOL BEHAVIOR POLICY

The Moencopi Day School Policy is based upon the Student Code of Conduct and promotes a safe, healthy, and happy learning environment. Staff, students, and parents all play a vital role in developing and maintaining a positive and productive atmosphere. The implementation of this Discipline Policy will focus on educating students about making good choices in order to eliminate inappropriate behavior. Fair, firm, and consistent supplication of the policy is expected, and students will be made aware of the consequences of misbehavior. However, it is equally important that each situation be carefully evaluated. In dealing with each incident, staff members will keep in mind that the purpose of discipline is to strengthen positive behaviors that will enable the child to grow and appropriately cope with similar situations in the future.

Moencopi Day School Student Code of Conduct



I *will* earn the trust of peers and adults by making good decisions.

I *will* respect myself, others, and the school.

I *will* be a responsible learner.

I *will* be fair.

I *will* care about myself and others.

I *will* be a good citizen.

SIX PILLARS OF CHARACTERS

CHARACTER	COLOR	DESCRIPTION
TRUSTWORTHINESS	Blue: Think True Blue	<ul style="list-style-type: none"> • Be honest • Don't deceive, cheat or steal • Be reliable--do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal--stand by your family, friends and country
RESPECT	Yellow/Gold: Think the Golden Rule	<ul style="list-style-type: none"> • Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements
RESPONSIBILITY	Green: Think being responsible for a garden of finances; or as in being solid and reliable like an oak	<ul style="list-style-type: none"> • Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act--consider the consequences • Be accountable for your choices
FAIRNESS	Orange : Think of dividing an orange into equal sections to share fairly with friends	<ul style="list-style-type: none"> • Play by the rules • Take turns and share • Be open-minded; listen to others • Don't blame others carelessly
CARING	Red : Think of a heart	<ul style="list-style-type: none"> • Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need
CITIZENSHIP	Purple : Think regal purple as representing the state	<ul style="list-style-type: none"> • Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authorities • Protect the environment

Student Guidelines

- Students will keep non-school items at home (e.g., toys, games, phones, skateboards, make-up, etc...). Realistic-looking weapons, (replicas/toys) are prohibited.
- No candy, chewing gum or soda should be brought to school.
- Students' cell phone use is NOT permitted. School is not responsible for lost or stolen property.

- Girl/boy relationships: Students are responsible for mutual respect in their relationships. Inappropriate behavior will be handled individually by staff so that respect and maturity govern such behavior.

School-Wide Student Expectations

The staff at Moencopi Day School believes that all students have the right to receive an education in a safe and nurturing environment. We are confident that students can make good choices to ensure that optimal learning opportunities occur. It is expected that all students will be honest, courteous, and cooperative as well as understand and obey the rules of the school. Providing children the opportunity to manage their behavior and supporting them while they learn how to manage themselves is everyone's goal. Students will be taught and reminded about school expectations throughout the year. The Moencopi Day School staff strives for positive communication between home and school. Therefore, we have included student academic and behavioral expectations below.

BE SAFE BE RESPECTFUL BE RESPONSIBLE

ACADEMIC PERFORMANCE

- ✓ Be on time to school every day, ready to learn.
- ✓ Be prepared with completed classwork, homework, and supplies.
- ✓ Follow school Rules and directions the first time you are asked.
- ✓ Be a good listener, and...
- ✓ ALWAYS DO YOUR BEST!

CAFETERIA EXPECTATIONS

- ✓ Do not share food.
- ✓ Do not throw or play with your food, paper, or other items.
- ✓ Use good table manners.
- ✓ Stay seated at the table until a monitor dismisses you.
- ✓ No food may be taken to the playground.
- ✓ Use a level 3 voice.

- ✓ Keep your hands and feet to yourself.
- ✓ Clean up trash on the table and underneath the seat after you finish eating.

PLAYGROUND EXPECTATIONS

- ✓ Students must follow the Student Code of Conduct at all times.
- ✓ Everyone is included at MDS. We make room for everyone.
- ✓ When the whistle blows, walk to your line up area.
- ✓ Play in a safe, courteous manner.
- ✓ Keep your hands and feet to yourself.
- ✓ Use kind words. No “bad” words.
- ✓ Do not jump off the monkey bars, swings, slides, or other playground equipment.
- ✓ No food on the playground.
- ✓ One person only on the swing.
- ✓ When using the slide, always go down feet first, one at a time.
- ✓ Play in sight of the monitors, not behind the bleachers or buildings.
- ✓ Walk around, not through, other people’s games.
- ✓ Wait for your turn on the equipment and games.
- ✓ Report any broken or unsafe equipment to the monitors.
- ✓ Remember the Golden Rule: Treat others the way you want to be treated.

RESTROOM EXPECTATIONS

- ✓ Use the restroom before school, during recess, and at lunch.
- ✓ Ask a teacher for permission to use the restroom during class time.
- ✓ Walk to the restroom.
- ✓ Do not play in the restroom.
- ✓ Be respectful by allowing for privacy when using the restroom.
- ✓ Please be thoughtful and remember to flush the toilet after using it.

Bus Expectations

- ✓ Be appropriately dressed and ready to board the bus on time.
- ✓ Stand twelve (12) feet away from the road where the bus stops
- ✓ Wait until the bus comes to a complete stop to board the bus.

- ✓ Assist in keeping the bus safe and clean at all times
- ✓ Never stick hands, arms, or any part of the body out of the windows.

- ✓ Remain in seat until the bus comes to a complete stop
- ✓ Disorderly behavior and obscene language is unacceptable.
- ✓ Damage to the bus by a student will be paid for by the student and/or the students' parents.

✓ **Temperature checked by bus monitor. ****

Behavior Consequences

An adult staff member will address the misbehavior with the student and use problem solving to match consequences to misbehavior. Possible consequences may include, but are not limited to the following:

- Discussion of misbehavior and violation of the Code of Conduct
- Time Out, Loss of Privileges
- Behavior Contract
- Restitution
- Behavior Note Sent Home
- Meeting with CSA, parent, and student.

Actions which are considered major violations:

- Ignoring the direction of school personnel
- Continued violation of school/classroom rules
- Use of inappropriate language
- Lying/cheating
- Being unkind to others through words or actions

Actions which are absolutely prohibited:

- Defiance of authority and deliberate classroom disruptions
- Assault - verbal or physical threat or action against other persons
- Fighting/Physical aggression

- The use or possession of any alcohol, tobacco, or drug paraphernalia
- Theft of school or personal property
- Vandalism – deliberate destruction of, or damage to, school property or the property of others
- The use or possession of any item which could cause injury to self or others
- Sexual/racial harassment of any kind

Sexual Harassment (MDS Policy Section 9.24)

The school is committed to maintaining a learning environment that is free of harassment. MDS prohibits the unlawful sexual harassment of any student by any employee, student or other person at school or at any school-related activity.

(This is only part of our policy. A complete copy of the MDS Personnel Policy and Procedures can be found on our website at moencopidayschool.org)

Bullying Policy (MDS Policy Section 9.23)

1. Purpose: MDS prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its student in a safe environment; and since students learn by example, CSA's, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Behavior Matrix

The following matrix provides behaviors that are considered "referable" which means that the behavior is handled by the Behavior Interventionist or CSA. All other behaviors will be handled within the classrooms by the teacher or staff member.

BEHAVIORAL MATRIX

VIOLATION	1ST REFFERAL	2ND REFERRAL	3RD REFERRAL
Abusive Language	Student conference held; warning issued;lunch detention	In School Suspension (1-2 days)	Out of school suspension (3 to 5 days) Must sign behavioral contract
Fighting	In School Suspension (1-3 days) Parent conference required	In School Suspension (3-5 days) Behavioral Contract	Out of school Suspension or possible Dismissal Hearing
Physical Agression others/self	In School Suspension (1-3 days) Parent conference required	In School Suspension (3-5 days) Behavioral Contract	Out of school Suspension or possible Dismissal Hearing
Disruptive Behavior	Student conference held; warning issued;lunch detention	In School Suspension (1-2 days)	Out of school suspension Must sign behavioral contract.
Theft	In School Suspension (1-3 days)	In School Suspension (3-5 days)	Out of school Suspension or possible Dismissal Hearing
Bullying/Harassment	In School Suspension (1-3 days)	In School Suspension (3-5 days)	Out of school Suspension or possible Dismissal Hearing
Vandalism	In School Suspension (1-3 days)	In School Suspension (3-5 days)	Out of school Suspension or possible Dismissal Hearing

Celebrating our Success

TREASURE CHEST:

Students have the opportunity throughout the day to show they are Being Responsible, Being Respectful, and Being Safe. Any staff member can issue Pawesome Panther Tickets to students when they're caught displaying the three rules. When they receive a ticket they submit the ticket to their teacher and they are entered into a drawing for Friday's to receive a prize from the treasure box.

STUDENT OF THE MONTH:

Each month throughout the year, a student is selected by his/her teacher as the Student of the Month for exhibiting Academic Excellence or demonstrating exceptional Character Traits or BOTH!

CHARACTER TRAITS:

Each quarter we will recognize students during our awards assembly for their demonstration of exceptional Character Traits throughout the quarter.

ACADEMIC ACCOMPLISHMENTS:

Each quarter we will recognize students' academic progress.

PERFECT ATTENDANCE:

Perfect Attendance will be recognized each quarter during our awards assembly.

Moencopi Day School Homework Policy

At Moencopi Day School, we consider homework an opportunity to reinforce concepts introduced in the classroom, as well as an opportunity to help students develop independent organizational skills, time management techniques, effective study habits, and responsibility. Homework can also serve as one form of communication between the teacher and the family. We firmly believe that children should love reading and we expect them to read each day as part of their homework. As a shared family/school endeavor, we encourage parents to discuss books with their children and to read aloud to them at all grade levels. Staff members understand students at Moencopi Day School are involved in a wide range of extra-curricular activities. It is important to create a balance between these activities, quality family time, and homework.

We have carefully designed a plan to support this balance with allocated homework time by grade level. If your child is spending an excessive amount of time completing homework, please contact your child's classroom teacher. One way to support your child in being successful with homework is to establish a quiet place in your home where your child will be able to work without distractions. Having a dedicated routine each day to complete homework or time to simply read a book will build good work habits. While the type of homework may vary, assignments will be purposeful and developmentally appropriate.

Student's Responsibilities:

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return assignments on time
- To make up any missed homework that the teacher requires

Family's Responsibilities:

- To provide a routine and environment that is conducive to doing homework (e.g. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not do the actual homework
- To check that your child has edited his/her homework for spelling (kindergarten may use phonetic spelling as appropriate), punctuation, neatness, etc...
- To notify the teacher when homework presents a problem
- To read school notices and respond in a timely manner. Homework and school notices will travel home in the student's homework folder. Regular backpack clean-ups can be useful in helping students to organize their materials.

Teacher's Responsibilities:

- To provide purposeful homework
- To provide clear directions and instructions
- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully
- To communicate with families when students are not consistently completing assignments

Recommended Times and Activities to Help Your Child Succeed

The following chart indicates what we believe is approximately the appropriate amount of time for children in each grade to spend on practice. If your child diligently does their home practice for the maximum allotted time and does not complete it, you should write a note to the teacher explaining the situation. If this is an on-going problem, please make arrangements to talk to the teacher. If your child thoroughly and neatly completes the homework very quickly and you believe that a child needs additional support. We suggest you speak to

the teacher about extension activities or utilize the extension suggested in Other Activities from the following chart or simply have your child complete extra reading and writing activities which you may provide.

<u>Grade</u>	<u>Reading Time</u>	<u>Other Activities</u>	<u>Other Activities Time</u>
K	10-20 Minutes (Parents read to students)	<ul style="list-style-type: none"> Phonics kits that all students received at the beginning of the year 	10 minutes
1st	10-20 minutes	<ul style="list-style-type: none"> Writing response based on reading Individualized math practice/review 	15 minutes
2nd	20-30 minutes	<ul style="list-style-type: none"> Writing response based on reading Writing Log Individualized math practice/review 	20 minutes
3rd	20-30 minutes	<ul style="list-style-type: none"> Writing response based on reading Individualized math practice/review 	30 minutes
4th	20-30 minutes	<ul style="list-style-type: none"> Writing response based on reading Individualized math practice/review Incomplete classwork 	40 minutes
5th	30 minutes	<ul style="list-style-type: none"> Writing response based on reading Individualized math practice/review Incomplete class work 	50 minutes

6th	30-40 minutes	<ul style="list-style-type: none"> • Writing response based on reading • Individualized math practice/review • Incomplete class work 	60 minutes
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Thank you for taking the time to read through and understand this handbook. Should you have further questions or need any clarification please don't hesitate to come to the school to inquire. Again, please keep in mind that this handbook does not cover ALL MDS policy in detail. For a more detailed understanding of MDS Personnel Policy and Procedures please access the policy manual on our website at moencopidayschool.org or you may request to borrow a manual from our front office.



STUDENT HANDBOOK & STUDENT POLICIES AND PROCEDURES

Signature Page

By my signature, I acknowledge;

1. I have received a copy of the student handbook.
2. I have read and understand the pledges that support school wide success at Moencopi Day School.

I am committed to being a partner in education for the 2021-2022 school year.

Student Name and Grade

Signature/Date

Parent-Guardian Name

Signature/Date

Teacher

Signature/Date

Chief School Administrator

Signature/Date