



Family Handbook 2019-2020

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Principal's message

Welcome to Annunciation Catholic, we believe in the importance of high expectations for both one's character and academic pursuits. This year we are committed to becoming a S.T.R.E.A.M (Science, Technology, Reading/Religion, Engineering, Art and Mathematics) School.

We are a Community of F.A.I.T.H. (Fortitude, Achievement, Integrity, Teamwork, and Holiness) and are certain these tenets will equip our students for today and eternity.

The standards that are stated in this handbook will help each student discover their God given gifts and reach their full potential.

Constant Blessings,
Mrs. Peltier-Lewis
Principal

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Annunciation Catholic School

Annunciation Catholic School is a Pre-Kindergarten 3 through Grade 8 Catholic Elementary and Middle School under the Archdiocese of Washington.

The Archdiocesan curriculum guidelines, consistent with the District of Columbia guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

History

Annunciation Catholic School opened in September of 1954 with grades K through 8. The school was staffed by the Sisters of the Society of the Holy Child Jesus and guided by the direction of the Reverend Mother Mary Joan, SHCJ. The mission and curriculum of the school continues to reflect the teachings of the founder of the Society of the Holy Child Jesus, Cornelia Connelly.

Mission Statement

By using Christ as the model and inspiration our mission at Annunciation Catholic School is to empower all students to apply their acquired skills and knowledge, leading them to a deeper and broader faith community. The individual student will be prepared to create successful opportunities for the future.

Vision Statement

The Annunciation Catholic School teachers, parents and community are dedicated to help all students apply their personal attributes to lead productive lives and to become contributing members of the global community.

Absence

When a student is absent from school, a parent should **call the office by 9:00AM** each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the students.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make an arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive unexcused absences (10 days and/or 30 unexcused tardies) may be the cause for a student to be retained in the current grade for another year.

Students who are absent for the school day cannot participate in after school activities.

Academic Accommodations

Annunciation Catholic School does provide for academic accommodations. For a student to receive any accommodations in/out of class, he/she must have current documentation to support accommodations. For example: psychoeducational evaluation, Speech and Language evaluation, Occupational Therapy evaluation, Medical evaluation, and/or English Language assessment.

Academic Information

Annunciation Catholic School implements curriculum and selects textbooks based on the standards and guidelines prescribed by the Archdiocese of Washington. The standards may be found on the diocesan website: www.adw.org

We are a S.T.R.E.A.M school with an emphasis on Science, Technology, Reading/Religion, Arts and Mathematics.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Accreditation

Annunciation Catholic School is accredited through AdvancEd®.

Admission Information

Children entering Pre-K must be three years of age by August 31st and potty trained.

Children entering Kindergarten must be five years of age by August 31st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to Annunciation Catholic School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP/CAP plan.

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Annunciation Catholic School will meet the educational needs of the students. An interview process is a component of admissions to ACS.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Annunciation Catholic School. The recommendation and decision of the school is final. Annunciation Catholic School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible.

AfterCare Program

AfterCare is available for Annunciation Catholic School students on most school days from 3:00-6:00pm. Please see the School Calendar on our website for days when AfterCare is cancelled or only available until 3:00pm.

Parents of students who are not picked up at dismissal by 3:15pm will be charged a Drop-in Fee of \$20. Parents of students who are not picked up at 6:00pm will be charged a fee of \$1 per minute beginning at 6:01pm.

Allergy Policy

Annunciation Catholic School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy.

- ***Asthma Medication-*** Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.
- ***Record Keeping-*** At the beginning of each school year, or when a child joins Annunciation Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.
- ***The School Environment-*** All teachers and substitutes will be educated about the risk of food allergies. The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Tables will be washed with soap and water following any food related events held in the classroom.
- ***Food Allergy Policy-*** Annunciation Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Annunciation will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.
- ***Classrooms-*** Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. A parent or guardian

of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Attendance

The Archdiocese of Washington attendance policy is located at: <http://adw.org/school-policies/>

The local attendance policy for the District of Columbia may be located at: <https://dcps.dc.gov/attendance>

Excused absences are when school-aged students are absent from school with a valid excuse and parental approval. Examples of excused absences include but not limited to:

- Student illness (a doctor's note is required if a student is absent for more than three days);
- Death in the student's immediate family;
- Necessity for a student to attend a judicial proceeding as a plaintiff, defendant, witness or juror;
- Temporary school closings due to weather, unsafe conditions or other emergencies;
- Medical reasons such as a doctor's appointment (a doctor's note is required);
- Lawful suspension or exclusion from school by school authorities.

Unexcused absences are when school-aged students are absent from school without a valid excuse, with or without parental approval. Examples of unexcused absences include:

- Babysitting
- Doing errands
- Extended travel (domestic or international)
- Oversleeping

Students must be present 80% of the day to be counted as "legally present". When a student returns to school after an absence, a note should be sent to the teacher or attendance counselor. The note should include the date(s) of the absence and the reason. A doctor's note should be provided if required. Student absences without notes will be marked unexcused.

Awards

➤ ***Principal Honor Roll*** (Grades 6-8 only)

To be considered, the student must receive a 93 or above in all of the core subjects (Math, Science, Religion, History, Language Arts, and Reading) and an "A" average in all specials (Spanish, Art, Music, and P.E.).

➤ ***Second Honor Roll*** (Grades 6-8 only)

To be considered, the student must receive a 93 or above in 4 of the core subjects, no grade lower than an 85% in the other core classes, and an "A" average in all specials.

➤ ***Certificate of Merit*** (Grades 6-8 only)

To be considered, the student must receive a 93 or above in 2 of the core subjects, no grade lower than an 85% in the other core classes and an "A" average in all specials.

❖ ***ACS Spirit Award*** (All grades)

Given to the student who embodies the spirit of Annunciation. This student is a person for others and an inspiration to all in action and word with a positive attitude and a kind spirit.

❖ ***F.A.I.T.H. Scholars Award*** (All grades)

This award is given to a student that has demonstrated exceptional strides in personal and academic growth. It is evident that this student has put forth the hard work and perseverance to achieve this growth.

Buckley Amendment

Annunciation Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official

custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Bullying and Cyberbullying

Annunciation Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face, suspension, and/or dismissal. This includes anything which occurs on school property; at a school activity or event; or on a school transportation vehicle.

Car Pool

- ***Arrival***

Students should arrive at the outdoor gym doors between 7:45am-8:00am.

Parents/guardians driving their students to the school must enter from Massachusetts Avenue and form a U-shaped traffic pattern in front of the gym for drop-off. Parents who wish to walk their students into the gym must park on the perimeter of the lot, so as not to block traffic.

Students who arrive after 8:00am shall be marked **tardy** and should enter through the blue awning main entrance doors, collect a tardy slip from the front desk, and then walk to their classroom.

- ***Dismissal***

PreK students dismiss through Klinge Place at the second set of doors.

Grades K-2 are dismissed at the 39th Street door.

Grades 3-8 are dismissed through Klinge Place at the first set of doors.

Families with multiple children will be dismissed at the door of the youngest student.

Walkers will dismiss at their perspective doors and **must** check-out with the teacher on duty.

Students may not remain on school property after dismissal unless they are enrolled in the AfterCare Program.

No child will be sent home without the expressed permission from his/her parent/guardian or substitute listed on the "Family Information Form" emergency list. If anyone other than the parent/guardian is picking up a child, there must be a written note, verifying who is authorized to pick up the child, sent to the Office by 9:00am that day.

Cell Phones

If a student brings a cell phone to school, he/she must surrender his/her cell phone to the office upon arrival in the morning with the off position for the day. The cell phone may be picked up by the student at dismissal or upon picked up at aftercare. At no time during the day should a cell phone be in a student's locker or in his/her possession. Infractions result in disciplinary referral.

Cell phones seen, heard, or used on school property will be taken away and returned, by the Principal, to the parent on first offense. Subsequent offenses will result in a referral.

The administration reserves the right to search the contents of a confiscated cell phone.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. All assignments are expected to be original written in the student's own words by the student only. Plagiarism and/or failure to cite sources is a major violation. A student who is involved in cheating will be unable to participate in sports and/or other extracurricular activities.

Child Abuse Laws

Annunciation Catholic School abides by the Child Abuse laws of the District of Columbia. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. Students who damage or steal school property or the property of others must assume responsibility for its repair or replacement and are subject to disciplinary action, including suspension and/or expulsion. If restitution is not made within the week of the request, the parent/guardian will be billed in TADS.

Items such as, but not limited to, e-cigarettes, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Counselor

A certified counselor serves the needs of students and parents through class and individual consultation.

Crisis Plan

Annunciation Catholic School School has implemented a "crisis plan" in the case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

- Off Campus – near the corner of 39th Street/Massachusetts Ave.
- An alternative site may be chosen if the situation warrants.

They will remain at the location until the District of Columbia authorities determine the area to be safe.

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. It is a great benefit to the child to have both parents involved in his/her education.

Discipline

Grade level teachers will notify parents of classroom routines, expectations, and consequences on Back-to-School Night and at the beginning of the year. Any questions during the year regarding classroom discipline should be addressed with the teacher.

Classroom management procedures vary for grade levels in recognition of the student's age, developmental, and maturity levels. Below are descriptions of the consequences for infractions, detention, suspension, and expulsion. The administration reserves the right to waive and/or deviate from any and all disciplinary action or regulation for just cause at his/her discretion.

- ***Infractions (minor)***

A note from the teacher.

- ***Infractions (continued)***

A report to parent, parent phone call, or conference.

- ***Detention***

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. Detentions will typically take place on Saturday from 7:30-9:30 am; however, the day, date, and time of the detention are at the discretion of the administration who monitors the detention. If a student fails to complete detention, suspension will follow.

- ***Suspension***

Students who are given an in-school suspension will be required to report to school each day and work. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all classwork and tests from the days of suspension. In both cases students must complete a reflection essay and re-entrance meeting to review essay with teachers before returning to classes.

- ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Annunciation Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. *Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Annunciation Catholic School.*

Dress Down Policy

On days when alternate attire is permitted, students are expected to dress modestly and in a manner appropriate for a Catholic school. Failure to comply with directives will result in the student calling home for a change of clothes.

- Clothing may not advertise alcohol, cigarettes, and/or drugs
- Shirts must have sleeves.
- Jeans must be worn on hips, not below and must be clean, neat, and free of holes
- Skirts, skorts, dresses, and shorts must be at least the same length as the uniform
- Athletic shorts, pants, or athletic suits are not allowed
- Girls' tops must have straps of two or more inches wide and may not be low cut
- Regulations regarding makeup and jewelry still apply
- Non-regulation shoes may be worn, but NO flip-flops, sandals, or open toed shoes
- Shoes must be appropriate for walking on stairs and participating in recess and PE

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or a school function face suspension and/or expulsion.

Emergency Drills

State Law requires that **fire drills** be held monthly. During the fire drills, students should:

- Rise in silence when the alarm sounds;
- Close windows and doors;
- Walk to the assigned place briskly, in single file at all times, and in silence;
- Return to building when signal is given.

Field Trips

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
- A field trip is a privilege and not a right.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are non-refundable.
- Cell phones are NOT allowed on field trips unless otherwise directed by the teacher and/or administration.
- All chaperones must be 25 years of age or older and in compliance with the **VIRTUS/child protection policy and background check with fingerprinting** of the Archdiocese of Washington.
- Chaperones must arrive ½ hour before departure time, check in with the main office, report to the classroom, and remain with their designated group at all times for the entire duration of the field trip.
- Chaperones may NOT buy treats/gifts for students, bring siblings, smoke, purchase or consume alcohol, conduct personal business, or talk on cell phones.

Financial Obligations

TUITION SCHEDULE SCHOOL YEAR – 2019-2020

All tuition is handled through the TADS online management system: www.tads.com

	<i>First Child (Catholic)</i>	<i>Subsequent Children</i>	<i>First Child (Non-Catholic)</i>	<i>Subsequent Children</i>
1 payment (Year) option Due: August 15, 2019	\$10,200	\$9,700	\$10,500	\$10,000
2 payments (Semester) option Due: August 2019 & January 2020	\$5,100	\$4,850	\$5,250	\$5,000
10 payment option	\$1,020/m	\$907/m	\$1,050/m	\$1,000/m

Due: the 15 th of each month from August-May				
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If payments are more than two months in arrears, a letter will be sent outlining the process of removing the child(ren) from the school.

Aid may be awarded through the Archdiocese of Washington’s Tuition Assistance program. See the following website for more information: <http://adw.org/tuition-assistance/>

Enrollment/Re-Enrollment

The \$75.00 Application Fee for new students must be submitted with the application. The Enrollment Fee for new students is due upon acceptance to the school.
 Returning students must reserve their spot by paying the Enrollment Fee by the date designated.
 All Application Fees are **NON-REFUNDABLE**.
 There will be a \$25 returned check fee for all checks that do not clear the bank.

Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from the school.
 Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
 Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
 Registered students who withdraw after December 15th are responsible for the full tuition amount.
 The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

**SCHOOL YEAR 2018-2019 SUPPLIES FEE
 (NON-REFUNDABLE FEE).....\$80.00**

Covers registration materials, textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), audio-visual licenses, Science lab fees for consumable materials.

Food, Beverages, and Gum

Food and drinks may not be consumed in the hallways, in the bathroom, in the gym, on the stairs, or on the Blacktop at any time. Gum chewing is never allowed. This includes before school, during school, and after school. ***Gifts***

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Valentines **will not be** distributed at school. Once again this only contributes to hurt feelings.

Grading Scale

Kindergarten-Grade 2	Grades 3-8
EE = Exceeds expectations	A = 93-100
ME = Meets expectations	B = 85-92

AE = Approaching expectations	C = 77-84
NE = Not approaching expectations	D = 70-76
X = Not assessed at this time	F = Below 70
*with accommodations	

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Health Records and Forms

All records are due in the Office no later than the first Friday of the school year. **Students WITHOUT current health and immunization records will be prohibited from attending school.**

- The mandatory forms include:
 - Archdiocese of Washington Immunization Policy Acknowledgement Form
 - District of Columbia Universal Health Certificate
 - District of Columbia Oral Health Assessment Form (Dental)
 - HPV Vaccine Information and Opt Out Form (boys & girls 6-8)
- The optional forms (if applicable):
 - Allergy Agreement and Action Plan
 - Inhaler Authorization Form
 - EpiPen/TwinJect Authorization Form

Home-School Communication

For a student to be successful, parents/guardians need to check that the Student Planner and the Communication Folder are brought home every night to check on current, long-term, and completed assignments. The website and the school calendar should also be checked periodically for events and changes.

Annunciation Student Planner

- All students in Grades 3-8 are required to have the Annunciation Student Planner to record daily and long-term assignments
- Each day, students are given ample time to write down assignments, tests, projects, etc.
- Teachers and parents/guardians are also encouraged to use the Annunciation Student Planner for daily, weekly, and/or monthly communications.

Communication Folder

- All students in Pre-Kindergarten through Grade 8 are required to have the Annunciation Communication Folder to store returned work as well as organize completed assignments to be turned in.
- Students are expected to place returned work in the Annunciation Communication Folder to be reviewed and signed, when requested, by parents/guardians.

Home and School Association (HSA)*

The purpose of the Home and School Organization is to bring into closer relation the parents/guardians and faculty.

The objectives of the HSA are:

- To raise funds to enhance academic progress and the community.
- To promote a sense of community and collaboration among all stakeholders.

Homework Policy

Formal home-study is assigned to help students become reinforce skills and become independent learners. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Homework guidelines are written in class syllabi.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent four days should be given four school days to complete the missed work.

Immunizations

All students enrolled in Annunciation Catholic School must have current immunizations. The only exception to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Instagram®:

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Items Brought To School

Students may not bring toys, games, electronic games, sports balls, iPods, iPads, etc... to school unless requested by a teacher. Annunciation Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

Library

The school has a well-equipped library. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- Books damaged or lost must be paid for by the student before any other materials may be checked out.

- Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lockers

Lockers are assigned to students for convenience and protection of personal/school property. The school does not relinquish control of lockers at any time. Students are responsible for all items placed in lockers and will be responsible for any damage. Lockers are expected to be locked at all times as the school will not be held responsible for lost or stolen items.

Students are not to share lockers unless directed by administration. School property, such as lockers, are jointly held by the school and the student. Students have no expectation of privacy in such locations. Random locker checks will occur throughout the school year by homeroom teachers. During these checks, if a student is found to not be taking care of his/her locker, they may lose locker privilege.

Students will receive a lock for their locker from their homeroom teacher. No other locks are permitted to be used. Administration will also provide students a locker combination that may not be changed unless done so by an administrator.

Lost and Found

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found. **Items placed in the Lost and Found remain there for 10 days.** After 10 days, items are donated to charity. Please label student items.

Lunch Program

All students may bring their own lunch, or families may elect to participate in the school lunch program. The school does NOT provide utensils, refrigeration, or the use of a microwave. **No fast food or food deliveries.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

- **PIZZA LUNCH** is available for purchase every Friday from the HSA. Orders must be completed in advance through the designated HSA member.
- **HOT DOG LUNCH** is available for purchase on the last Tuesday of the month from the HSA. Orders must be completed in advance through the designated HSA member.

Medication

Parents/guardians must immediately notify teachers in writing if their child is on and/or takes any medication or prescription medicine during the year. No faxes or phone calls for release of medication will be accepted.

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the Front Office in the original container received from the pharmacy and must have on its label the following information: child's name; name of doctor prescribing the child's medication; frequency; dose; and date.

No medication, over the counter or prescribed, should ever be in the student's possession.

Nondiscriminatory Policy

Annunciation Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Off-Campus Conduct

The administration of Annunciation Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parents As Partners

As partners in the educational process at Annunciation Catholic School we ask parents:

- To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time; and
 - Has school or bagged lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the teaching of morality and religious
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy;
- To not post negative comments about students, teachers, or the administration on social media.

Parent's Role in Education

We, at Annunciation, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Annunciation Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Annunciation School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from parents and faculty in order to reach their full potential. Together, let us commit to partner as we support one another in helping your child to prepare for high school and beyond.

Parties

Students are permitted three class parties a year: Halloween Party, Christmas, and the end of the year. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings and include ingredient labeling. Birthday parties must be communicated with the homeroom teacher at least one week in advance. Teacher expectations are written in class syllabi.

Promotion/Retention Policy

Advancement to the next grade in Annunciation Catholic School is based on a student's daily performance, test results, recommendations of teachers, attendance, and the student's ability to complete work successfully on a more advanced level.

In accordance with Archdiocesan policy, retention will be made on the recommendation of the teacher and the Principal, according to their evaluation of the child's maturity in relation to his/her motor skills, social adjustment, attendance, and academic achievement.

Any student who fails one individual core subject will be required to attend summer school. Any student who fails two or more of the individual core subjects will be retained and may not be given the opportunity for re-enrollment.

Recess

All children are expected to go out to recess. Student's with medical excuses must have a doctor's note if he/she is to remain inside during recess. Supervision is provided by faculty/staff. All school rules apply to all recess times. Please ensure the students have appropriate clothing (jackets, hats, gloves, etc.) to go to recess.

Report Cards/Progress Reports

Parents/guardians are encouraged to contact teachers by email if any concern were to arise. Mandatory conferences will be held in November and February as well as at the request of teachers, principal, or parents.

- Pre-K and K
 - Report cards will be given out at the end of each semester (twice per year). Additionally, the teacher keeps a portfolio of student work to monitor progress.
- Grades 1-2
 - Report cards are issued four times a year.
- Grades 3-8
 - Report cards are issued four times a year. All grades, missing assignments, and progress reports can be found on the online grading site: Rediker. It is the responsibility of the parent and the student to check grades online. Please check with the School Office for login information or other questions.

No student will be given a Progress Report or Report Card if tuition or other fees are in arrears.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by an adult.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Annunciation Catholic School. Parents are required to be active partners in the preparation of their children for these sacraments. Although our non-Catholic students do not receive these sacraments, they are required to fully participate in the Reconciliation, Communion, and Confirmation classes as part of the religion curriculum. Meetings for parents/guardians are held prior to both sacraments to describe the preparation process and the parents'/guardians' role.

Sacraments of First Penance and First Holy Communion

Catholic students in 2nd grade receive the Sacrament of Reconciliation in the winter and First Holy Communion on the second Saturday of May.

Sacrament of Confirmation

Catholic students in 7th & 8th grades are confirmed in May of their 8th grade year. They must attend mandatory retreats in order to participate.

Sacrament of Reconciliation

Catholic students have several opportunities throughout the school year to receive the Sacrament of Reconciliation. This is also the opportunity for non-Catholic students to meditate or pray quietly in the church.

School Hours

Monday-Friday: 7:45am-3:00pm

At Annunciation Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

Arrival: Annunciation Catholic School offers a Before School Care Program. Students who are enrolled arrive at the gym at 6:45 AM. Drop-in services are available for a cash fee of \$10.00/day.

The school's gym doors are opened for all students at 7:45 AM. Students arriving at that time will join the school's morning assembly.

Dismissal: Prayer and afternoon announcements begin at 2:50 PM each day. Dismissal immediately follows at 3:00PM. Please check the school calendar and weekly newsletter for early dismissal dates.

Annunciation Catholic School offers an After School Care Program. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM. Please refer to the Extended Care policies on the school's website.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who arrive prior to 6:45 AM or who are not picked up by 6:00 PM will receive:

- a phone call reminding you not to drop off your child early or to pick up your students on time
- students who remain after 6:00 PM will be sent to the 2nd District Police Department.
- repeated early drop off or failure to pick up your child from After School Care on time may result in expulsion from the school.

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Students not picked up by the end of carpool (approximately 3:15 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate of \$20.00 for using this program.

School Liturgies

School liturgies are held every Friday at 11:00AM and on Holy Days of Obligation. Students actively participate by planning the liturgy, lectoring, bringing up the gifts, and altar serving. Formal uniforms must be worn on Mass days.

School Office Hours

The school office is open every school day (Monday-Friday) from **7:45 AM – 3:30 PM**.

If parents/guardians wish to meet with one or more teachers or the principal, they may email the teacher or principal directly or call the school office to request an appointment.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety

Annunciation Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Service Projects

The purpose of the social justice program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference through various service and support programs. Middle school students are required to complete a certain amount of service hours.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the District of Columbia Police Department will be notified.

Smoking

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco or any type, marijuana, e-cigarettes, or vapors are not permitted.

Social Media

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

No parent should open a Facebook® account under the name of the school or a particular grade or organization. The only official Annunciation Catholic School Facebook® page is the one created and monitored by the Annunciation Catholic School administration. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

Social Media Postings

Annunciation Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Annunciation adheres to these laws in its

attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at Annunciation are forbidden from posting photographs taken at school sponsored events. Such postings are a violation of the Annunciation Catholic School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from Annunciation Catholic School.

Students who publish materials online may be subject to disciplinary action if the material violates school policies or reflects poorly on the character of the school community (administration, teachers, students, parents, etc.). Students may not create web pages or publish material using the Annunciation name.

Student Records

Annunciation adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a two week request to the School Office. All forms should be submitted to the Annunciation Catholic School's Front Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. Additionally, there is a \$20 fee/transcript.

No records will be sent to transferring schools of students whose financial account is in arrears.

Technology and Chromebooks

A student who violates any portion of the Chromebook Acceptable Use Policy may immediately lose the privilege to use their Chromebook at school for a length of time commensurate with the nature of the violation.

1. All Chromebooks must be registered with the student's school email (**no personal email accounts**) and accompanied by the "Technology and Internet Usage Agreement" signed both by the parents and the student.
2. Chromebooks are to be used **only** for the reading of school approved material (specific website, educational sites, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the Chromebook must comply with the policies of Annunciation Catholic School.
4. Chromebooks must be used at appropriate times in accordance with teacher instructions. The Chromebook must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
5. Chromebooks are not to be used during lunch, breaks, during playground/recess time, carpool, or during before/after care programs.
6. The student is responsible for knowing how to properly and effectively use their Chromebooks and this should not be a burden for the teachers.
7. The Chromebook is to be used solely for academic purposes when used at school and at home. All content viewed must be school appropriate.
8. Browsing history may be viewed by teacher or principal.
9. Chromebooks must be fully charged before being brought into school each day.

Texting

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Telephone

Permission to use the telephone must be obtained from the teacher and the school secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies.

Testing

Students in Grades 2-8 will be given the Scantron exams in the spring and in the fall.

Title IX

Annunciation adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Transfer of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled. (See previous section on Student Records for transcript information.)

Uniform Guidelines (Please label with child’s name)

All students must be in complete and appropriate uniform on the first day of school and continue to wear the uniform until the last day of the school year. Students must wear their PE uniforms to school on the day they have physical education unless it is Friday. All students at Annunciation Catholic School must adhere to a specific dress code. Students who are out of uniform be sent to the office and the parent will be called to bring the proper clothing or be sent home.

Girls: Pre-Kindergarten - 3th Grade

- Pinafore Jumper, Khaki Walking Shorts or Khaki pants
- Shirt: White oxford button down shirt, short or long sleeved
- Socks or Footed Tights: Solid white or navy (**no leggings**)
- Shoes: Solid white, tan, black, or navy. **No sneakers!**
- Vest
- Optional: Navy cardigan
- Optional: Criss cross girl’s tie in navy

Girls: 4th - 8th Grade

- Plaid kilt, Khaki Walking Shorts or Khaki pants
- Shirt: White oxford button down shirt, short or long sleeved
- Socks or Footed Tights: Solid white or navy (**no leggings**)
- Shoes: Solid white, tan, black, or navy. **No sneakers!**
- Vest
- Optional: Navy cardigan
- Optional: Criss cross girl’s tie in navy

Boys: Pre-Kindergarten - 8th Grade

- Khaki slacks or khaki walking shorts
- Belt: Brown or black belt
- Shirt: White oxford button down, short or long sleeved
- Tie: red and blue striped tie
- Socks: Solid white, black, or navy
- Shoes: Solid white, black, tan or navy. **No sneakers!**
- Vest
- Optional: Navy cardigan

Boys & Girls: P.E. Uniform

- Shirt: Red ACS Athletics Shirt (may purchase at school office)
- Shirt: Grey cotton t-shirt with ACS logo
- Pants: Navy mesh shorts or sweatpants with ACS logo
- Socks: Solid white, black, or navy
- Shoes: Athletic shoes

Girls Hair & Accessories: Pre-Kindergarten - 8th Grade

- Optional: Headbands & Scrunchies: Navy, black, white or ACS plaid

Other Uniform Guidelines:

- Hair must be of natural color
- Fads (mohawks, etc.) are not permitted
- Hair is at the discretion of the principal
- Only one pair of small (dime-sized) earrings may be worn
- One modest ring, bracelet, or necklace may be worn
- Earrings for boys are not acceptable
- No make-up
- Clear nail polish only
- Shirts must remain tucked in
- No hats or hoodies are to be worn inside the school building.

All uniform items may be purchased from Flynn O'Hara Uniforms: <https://www.flynnohara.com/School-Landing.aspx?scn=DC329>

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

Uniform Sale

As a service to the parents, the school sponsors a uniform sale. Please contact the office to donate or purchase gently used uniform items. They are \$5.00 per item and sold throughout the year at school.

Virtual Reality Sites

Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

All individuals who volunteer in the school must complete the VIRTUS/child protection course mandated by the Archdiocese of Washington. All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers.

Vulgarity

As a community, obscene, vulgar, immoral, or indecent language, writings, pictures, signs, or acts including those using communication technology will not be tolerated. Disregard for this policy will result in disciplinary action including suspension and/or expulsion.

Weather Emergencies

Annunciation Catholic School follows Montgomery County, MD for all closings and delays. Check www.montgomeryschoolsmd.org/emergency School cancellations will also be announced over local radio, tv, and through the School Messenger “all call” and email.

Right to Amend

Annunciation Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through email communication.



TECHNOLOGY AND INTERNET USAGE AGREEMENT

ARCHDIOCESE OF WASHINGTON – Catholic Schools

Student Responsibilities

When using any Technology Equipment, all students:

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment.
- Shall not use Technology Equipment in a manner which violates any local, state or federal laws.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not use Technology Equipment in any way to engage in cyber-bullying behavior.

When using the School’s Technology Equipment, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- Shall print, download, or otherwise transfer only that information approved by the teacher or supervisor.
- Shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall not load any software onto school computers without first obtaining the teacher’s permission.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not ‘surf’ the Internet or visit ‘Facebook,’ or any other social networking websites while at school.
- Shall not log-on to the Internet without permission from a teacher or supervising staff member.
- Shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents’ work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of cell phones and any other electronic mobile devices during school hours is strictly prohibited, except in the case of a medical emergency.
- That any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- That use of all Technology Equipment may be monitored.
- That the school reserves the right to access a student’s computer files or any other Technology Equipment when required for the maintenance of the school’s technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

Parent/Guardian Acknowledgement

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child’s misuse of the school’s Technological Equipment in violation of this agreement.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student’s technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

Student’s Name

Parent/Guardian Name

Student’s Signature

Date

Parent/Guardian Signature

Date



Photo-Video Release

I, hereby give permission for my son(s)/daughter(s) _____

to be photographed or videotaped at Annunciation Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Annunciation Catholic School.

Name (printed): _____

Signature: _____

Date: ___/___/_____

Signed form DUE to School Office Friday, August 30, 2020



Parent Signature Page

Parent/Guardian Support

I understand that the signing of this contract I agree to abide by the philosophy, policies, and procedures of Annunciation Catholic School as stated in its handbooks and bulletins and to support its Faculty and Administration. I understand that the School has the right to refuse admittance to class, withhold report cards and transcripts, for any student whose financial account is delinquent.

Endorsements

I have read, understand, and accept the Tuition/Fees and Financial Agreement and I agree to adhere to these commitments.

Family Name: _____

Parent signature _____ / ____ / ____
Date

Parent signature _____ / ____ / ____
Date

Student signature _____ / ____ / ____
Date

Student signature _____ / ____ / ____
Date

Student signature _____ / ____ / ____
Date

Student signature _____ / ____ / ____
Date

***Parents/Guardians and students must both sign.
Signed form DUE to School Office Friday, August 30, 2020**