

## Annunciation Catholic School 2024-2025 Handbook

### ***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***

Annunciation Catholic School aims to empower all scholars to become reflective, compassionate and mission driven individuals dedicated to use their God given gifts and talents to create a better world. Through a deeper and broader understanding of their faith, accompanied by an appreciation of the universality and connections of the entire world, our rigorous academic curriculum will foster in our scholars an empathic understanding of and active participation in the world as global citizens.

### ***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.

### ***Learning Philosophy***

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. The goal of the learning is to create a community of learners.

### ***School Attributes***

Our approach at Annunciation Catholic School, in preparing scholars is founded on the three principles of ***Reverence, Respect, and Responsibility***. The ACS community is creating an FAITH community by utilizing these qualities. A cornerstone of our community is each letter of FAITH: 1) **Fortitude**: Our students acquire fortitude—the bravery to persevere in the face of difficulty in order to achieve both academic and personal success—by meeting strict standards for behavior and self-discipline. 2) **Achievement**: a high degree of rigor included into teaching methods through instruction that is contextually driven and standards matched; 3) **Integrity**: Linking constructive interactions to efficient education to provide favorable academic outcomes; 4) **Teamwork**: By providing a wealth of clubs, sports, and activities, as well as important exposure in our daily town hall meetings 5) **Holiness**: As a community of faith, our faculty and staff work hard to establish a secure and supportive learning environment that upholds each student's trust in God and honors their individual, God-given talents.

## ***ACS Health & Wellbeing***

***The care of each ACS scholar is essential to their academic pursuits. Parents are our partners in the teaching and learning process at Annunciation Catholic School. We kindly require parents to share all information pertaining to their child's learning, emotional, physical, and spiritual wellbeing.***

### ***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

***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. We adhere to the policies of the Archdiocese of Washington as it pertains to the immunization of students.

***Medication***-Parents/guardians must immediately notify teachers in writing if prescribed medication needs to be administered during the school day. Please be sure to include all prescribed and over-the-counter medications in your online TADS profile. If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the front office and given to our Med Tech Administrator. It must be labeled in the original container received from the pharmacy including the scholar's name, prescribing doctor, name of the medication, frequency, dose, date prescribed, and expiration date. No medication, over-the-counter or prescribed, should ever be in the student's possession.

***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 emergency folder, accessible by teachers, substitutes or other responsible adults. A parent or guardian of a scholar 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.

**Recess-** All scholar's will have at least fifteen minutes of supervised recess, preferably outdoors. and are expected to participate. Scholar's with medical excuses must have a doctor's note if they are 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.

**Dismissal /Carpool -** Scholar's will be sent home without the expressed permission from the 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 the authorized person to pick up the child, sent to the Office by 9:00 AM that day. Please include an image of the person as well.

**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.

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## ***Uniform Guidelines***

***The history of the Annunciation Catholic School includes the ACS uniform. Our uniform helps students maintain their attention on their studies rather than their clothing. By leveling the playing field for all kids, school uniforms help to prevent bullying and peer pressure. Wearing our uniform fosters community spirit, unity, and school pride.***

All uniform items may be purchased from Flynn O'Hara Uniforms the link is below.

[To Purchase the School Uniform From Flynn O'Hara](#)

***Please label your child's name on all uniform pieces.***

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 are sent to the office and the parent will be called to bring the proper clothing or be sent home. **Mass Days are always formal uniform days. No ACS hoodies allowed on Friday, Mass Days. Hoodies can be worn indoors on Mondays.**

### **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 black or navy (**no leggings**)
- Shoes: Solid black, **Black on black sneakers are acceptable. No Crocs!**
- Sweater Vest
- Optional: Navy cardigan
- Optional: Criss cross girl's tie in navy
- **NO PURSES**
- **ACS Hoodie Mondays or PE Day only**

### **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 black or navy (**no leggings**)
- Shoes: Solid black, **Black on black sneakers are acceptable. No Crocs!**
- Sweater Vest
- Optional: Navy cardigan
- Optional: Criss cross girl's tie in navy
- **NO PURSES**
- **ACS Hoodie Mondays or PE Day only**

### **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, **Black on black sneakers are acceptable. No Crocs!**
- Sweater Vest
- Optional: Navy cardigan
- **ACS Hoodie Mondays or PE Day only**

### **Boys & Girls: P.E. Uniform**

- Shirt: ACS Red Athletics Shirt (may purchase at school office for \$20)
- Shirt: Gray cotton ACS hoodie or sweatshirt with ACS logo
- Pants: Navy mesh shorts or sweatpants with ACS logo
- Socks: Solid white, black, or navy
- Shoes: Athletic shoes **No Crocs!**
- **NO PURSES**

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

- Optional: Headbands & Scrunchies: Navy, black, white or ACS plaid
- Hair color should be a natural occurring hair color

### **Other Uniform Guidelines:**

- Hair must be of natural color including braids and weaves
- Fads (mohawks, etc.) are not permitted
- Hair is at the discretion of the principal
- **Hair should not impede vision**

- 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 allowed**
- No make-up
- **Nail length should not exceed ¼ inch from the nail bed.**
- **Clear nail polish only**
- **No acrylic nails**
- Shirts must remain tucked in
- No hats or non-school approved hoodies are to be worn inside the school building.
- **ACS Hoodie Mondays or PE Day only**

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

***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, inappropriate language and/or drugs
- Shirts must have sleeves - **no tank, or muscle shirts**
- 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
- Same regulations regarding makeup and jewelry still apply
- Non-regulation shoes may be worn, but **NO** flip-flops, crocs, sandals, or open toed shoes
- Shoes must be appropriate for walking on stairs and participating in recess and PE

***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.

**All uniform items may be purchased from Flynn O'Hara Uniforms the link is below.**

**[To purchase the School Uniform from Flynn O'Hara](#)**



# *ACS School Day*

*At Annunciation Catholic School, we work in partnership with parents to enable each child to develop as an independent learner.*

## **School Hours**

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

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 Main door with the Blue Awning at 6:30 AM. Drop-in services are available for a cash fee of \$10.00/day. Arrival of students not in Before Care begins at 7:40 and students are directed to their homerooms, to their respective classrooms for Morning Meetings.

**Town Hall:** Every afternoon at 2:45 PM, the Town Hall is held in the gym. A song, a prayer service, announcements, birthday celebrations, and special remembrances are all part of the program. There are extra events added to special monthly festivities to honor significant historical figures and accomplishments. Following Town Hall, classes will be dismissed to the Black-Top for dismissal.

**Dismissal:** 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 6:30 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 6:30 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 disciplinary action

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.

## **Transportation**

Options are as follows:

**Walking** - Walking is advised if you live close to the school.

**Bicycling or Scootering** - Biking or using a scooter are additional options if you live close to the school. Storage of bicycles or scooters within the building is not permitted by ACS. To secure their belongings, scholars should bring their own locks.

**Metro Bus** - The N2, and N4 have stops close to the school (the closest is at Idaho & Massachusetts avenue NW). Also stopping at Wisconsin and Massachusetts avenues NW or Wisconsin and Garfield avenues NW are the Wisconsin avenue routes 31, 32, and 33. (both take 5 minutes to reach the school on foot).

## ***Carpool***

● ***Arrival*** - Students should arrive at school at 7:45 and arrive at the Gym for Town Hall. Classrooms open at 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 8:05 am 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 Klingle Place at the second set of doors. Grades K-2 are dismissed at the 39th Street door. Grades 3-8 are dismissed through Klingle 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 prospective 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 the 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 the authorized person to pick up the child, sent to the Office by 9:00 AM that day. Please include an image of the person as well.

## ***Classroom Management***

Positive behavior is actively promoted thanks to the culture that permeates our entire institution. Not punishment but prevention is the main goal. At its core, ACS deliberately employs restorative justice and positive behavior approaches. Our system of positive reinforcement uses footprints. Students will be permitted to take part in quarterly celebrations if they achieve the required number of Footprints. All facets of our program include the 3 R's (Respect, Responsibility, and Reverence) and character development.

In order to inform parents of classroom procedures, expectations, and punishments at the start of the school year, grade level teachers will offer a syllabus. Before contacting the administration, any questions you may have during the school year about classroom discipline should be discussed with the teacher.

According to the age, maturity, and developmental stages of the students, different grade levels have different classroom management practices. The penalties for infractions, detention, suspension, and expulsion are described here. Any disciplinary action or rule may be waived or deviated from by the administration for good reason at its sole discretion.

## ***Morning Meeting***

Every day, the homeroom will hold a morning meeting to kick off the day. These gatherings aim to give the school day a collective beginning. How these meetings are conducted is entirely up to the teacher. A greeting, some sort of sharing, an activity, and a message or prayer are usually the order in which they are conducted. The subject classes start after the morning meeting. Each and every student must take part in the morning meeting. The gathering serves as the community's official start to the day for the students. When a student is tardy, they lose out on this crucial opportunity in forming the true ACS experience.

## ***Classroom Procedures & Schedules***

Each teacher's classroom procedures will be provided in the teacher's syllabus that will be provided. This syllabus will also include the daily schedule. The typical school day will include English, Reading, and Mathematics. Including History, Social Studies, or Science. Also including a foreign language of Spanish and/or Latin (5-8th Grades). Concluding with a specialty class - Art, Music, or Physical Education.

## ***Lunch Program***

Annunciation Catholic School 3825 Klingle PI NW, Washington, DC 20016 info@annunciationschool.net (202) 362-1408

Parents are required to provide a daily lunch for their children. 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. Orders must be completed in advance.

### ***Parties***

All classes will have Fall/Harvest Party, Christmas, Valentines Day and the End of the Year. Room parents may assist the classroom teacher with these parties. We request that treats be already prepared into individual servings and include ingredient labeling. Birthday Acknowledgements must be communicated with the homeroom and the office teacher at least one week in advance. Teacher expectations are written in class syllabi.

### ***Gifts***

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for non-school related activities should be sent to the students' parents unless an invitation is being given to every student in the entire grade. Valentines are distributed at school. Once again this only contributes to hurt feelings.

### ***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.

### ***Social Justice Initiative***

The purpose of the social justice program for students in Pre- 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.

### ***School Liturgies***

School liturgies are held every Friday at 10:30AM 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. Then, on half-day Fridays there will be a Prayer Service instead of a Mass. The monthly or quarterly awards ceremonies happen after the Mass. The parents and Parish community are welcomed to join us for Mass.

### ***AfterCare Program***

Typically the classes will begin to close at 2:50 with Prayers and announcements. Dismissal will begin at 3:00 PM. AfterCare will begin at 3:00 PM. Scholars will meet in their designated location. They are expected to complete homework or study. There is also recess time provided. Beginning in October clubs will begin. All scholars may join and participate in a club.

Parents of students who are not picked up at dismissal by 3:15 PM will be charged a Drop-in Fee of \$20.. Parents of students who are not picked up at 6:00 PM will be charged a fee of \$1 per minute beginning at 6:01PM. The late fee of \$1.00 per minute must be paid in cash at the time of pick-up.

### ***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.



## ***Lockers***

Lockers are assigned to Middle School Scholars 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.

## ***Search Policy***

The school reserves the right to search anything brought on school property. This includes locker, book bags, backpacks, purses, cell phones and other electronic devices.

## ***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.

## ***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.

## ***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 21 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.

## ***Attendance Policy***

*To realize their full potential, ACS Scholars must continue their education. Theoretically, every student should arrive at school promptly each day. We must give students, and families, the tools they need in assisting every child in getting and staying in school. Our community can collaborate to lower the obstacles that too many students and families encounter by being open and honest about their struggles.*

**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.
- Covid -related quarantines

**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% (8:00 Arrival/1:30 Dismissal) 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.

### ***Absence***

When a student is absent from school, a parent should **call the office by 9:00 AM** 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 72 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/be sent via email at the school office between 3:00 PM – 3:30 PM.

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 (18 days and/or 54 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.**

### ***Tardiness***

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

### ***Homework Policy***

Formal home-study is assigned to help students 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 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.

# ***School Safety***

*At ACS, the security of our scholars is our first concern. Every child should have access to the opportunities and support they need to succeed. In order to fulfill this goal, ACS develops methods for prevention, establishes procedures for prompt response and support in the case of an incident, and works to establish a learning environment that supports the whole child.*

## ***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 Main door with the Blue Awning at 6:30 AM. Drop-in services are available for a cash fee of \$10.00/day. Arrival of students not in Before Care begins at 7:40 and students are directed to the Classrooms for Morning Meeting.

**Town Hall:** Every afternoon at 2:45 PM, the Town Hall is held in the gym. A song, a prayer service, announcements, birthday celebrations, and special remembrances are all part of the program. There are extra events added to special monthly festivities to honor significant historical figures and accomplishments. Following Town Hall, classes will be dismissed to the Black-Top for dismissal.

**Dismissal:** 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 6:30 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 6:30 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 disciplinary action

***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 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.

## ***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.



## ***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. **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.**

## ***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.

## ***Emergency Drills***

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

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

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## ***ALICE Drills***

The ALICE strategies can be used to respond to the threat of violence anywhere.

**ALERT:** Get the word out that a threat exists. Police are called.

**LOCKDOWN:** Secure a place to stay as much as possible as a starting point to buy time.

**INFORM:** Give constant, real-time information throughout the building using all available technology.

**COUNTER:** This is a last resort. Individuals are unable to escape. Countering may be as simple as creating a distraction to allow opportunities to escape.

**EVACUATE:** The goal is to move scholars out of the danger zone. It's important to be prepared to escape.

## ***School Evacuation***

In the event of a school emergency and evacuation is needed scholars, faculty, and staff will be directed to the evacuation location - Washington Hebrew Congregation Synagogue, 3935 Macomb St NW, Washington, DC 20016.

## ***Intruder Policy***

**Non-Suspicious Cases:** Anyone who is not immediately associated with the institution will need to present identification in order to enter. They may be asked to stay in the school reception, away from the students, until the nature and purpose of their visit have been satisfactorily explained. They will be required to sign in and out at the reception desk. Even in the case of authorized guests, a staff member will keep an eye on their arrival, activity inside the facility, and departure. For these non-suspicious cases, faculty are permitted to ask pertinent questions to their arrival and reasonings. **For no reason should a scholar ever open the door for a person - including teachers, family, or strangers.**

***Suspicious Cases:*** The staff will introduce themselves to the intruder, extend a kind greeting, and inquire about their reason for being there. The person will be pointed in the direction of the reception area for the proper entrance. The intruder should be kept as far away from the scholars as possible. ***For no reason should a scholar ever open the door for a person - including teachers, family, or strangers.***

***Armed Intruder - Serious Safety Hazard:*** Police will be contacted as soon as feasible by staff. The operator will be informed of the intruder's position, personal characteristics, attire, and weaponry. The operator will also be made aware of the steps taken to protect the kids and other staff members. At that point, ALICE techniques will be implemented.

### ***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.
- Relocation Site - Washington Hebrew Congregation, 3935 Macomb St NW, Washington, DC 20016

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

### ***Weather Emergencies***

Annunciation Catholic School follows Montgomery County, MD for all weather closings and delays. Check <https://www2.montgomeryschoolsmd.org/emergency/> School cancellations will also be announced over local radio, tv, and through the School Messenger “all call”, Remind® app and email.

***Join Remind:*** to join ACS Community, send text to **81010**. text this message **@acs2024-25** or go online <https://www.remind.com/join/acs2023-24>

## ***ACS Lunch & Food Policy***

***Every ACS scholar's care and wellbeing are crucial to their study. At Annunciation Catholic School, parents are considered partners in the educational process and are required to provide a daily lunch for their children.***

### ***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. Orders must be completed in advance through the office. .

### ***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

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parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### ***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. We ask parents to refrain from sending soft drinks, sodas, or other drinks high in caffeine, and sugar.

### ***Parties***

All classes will have Fall/Harvest, Christmas, Valentines Day and the End of the Year parties. Room parents may assist the classroom teacher with these parties. We request that treats be already prepared into individual servings and include ingredient labeling. Birthday Acknowledgements must be communicated with the homeroom teacher and the office staff at least one week in advance. Teacher expectations are written in class syllabi.

## ***ACS Technology & Chromebook Policy***

*The ACS Scholar upholds the Three Rs – Respect, Responsibility, and Reverence – as global citizens. This will be true for them, their loved ones, the faculty, the city, and the entire world.*

### ***Technology and Chromebooks/Computers***

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.

- 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.
- 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.
- All material on the Chromebook must comply with the policies of Annunciation Catholic School.
- 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.
- Chromebooks are not to be used during lunch, breaks, during playground/recess time, carpool, or during before/after care programs.
- The student is responsible for knowing how to properly and effectively use their Chromebooks and this should not be a burden for the teachers.
- The Chromebook is to be used solely for academic purposes when used at school and at home. All content viewed must be school appropriate.
- Browsing history may be viewed by a teacher or principal.
- Chromebooks must be fully charged before being brought into school each day.

### ***Social Media***

Photos and captions on a student or parent's social media (any social media), accounts that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

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.

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.

While on the school grounds or during field trips, students are not allowed to use any kind of social media. An incomplete list of social media sites that academics forbid is included.

Facebook®, YouTube®, WhatsApp®, Instagram®, WeChat®, TikTok®, Snapchat®, Pinterest®, Twitter®, Reddit®, LinkedIn®, Quora®, Discord®, Twitch®, Tumblr®,

### ***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.

### ***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.

### ***Bullying and Cyberbullying***

Annunciation Catholic School is committed to be 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 expulsion. This includes anything which occurs on school property; at a school activity or event; or on a school transportation vehicle. Cyberbullying is considered a serious offense. Students may face criminal charges as well as face expulsion for participating in this activity.

### ***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, so please ensure that they remember all essential items each morning.

### ***Cell Phones and other Devices***

If a scholar brings a cell phone, smart watch, iPad, or tablet to school, they must surrender their device to the office upon arrival in the morning with the off position for the day. The device may be picked up by the student at dismissal or upon picked up at aftercare. At no time during the day should a device be in a student's locker or in their possession. Infractions result in disciplinary referral.

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## ***Items Brought To School***

Students may not bring toys, games, electronic games, sports balls, iPods, iPads, etc... to school. 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.

**Cell phones or other devices 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 or other device.**

## ***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.

## ***ACS Learning Center***

### ***Mission Statement***

The Learning Center's efforts are directed towards our most valuable assets in our schools: the people; staff, scholars, and parents. We are devoted to maximizing our most precious resources and to build their capacity every single day.

### ***Vision Statement***

The Learning Center incorporates best practices to prepare its students to be independent, self-sufficient and lifelong learners. Through our student-centered approach, we address the academic needs and goals of every scholar. Through our blended learning focus, students can receive additional academic support in remediation and acceleration, time management, organization, test taking and study skills in and outside the classroom.

For our staff, the Learning Center utilizes the professional learning communities (PLCs) model as a framework to build teacher capacity in designing rigorous differentiated instruction that will ultimately improve student learning. The Learning Center connects with parents through our Parent University. We seek to educate and empower families as partners, advocates, and lifelong educators in their scholar's education through free courses, resources, events, and activities.

### ***ACS Learning Center encompasses***

#### ***Counselor***

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

#### ***Title I***

Title I services are provided for scholars who qualify.

#### ***Learning/Academic Coaches***

Academic support is provided for scholars who qualify.

# ***ACS Academic, Language, & Assessment Policies***

## ***Learning Philosophy***

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. The goal of the learning is to create a community of learners.

## ***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](http://www.adw.org)

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

## ***Accreditation***

Annunciation Catholic School is accredited through Cognia®.

Annunciation Catholic School is a candidate school for the International Baccalaureate (IB) Primary Years Programme and pursuing authorization as an IB World School. IB World Schools share a common philosophy—a commitment to improve the teaching and learning of a diverse and inclusive community of students by delivering challenging, high quality programmes of international education that share a powerful vision.

\*Only schools authorized by the International Baccalaureate can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme or the Career related Programme (CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit [www.ibo.org](http://www.ibo.org).

## ***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. The Learning Center serves as the office that oversees student accommodations and the Student Assistance Team. Annunciation Catholic School asks for transparency from families to disclose all documentation that will support our understanding of our students. ACS will make reasonable accommodations for learning differences through written documentation in the form of ICEP and CAP Plans.

## ***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 76% or less will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of C (77% or higher).

## ***Report Cards/Progress Reports***

Parents/guardians are encouraged to contact teachers by email if any concern were to arise. Mandatory  
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conferences will be held at the end of each Quarter as well as at the request of teachers, the administration, 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 and conference 1 and 3rd Quarter.

- Grades 1-3

- Standards Based Report cards are issued four times a year.

- Grades 4-8

- 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.*

### **Grading Scale**

<b>Kindergarten-Grade 2</b>	<b>Grades 3-8</b>
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	

### **Testing**

ACS assessments give teachers, parents, and administrators a systematic evaluation to use to determine students' strengths and weaknesses. The school will administer standardized religion and achievement tests according to the diocesan assessment program.

- **Faith Knowledge Assessment** Students in grades 3-8 are given The Faith Knowledge Assessment each May. Test scores provide school and diocesan personnel data regarding students' understanding of basic doctrine as well as attitudes towards living the Catholic faith.

- **Standardized Testing** Students in Grades 2-8 will be given MAP, an online assessment, which will be administered three times each year; September, January and May. The purpose of the September and January assessments is for student progress monitoring. Scantron assessments provide us with real time data which we can use to plan for instruction that meets individual student needs. The May MAP assessment will be used to measure student progress for the whole school year. The MAP assessments are based on diocesan curriculum standards and are nationally normed.

- **High School Placement Test (HSPT)** All eighth grade students take the high school placement test (usually administered in late November or early December) used as part of the application process for placement in diocesan high schools.

### **Promotion Policy**

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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 academic readiness. 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.

### ***Retention Policy***

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.

### ***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 and email. 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.*

### ***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.)

## ***Language Policy***

### ***Teaching and Learning Expectations***

- All ACS teachers are language teachers with responsibilities and practices in facilitating communication skills utilizing a learner-centered approach and best practices to prepare its students to be independent, self-sufficient and lifelong learners.
- English is the language of instruction in the ACS classroom. All learning is through English.
- All ACS scholars are expected to learn a language that is not their mother tongue (either Spanish, English, or Latin).
- All ACS teachers are expected to maintain inclusion and equity practices in the classrooms for all scholars with needs or learning a language other than their home/personal language.
- All ACS teachers are expected to differentiate lessons to respond to those students in need of services, remediation and acceleration.
- ACS offers support for multi language scholars. We have developed a blended learning approach that addresses the academic needs and goals of every student. Students can receive additional academic support in remediation and acceleration, time management,



organization, test taking and study skills.

- All languages spoken at ACS are respected, and promote a wider community.
- All ACS staff attend Professional Development in culture, learning, and teaching to maintain the ACS Language Policy. These efforts are directed towards our most valuable assets in our schools: the people; staff, students and parents.
- Teachers select and provide access to literature from a variety of cultural backgrounds

### *Definitions*

- Home-Language: Often referred to as Mother-Tongue. The language a student uses at home and/or outside of school. This could also include multiple languages, since many second-language scholars are using more than two languages at home.
- ELA: English Language Arts: a core course of instruction in an elementary or secondary school where students develop listening, speaking, reading, composition, grammar, and spelling skills in English.
- ELL: English Language Learner, also known as ESL, English Second Language, referring to scholars that have English as a second language.
- Differentiation: Differentiated teaching occurs when a teacher plans a lesson that adjusts either the content being discussed, the process used to learn or the product expected from students to ensure that learners at different starting points can receive the instruction they need to grow and succeed.

### *ACS Language Profile*

- ACS offers Language lessons in English, Spanish and Latin. Each scholar is required to learn English and Spanish.
- ACS scholars in fifth through eighth grades are required to take Latin.
- ACS is a diverse language community, there are English, Spanish, Amharic language speakers. ACS community members have included French, Russian, Belarusian, Korean, Japanese or Tagalog.
- ACS language profile seeks to link culture and communication through language learning.
- The language courses aim to foster five core standards: Community, Communication, Comparisons, Cultures, and Connections.
- English lessons will receive up to 180 minutes per week. Spanish lessons receive up to 90 minutes per week. Latin fifth through eighth grades receive up to 90 minutes per week.
- Scholars' world language experience aims to prepare them to become global citizens who effectively communicate and collaborate with diverse audiences. In each grade scholar will have the opportunity to read, write, speak and listen in new languages.
- Each classroom has its own library. The school furnishes books for the libraries.
- Each classroom has excess technology that will enhance the language learning experience. These may include Chromebooks for all scholars, Classroom Smart Boards, and websites Classworks and Epic Reading.

### *Languages Offered*

- English
- Spanish
- Latin (5-8th Grades)

### ***Language Instruction***

- Teachers select and provide access to literature from a variety of cultural backgrounds.
- Teachers provide differentiated instruction for students with special needs, including students with learning disabilities and students who are academically talented and gifted.
- Teachers assess students using a combination of formative and summative assessments and incorporate the IB rubrics.
- Courses are designed to support future academic study by developing higher levels of language competence and language communication skills as well as social, aesthetic, and cultural literacy.

### ***Additional Supports***

- All scholars have access to chrome books. Each classroom has its own library - scholars check books out through the classroom libraries. Needed books are ordered and provided through the ACS Learning Center. The Learning Center facilitates student materials in native language and the use of all media needed to engage students.
- The ACS Learning Center provides all Counseling services to identified scholars who are in need of additional language support and facilitate interventions to help scholars become successful learners.
- A variety of clubs and extracurricular activities allow opportunities for scholars to learn and express themselves in native and other languages: French Club, and K-Pop Club.

### ***Practices***

Annunciation Catholic School uses a Reading and Writing Workshop approach to language instruction. The classroom environment is rich in print and literature to equip students with the tools they need to become lifelong readers and writers who can communicate their thoughts. Teachers act as facilitators who model writing, reading, listening skills and appropriate speech.

#### ***Language Arts instruction includes:***

- Readers Workshop at least 60 minutes a day
- Readers Workshop includes a short mini-lesson with opportunities for students to practice strategies through book clubs, independent reading time, iStation, or partner reading time.
- Opportunities for scholars to share their learning through oral productions, skits, songs, debates, stories, listening stations, etc.

#### ***Writing instruction includes:***

- Writers Workshop at least 60 minutes a day
- Writers Workshop includes a mini-lesson, independent writing time, and a time for students and teachers to share their learning

## ***Assessment Policy***

### ***Teaching and Learning Expectations***

- All ACS teachers are expected to have responsibilities and practices in facilitating a variety of assessments and assignments that are learner-centered to prepare the scholars to be independent, self-sufficient and lifelong learners.
- English is the language in the ACS classroom. All learning is through English.
- All ACS scholars are expected to complete the assessments and projects to the best of their ability and skill.
- All ACS teachers are expected to maintain inclusion and equity practices in the classrooms for all scholars with needs.
- All ACS teachers are expected to differentiate lessons and assessments to respond to those students in need of services, remediation and acceleration.
- ACS offers support for scholars in need of services, remediation and acceleration.
- ACS has developed a blended learning approach that addresses the academic needs and goals of every student. Students can receive additional academic support in remediation and acceleration, time management, organization, test taking and study skills.
- All scholarly needs at ACS are respected, and promote a wider community.
- All ACS staff attend Professional Development in culture, learning, and teaching to maintain the ACS Assessment Policy. These efforts are directed towards our most valuable assets in our schools: the people; staff, students and parents.

### ***Definitions***

- **Formative Assessment:** Evaluation aimed at identifying the learning needs of students and helping to form the instruction itself. Formative assessments take place throughout a unit of study
- **Summative Assessment:** Evaluation of student achievement through a culminating activity generally at the end of a unit or course of study.
- **Rubrics:** a guide listing specific criteria for grading or scoring academic papers, projects, or tests

### ***Reporting Achievement / Conferences***

Provide a clear process of communicating achievement, along with identifying areas for improvement and/or growth. This keeps the learning community informed and allows reflection on the question, "How well are we doing?" Reporting contributes to the efficacy of the program.

<b>Timing</b>	<b>Reporting</b>
Every 4-5 weeks	Progress Reports for scholars in grades fourth through eighth. No letter grade is represented. Success is based on percentage scores.
4 Quarters Every 9 weeks	Report cards go home every 9 weeks during the school year. K-2 use a skills based report card 3-5 use a one-hundred point scale to report on progress.
November 11	Parent Teacher Conferences Goal Setting session
February	Student, Parent & Teachers Conferences Showcase achievements set goals Discussions for retainment
Ongoing	Journals and/or student work are sent home on a regular basis. Parents have access to grades and assignments within PlusPortal (Grades 4-8) Parent/ teacher conferences are scheduled as needed to help students meet goals and grade level expectations.

### ***Additional Supports***

- All scholars have access to chrome books. Each classroom has its own library - scholars check books out through the classroom libraries. Needed books are ordered and provided through the ACS Learning Center. The Learning Center facilitates student materials in native language and the use of all media needed to engage students.
- The ACS Learning Center provides all Counseling services to identified scholars who are in need of additional language support and facilitate interventions to help scholars become successful learners.

### ***Assessment Practices and Methods***

- Teacher Observation
- Teachers conferring with students, one on one, in content areas to establish and work on individual goals.
- Grade level common assessments (end of unit assessments, teacher created assessments, reflections)
- Common state and local assessments in content areas such as MAP testing
- Peer, self, and teacher assessments and reflections
- Performance assessments, Projects & open ended tasks
- Rubrics and self-evaluations that allow students to view the assessment criteria before being assessed
- Students will continuously self-reflect on their understanding of the Learner Profile and make connections with the profile as they continue to grow in international mindedness.



- Teachers use student reflections of the Learner Profile to foster opportunities in the curriculum for demonstrating the attributes.

## ***Measuring Assessment***

### ***Grades 4-8th***

The measure of the assessment is clear to students and parents before the assessment is given. Depending on the type of assessment, teachers may use a variety of measures to evaluate student success, including:

Percent correct; Other numerical value such as point allocation; Checklist; Rubric

### ***Grades Pre-K through 3rd***

The measure of the assessment is clear to students and parents before the assessment is given. Assessment is based on skill achievement, teachers may use a variety of measures to evaluate student success, including:

Other numerical value such as point allocation; Checklist; Rubric

## ***ACS Scholar Conduct Policy***

*The ACS Scholar upholds the Three Rs – Respect, Responsibility, and Reverence – as global citizens. This will be true for them, their loved ones, the faculty, the city, and the entire world.*

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### ***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.**

### ***Drugs and Alcohol***

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

## ***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.

## ***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.

## ***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.

## ***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.

## ***Bullying and Cyberbullying***

Annunciation Catholic School is committed to be 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 expulsion. This includes anything which occurs on school property; at a school activity or event; or on a school transportation vehicle. Cyberbullying is considered a serious offense. Students may face criminal charges as well as face expulsion for participating in this activity.

## ***Classroom Management***

Our school wide culture creates a proactive approach to promote positive behavior . The focus is prevention, not punishment. At its heart, ACS is intentional about implementing restorative justice and positive behavior strategies. Footprints are our positive incentive program. Students who earn the designated amount of Footprints will be able to participate in quarterly celebrations. The 3 R's (Respect Responsibility & Reverence) and character development is integrated in all aspects of our curriculum.

Grade level teachers will notify parents of classroom routines, expectations, and consequences 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 8:00-11:00 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 essays with the administrator 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.*

### ***Positive Behavior may include***

- Sharing
- Helping another student (whether they've fallen down or helping with work)
- Speaking kindly of others
- Showing respect, kindness, and empathy towards other students and teachers
- Respecting the space and property of other students
- Following teacher directions and instructions

### ***Negative Behavior may include***

- Screaming or yelling
- Bullying
- Grabbing from another child
- Pushing or hitting another child
- Disruptive behavior towards the teacher or other children

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## ***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 originally 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. ***Any National Junior Honor Society member involved in cheating or plagiarism will lose their membership with the society.***

## ***Provisional Policy***

All scholars are Provisional for the first 30 days of the school year. A scholar who is unable to meet the philosophy of the school, following the rules or culture of the ACS community will be asked to withdraw from the school.

## ***Uniform Guidelines***

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 are sent to the office and the parent will be called to bring the proper clothing or be sent home. Mass Days are formal uniform days.

## ***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.

### ***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. This would include riding the city buses to and from school. Appropriate scholar behavior off campus is the best advertising a school can receive.

### ***Field Trips***

Field trips are intended to accomplish curricular objectives and coincide with teaching units. Every year, field trips are reviewed to see if they still align with the objectives of the curriculum. A field trip is an opportunity, a privilege, not a right or need. On field trips, students are expected to put the 3 R's into practice. While on field trips, all school-related regulations must be upheld. Off-campus student conduct that is appropriate is the best form of publicity a school can get.

### ***Search Policy***

The school reserves the right to search anything brought on school property. This includes locker, book bags, backpacks, purses, cell phones and other electronic devices.

## ***ACS Sacramental Program***

***What is the ACS Sacramental Program? It is a faith-based, family- and parish-supported program for ACS scholars. As the child is fostered in the practice and love of becoming closer to God, families and the Annunciation Catholic School and Parish community collaborate in a partnership.***

### ***Sacramental Program***

The sacramental life of the Catholic tradition is a significant part of Annunciation Catholic School's religion curriculum for students who are Catholic or who aspire to become Catholic. Parents are required to be active partners in the preparation of their children for these sacraments. The Reconciliation, Communion, and Confirmation sessions are part of the religion curriculum, even though our non-Catholic students are not able to partake in these sacraments. This encourages a closer relationship with God. 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 is usually performed in the Spring.

#### ***Sacrament of Confirmation***

Catholic students in 7th & 8th grades are traditionally 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 Liturgies***

Every Friday at 10:30 AM and on holy days of obligation, there are school liturgies. By organizing the liturgy, serving at the altar, bringing up the gift, and lecturing, students take an active part. For Mass days, formal attire is required. Then, on Fridays with a half-day, a Prayer Service will be held in place of Mass. After the Mass, there are the monthly or quarterly award presentations. We warmly invite the parents and members of the parish to attend Mass with us.

## ***Social Justice Initiative***

All people have an equal and inalienable worth because they are created in God's image, according to Catholic social justice doctrine. Each person has a right to everything necessary to enable them to achieve their full potential as planned by God because of their fundamental dignity. The pre-kindergarten to grade 8 social justice program's goal is to give scholars the chance to change the world via a variety of service and support initiatives. Scholars in middle school must fulfill a minimum number of service hours each academic year.

# ***ACS International Baccalaureate Program (PYP)***

## ***What is the International Baccalaureate or Primary Years Program?***

A leader in worldwide education, the International Baccalaureate (IB) cultivates young people who are inquisitive, intelligent, self-assured, and compassionate. The IB programs enable students in school to take charge of their own learning and support the development of skills that will enable them to flourish in a world that is quickly changing. Children aged 3 to 12 are eligible for the IB Primary Years Program (PYP), which fosters and develops young students into kind, engaged participants in a lifetime of learning. From Kindergarten to Grade 6, the PYP Programme of Inquiry outlines how the six transdisciplinary themes will be investigated in each of the age groups.

## ***What are the Transdisciplinary Themes?***

The program of inquiry is organized around six transdisciplinary themes. The themes highlight universal human traits that are noteworthy and applicable across cultures, geographies, and student learning levels. The topics are universal, allowing scholars from all backgrounds to examine the similarities across human experiences. They are supported by information, ideas, and abilities from the various topic areas. They are revisited over the course of the students' academic careers to produce comprehensive, in-depth, articulated educational content. They add to the shared foundation that holds the curriculum of all IB World Schools that offer the PYP together.

## ***Why use Transdisciplinary Themes?***

Students can benefit from a comprehensive, balanced, conceptual, and integrated learning experience through a transdisciplinary program of inquiry. Students who participate in an inquiry-based curriculum that is well-designed will acquire a balance of subject-specific knowledge, conceptual understandings, and skills, as well as opportunities to grow as PYP learners and take initiative. The modules of inquiry are conceived, planned, and continuously adjusted based on student reflection. The integration of a variety of subjects to link on a unit of inquiry is enhanced by developing learning opportunities around concepts. This gives students the chance to relate academic material to personal experiences in order to gain a greater comprehension of the issue being studied.

### ***Teachers Collaborate to Create the Program of Inquiry***

Transdisciplinary units of inquiry must be planned with a lot of teamwork. Together, the planning teams, which are made up of instructors and teachers of only one topic, design the units all year long. At every year level, all subjects are covered in the units of inquiry when there is genuine integration.

### ***ACS the Program of Inquiry***

There are six units based on the six transdisciplinary themes. The six transdisciplinary themes are: Who we are; Where we are in place and time; How we express ourselves; How the world works; How we organize ourselves; and Sharing the planet. Each unit begins with a *Central Idea*, *Key concepts* and *Learner Attributes*. The unit will evolve to include *Related Concepts* and *Lines of inquiry*. To read the published ACS Program of Inquiry please refer to the Annunciation Catholic School website, <https://annunciationschool.net/>. Go to the tab labeled **IB PYP** and click on the icon labeled **Program of Inquiry**.

### ***PYP Learner Attributes***

The *Learner Attributes* are skills designed to build a well rounded and worldly scholar. These attributes are also our Scholar of the Month themes. The Learner Attributes are as follows Caring, Balance, Communicator, Principled, Open-Minded, Knowledgeable, Risk-Takers, Inquirer, Reflective, and Thinker.

### ***PYP Key Concepts***

The seven fundamental ***Key Concepts*** form the basis of the IB Primary Years Program (PYP), providing direction and significance to the inquiry. ACS Scholars are curious people who are always asking questions. Learning becomes more profound and significant when we formulate the responses to their queries or educate through the Key Concepts.

- **FORM:** What is it like?
- **FUNCTION:** How does it work?
- **CAUSATION:** Why is it as it is?
- **CHANGE:** How is it transforming?
- **CONNECTION:** How is it linked to other things?
- **PERSPECTIVE:** What are the points of view?
- **RESPONSIBILITY:** What are our obligations?

# ***Admission Information***

Children entering Pre-K3 must be three years of age and Pre-K4 must be four years of age by September 30th and potty trained. Children entering Kindergarten must be five years of age by September 30th. 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
- \*Immunization Records
- \*Baptismal Certificate (Catholic applicants only)
- \*Standardized Test Results
- \*Health Records
- \*Birth Certificate (original)
- \*Report Cards
- \*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.

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

**All students will be given a probationary period of no less than one Quarter 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.**

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## ***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. Please provide the administration with all pertinent information and documentation on your child's spiritual, physical, emotional, and academic requirements. This will assist administration and staff in maintaining the learning environment your scholar needs to succeed.

## ***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.

## Financial Obligations

### TUITION SCHEDULE SCHOOL YEAR – 2023-2024

All tuition is handled through the TADS online management system: [www.tads.com](http://www.tads.com)

	<b>First Child (Catholic)</b>	<b>Subsequent Children</b>	<b>First Child (Non-Catholic)</b>	<b>Subsequent Children (Non-Catholic)</b>
1 payment (Year) option Due: August 15, 2023	\$10,800	\$10,300	\$11,100	\$10,600
2 payments (Semester) option Due: August 2023 & February 2024	\$5,400	\$5,150	\$5,550	\$5,300
10 payment option	\$1,080/m	\$1,030/m	\$1,110/m	\$1,060/m

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 Re-Enrollment Fee by the date designated.

All Application Fees are **NON-REFUNDABLE**.

There will be a \$50 returned check fee for all checks that do not clear the bank.

#### Financial Obligation Policy

It is agreed that the financial obligation is for the entire academic year. 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.

#### 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 1/4 of the full tuition amount. Registered students who withdraw between the first day of school and October 15<sup>th</sup> are responsible for 1/2 of the full tuition amount.

Registered students who withdraw after October 15<sup>th</sup> 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 \$50.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**



# ***ACS Home and School Association (HSA)***

*The Annunciation Catholic School Home and School Association (HSA) is made up of volunteers from the parent community, ACS staff and other school supporters. The main goal of the HSA is to strengthen the bond between the home and the school by encouraging collaboration among parents, educators, and other staff members, as well as the greater school community, and by advocating for the welfare of the scholars.*

## ***Home and School Association (HSA)***

The Home and School Organization's goal is to strengthen the relationship between parents/guardians and teachers. The HSA supports our community in a number of ways, such as:

- Raising funds to enhance academic progress and the community
- Encouraging parents to volunteer for social and related activities around the school
- Using our communication methods, such as the website, emails, and social media, to keep parents updated on what's occurring at school
- Serving as a resource for existing and upcoming parents

Here is a list of methods to get in touch with the HSA:

- Via email at [hsa@annunciationschool.net](mailto:hsa@annunciationschool.net)
- Join the HSA Meetings [annunciationschool.net/parents-page/calendar/](http://annunciationschool.net/parents-page/calendar/)

## ***Home and School Association Communication***

Check emails and the school calendar regularly for HSA correspondences.

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# ***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.

## ***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."

## ***Non-discriminatory 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.

*Archdiocesan Admissions & Non-Discrimination Policy: The Archdiocese's Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discriminationpolicy/>*

(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(ii) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

## ***Family and School Agreement***

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.

### ***Mission Statement***

Annunciation Catholic School aims to empower all scholars to become reflective, compassionate and mission driven individuals dedicated to use their God given gifts and talents to create a better world. Through a deeper and broader understanding of their faith, accompanied by an appreciation of the universality and connections of the entire world, our rigorous academic curriculum will foster in our scholars an empathetic understanding of and active participation in the world as global citizens.

### ***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.

**We ask all parents to be active partners in your child's education by making the following six commitments:**

(1) Make every effort to keep your child enrolled in our learning program by meeting all financial obligations. In order to get the full benefits of the curriculum, matriculating through will ensure that your scholar will have the tools to reach their full potential as a global citizen.

(2) Become dedicated to establishing a relationship with the ACS community and uphold our three tenets of respect, responsibility, and reverence. Family members serve as role models and our scholar's first teachers. To that end, it is important that all families commit to follow all school policies. Be sure that your scholars:

- Arrive to and leave from school on time
- Make sure all assignments are completed
- Effectively communicate with teachers
- Dress appropriately in their school uniform
- Receive lunch daily
- Support and cooperate with the discipline policy of the school
- Treat all teachers, faculty, and staff with respect and courtesy

(3) Become an integral part of the ACS Family! Be diligent to read the weekly email sent to families. All weekly school information and future events are shared in the emails. These include information about future activities that could require volunteers and activities that parents are invited to join. To actively participate in school activities, honor our partnership by refraining from negative posts about our community and its members.

(4) Please provide the administration with all pertinent information and documentation on your child's spiritual, physical, emotional, and academic requirements. This will assist administration and staff in maintaining the learning environment your scholar needs to succeed. Notify the school office of any changes of address, important phone numbers, and/or changes with any/all custodial rights. All changes must be submitted with documentation.

(5) The "24-48 Rule" should be used for communication. Within 24-48 hours of an incident, please contact our office directly to share your thoughts, questions, or concerns so that we can offer you and your scholar the best support possible. Please extend the same politeness to the faculty and administration. This will enable us to address issues and find solutions.

## ***Family and School Agreement***

We, at Annunciation, believe parents are the primary educators of their children. Together, let us commit to partnership as we support one another in helping your child to prepare for high school and beyond.

Please sign below to confirm that you have read the online Family Handbook and understand this school agreement.

### **Parent/Guardian Support**

I understand that by 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.

Name of Student(s) : \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

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***Signed form DUE to School Office Friday, August 30, 2024***



# ACS Family Forms

*Completing forms is a vital step for families to begin their partnership with Annunciation Catholic School. Ensuring that we have the most up-to-date information to support scholars in their academic path and reach the family in the event of an emergency.*

Forms to be read and filled out are as follows:

- ACS Family-School Agreement
- Photo & Video Release Permission
- Technology & Internet Usage Agreement

*Each Signed form is due to the School Office, no later than Thursday, August 31, 2023*

## **Family and School Agreement**

We, at Annunciation, believe parents are the primary educators of their children. Together, let us commit to partnership as we support one another in helping your child to prepare for high school and beyond.

Please sign below to confirm that you have read the online Family Handbook and understand this school agreement.

### **Parent/Guardian Support**

I understand that by 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.

Name of Student(s) : \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

***Signed form DUE to School Office Friday, August 30, 2024***

# 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: \_\_\_/\_\_\_/\_\_\_\_\_

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*Signed form DUE to School Office Friday, August 30, 2024*



# 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

