

**Annunciation Catholic School**  
**Parent Student Handbook**  
**2016-2017**



**TRANSFORMED**

Annunciation Catholic School

NOTE: Quick read and everyday useful information is noted in **BOLD** type in this table of contents.

INTRODUCTION .....	2	<b>MOBILE DEVICES .....</b>	<b>27</b>
DISCLAIMER .....	2	PHYSICAL EDUCATION PROGRAM.....	27
ACADEMIC STRUCTURE .....	2	RELEASE OF STUDENT INFORMATION .....	27
ADMISSION POLICIES .....	5	RELIGIOUS OBSERVANCES .....	28
<b>AFTER CARE .....</b>	<b>6</b>	REPORTING STUDENT PROGRESS .....	28
APPEAL PROCESS .....	7	SCHOOL CONSULTATIVE COUNCIL .....	30
<b>APPEARANCE, ATTIRE &amp; UNIFORMS .....</b>	<b>8</b>	<b>SCHOOL CLOSING/SEVERE WEATHER .....</b>	<b>30</b>
<b>ATHLETICS .....</b>	<b>10</b>	SEARCH OF STUDENTS & SCHOOLS .....	30
<b>ATTENDANCE, SCHOOL HOURS, ARRIVAL &amp; DISMISSAL PROCEDURES .....</b>	<b>11</b>	SERVERS.....	30
<b>BEHAVIOR .....</b>	<b>13</b>	STATE OF THE SCHOOL.....	31
COMMUNICATION .....	20	STUDENT PROGRAMS .....	31
EMERGENCY PLANS .....	21	STUDENT RECORDS.....	31
FIELD TRIPS .....	22	<b>TECHNOLOGY.....</b>	<b>32</b>
GOING GREEN .....	23	<b>TELEPHONES.....</b>	<b>32</b>
GRADUATION.....	23	TESTING .....	32
HEALTH .....	23	TEXTBOOKS .....	32
<b>HOMEWORK.....</b>	<b>25</b>	TUITION.....	34
HONOR ROLL ELIGIBILITY .....	26	USE OF NAME .....	34
LIBRARY.....	26	VISITORS .....	34
LOCKERS .....	26	VOLUNTEER OPPORTUNITIES/ PARENT ORGANIZATION/ST. GABRIEL COMMITTEE .....	34
LOST AND FOUND .....	27	WITHDRAWAL FROM SCHOOL.....	35
<b>LUNCH PROGRAM.....</b>	<b>27</b>		

This handbook has been compiled and published for parents and students under the authority of the Pastor of Annunciation Parish. It has been written to answer frequently asked questions regarding the operation of the school. This handbook was enacted on July 1, 2016.



Cindy Shields  
Principal

As questions arise throughout the school year, please refer to your handbook. If additional information is needed, contact the school (299-6783).

Particular regulations may be modified if determined necessary by the Pastor who is the final arbiter in all matters pertaining to the operation of Annunciation Parish and School.

For any difficulties or problems encountered with policies or school regulations please see the section titled, Grievance Procedures.

### DISCLAIMER

The Archdiocese of Santa Fe Catholic School Policy Manual (ASFCSPM) governs all Parish/Regional preschools and elementary schools and the Archdiocesan high school (ASF Policy No. 1300). Additional, school specific information is included in this handbook.

Not all situations can be covered in a handbook. Annunciation Catholic School reserves the right to add or delete policy as necessary to accommodate extraordinary situations that may arise during the school year. Parents and students will be made aware of changes.

Simply through enrollment at Annunciation Catholic School parents and students enter into a covenant with the school and agree to the terms of this handbook.

### Leading the Way as Parents

The home is the first and most important school. No teacher can ever substitute for you. Your children are cheated if you shift your obligations of home training to the teachers. School staff members recognize your responsibility to:

- Support a curriculum which gives due preference to the essentials of intellectual achievement and Catholic faith, morals, and values.
- Live a full Catholic life by weekly Mass attendance, daily family prayer, Christ-like generosity and sharing of gifts and talents.
- Show a continuing interest in the progress of your children at school. Keep in touch with teachers and participate in school affairs through parent-teacher conferences and volunteer when possible.
- Impress on your children early in life that a complete education includes training the will as well as the intellect.
- Teach your children to cultivate their study habits through completion of homework and the effective use of their time. Make available a place in which to work without interruption.
- Encourage your children to view educational and/or quality programs which will broaden their educational scope. Programs subject to parental discretion (i.e. independent reading) should be viewed by an adult and child to insure the opportunity of discussing questionable material.
- Help your children to learn how to communicate the knowledge they have acquired. Ask them to start thinking about how they will put their education to use in later life. Encourage their voluntary involvement in their parish. Lead by example.
- Praise the role of teachers and priests. Avoid the danger of prejudicing your mind and the minds of others against those who play such a major role in shaping the lives of your children.

### Mission Statement

To provide a Christ-like and learner friendly environment to better serve God and community.

### Vision Statement

Annunciation Catholic School's vision is to provide a Catholic Education that recognizes and respects each student's uniqueness as a member of the Body of Christ. We awaken, recognize and honor the God given abilities

## Annunciation Catholic School

of each student by providing active learning experiences using innovative techniques and cutting edge technology. We challenge students to accept responsibility to continue Jesus' mission by being people of prayer, service, wisdom and compassion.

### School-wide Learning Expectations (SLEs)

School-wide Learning Expectations (SLEs) were developed by ACS staff in the spring of 2015. SLEs are what is expected to be embodied, demonstrated, understood, and lived by graduating 8<sup>th</sup> grade students but will be addressed from JrK – 8th grade. These are not only expectations for students but should be embraced, learned, modeled and guided by the entire adult community – parents, teachers, staff, administration, pastor, volunteers, coaches, etc.

Annunciation students will be faith-filled, active Catholics who

- Value that prayer is an integral part of their lives
- Participate in the sacraments and prayer experiences
- Have personal relationships with God
- Are knowledgeable of the teachings of the Catholic Church
- Demonstrate conviction of their beliefs

Annunciation students will be knowledgeable and active in the Seven Themes of Catholic Teaching

- Life dignity of the human person
- Call to family, community and participation
- Rights and responsibilities
- Option for the poor and vulnerable
- Dignity of work and the rights of workers
- Solidarity
- Care for God's creation

Annunciation students will be engaged learners who

- Communicate effectively
- Collaborate with adults and peers
- Think critically
- Exhibit creativity

Annunciation students will be self-aware, well rounded people by demonstrating

- Perseverance
- Self-sufficiency
- A willingness to take risks without fear of failure
- A strong work ethic

### Religious Education

The school has developed a program of religious education that begins with the JrK students. As students continue, they are prepared in third grade for the Sacraments of First Reconciliation and First Eucharist. Classroom curriculum supports this preparation but the formal processes are Parish directed activities. Proceeding into middle school, the program begins to deal with forming Catholic values and focusing on the challenges adolescents must confront. Students attend Mass weekly during the school year and actively participate in planning and conducting these liturgies. Not only does this religious education program impart knowledge about the Catholic Church and its teachings to the students, but it also supports the parents in instilling and developing the values, spirituality, and faith of their children. Students participate in the various ministries of the Church by serving at Masses and participating in the music and liturgy planning. Students are actively engaged by participating in Adoration of the Blessed Sacrament with their class on the First Friday of each month.

### Evangelization

How can we as Annunciation Parents Evangelize?

- By receiving the gift of the Eucharist as often as possible in order to be nourished and strengthened in spreading the Word of God.
- By reflecting on and communicating the importance of Catholic Education and sharing the reasons when we have chosen it for our children.
- By letting people know that we send our children to Catholic Schools primarily for the Catholicity.
- By feeling strongly about Catholic Education and being an example by centering our families around God and Church.
- By believing that Catholic Education and prayer in class are special gifts and privileges not ever to be taken for granted.
- By knowing that the way to ground our family in God daily is through school involvement, church attendance and participation in school activities.
- By reminding our children that seeing pictures and statues of Jesus, Mary, and the saints throughout the Catholic School is important and serves as a great reminder of what is important.

So *Evangelize* and let people know why you feel so strongly about Catholic Education.

## Annunciation Catholic School

### History

Annunciation Catholic School was founded in 1959 and continues to provide primary and middle school level education for students in JrK through the eighth grade.

While construction of the first school building was under way, classes were held in rented rooms at St. Pius X High School's original campus. Dedication of the new school took place March 26, 1961. By August of that year there were 560 students enrolled in grades kindergarten through eighth. For the next five years creation of additional space was virtually a yearly undertaking, mostly by bringing in World War II barracks. By 1965, enrollment increased to 690 students. Eventually, the barracks deteriorated and for the safety of the students, they were replaced by a new primary education building which was dedicated in 1981.

In 1992 four portable buildings were added and this made it possible to have a computer lab and a science lab. The old church was renovated to accommodate six additional classrooms during the summer of 1994 and four classes moved in November; all six classrooms were occupied in August 1995. The addition of a new library, computer lab and two classrooms became a reality in the spring of 1997 with occupancy of the facility in August 1997. In 1999 new refrigerated cooling and heating systems were installed in the main building and the primary building. In 2000 the entire school was re-carpeted and painted. A new gym floor and bleachers were also installed. During the summer of 2001 our school library was automated. In addition, the main buildings were re-roofed. In 2006 our generous parent community and parishioners helped fund computer networking, provided teacher computers and updated our labs with new software, equipment and furniture. The Annual Catholic Appeal helped provide a complete electrical upgrade and the Annex and portables with refrigerated air in the summer of 2006. Once again, with the help of parents and parishioners, the playground was re-fenced and artificial turf was installed in 2007. The 2007 Annual Catholic Appeal funded the replacement of the fire alarm and the public address and bell systems during the summer of 2008. New tile floors, lockers, playground equipment and a kiln were installed in 2009. Perimeter fencing was installed in 2013. The Annex was repainted and the carpet was replaced in 2014. With the help of generous donors the gymnasium was also repainted in 2014.

The generosity of parents, alumni and parishioners at the 50<sup>th</sup> Anniversary Gala (2009) provided funds for an elementary science lab and upgrades to the middle school lab and technology program. The success of this event prompted the installation of an annual fall benefit. In 2010 new musical equipment and a presentation screen were purchased with funds raised. In 2011 fall benefit proceeds provided additional technological equipment and in 2012 the art department was the beneficiary adding a storage shed, shelving, tables and art supplies. 2013 benefit funds supported classroom technology by equipping kindergarten and first grade classrooms with interactive white boards. The 2014 Fall Benefit supported the PE department providing a golf cart, archery equipment, ping pong tables, portable basketball hoops and more. Additionally, teachers were granted 'wishes' for supplies/equipment for their individual classrooms. Funds generated through the 2015 Fall Benefit and from the Jog-a-Thon (Capital Improvement Campaign kick-off) provided for the library remodel making it more of a Multi-Media Learning Commons.

Annunciation is committed to continuous improvement. In 2008 Annunciation Catholic School was honored by earning recognition for these efforts with the Roadrunner, presented by Quality New Mexico Awards. In 2011 Annunciation received its second Roadrunner level recognition from Quality New Mexico. In 2015 Annunciation was named a Top Work Place (#11) by the Albuquerque Journal an #7 in 2016.

Since 2009 almost \$70,000 has been awarded to Annunciation in grants. In 2010 Annunciation was awarded a \$40,000 grant from HP which funded a mobile laptop lab. In 2011 a \$6,000 grant was received from the Hancock foundation to fund Robotics software and hardware. In 2012 an anonymous grant donor provided \$10,000 for MS lap tops. 2013 \$3000 was awarded by Wells Fargo which funded hand held devices for 2<sup>nd</sup> grade classrooms. In 2015 the Westerman Foundation awarded ACS \$13,800 for Robotics equipment.

### Present Operation

The school currently consists of the main school building which houses grades six through eight, the library, two computer labs for computer instruction, the Tech Room and the administrative offices. The primary education building houses the JrK through second grades, the

## Annunciation Catholic School

Math and Reading Intervention Classroom and a small group learning space. The Gym/Community Center houses physical education, school athletics, social programs, meeting space for larger activities, staff lounge and cafeteria space for the students. Two portable buildings house four classrooms that are being used for music, art, science lab and Spanish during the school day and for adult religion classes in the evenings. Six classrooms in the renovated church building (now known as the Annex) house students in grades three, four and five.

### Accreditation

Annunciation Catholic School is always seeking the best and most effective ways to educate children for the 21st century, infusing this education with a strong and vital Catholic identity, while supporting parents in their role as the primary educators of their children. Every six years we have the opportunity for a very specific Self Study process leading to the re-accreditation of the school. In the spring of 2016, a Visiting Committee from Western Catholic Educational Association (WCEA) reviewed our Self Study document, including our Action Plan, for ongoing improvement and accreditation status was granted for the next six years.

### General Curriculum

In order to best serve the students, Annunciation Catholic School uses different approaches for different ages. Elementary students in grades JrK through third, follow a traditional model. Each class is self-contained with students focusing on one teacher for all of the basic subjects - Religion, Reading, Math, Writing/Language, Social Studies and Science. Spanish is offered twice a week for students in grades 2- 5 and one time per week for students in JrK-1<sup>st</sup>. JrK through 4<sup>th</sup> grade students attend computer classes once a week and while 5<sup>th</sup> grade students go twice a week and have Robotics. Physical Education classes are offered three times a week. Elementary students attend science lab, library, music and art once a week.

The middle school (grades 6 – 8) is departmentalized into six major areas: Religion, Language Arts, Literature, Math, Science and Social Studies. In addition, multiple times per week, students participate in Spanish, Computers, Physical Education and once a week have Music and Art. In order to better meet the needs of all students, some courses are gender grouped and/or

smaller learning communities are created. Students have the opportunity to participate in many programs which enhance and enrich the core program.

## ADMISSION POLICIES

Annunciation follows the ASF Policy No. 2000 in reference to admission.

All Catholic preschools, elementary schools and the Archdiocesan high school shall admit only those students who sincerely seek a Catholic education.

For admission purposes, preference is given to students who are practicing Catholics, who have a basic knowledge and understanding of the Catholic faith, and who are registered members of a parish or mission within the Archdiocese.

By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents or legal guardians acknowledge and agree that their student will participate in religious instruction and formation in the Catholic faith.

By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents or legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings. No student will be refused admission to a Parish/Regional school or the Archdiocesan high school because of race, color, national origin, or gender. Additionally:

- A. All students must be in compliance with the minimum age requirements of the State of State of New Mexico in order to enroll; students entering Kindergarten must be 5 by September 1st.
- B. Locally set admission priorities and/or preferences including:
  1. Dates for application, registration, testing, admission acceptance and parent/student commitment procedures and deadlines;
  2. An interview with the parent or legal guardian and student, when possible; and
  3. A statement regarding application, tuition and other fees.
- C. If a student applies to transfer from one Parish/Regional school to another (except in the

## Annunciation Catholic School

case of a student who is entering high school), the Principal/Preschool Director of the school to which the student wishes to transfer may request that the parents or legal guardians of the student provide a reason for the requested transfer.

- D. If a student applies to transfer from one Parish/Regional school to another (except in the case of a student who is entering high school), the Principal/Director of the school to which the student wishes to transfer should confer with the Principal/Preschool Director of the school from which the student wishes to transfer.

### Home-Schooled Students

Parents or legal guardians who seek admission to a Parish/Regional school, or the Archdiocesan high school for children who have been home-schooled shall provide proper documentation to the school that will allow the school to properly evaluate and place the student. Such documentation shall include, but not be limited to: immunization records, samples of student work, report cards (if applicable), recommendation from the leadership of the home school, copy of curriculum used by the home school with the student, and grade level/subject testing. At the school's discretion, the student may be required to undergo standardized testing or admission testing prior to admission. In the event of such testing, and if it is administered by a third party or agency, the parents or legal guardians of the student may be asked to pay for the testing. The school reserves the right to place the student in the grade or course that the school deems appropriate.

### Admittance of Non-Catholic Students

Parish/Regional schools and the Archdiocesan high school may admit a student who is not Catholic, provided that this student will not displace a Catholic student, and provided that the student and his/her parents/legal guardians clearly understand that the student will be required to participate in Catholic religious instruction and school activities related to the Catholic identity of the school. Parents/legal guardians of non-Catholic students acknowledge and agree that students will participate in religious instruction and formation in the Catholic faith. By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents/legal guardians acknowledge and agree that they will support the

philosophy and mission of the Catholic school and all Catholic teachings.

### Students with Special Needs

Annunciation is not equipped to meet the needs of students who have special needs beyond the regular curricula. However, with diagnostic evaluations Annunciation can address the needs of students who require accommodations to meet academic needs. If a teacher observes that a student is having academic or social difficulty, he/she will discuss the matter with the principal and the parent and/or guardian. By federal law all children with an identified need have access to evaluation services by the local public school district.

## AFTER CARE

### After Care Hours

- 3:15 – 6:00 p.m. on regular school days
- 1:15 – 6:00 p.m. on early dismissal days

**Fees & Payments** After Care services can be used on an as needed basis. After Care fee is \$5/hr prorated to the minute. Billing occurs through Sycamore

### Information, Registration &

The primary focus is always the safety of your child/children which is why it is imperative that within our program we are aware of who is using it and that it is adequately staffed with supervising personnel. All students are to check in with After Care personnel. Parents must inform personnel that they are checking their child out when they pick them up. If the child is not signed out properly the family will be charge until 6:00 pm. A late fee may be charged if a child is picked up after 6:00.

Specific and varied activities are planned each day including study time. Snacks are provided each day. It is recommended that an extra snack be sent with your child if they stay past 5:00.

Students are required to follow school rules.

### Emergency Use of After Care

Parents who find themselves in an emergency situation should call and inform the school office to ensure that your child is taken to After Care.

APPEAL PROCESS

ASF Policy No. 1310 clearly outlines the appeal process.

Any appeal concerning any matter relating to Parish/Regional preschools and elementary schools and the Archdiocesan high school shall be processed in accordance with the following regulations:

**A. Resolution of Ordinary Differences within the School Community**

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed:

1. In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
2. If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school principal/director. The specific provisions for a fair process are to be contained in the local school handbooks.
3. If the Principal/Preschool Director is believed to be acting contrary to Archdiocesan or local school policy, or if there is a disagreement regarding the principal's or preschool director's decision affecting a student, then the student (18 years or older), the student's parent or legal guardian may request that the Pastor/Rector in the case of a Parish/Regional school or the Superintendent in the case of the Archdiocesan high school review the matter or the decision.
4. If the conflict cannot be resolved in an elementary school or preschool following steps one through three above, then a parent, student (18 years or older) or employee may have recourse to the Superintendent.
5. If an aggrieved party requests that the Superintendent review a matter or a decision arising out of a local school, the Superintendent may (at his or her sole option) assign a hearing officer to review the matter and take testimony if necessary. The Superintendent may consider

evidence obtained by the hearing officer in reviewing the matter and in making his/her final decision.

**B. Recognition of Local Authority**

In cases involving Principal and Pastor discretion, the Catholic Schools Office recognizes the local administrations' authority to exercise discretionary rights within the parameters of local and Archdiocesan policy.

**C. Appeal of Required Withdrawal of a Student**

If a Principal/Preschool Director requires, for whatever reason, that a student withdraw from school, the student (if 18 years or older), or the parent or legal guardian may appeal the principal's/director's decision following the steps in A. 3 and 4 above.

**D. Appeal of Other Serious Decisions**

There shall be no right of appeal for a student, parent or legal guardian if a Principal/Preschool Director takes some disciplinary action toward a student other than required withdrawal from the school. There shall be no right of appeal, for example, for the suspension of a student, or for detention. There may be occasions; however, where a Principal/Director's decision has serious consequences and the student (if 18 years or older) or the student's parent or legal guardian requests a review by the Pastor/Rector or Superintendent. It shall be within the sole discretion of the Pastor/Rector or Superintendent to determine whether to review the decision.

**E. Process of Appeal**

When a parent, an employee or a student (18 years or older) believes his/her rights have been violated and/or the Principal/Director and/or Pastor/Rector is believed to be acting contrary to Archdiocesan or local policy, the person may submit an appeal in writing to the Superintendent with the following information, provided steps one through three above have been followed:

1. The subject of the appeal.
2. Any factual data, other than hearsay, the person considers appropriate.
3. The efforts that have been made to resolve the issue
4. The decision of the Principal, Preschool Director and/or Pastor/Rector must be appealed within ten (10) working days of the communication of that decision by the aggrieved party.
5. The Superintendent may, in his or her sole discretion, designate another person to hear the

## Annunciation Catholic School

appeal and to render a decision on the Superintendent's behalf.

6. If the Superintendent accepts the appeal, the Superintendent (or his or her designee) shall have the discretion to review documents and take testimony (if necessary) from any witness who may have knowledge or information regarding the subject of the appeal. Should a hearing be necessary, the Superintendent may hear the appeal alone or form a hearing committee, if s/he deems appropriate.
7. The decision of the Superintendent is final and binding and concludes the appeal process. There shall be no further right of appeal.
8. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process may the parent, employee or student (18 years of age) be represented by an attorney.

### APPEARANCE, ATTIRE & UNIFORMS

Please enforce the appearance and attire requirements in your own home. Do not leave that responsibility to school personnel as it interferes with the learning of your child and other students.

A neat and clean appearance is to be maintained by all students. Clothing is to be clean and in good repair.

#### Hairstyles

Only natural hair color is acceptable. Noticeable highlights are not permitted. Boys' hair may not extend below the collar or below their ears unless worn so due to cultural norms (Native American customs). Hair should not hang over eyes - bangs cannot be below eyebrows.

#### Jewelry

Jewelry is easily broken, lost or misplaced and should be avoided - wear at your own risk. Jewelry may not be worn during PE. Multiple earrings are not allowed. Jewelry may not be a distraction. Appropriateness of jewelry is left to the discretion of the administration. Boys may not wear earrings. Body piercing is not allowed.

#### Make-up

Make-up may not be worn by any students in grades JrK-7th. 8th grade girls are permitted (with parental permission) to wear minimal, tasteful, neutral colored make-up. If at any time this privilege is abused the privilege will be revoked. Make-up may not be brought to school.

#### Nail Polish

Nail polish is permitted unless it becomes a distraction. Nail polish may not be brought to school. Fake nails are not permitted.

#### Shoes

Shoes must have a closed toe and heal. Athletic shoes or appropriate dress shoes (i.e. Mary Jane's, loafers) are acceptable - sandals and slippers are not acceptable for safety reasons. Boots may be worn on Spirit Days only.

#### Socks/Tights

Socks must be worn and need to be white, navy, grey, black or hunter green. Socks must be crew or knee in length. White, navy, black or hunter green tights may be worn under jumpers or skirts. Pants may not be worn under skirts or jumpers.

#### Spirit Wear

Spirit Wear can usually be worn on early dismissal days unless noted differently. Please see the monthly calendar posted on our student information system, Sycamore. Additional Spirit Wear days may also be announced in the same manner. Spirit wear consists of the following:

- any or all uniform items
- appropriately fitting (not too loose not too tight – NO skinny jeans) blue, black, khaki denim or pants - full or capris length (mid shin) with no rips or tears;
- Spirit Shirts - can be purchased from *Sterling Outfitters* or any shirt from any Annunciation related event.

#### Uniforms

Uniforms and dress code help to identify our students. They are to be kept neat, clean and in good repair and should be worn with pride.

## Annunciation Catholic School

If uniforms are not within acceptable guidelines the following steps will be taken for the given grade levels.

### K – 4<sup>th</sup> Grade

1. Parents will be sent an e-mail reminding them of the requirements
2. Parents will be called to bring suitable uniform/attire while the student returns to class.

### 5<sup>th</sup> – 8<sup>th</sup> Grade

1. Student will be reminded of the requirements
2. Student will call parents to bring a suitable uniform/attire while the student returns to class.
3. Parents will be called to bring change of clothing while the student waits in the office.

To avoid this situation and the ensuing waste of time to obtain the correct attire, please monitor your child's dress before he/she leaves for school.

## UNIFORM GUIDE FOR 2016-2017

The Blackwatch plaid, monogrammed items (pants, middle school polos, Mass dress shirts, sweatshirts and sweaters, spirit wear t-shirts and PE shirts need to be purchased from **Sterling Outfitters, located at 2329 Wisconsin St. NE (Suite G) 87110 505-250-7555.**

### Boys: Kindergarten – 5th Grade

#### Mandatory

- Monogrammed navy blue pants (purchased through Sterling Outfitters)
- Light blue polo (pique or dry-fit) or button down shirt (short or long sleeved). If undershirt is worn it must be white, light blue or navy and not extend beyond the uniform shirt sleeve.

#### Mass Dress

- Monogrammed navy blue pants, light blue polo or button down shirt & prefer hunter green sweater or vest (Nov.–Feb.). No jackets or sweatshirts may be worn in Church.

#### Optional

- Monogrammed hunter green v-neck/cardigan sweater/vest (purchased through Sterling Outfitters)
- Monogrammed hunter green sweatshirt (purchased through Sterling Outfitters)
- Belt (brown, black, navy or white)

- Spirit shirt
- Annunciation jacket & other fan wear

Note: Only uniform sweaters, vests, sweatshirts or jackets may be worn in classrooms.

### Girls: Kindergarten – 3rd Grade

Note: Skirt length may vary, but at a minimum, skirt length must be NO shorter than two (2) inches above the knee cap.

#### Mandatory

- Blackwatch plaid jumper and/or monogrammed navy blue pants (both purchased through Sterling Outfitters)
- White polo (pique or dry-fit) or white button down blouse

#### Mass Dress

- Blackwatch jumper and/or monogrammed navy blue pants, white polo or blouse and prefer hunter green sweater (Nov.-Feb). No jackets or sweatshirts may be worn in Church.

#### Optional

- Monogrammed hunter green sweatshirt (purchased through Sterling Outfitters)
- Monogrammed hunter green v-neck/cardigan sweater/vest (purchased through Sterling Outfitters)
- Spirit wear shirt
- Annunciation jacket & other fan wear

Note: Only Annunciation sweaters, vests sweatshirts or jackets may be worn in classrooms.

### Girls: 4th & 5th Grade

Note: Skirt length may vary, but at a minimum, skirt length must be NO shorter than two (2) inches above the knee cap.

#### Mandatory

- Blackwatch plaid skirt and/or monogrammed navy blue pants (both purchased through Sterling Outfitters)
- White polo (pique or dry-fit) or white button down blouse
- 5th grade PE shirt – any Annunciation t-shirt

#### Mass Dress

- Blackwatch skirt or monogrammed navy blue pants, white polo or blouse and prefer hunter green sweater/vest (Nov.–Feb.). No jackets or sweatshirts may be worn in Church.

## Annunciation Catholic School

### Optional

- Monogrammed hunter green cardigan/v-neck sweater/vest (purchased through Sterling Outfitters)
- Monogrammed hunter green sweatshirt (purchased through Sterling Outfitters)
- Spirit shirt
- Annunciation jacket & other fan wear

Note: Only Annunciation sweaters, vests or jackets may be worn in classrooms

### Boys: 6th – 8th Grade

#### Mandatory

- Monogrammed navy blue pants (purchased through Sterling Outfitters)
- White button down monogrammed shirt (purchased through Sterling Outfitters)
- Monogrammed hunter green or white polo (pique or dry-fit) shirt purchased through Sterling Outfitters. If an undershirt is worn it must be white, navy or black and not extend beyond the uniform shirt sleeve.
- Belt (brown, black, navy or white) is to be worn when shirt is tucked in.
- PE shirt – can be any Annunciation t-shirt

#### Mass Dress

- Monogrammed navy blue pants, tucked in monogrammed white button-down shirt (clean and ironed) and prefer hunter green sweater/vest (Nov.–Feb.). No jackets or sweatshirts may be worn in Church.

#### Optional

- Monogrammed hunter green v-neck/cardigan sweater/vest (purchased through Sterling Outfitters)
- Spirit shirt
- Annunciation jacket & other fan wear

Note: Only Annunciation sweaters, vests or jackets may be worn in classrooms. Annunciation sweatshirts are only permitted on Spirit Wear days.

### Girls: 6th – 8th Grade

Note: Skirt length may vary, but at a minimum, skirt length must be NO shorter than two (2) inches above the knee cap.

#### Mandatory

- Blackwatch plaid skirt and/or monogrammed navy blue pants (both purchased through Sterling Outfitters)

- White button down monogrammed blouse (purchased through Sterling Outfitters)
- Monogrammed hunter green or white polo shirt (pique or dry-fit) and both are to be purchased through Sterling Outfitters
- PE shirt - can be any Annunciation t-shirt

#### Mass Dress

- Blackwatch skirt or monogrammed navy blue pants, tucked in monogrammed white button-down shirt (clean and ironed) and prefer hunter green sweater/vest (Nov.–Feb.). No jackets or sweatshirts may be worn in Church.

#### Optional

- Monogrammed hunter green cardigan/v-neck sweater/vest (purchased through Sterling Outfitters)
- Spirit shirt
- Annunciation jacket & other fan wear

Note: Only Annunciation sweaters, vests or jackets may be worn in classrooms. Annunciation sweatshirts are only permitted on Spirit Wear days.

#### Used Uniform Sale/Swap

Used uniform swaps/sales will take place prior to school starting or shortly after. If stock allows, a sale may occur in January of each year. Please look to Sycamore for specifics. Lightly used plaid uniforms, sweaters and jackets will be sold through the sale. If at any time, you have any of these items that you would like to donate to the sale, please drop them off at the school office.

## ATHLETICS

Annunciation Catholic School is a member of the Albuquerque Parochial Independent Athletic League (APIAL). The League makes decisions at the beginning of each school year as to the competitive sports to be made available to all member schools. In order to compete in the League, all students in grades 1 - 8 must have a *Release Form* and *Medical Examination Form* completed annually and must be on file by the beginning of the current school year. Forms can be picked up in the school office or downloaded from the student information system, Sycamore.

## Annunciation Catholic School

### Eligibility

- Any student receiving two D's or one F will be placed on academic probation. It is the student's responsibility to maintain at least a C average to ensure this. Students will have teachers sign a grade check weekly. If a student's grades fall below a C average they will become ineligible to play for that season.
- Any student in mid-school who receives three 1's in conduct or effort from three different teachers is cause for concern. That student will meet with the principal or Athletic Director and a contract will be developed. It will be the responsibility of the student to get teacher signatures on a weekly basis. If a student does not meet the requirements of the contract he/she will be ineligible for the rest of that season. If a student receives a 1 in conduct or effort he/she could be ineligible for the following nine weeks.
- Any student who has successfully made a team tryout and is placed on a team roster is required to pay a sports activity/participation fee.
- Participation Release Forms and medical forms must be on file with the Athletic Department by the beginning of the current school year.

### Team Sports Guidelines

- The student shall display conduct which reflects the goals, objectives, and philosophy of the school.
- The Athletic Director will determine which students are assigned to the varsity and junior varsity squads based on numbers.
- The student's parents must accept full responsibility for any injuries sustained during practice or participation in all team or squad activities. Insurance is the responsibility of the parent.
- No student will practice with the team or play in any game until an APIAL Physical Form is on file in the school office.
- When a student is absent from school due to illness he/she may not participate in practices or games scheduled on that same day.
- A student may not practice or play if they have been suspended.

### Team Sports Recognition for Participation

In order to receive recognition and credit from the athletic department for successful participation on a

sports team (which includes Chess) a student must participate in at least 50% of each season.

### Sports Equipment

Students may bring their own sports equipment to school for use during recess hours; however softballs, hard baseballs, bats, skateboards, scooters and roller blades/skates are excluded. Label all equipment. Annunciation is not responsible for broken, lost or stolen items.

## ATTENDANCE, SCHOOL HOURS, ARRIVAL & DISMISSAL PROCEDURES

### Attendance Guidelines

Regular attendance is necessary if one is to be successful in school. Absentees miss valuable class instruction, discussion, and continuity of work. Because of this, leaving school for sport related trips or a vacation is discouraged because these absences may result in lowered achievement levels. It is the family's (student's) responsibility to ensure work is made up.

It is the responsibility of each family to have students in regular attendance. If it is necessary for a student to be absent for an entire day or a portion of a day, the PARENT is to contact the school by 8:30 a.m. You may also leave a voice mail message prior to the office opening at 7:00. Otherwise for the safety of the students, a call will be placed to the student's home to ensure their well-being.

Assigned homework can be found on Sycamore. If books need to be collected prior to the students returning, please call the school office to make arrangements. Students will have a reasonable amount of time to complete make-up work (typically one day for each day absent). Tests or long term projects assigned prior to an absence are due or are to be taken on original assigned dates.

Any time a student is not in school, with the exception of a school-related function, the absence will be counted on the class attendance record, the report card and the Permanent Student Record card. The school has the right to request that any absence be substantiated by an official document, such as a letter from a physician, etc.

## Annunciation Catholic School

### School Hours

Regular School Hours: 8:00 a.m. - 3:15 p.m.

Early Dismissal Hours: 8:00 a.m. - 1:15 p.m.

Tardy: 8:05 a.m.

If a student is tardy (after 8:05) they must report to the school office to be signed in for the day. A tardy slip will be issued for admittance to class. Please remember that a student arriving late to class is disruptive and should be avoided. Excessive tardiness will be dealt with on an individual basis.

The length of school day is depicted in ASF Policy No. 1420: Instructional time on all regular school days in all Parish/Regional elementary schools and the Archdiocesan high school will be at least that required by the State of New Mexico. Minimal school days may be taken for the purpose of professional development or for extended faculty meetings. On minimal school days, schools must be in session a minimum of either one-half period more than half the total number of periods or 3.5 hours. Parental notice of minimal school days should be given well enough in advance for parents to make arrangements for after school care. Whenever possible, minimal school days will be noted on the annual school calendar. The Superintendent must approve requests for exceptions to the minimal school day requirements.

In order to provide the safest environment possible, an arrival and dismissal plan is in place. Keep in mind that your child's safety is our first and foremost concern at all times.

### Gate Etiquette

Perimeter fencing and gates have been installed for safety purposes. It is imperative that these be treated as such. DO NOT jump the fence, reach over to open the fence, etc. Model the behavior expected of students. Perimeter gates will be locked at 8:05 each morning. Gates will be unlocked at 3:10. During the school day visitors are to enter the main building near the flag pole and check in at the main office.

### Drop Off/Pick Up Zones

Drop off/pick up zones are located for each entrance. Parking is not permitted in drop off/pick up zones.

Building	Drop Off/Pick Up Zones NO PARKING
Main (6 <sup>th</sup> -8 <sup>th</sup> ) Gym/CC	<ul style="list-style-type: none"><li>• along Utah in front of the flag pole</li><li>• most south lane in the main parking lot – heading east</li></ul>
Primary (JrK-2 <sup>nd</sup> )	<ul style="list-style-type: none"><li>• along Utah in front of the JrK playground</li><li>• along Phoenix</li></ul>
Annex (3 <sup>rd</sup> -5 <sup>th</sup> )	<ul style="list-style-type: none"><li>• along Phoenix</li><li>• along Vermont in front of the Annex</li></ul>

### Arrival Information

1. Students are not to be on campus before 7:30
2. Students arriving between 7:30 and 7:50 a.m. are to report to Before Care in the gym, 6–8<sup>th</sup> graders may come to the hallway of the main building. Students will be dismissed to their classrooms at 7:50 a.m. JrK – 2<sup>nd</sup> grade students will be escorted to their classrooms by an adult.
3. Students arriving after 7:50 a.m. should be dropped off in a designated drop off zone. NO PARKING is permitted in drop off zones. If a parent wishes to walk his/her child into the classroom, they need to park in a parking lot. NO PARKING is permitted at the curb of any street bordering the school. Further, a parent may not double park (even to drop off a child) as this is a danger to both our students and other drivers.
4. Students arriving after the tardy bell (8:05 a.m.) are asked to report with their parent to the school office for a tardy slip.

### Dismissal Information

1. At the end of each school day, car pool/siblings students will be allowed to go directly to a specified class to meet with their other car pool/sibling students. Please notify the teachers involved. Usually students report to the classroom of the youngest car pool child/sibling.
2. At 3:15 all teachers grades JrK through 5 will dismiss students from their designated area until a parent, guardian or car pool parent arrives to take them home – see individual teachers for designated pick up area. Teachers will stay with their class until all students have been picked up or until 3:25/1:25.
3. At 3:25/1:25 p.m. any remaining elementary students remaining will be escorted by their teacher to After Care.

## Annunciation Catholic School

4. By 3:30 ALL remaining Middle School students must be in Homework Club, working with a teacher, in After Care or participating in a practice/game. No student is allowed to go off campus without adult supervision including those waiting for practice or games unless permission has been given by both parents and administration. If students do not follow these rules, parents will be asked to ensure they are picked up at 3:15 daily and the privileges of Homework Club and After Care will be revoked.

### Student Departure from Campus

Students in grades JrK-8 of the Archdiocesan School System are not allowed to leave campus during school hours on their own accord. Additionally, students are not allowed to walk off campus at any time without adult supervision. Students who walk home from school need to make individual arrangements with the office. Students must not be directed to meet their ride/car pool away from the Annunciation Catholic School Campus.

A student needing to leave before the day has been completed or who leaves for a scheduled appointment is to observe the following.

1. The parent/guardian must physically present himself/herself at the office to request that the student be dismissed.
2. The parent/guardian is to obtain a designated form indicating the name of the child, the time and date of departure, the name of the person taking the child, and the office person who completed the form.
3. The parent/guardian is to present the written permission form for early dismissal or release to the student's teacher who authorizes student's release.

If a student is returned to the school following an appointment or other business, the parent/guardian is to return the original signed permission form to the office where it is to be kept as a permanent record.

In the event that some person other than the parent/guardian requests a student, the following is observed:

1. The individual is to fully identify himself/herself to the school office and state the reason for his/her presence. The individual's identification

will be examined and the parent/guardian will be called to assure that the individual meets with approval (unless the parent/guardian has previously called the school or presented a written statement giving advance permission which is already on file in the office).

2. If the individual meets the established criteria, the student will be released following the procedure stated previously.

In the event that law enforcement officers request an interview or the release of a student, the following is observed:

1. The principal, assistant principal or pastor are notified immediately;
2. The law enforcement officers will identify themselves and provide the proper identification. The law enforcement officers' home office and/or supervisor is to be contacted in order to assure the legitimacy of the authorities' presence and purpose;
3. The parent/guardian will be contacted if allowable by law.

### Truancy

Truancy is defined as being absent from school without permission.

1. Truancy is a violation of the New Mexico Education Code.
2. Truancy will not be tolerated.
3. No truant student will be readmitted until a conference with parent(s)/guardian(s) and the principal has been held.
4. Truancy may cause a student to be dis-enrolled.

## BEHAVIOR

This handbook contains general rules for behavior, but cannot cover every single situation that requires discipline. Situations that are not specifically detailed in this handbook will be handled individually according to the norms of acceptable behavior.

Each teacher is responsible for maintaining order within his/her classroom. The enforcement of general school regulations as well as classroom rules is within the authority and responsibility of all staff members. Assigning detentions and/or other corrective measure

## Annunciation Catholic School

for misbehavior is at the discretion of the teacher or administrator.

### Code of Christian Behavior/Classroom Rules

All classrooms must have rules of conduct that the students are expected to follow to ensure that a learning atmosphere is maintained for all students. All classroom rules will reflect the general Code of Christian Behavior (stated below) that is expected of all students at all times.

- Students are expected to conduct themselves in such a way as to bring credit to their school, their classmates, and to themselves.
- Students are expected to be polite and courteous to all adults in our school community. Correction for misconduct by any staff member is to be accepted.
- Respect for all gifts from God is to be shown at all times. All students are expected to have a concern for the property of the school/parish as well as the property and person of their peers.
- Willful disobedience, disrespect, and defiance of proper authority will not be tolerated.
- Cursing, abusive language, slander, lying and cheating are not acceptable.
- Use of alcoholic beverages, tobacco, and other drugs or any actions which may reduce or impair the effectiveness of the human body or mind are considered to be an abuse of God's gifts.
- Possession of any weapon which could endanger the life or safety of others is unacceptable.
- Respecting the feelings and the needs of others is a Christian goal and is expected of all.
- Activities and actions are to be guided by the all-inclusive rule that we respect one another.

Please note that Annunciation Catholic School recognizes that every student has a right to learn, and any act by a classmate which interferes with that right will be addressed.

The true goal of any disciplinary measure is to assist the student in achieving self-discipline which will manifest itself in clear and logical reasoning and in action which is consistent with good moral principles. As citizens in a democratic society, students must be given the opportunity to participate actively and responsibly in school life. When a student's behavior infringes upon the rights of others or against the educational process, the student must be corrected and given the reason(s)

for any corrective measure administered. Corrective measures are intended to be positive acts rather than punitive. When punitive measures are necessary the following may be used by teacher/administrators.

### Detention Policy Grade 1-4

Students may be kept after school by individual teachers for 15 minutes to discuss ways to make more Christ-like decisions or to complete missing work.

### Detention Policy Grade 5-8

Minor infractions will be handled by classroom teachers. Thirty minute after school detentions may be issued by classroom teachers for an infraction that compromise the learning process, the environment or to complete missing or incomplete work. Students will notify parents of detention prior to the end of the school day.

Forty-five minute after school detention may be issued for repetitive negative behaviors and/or more serious infractions. Parents will be notified prior to the day the detention is to be served.

### Suspension Policy

Suspension as depicted in ASF Policy No. 2450 refers to the isolation of a student from some or all classes and/or school activities. Suspension is defined as a temporary dismissal of a student from the school. Suspension is a serious consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success.

Major offenses or a serious interruption to the learning atmosphere undermining the standards and morals of our school may lead to suspension, probation or permanent dismissal as determined by the administration are:

- serious fighting involving actual or potential bodily harm to another student (e.g., rock throwing and punching that cannot be attributed to accidental injury);
- deliberate and open verbal and/or physical defiance of an authority figure which includes the clergy, administration, teachers, staff or volunteers;
- vandalism - defacing school or parish property, graffiti or arson;
- theft;

## Annunciation Catholic School

- unauthorized leaving of the school grounds or excessive absenteeism;
- possession of pornographic material (electronic or printed) or other unsuitable material;
- possession of weapons, alcohol, tobacco, drugs, drug paraphernalia or items deemed as inappropriate;
- smoking on any parish property or during school-sponsored events or having in their possession matches/and or a lighter;
- any act deemed by faculty or administration to undermine the Christian values of community, social concern, fellowship, charity, etc., which are essential to the Christian training provided at Annunciation;
- parental harassment or undermining of clergy, administration, faculty and staff or continued non-cooperation with stated school rules.

A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation.

The student may be required to attend school, but be separated from classes (in-school suspension) or remain at home (out-of-school suspension). The suspended student will be expected to continue schoolwork on an independent basis either at school or at home. Whether a student is in or out of school, suspension may not exceed three days, except in extraordinary circumstances or to allow time to complete and investigation or inquiry pending expulsion.

Suspension may encompass extracurricular activities subject to the school's handbook. School officials shall make reasonable efforts to notify the student's parents or legal guardians prior to imposing any suspension upon a student. In situations where immediate suspension is warranted, school officials shall notify a student's parents or legal guardians about the suspension as soon as is practicable under the circumstances.

The school shall keep a written record including date of the suspension, reasons, notes relating to the conference with the parents and terms and conditions of the suspension that shall be signed by the parent and Principal/Preschool Director. A copy of the record must

be kept in a file separate and apart from the student's Permanent Record.

The Principal/Preschool Director must approve any suspension of a student.

### Probation

Probation as described by ASF Policy No. 2440 refers to the careful supervision and evaluation of the student's conduct or academic progress for a specified period, at the end of which a determination is made concerning whether the student has corrected the misconduct or made appropriate academic progress.

A student may be placed on probation by the Principal/Preschool Director. Probation may be imposed in accordance with rules established by the school. At Annunciation probation may be imposed when a student's behavior or academic progress are a grave concern to teachers or administrators. A student may be put on probation when all other interventions have not been successful.

Probation shall include an agreement in writing between or among the student, parents or legal guardians and the school administrator addressing the student's misconduct or academic deficiencies, duration of probation, corrective measures to ensure compliance with applicable rules or requirements and the consequences of any violation of the terms of the probation. Parents must be notified in writing when the probation is terminated or if it is to be extended.

Subject to compliance with the terms of the probation agreement, a probationary period shall not exceed two semesters.

### Expulsion

Expulsion is defined by ASF Policy No. 2460 and is the permanent dismissal of a student from school which is an extreme measure to be taken only as a last resort:

1. after all other efforts of motivation and counseling have failed or
2. where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or
3. as set forth in Policy 2470 regarding student withdrawal on grounds of parental behavior. Local schools should publish in the parent/student

## Annunciation Catholic School

handbook a non-exclusive list of those actions that may constitute expulsion.

### Procedures for Expulsion

- A. A record shall be kept of previous measures of remediation, counseling, probation, conferences and/or suspensions. This documentation should include written communication between the school and the family. **In the case of serious circumstances as described in "A" above, the student shall be immediately suspended until the process described in numbers B-H can be completed.**
- B. Parents MUST be informed by WRITTEN notice that expulsion is contemplated.
- C. A conference shall be held with parents, student, Principal/Preschool Director, Pastor/Rector, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
- D. Expulsion should be determined only after consultation with the Superintendent (and the Pastor/Rector in Parish/Regional schools and preschools). The final decision to expel a student rests with the Principal/Preschool Director and Pastor/Rector with the knowledge and consent of the Superintendent.
- E. Once the decision has been made to expel a student, WRITTEN notification of the decision must be sent to the parents and a copy forwarded to the Superintendent.
- F. The Principal/Preschool Director shall notify the parents in writing of the appeal process. (See Policy 1310)
- G. The Principal/Preschool Director shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a file separate and apart from the Student Permanent Record.

### Student Harassment and Bullying

The ASF Policy No. 2410 strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), whether verbal, physical, visual or environmental. Any student who violates this policy will be subject to disciplinary action, up to and including required withdrawal.

Each Parish/Regional school and the Archdiocesan high school shall develop and disseminate a policy, in the context of the school mission and Catholic identity, which addresses student-to-student bullying and harassment. This policy shall state that it prohibits any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile or offensive, education environment.

In addition to this statement, the policy shall contain the following: descriptive behaviors; procedures for reporting; investigative procedures; consequences and penalties; discretion statement that allows the Principal/Preschool Director and Pastor/Rector (Superintendent for the high school) to review individual situations and waive any or all penalties. The policy should also state if the school provides a bullying/harassment prevention program for staff, students, and parents and how individuals may access that program.

### Withdrawal due to Parental Behavior

According to ASFCS Policy No. 2460 normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for ANY of the following reasons:

- A. Refusal to cooperate with school personnel; or
- B. Refusal to adhere to Archdiocesan or local policies and regulations; or
- C. Interference in matters of school administration or discipline.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The Principal/Preschool Director must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or Policy 2470 would be enforced. If such effort does not correct the situation then after consultation with the Superintendent, the Pastor and the Principal the parents may be required to withdraw their child. Documentation signed by the Principal/ and parents as well as any other information or evidence of consultation with the parents on the matter must be retained on file.

## Annunciation Catholic School

If the parents refuse to accept the withdrawal, the procedures for expulsion shall be followed as outlined in letters B - G in ASF Policy No. 2460.

Registration for the following school year may be denied on the basis of this policy but is not limited to the actions specified herein.

### Annunciation's Bullying Prevention Policy

Annunciation Catholic School acknowledges that its purpose for existence is rooted in the mission of the Church. In this regard, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to bullying, cyber bullying or retaliation. Bullying, cyber bullying and retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe and embracing environment. The school's staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying and cyber bullying and retaliation are not to be tolerated.

### Bullying Definition

Bullying is defined as an unbalance of power used by one or more students over a period of time in written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, directed at a targeted student which results in:

- physical or emotional harm to another student or intentionally damaging another student's property;
- places a target student in reasonable fear of harm to him/herself or of damage to his/her property;
- creates a hostile environment at school for the targeted student;
- infringes on the rights of the targeted student at school; and/or
- materially and substantially disrupts the education process or the orderly operation of the school.

Examples of bullying may involve but are not limited to REPEATED:

- Unwanted teasing
- Threatening remarks
- Intimidating
- Stalking
- Cyber-stalking
- Physical violence

- Theft
- Sexual, religious, racial or any other type of harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion
- Rumor or spreading falsehoods

Cyber-bullying is defined as bullying through the use of technology or any electronic communication, which shall include, but not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a

Cyber-bullying shall also include the creation of a web pages, blogs or other social media communication in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the condition enumerated in the definition of bullying.

Annunciation Catholic School is committed to providing all students with a safe learning environment that is free from bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

### Policies & Procedures for Reporting & Responding to Bullying & Retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians and may be oral or written. Oral reports made by or to staff members shall be recorded in writing. A school staff member is required to report to the Principal or Asst. Principal any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school staff member, may be made anonymously. Reports may be made anonymously, but no disciplinary action will be taken against the alleged

## Annunciation Catholic School

aggressor solely on the basis on an anonymous report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member or with an administrator.

Before fully investigating the allegations of bullying or retaliation, an administrator will take steps to assess the need to restore a sense of safety to the alleged student target to protect him or her from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the student or aggressor in the classroom, or at lunch, identifying a staff member who will act as "safe person" for the targeted student. The principal will take additional steps to promote safety during the course of and after the investigation as necessary.

An administrator will investigate all reports of bullying and retaliation and in doing so will consider all available information known, including the nature of the allegation and the ages of the students involved. The principal will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal will take steps reasonably calculated to prevent recurrence and to ensure that the targeted student is not restricted in participating in school or school activities. The principal will

1. determine what remedial action is required, if any and
2. determine what responsive actions or disciplinary action is necessary.

Depending upon the circumstances, an administrator may choose to consult with the students' teacher(s), and the targeted students and aggressor's parents to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal will promptly notify the parents of the targeted student and the aggressor about the results of the investigation and if, bullying or retaliation is found, what action is being taken to prevent further acts. If the principal decides the disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal, including the nature of the conduct the age of the students involved, and the need to balance accountability with the teaching of

appropriate behavior. Discipline will be consistent with the school's code of conduct.

Because of the legal requirements regarding confidentiality of student records, the principal, cannot report specific information to the targeted student's parents about the disciplinary action taken unless it involves a "stay away" order or other directive that the targeted student must be aware of in order to report violations.

Within a reasonable amount of time following the determination and the ordering of remedial or disciplinary action, an administrator will contact the targeted student to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed.

Parents, teachers, and staff have the responsibility for teaching our children to be civil to one another and to promote understanding of and respect for diversity and difference. We are all role models at all times to those children in our care. If we act in an accepting, patient "Christ-like" manner our students will do the same.

### **Annunciation's Harassment Policy**

Harassment by supervisors, employees, students, and parents/guardians is prohibited.

The Archdiocesan School System of Santa Fe prohibits harassment of employees by other employees, supervisors, students or parents. Harassment is unacceptable conduct and WILL NOT be tolerated. All supervisors, employees, students and parents should exercise due care to see that the school is free from ALL forms of harassment. HARASSMENT IS PROHIBITED BY LAW.

For purposes of this policy, the term 'harassment' consists of knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person and which serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress. Harassment may constitute a form of employment discrimination when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student;
- submission to or rejection of such conduct by an individual is used as the basis for a decision

## Annunciation Catholic School

affecting the individual's employment or status as a student;

- such conduct has the purpose or effect of unreasonable interference with an employee's work performance or a student's school performance; or
- such conduct has the purpose or effect of creating an intimidating, hostile or offensive work or school environment.

Sexual Harassment includes, but is not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcomed comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display of sexually suggestive objects or pictures; and unwelcomed sexual advances by vendors or other visitors if the advances are condoned explicitly or implicitly by the school.

Parental/Guardian Harassment, under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the attitude of parent/guardians; nevertheless, it is recognized that a situation could arise in which the uncooperative or disruptive attitude of parent/guardians might so diminish the effectiveness of the school in acting loco parentis (in place of parents) that continuation of the student could be impossible. Such situations include, but are not limited to:

- any parent, guardian or other person who insults, character assassins or abuses any clergy, teacher, administrator or coach of the school in the presence or hearing of a student.
- any parent, guardian or other person who insults or abuses any teacher in the presence of other school personnel or students and at another school sanctioned activity located off campus requiring teacher participation.

Be respectful of Annunciation clergy, administrators, teachers, staff and students on all social networks. What you do on "Facebook" your child may also do.

Harassment on the basis of race, color, religion, gender, national origin, age or disability - Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because

of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that has the purpose or effect of:

- creating an intimidating, hostile, or offensive work environment;
- unreasonable interfering with an individual's work/study performance; and/or
- otherwise adversely affects an individual's employment opportunities.

### Tobacco, Alcohol and Other Drugs

In accordance to ASF Policy No. 2330 All Archdiocesan and Parish/Regional schools shall promote and maintain a smoke-free, alcohol-free and drug-free environment. All students are prohibited from possessing, using, or being under the influence of tobacco, alcohol or illicit drugs while on the school premises and at all school-sponsored activities. If a student possesses, uses, or is under the influence of tobacco, alcohol or illicit drugs while on school premises or at any school-sponsored activity, the school shall immediately contact the student's parents or legal guardians, and the school may, at its discretion, contact local law enforcement and Annunciation's policy will be put into effect. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs by a student may result in the required withdrawal or expulsion of the student from the school.

School personnel shall immediately report any incident involving the presence of any person on school campus or at any school-sponsored activity for purposes of possessing, using, manufacturing, selling or transferring marijuana, prescription, dangerous or narcotic drugs, to the Principal/Preschool Director. The Principal or Preschool Director shall in turn report the incident to local law enforcement.

Possession of alcohol, other illegal drugs or inhalants is defined as: on a student's person, in a student's body or blood stream, in an item belonging to a student, such as but not limited to, a backpack, locker, purse, or car, or being held by another person. Under the influence of alcohol, other illegal drugs or inhalants is defined as having alcohol or drugs in the bloodstream or the body and/or suspicious behavior.

Alcohol, other drugs, inhalants and drug paraphernalia may be described as:

## Annunciation Catholic School

- alcohol is any liquor, wine, beer or other beverages containing alcohol;
- drugs are illegal drugs (marijuana, cocaine etc.) inhalants, legal prescription and over the counter medications, mood altering herbs and look-a-likes used, possessed or distributed for unauthorized purposes;
- drug paraphernalia is any equipment/apparatus designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.

We encourage and support our students in their efforts to be drug and alcohol free. Any student seeking help for himself/herself or for a friend from a teacher, administrator or other member of the staff will be given help without penalty. When a student is seeking help for a friend or acquaintance, a request for anonymity will be honored.

When we, as a Catholic School, deal with substance use and/or abuse, we want our actions and decisions to reflect Jesus. We are interested in promoting the well-being of each student, and we try to create a safe environment that is free of the pressures and fears that arise in the presence of drugs, alcohol or inhalants. Our goal is to support our students in making healthy choices. When a student is making unhealthy choices and is abusing drugs, alcohol or inhalants, we would like to be a vehicle for supporting this student and the family in getting the help that is needed. Therefore, the following disciplinary actions shall be enforced.

First Violation - The school may ask that a drug test be taken if there is reasonable suspicion of use. Failure to comply with this request shall result in immediate expulsion. Payment of the drug test shall be the responsibility of the family if the drug test is positive. If the drug test is negative payment will be the responsibility of the school. If positive, the student shall be expelled unless he/she and parents agree to follow the substance abuse Probation Policy for the remainder of the school year. If the student is unwilling to admit that he/she is using drugs, alcohol or inhalants or is unwilling to participate in the provisions of the probation, the student's expulsion shall stand.

### Substance Abuse Use Probation Policy

1. The student shall be placed on three-day out-of-school suspension.

2. A police report of the incident may be filed with the proper authorities.
3. The student shall be required to attend a minimum of two counseling sessions with a certified counselor. Counseling shall be at the family's expense.
4. Reports of the student's drug testing and proof of counseling shall be submitted to the school administration.
5. While on probation, any serious violation of school policy shall warrant immediate expulsion.
6. The pastor and/or principal have the right to require additional provisions of a student's Substance Abuse Use/Probation.

Second Violation - The student shall be immediately dismissed (expelled) with no possibility of reinstatement to any Archdiocesan Catholic School.

## COMMUNICATION

In order to foster greater parent and teacher communication, we will schedule parent/teacher conferences twice during the year. Please refer to the school calendar for dates.

Teachers communicate with parents on a regular basis through notes, e-mails and their individual class web pages. Teachers are available to discuss individual children after school or by appointment. Teachers are not available to discuss individual children before school as this is a necessary time to prepare for the day. A conference may be requested so that teachers may plan their schedules as before and after school time is dedicated to other duties.

The school secretary will deliver telephone messages or put notes in the mailboxes of teachers who are to return calls within 24 hours. Staff members may also be e-mailed. E-mails will be returned in a timely manner. If more than two business days have passed without a reply please contact the teacher again. If a lack of communication persists please contact the administration.

No class may be interrupted or disturbed while in session without very serious reason (fire evacuation drills, etc.). Items forgotten at home should be brought to the school office. Office personnel will deliver these items to the student(s) at a convenient time.

## Annunciation Catholic School

Administration may be contacted by phone, e-mail and in person at any time. An open door policy is available to all parents. If administrators are busy at a particular time, an appointment can be made.

School wide communication is done through various means. The bulk of all school communications and individual teacher communications will occur through the student information system, Sycamore. Please check Sycamore as often as possible – preferably daily. Occasionally information is sent home with students in their backpacks and/or folders.

### EMERGENCY PLANS

Annunciation follows the ASF Policy No. 1520 in relation to emergency and crisis plans.

#### Crisis Plans

- A. All principals/preschool directors in cooperation with the faculty shall develop written general and specific crisis procedure plans, which shall be reviewed annually. These plans should provide specific procedures for emergency situations including, but not limited to intruders from within, intruders from outside, fire, tornado, and earthquake.
- B. They should also include, at a minimum, information regarding evacuation, notification of police and other appropriate authorities, signals/codes for personnel, a system to contact parents or responsible parties, a system for release of students, provisions for site isolation, methods of communication, both internal and external, first aid, faculty and staff assignments, closing of school and early dismissal of students.
- C. In the event of a natural disaster, the school shall respond to directions given by the Catholic Schools Office or local governing authority.
- D. The responsibility for determining whether the building should be evacuated rests with the principal. In the absence of the principal, the assistant principal, or the principal's designee, who shall be a certified teacher, shall be responsible for carrying out the emergency procedures.
- E. Copies of the procedures are to be distributed to all school personnel and families. All school personnel, including those involved in coaching and before and after school programs, shall be instructed in these procedures. Any emergency, disaster, or

dangerous situation shall be reported to the pastor and to the Superintendent as soon as possible.

- F. In the event of a lockdown the Pastor/Rector of parish preschools and elementary schools and the Superintendent must be notified. In the case of a lockdown at the Archdiocesan high school the Superintendent must be notified. S/he will provide for notification of Catholic Center personnel.

#### Emergency Drills

- A. Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building. All occupants of the building shall be made aware of the emergency procedures as posted.
- B. According to New Mexico law, private schools must conduct an emergency drill at least once a week during the first four weeks of the school year and at least once a month thereafter. Two drills during the year must be shelter-in-place (as opposed to evacuation) drills and one must be an evacuation drill, as directed by the State Department of Education. The remainder of the drills must be fire drills.
- C. Fire extinguishers shall be placed in appropriate locations, clearly identified, and checked annually or more frequently, if required by local fire regulations.
- D. The fire marshal must prescribe reasonable rules, regulations and programs for teaching proper methods of fire prevention and control to all children in the state, whether in public or private schools.

#### Non-Authorized Persons

All Parish/Regional preschools and elementary schools and the Archdiocesan high school shall establish procedures to register visitors on campus and monitor non-authorized persons. Persons with no legitimate reason or written authorization to be on the school grounds should be asked to leave by any school personnel. If the person does not leave, the police should be called.

FIELD TRIPS

Annunciation follows the ASF Policy No. 4340 in regards to field trips.

- A. A field trip is defined as a school sponsored educational activity supervised by school personnel and adult volunteers that occurs off-campus and is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce Archdiocesan curriculum guidelines and justify the time, distance and expense involved.
- B. The Principal/Preschool Director must give approval and sanction all field trips. Since field trips are a privilege, conditions for participation in an activity should be established and communicated to parents and students.
- C. The following guidelines must be followed:
  1. The teacher should provide adequate preparation and follow-up for students.
  2. Parental approval must be obtained in writing on the form provided by the Archdiocese of Santa Fe (*Appendix: Field Trip Authorization*). Students who do not have the signed authorized permission form shall be excluded from participation in off-campus activities. Verbal permission or permission communicated through e-mail is not acceptable. Permission forms that have been signed and faxed in their entirety are permissible.
  3. Parents should be informed of the date, purpose, departure time, destination, expense, means of transportation and probable time of return.
  4. Careful arrangements should be made to provide for students' safety. When students travel on foot, they should be instructed and supervised regarding the crossing of streets, etc. When students travel by vehicle, it is preferable that the travel be on a bus with a professional driver, proper licenses and insurance. In all cases, field trip transportation shall meet local, state and federal laws and Archdiocesan policy regarding the transportation of children.
  5. If volunteer drivers are used, they must first sign the Archdiocesan volunteer driver's agreement certifying the driver's auto liability insurance, provide proof of current driver's license and willingness to provide adequate safety measures in transporting students (*Appendix: Volunteer Driver Agreement*). Documentation of participation in the Archdiocesan Safe Environment training is required.
6. School personnel may not transport students in personal vehicles.
7. When students are traveling to and from a school-sponsored activity off campus (e.g., campus ministry, athletic activities) where students are driving themselves or other students, a policy should be developed at the local level that includes the documentation found in (*Appendix: Requirements for Student Drivers*).
8. The field trip must be adequately supervised. Ordinarily, one adult should accompany every ten students. The nature of the trip and age of the students may require additional supervision. If parents assist in the supervision, they should receive instructions regarding their responsibilities.
9. For high school students participating in interscholastic sports, a single permission slip for the academic year, which clearly lists the dates, locations and mode of transportation to all off-campus games, may be used by the school.
10. Field trips for preschool and elementary school students (PS-8) shall be limited to day trips, unless approved in advance by the Superintendent.
11. Archdiocesan schools may not sponsor field trips outside the continental United States, unless approved in advance by the Superintendent.
12. For field trips involving overnight stay, the school authorities shall obtain from the parents of each student a special written authorization on a form approved by the Archdiocese and in addition to previous forms, obtain emergency medical care information for the student in the event of an emergency. These authorizations shall be in the possession of the person supervising the field trip.
13. All overnight or out-of-state field trip requests must be submitted to the Superintendent in writing using the authorized field trip forms
14. Schools must take all original signed permission forms on the field trip. A copy of all signed field trip forms should be kept in the school office for

## Annunciation Catholic School

a period of one year from the date of the field trip.

### GOING GREEN

Every effort is being made in continuing our journey towards Going Green. The bulk of school wide and classroom communications will be posted on Sycamore. Please check the main Sycamore page and classroom pages on a routine basis.

### GRADUATION

Annunciation follows the ASF Policy No. 2600 regarding graduation.

Graduation exercises from either elementary or secondary schools shall take place no earlier than one week preceding the closure of school.

- A. Graduation from elementary school should be kept appropriately simple and inexpensive. A Eucharistic liturgy shall be central to the graduation ceremony and should be followed by a simple, dignified exercise that recognizes the unique value of the Catholic education just completed.
- B. A student must meet the minimum requirements established by the school, as set forth in the parent/student handbook. An elementary school may withhold a student's diploma until that student or the student's parents or legal guardians satisfy their educational, financial and/or disciplinary obligations to the school. A student's participation in graduation exercises is a privilege, not a right.
- C. Parish/Regional schools shall notify a student's parents or legal guardians in writing if a student in danger of not graduating. Such notice shall be given as soon as reasonably possible, but at least prior to final examinations.
- D. Parish/Regional schools may exclude a student from participating in graduation exercises for reasonable cause (i.e. discipline, failure to meet financial obligations) even if the student is to receive a diploma. The Principal shall have the discretion to exclude a student from participation in graduation exercises after consultation with the Pastor/Rector and the Superintendent of Schools.

Throughout the school year, the Annunciation eighth grade class is involved in many activities which culminate in their graduation exercises.

These exercises will include an awards assembly held prior to graduation to recognize the special accomplishments of the students. On Graduation Day, a special Mass is celebrated during which diplomas are conferred upon the graduates. Graduation gowns will be worn during the Mass.

For these above mentioned functions, an eighth grade student graduation fee has been designated to provide graduates with a simple, appropriate graduation. Eighth grade teachers, in cooperation with the school principal, will guide and approve all graduation activities and expenditures. Any monies collected must be approved, receipted and directed through the school office. (All checks need to be made out to Annunciation).

### HEALTH

#### Communicable Diseases

Communicable Diseases as described in ASF Policy No. 1510 states, any student, teacher or other staff member having a communicable disease will be dealt with on a case by case basis. The Superintendent must be consulted prior to any action on the part of the Pastor/Rector or Principal/Preschool Director.

In all cases, due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need to know basis only.

Where required by law, the school will report a communicable disease to the New Mexico Department of Health and Human Services (505) 827-0006 and proceed according to their directives. The Superintendent must be notified immediately of any action directed by the Department of Health and Human Services.

#### Accidents or Illness at School

Annunciation follows ASF Policy No. 2340.

- A. Each school, preschool, and extended day care program must have readily available, updated and completed emergency forms for each student.

## Annunciation Catholic School

- B. When a student becomes ill or is involved in an accident, the Principal/Preschool Director (or designee) shall immediately contact the student's parent or legal guardian.
- C. In case of serious injury, the Principal/Preschool Director (or designee) should call the paramedics. If the Principal/Preschool Director (or designee) cannot reach the student's parent or legal guardian, an attempt shall be made to contact any other person listed on the student's emergency contact record.
- D. All Parish/Regional schools and the Archdiocesan high school must require that the parents or legal guardians of all students sign a statement authorizing the school to seek medical attention for the student if they or other persons cannot be contacted.

### Immunizations

State Law requires that you supply your child's immunization records to the school. These will be required at registration time and updates supplied as necessary.

### Illness

If a student is ill, it is best to keep the student home. This prevents other students from getting sick and allows a student to recover more quickly. If a student is treated with antibiotics do not send them to school until 24 hours after the first dose to minimize the spread of infections. The Health Department recommends students stay home until they are fever free for at least 24 hours (99 degrees or above). Make-up work can be found on teachers' web sites.

### Medications Given At School

Annunciation follows ASF Policy No. 2320.

School personnel may not administer medications of any kind to any student without appropriate consent forms. The following requirements must be met for a student to receive medication at school:

- A. The medicine must be in a prescription bottle or original container.
- B. There must be a written request, signed by the student's parent or legal guardian, and by the student's doctor, specifically authorizing school personnel to administer any medication sent to school. That request must contain the following

- information:
  - a. The dates and times when the medication is to be administered;
  - 1. Instructions as to proper dosage; and
  - 2. The original signature of the student's parent or legal guardian and the original signature of the prescribing doctor.
- C. Principals/Preschool Directors may not accept general, on-demand or standing orders for students to take over the counter (OTC) medications for non-specific conditions.
- D. All medications must be kept in a secure place to which students do not have access. (Exception: School personnel may keep back-ups of inhalers or Epi-pens in the classroom, as well as in the school office, if such inhalers or Epi-pens are properly secured.) Because of the risk of students sharing medication, no student may carry his or her own medications on school campus or at any school-related event. If a student would be seriously at risk if they were not able to personally carry an Epi-pen or inhaler, and the student's parent or legal guardian requests that the student be permitted to do so, the school may grant an exception to this policy if the student's parent or legal guardian, and the student's doctor document the following:
  - 1. That there would be a risk to the student if the student were not able to personally carry the medication; and
  - 2. That the student has been instructed on the indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the student's responsibility to notify the teacher of the use immediately after such use.
- E. The person designated by the Principal/Preschool Director to administer medication to students shall keep a log of all medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the Principal/Preschool Director (or designee).
- F. Glucose testing and insulin administration is to be coordinated by the student's parent or legal guardian, in collaboration with the school's Principal/Preschool Director (or designee).
- G. At the end of each school year, all medications shall be returned to the students' parents or legal guardians, or disposed of in an appropriate manner.
- H. These requirements apply to over-the counter drugs as well as to prescription drugs. Other than as

## Annunciation Catholic School

specifically permitted above, school personnel shall not furnish any medication, including acetaminophen, cough drops, medicated lip balm, etc. to any student, at any time, for any reason.

### Students With Food Allergies

Parish/Regional schools and the Archdiocesan high school do not have a legal obligation to accept a student with a food allergy. It is acceptable for a Parish/Regional school or the Archdiocesan high school to deny enrollment to a student if the school cannot reasonably accommodate the student's food allergy. If a Parish/Regional school or the Archdiocesan high school knowingly accepts a student with a food allergy, the school should follow the following guidelines provided by the Food Allergy & Anaphylaxis Network ("FAAN"):

#### Family's Responsibility

- A. Notify the school of the child's allergies.
- B. Work with the school to develop a plan to accommodate the child's needs.
- C. Provide written medical documentation, instructions and medications as directed by the child's physician.
- D. Provide properly labeled medications and replace medications after use or when expired.
- E. Provide the school, at the minimum, with at least two (2) Epi-pens for school or student use.
- F. Educate the child in the self-management of the food allergy. This would include strategies for avoiding exposure; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when having allergy symptoms; and how to read food labels (age appropriate).
- G. Provide up-to-date emergency contact information.

#### School's Responsibility

- A. Notify parents and the student that the school cannot guarantee an allergy-free environment.
- B. Ensure that all staff understand food allergies; can recognize symptoms; know what to do in case of an emergency; and work with other school staff to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc.
- C. Create and review the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient.
- D. Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for epinephrine. If student is seven (7) years old, or

older, the student may carry an Epi-pen on his/her person if properly trained.

- E. Designate and properly train school personnel to administer medications.
- F. If a student needs or has self-injected with an Epi-pen, call 911, the parents and the student's doctor in that order.
- G. Ensure that a trained staff member is available during school operations.
- H. Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.
- I. Discourage children from "trading" food.
- J. Ensure all surfaces such as tables and toys are washed clean of contaminating foods.
- K. If needed, designate a specific table in the cafeteria for children with food allergies. Encourage all students to wash hands after handling food.

#### Student's Responsibility

- A. Do not trade food with other students
- B. Do not eat anything with unknown ingredients or known to contain the food allergen.
- C. Be proactive in the care and management of food allergies and reactions (age appropriate).
- D. Notify an adult immediately if they believe they have eaten or been exposed to the food allergen.

#### First Aid Kit

All Parish/Regional schools and the Archdiocesan high school shall keep essential first aid supplies available at all times. First Aid kits must be the standard Red Cross First Aid kit (WITHOUT the OTC medications) and must be taken on all field trips. First Aid kits may be purchased or developed using typical first aid supplies. First Aid kits must be regularly checked and refilled as necessary. Gloves must be included and worn when there is a possibility of exposure to blood or body fluids in administering first aid.

## HOMWORK

A reasonable amount of homework is assigned in grades K - 8 at Annunciation Catholic School. Many times homework will be the result of an absence and will require extra time and effort.

## Annunciation Catholic School

The frequency of assignments and the level of difficulty are determined by the teacher. If the work assigned appears on a regular basis to be too hard for the student's capacity or takes too much time to complete, please contact the teacher to inform them and to design a positive plan for completion.

Students who must be given an incomplete grade at the end of any quarter have two weeks after the end of the quarter to make up their work or a grade of 'F' will be given. Only a doctor's excuse may affect the time period allowed to make up work.

Students will not be assigned daily homework over the weekend in order for students to work on long term assignments, projects, to attend Sunday Mass and enjoy family time.

### Homework Guidelines Grades for K

To foster the home-school connection, kindergarten parents are asked to participate in special family activities with their children. These may be 10 to 15 minute daily activities.

### Homework Guidelines Grades for 1<sup>st</sup> & 2<sup>nd</sup> Grade

To strengthen basic skills, first and second grade students will be given some written homework. Teacher will ensure the assignments can be completed in less than a half-hour plus daily reading.

### Homework Guidelines for Grades 3, 4 & 5

Homework will be assigned at individual teacher's discretion in grades 3 - 5 to reinforce basic skills and help develop solid study habits. Work at home should not exceed 50 minutes plus reading.

### Homework Guidelines for Middle School

Middle School students can expect 60 - 90 minutes of homework a night plus reading.

Faculty will coordinate long term assignments &/or projects to avoid multiple assignments &/or projects due on the same dates.

### Homework Club

Homework Club is a free service provided by Annunciation teachers for students in grades 5 - 8. This study hall like setting is open from 3:15 - 4:00 Monday - Thursday and is meant to provide an opportunity for

assistance in completing homework and/or a place to do so. A plan is being devised to have the library open later. Look to Sycamore for an announcement.

## HONOR ROLL ELIGIBILITY

### Grades 6 – 8

In order to provide proper recognition for academic achievement for grades 6 through 8 at Annunciation Catholic School, the following criteria for the Honor Roll have been established. Eligibility for the Honor Roll is an 'A' or 'B' average. The averages will be calculated at the close of each nine week reporting period by the homeroom or the classroom teacher and the names of all those students having a 'A' or a 'B' average will be submitted to the office for inclusion on the Honor Roll. Honor Roll will be posted quarterly on Sycamore.

At the end of the school year, Honor Roll Certificates will be given to students who have been on the 'A' Honor Roll for at least three quarters. Teachers calculate honor points by averaging the number of 'A's' or 'B's' a student has earned throughout the school year.

A Honor Roll = 3.7 to 4.3 average

B Honor Roll = 3.0 to 3.699 average

## LIBRARY

Student in grades JrK - 5 will have the opportunity to visit the library once a week with their class to check out books, hear stories, work on library related projects, etc. The students are responsible for all materials checked out of the library, and fines will be charged for overdue books. If a book is lost or damaged, the parents will be contacted to help the student take care of the matter. The library is open to middle school students to check out books either before or after school and can be arranged during the school day in coordination with their Literature teacher.

## LOCKERS

The granting of locker space to middle school students is a privilege which will be rescinded if abuse occurs in any manner. Lockers are to be kept neat and orderly and are subject to inspection by school administration and faculty. The placing of a student's belongings within a locker with a lock will constitute an agreement to abide

## Annunciation Catholic School

by the school locker regulations. Students will be allowed locker privileges during passing periods as directed by homeroom teachers. Tampering with student locks is not acceptable as it delays a student from getting needed materials and getting to class in a timely manner. Locks will be provided but are school property and will be returned.

### LOST AND FOUND

Any items that are found should be turned in to the school office for the owner to claim. Eye glasses and other valuable items are kept in the office. Clothing, school supplies, lunch boxes etc. are placed in *Lost & Found*, which is located in the hall just outside the office. To help prevent the permanent loss of items, please label belongings with student's name. Items not claimed after a reasonable time will be donated to various Catholic Charities. Annunciation Catholic School is not responsible for loss of personal items or unclaimed items.

### LUNCH PROGRAM

#### Lunch Schedule

JrK & K & 1	11:35 – 11:54
Grade 2 & 3	11:54 - 12:14
Grades 4, & 5	12:17 – 12:37
Grades 6, 7, & 8	12:37 – 12:57

#### Lunch Choices

Students have the option of bringing lunch from home or buying at school.

If students are bringing lunch from home please know that

- Soft drinks or energy drinks should not be included in sack lunches.
- Microwaves are not available to heat student lunches.

The hot lunch program is provided by Rhubarb & Elliot. Please look to Sycamore for additional information for lunch ordering procedures.

### MOBILE DEVICES

ALL personal electronic devices are brought at your own risk. Annunciation is not responsible if they are lost or stolen. They should remain locked in lockers (6<sup>th</sup> – 8<sup>th</sup>) or in your back packs (elementary) during the school day and only used after school. If a student has a cell phone or other electronic device in class or on their person, it will be taken to the school office and will ONLY be returned to that STUDENT'S parent/guardian.

School issued iPads are to be handled with care and attention. If necessary, a repair fee (\$50) will be assessed to the family. Replacement of an iPad is a family responsibility.

### PHYSICAL EDUCATION PROGRAM

Annunciation Catholic School has two separate physical education programs. The first program is designed for grades JrK through third and concentrates on developing physical and motor potentials in each student. The second program is designed for grades four through eight and concentrates on developing good leadership skills and participation in sports and games.

Students are scheduled for physical education three times a week. All students must wear athletic shoes. Students in grades five through eight are required to wear appropriate length and fitting athletic shorts or sweats (no spandex & not too tight) with an Annunciation t-shirt.

### RELEASE OF STUDENT INFORMATION

Annunciation follows ASF Policy No. 2370 in regards to release of student information.

#### A. Student Directories

Before printing or publishing any student directories, Parish/Regional schools and the Archdiocesan high school shall obtain verifiable permission from each student's parents or legal guardians to publish information regarding the student or the student's family (such as names, addresses, telephone numbers). Parish/Regional Schools and the Archdiocesan high school must retain these

## Annunciation Catholic School

permissions in the student file for the duration of the school year.

### B. Other Publications and Media

Parish/Regional schools and the Archdiocesan high school shall not publish or use a student's name, picture, voice or likeness in any form of publication or media unless a signed photo/publicity release is obtained from the student's parents or legal guardians or from the student (if the student is over the age of majority). Absent a signed photo/publicity release, Parish/Regional schools and the Archdiocesan high school shall not use a student's name, picture, voice or likeness in any publications or media, including but not limited to photographs, films, motion pictures, audio, DVD, videotape, websites, class pictures, school yearbook, or the school newspaper, whether in connection with the student's education or participation in school activities or events or otherwise. The signed release must be kept on file for the entire length of time that the student is at the school.

## RELIGIOUS OBSERVANCES

As described by ASF Policy No. 4120, the faculty and students of all Parish/Regional preschools and elementary schools and the Archdiocesan high school shall participate in daily prayer, regularly scheduled liturgies and other devotions. Schools must provide liturgy on Holy Days and at a minimum of once a month. Traditional devotions including but not limited to the Rosary, Stations of the Cross, Benediction and May Crowning should be provided.

No principal, teacher or student will be exempted from participation in religious observances that are deemed part of the school program.

## REPORTING STUDENT PROGRESS

Annunciation follows the ASF policy No. 4400 for Reporting Student Progress. Academic grades are to be based solely on scholastic achievement as defined by the individual school. Behavior should be evaluated separately.

Teachers have the primary responsibility to confer with parents about the progress of their children. The

Principal has responsibility to oversee this process. In cases involving ongoing problems or serious concerns which may lead to action beyond the scope of the teacher's responsibilities, the principal must be included in the conference with the parents.

Report cards, standardized test scores and parent-teacher conferences shall provide parents with tangible evidence of student progress.

When semester and/or quarter failure in a particular subject seems likely, parents shall be promptly notified in advance of the probable failure.

### Progress Reports

Progress Reports are distributed (emailed) for middle school students midway through each grading period/quarter. Following an interim progress report, it is recommended that parents make an appointment with the teacher to discuss a plan for improvement if your child is in jeopardy of failing a class.

### Grading Procedures

Reports cards are issued every nine weeks (4 times per year). While we are investigating new grading scales the current scales are as follows:

#### Grading System JrK - 2

- 3 = consistently demonstrates mastery of skill with minimal teacher assistance
- 2 = progressing towards mastery of skill with some teacher assistance
- 1 = area of concern - demonstrates no mastery of skill even with teacher assistance

#### Grading Scale Grades 3 - 8

- A = 100 - 93
- B = 92 - 85
- C = 84 - 76
- D = 75 - 70
- F = 69 - 60
- P = Pass

Additionally, teachers may use the following scale to report progress toward a specific learning outcome.

- 3 = consistently demonstrates mastery of skill
- 2 = progressing towards mastery of skill
- 1 = area of concern - demonstrates no mastery of skill even with teacher assistance

**Effort & Conduct Grades JrK - 8**

- 3 = consistently meets expectations
- 2 = sometimes meets expectations
- 1 = rarely meets expectations

**Middle School ReTake, ReDo, Missing & Incomplete Assignment Policy**

Annunciation teachers are committed to take the steps necessary to help students succeed. One of the methods utilized to ensure success is the ability and expectation for students to Retake and Redo tests and major assignments and not have the choice to not complete assignments. The procedure in place for ReTakes, ReDos, Missing and Incomplete Assignments helps instill a positive work ethic, grit, organization and time management. If a student earns below a C on a test or major assignment they are required to ReTake the test or ReDo the assignment. A Test ReTake or Assignment ReDo Form is used to develop a teacher approved action plan with evidence, parental signature and test ReTake date or ReDo due date. If a student turns in an incomplete assignment or fails to turn in an assignment they will required to turn it in or to complete it correctly using the Missing Assignment Form or Incomplete Assignment Form documenting why the assignment was not turned in or was incomplete, what they need to do to ensure it will be completed by a date specified by the teacher and a parental signature. If a student fails to turn in the specific required form by the date specified by the teacher the student will stay after school for 45 minutes on the day it was due.

**Parent Teacher Conferences**

In accordance with ASF Policy No. 4410, the teacher is expected to meet periodically with the parents of each student for the purpose of discussing the student's development and academic progress in school. The student may be present for all or part of the conferences at the discretion of the teacher.

Conferences should take place at the designated school conference times and at other times deemed necessary by the teacher or parent.

Designated conference days may be considered contact days, provided students are required to attend all or part of the conference.

Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information

and opportunities for conferences provided for the custodial parent

**Promotion and Retention**

Annunciation follows the ASF Policy No. 2240 for Promotion and Retention.

- A. Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.
- B. Retention - All decisions regarding retention are the responsibility of the Principal in consultation with the teacher(s). In cases of inadequate progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school. The following are minimum procedures for retention:
  - 1. Consultation between teachers and principal,
  - 2. A conference is held with the parents no later than the end of the first semester to advise them of the possibility of retention and to discuss possible remedial actions,
  - 3. Follow-up conferences with the parents are held to evaluate the progress of the student,
  - 4. Evaluations and reports to parents must indicate lack of student progress,
  - 5. Ordinarily, a decision will be made by the end of the third quarter regarding retention.
- C. No student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school (grades K-5) and once in middle school (grades 6-8).
- D. Local school policy should define the extent to which the school can serve students with special needs. Schools may accommodate students with learning challenges who require curriculum modifications. Adaptations and modifications should be regularly discussed with parents and use of significant modifications should be noted on the report card and in the permanent record. Such a record should say, "Grade indicated by an asterisk denotes progress made based on a curricular program adapted to the needs and abilities of this student."

## Annunciation Catholic School

### SCHOOL CONSULTATIVE COUNCIL

In accordance with ASF Policy No. 1090 Annunciation will have a local school Consultative Council that reports to the Principal and Pastor/Rector. The Consultative Council provides support to the Principal and Pastor/Rector in matters designated by the Council's Constitution and Bylaws or as requested by the Principal and Pastor/Rector. Areas for Council consultation and support include: planning, public relations, marketing, enrollment management, advancement, development and other areas identified in the strategic plan and approved by the Pastor/Rector and Principal.

Annunciation has four Consultative Council Committees: Operational Vitality, Marketing & Outreach, Technology and Community Development and Spirituality. A fifth committee will be added this school year, Environmental Sustainability. These committees help set goals and devise action plans which comprise Annunciation's Strategic Plan.

### SCHOOL CLOSING - SEVERE WEATHER PROCEDURES

Annunciation will follow the APS (Albuquerque Public Schools) severe weather procedure as aired over local radio and television stations. If APS announces a partial school closing, the following abbreviated schedule will be in effect for Annunciation.

9:45 a.m. Staff members reports to school  
10:00 a.m. School begins

Every effort will be made to post our specific information on Sycamore.

Annunciation follows the ASF Policy No 1430 in regards to the closure of school. Ordinarily, a school will close for snow if the local public school district is closed or if local conditions or faculty absences warrant closure. The Principal should consult with the Pastor/Rector regarding closure due to weather or facility conditions.

When closures exceed a reasonable number of days, the Catholic Schools Office may require that days be added to the calendar in order to maintain the level of instruction.

Ordinarily, students should not be released early. Emergency conditions that may warrant early release require the permission of the Pastor/Rector in Parish/Regional preschools and elementary schools and consultation with the Superintendent prior to the dismissal of the students. The Archdiocesan high school requires the permission of the Superintendent prior to the dismissal of students.

### SEARCH OF STUDENTS AND SCHOOLS

As per ASF Policy No. 2420, a student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are the property of the school. Authorized school personnel may make periodic checks of lockers and desks, and their contents, at any time for any reason.

The Principal, Pastor/Rector, Assistant Principal and high school Dean of Students, Superintendent or professional staff of the Catholic Schools Office may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be reasonable and related to the school official's responsibilities.

Normally, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the Principal should contact the Catholic Schools Office for further instructions.

After consultation with the Catholic Schools Office, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. may be made if the school official has a reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property.

### SERVERS

Boys and girls in grades four through eight (or older) who have made their First Eucharist are encouraged to become altar servers and assist in serving daily and weekend Masses, as well as school liturgies. Servers typically serve twice a month. Training classes are held periodically throughout the year. Other activities the altar Servers are involved in include a year-end party.

## Annunciation Catholic School

Training classes are announced in the classroom, on Sycamore and the Parish Bulletin.

### STATE OF THE SCHOOL

An annual document will be published each year noting specific accomplishments of the previous school year. Additionally, this document includes some specifics regarding goals, curriculum and finances.

### STUDENT PROGRAMS

As per ASF Policy No. 2200 regarding Student Programs, Parents who wish to enroll their children in special programs outside the school, academic or otherwise, during the school day, may do so only with the written consent of the Principal and Pastor/Rector; and the approval of the Superintendent. Such requests shall be judged on a case-by-case basis and if granted, shall be for a period of no more than one academic year.

Granting this type of enrollment is solely at the discretion of the Principal and Pastor/Rector and is subject to the approval of the Superintendent.

### STUDENT RECORDS

Annunciation follows ASF Policy No. 2110 pertaining to student records.

Each Parish/Regional school and the Archdiocesan high school shall maintain the required records of each student enrolled in the school.

- A. Permanent Records
- B. Parish/Regional schools and the Archdiocesan high school shall keep the following student records (hereinafter the "official records") in a permanent fireproof file or digital format for a period of no less than 99 years:
  - 1. Academic transcripts (including attendance);
  - 2. Academic test results; and
  - 3. Immunization records.
- C. Guidance Department and disciplinary records are not part of the student's official records and shall not be kept in the permanent file. Those records shall be destroyed four years after the student graduates, transfers or withdraws from the school.

- D. All health records (except for immunization records) are not part of the student's official records and shall not be kept in the permanent file. When a student graduates, transfers or withdraws from the school, the school may give the student's health records to the student (provided s/he is emancipated or above the age of majority) or the parents/legal guardians.
- E. Transcripts
  - 1. When a student transfers to another school, a Parish/Regional school or the Archdiocesan high school shall send a copy of the student's official records (as defined above) directly to that new school if requested to do so (in writing) by the student's parents/legal guardians or by the student (if over the age of majority and not dependent on the parents/legal guardians).
  - 2. The official record, including the official transcript, shall only be sent to the transferring school; it is not to be given to the student or his/her parents/legal guardians.
  - 3. When a student transfers to another school, a Parish/Regional school or the Archdiocesan high school must record the date and reason for the student's transfer on the student's permanent record card
- F. Report Cards will be issued in accordance with the guidelines set forth in their Parent/Student handbooks. Report cards, standardized test scores and parent-teacher conferences shall provide parents/legal guardians with an opportunity to review and discuss student progress and achievement.
- G. Privacy of Student Records Principals and Preschool Directors shall take particular care to preserve both the integrity and privacy of official school records.
- H. Access to Student Records
  - 1. Parents/legal guardians of Parish/Regional schools and the Archdiocesan high school students, as the primary educators of those students, shall have the right to inspect and review the official records of their child in the presence of a school official. Parents/legal guardians of students who are enrolled in the high school and who are listed as a dependent on the parents'/legal guardians' most recent Federal Income Tax form(s), shall have the right to inspect and review the official records of their child in the presence of a school official. Once a student attains the age of majority and is no longer a legal dependent of his or her parents/legal guardians,

## Annunciation Catholic School

the student shall have the sole right to inspect and review his or her official records in the presence of a school official. All requests to review a student's official records shall be made in writing, and shall be directed to the Principal or Preschool Director.

2. Unless otherwise provided by a court order, both parents and legal guardians of a student are entitled to inspect and review the student's official records in the presence of a school official, regardless of who has legal custody of the student. Unless otherwise provided by court order or by law, both parents and legal guardians of a student shall have equal access to school documents and other information concerning the student's education.
3. Parish/Regional schools and the Archdiocesan high school shall not release any personal information concerning a student to any person who is not the student's parent or legal guardian, unless the school is authorized to do so by the student's parent or legal guardian, or unless the school is compelled to do so by court order or by other operation of law.

## TECHNOLOGY

It is believed that technology can be a powerful tool to enhance learning; enabling students to access information and collaborate with others across the school, community and the internet. We believe all students, staff and parents must be good digital citizens by following standards of acceptable use when using either school owned technology (software, hardware, and network) or their own personal electronic device for school purposes. Annually all students are to agree to and sign a *Technology Use Agreement*.

## TELEPHONES

Students will be permitted to use the office phone when needed. The office staff will notify parents in the event of illness or injury. Cellular phones are not allowed in middle school classrooms or in a student's possession during the school day. They are to be turned off and kept in locked lockers; elementary students are to keep phones off and in backpacks. This policy has been instituted to avoid class interruptions and the temptation of texting. If a student has a cell phone or

other electronic device in class or on their person, it will be taken to the school office and will ONLY be returned to that STUDENT'S parent/guardian.

## TESTING

All Parish/Regional preschools and elementary schools and the Archdiocesan high school shall follow the basic program of standardized testing determined by the ASF Policy No. 4430. In elementary schools, grades three through eight shall be assessed yearly. Each school is responsible for ordering tests, providing teacher in-service regarding test administration, maintaining test security, recording the results, utilizing test scores for instructional improvement, and reporting results to parents. Additional achievement and/or diagnostic testing may be done at the recommendation of the teacher and/or at the discretion of the Principal.

- A. Achievement Testing - Catholic Schools Office will make public each year the Archdiocesan average test scores. The Catholic Schools Office will not make available individual school or classroom results to anyone except other appropriate officials of the Archdiocese. Individual student's test scores will be made available to their parents and teachers. Individual schools may publish their own test scores as part of their marketing initiatives. School test scores may only be compared to published Archdiocesan average test scores or public school scores.
- B. The Catholic Schools Office will use an individual school's test scores for the purpose of monitoring and improving instruction within that school.
- C. ESL students will be tested; however, accommodations may be made to assist them in taking the test in their own language.
- D. All students will participate in the assessment program and all students will be included in the class and school averages. Accommodations for test taking for students with accommodations may be made at the discretion of the local school principal.

## TEXTBOOKS

Textbooks are purchased by the school to support the curriculum. Any damage to these will be the responsibility of the person to whom the book was assigned. Students are expected to return ALL books in

## Annunciation Catholic School

good condition. Loss or excessive damage to a book will result in the student paying the replacement cost for the book. These costs must be paid before a report card can be issued or participation in graduation exercises.

### TUITION

#### Parish Subsidy

The entire fiscal burden cannot simply rest on tuition. Therefore, like all Archdiocese of Santa Fe Catholic Schools, Annunciation collects a \$500.00 per student operational subsidy from parishes in which students are registered. It is the responsibility of the family, however, to present the complete Parish Subsidy form to be presented to each individual parish. If the \$500.00 operational fee is not paid by the student's home parish, this fee becomes the responsibility of the family.

If your Parish Subsidy form has not been received from your parish by April 15th noting their willingness to pay the parish subsidy, this amount will be added to your invoice. Should the completed form be returned after April 15th stating that they will pay the subsidy, this amount will be refunded to you when the subsidy is received from your parish.

#### Registration Fee

A registration fee of \$300 per student is required and nonrefundable. Registration takes place in January for the following school year. Please look to the student information system, Sycamore school for additional or modified information. Registration fees are collected through FACTS.

#### Tuition for the 2016-2017 School Year

	Tuition in Full 5% Discount	FACTS Monthly Payment
1 Child	\$5605	\$5,900
2 Children	\$10,089	\$10,620
3 Children	\$14,292.75	\$15,045
4 Children	\$18,216.25	\$19,175

An additional \$300 was accessed to parents of each middle school student to cover the cost of the 1:1 iPad Initiative.

Tuition is collected through FACTS in full on May 15 or monthly payment plan set up beginning July 1. Registration will be considered cancelled if tuition is not paid by the due date or arrangements made in writing with the business manager.

Tuition rates are established by the pastor, principal and business manager in January of each year so that parents might be advised of those new rates prior to registration for the upcoming school year.

#### Tuition Assistance

**Definition:** The objective of tuition assistance is to provide financial assistance with Annunciation School tuitions payments, not to exceed one year without re-application. This tuition assistance is available to Annunciation parishioners with demonstrable need up to a maximum of 50% of their child/ren's tuition. The parish recognizes that financial situations vary considerably. The amount budgeted will be apportioned as follows:

**Regular Assistance:** 80% of the budgeted amount will be for those families which know before the school year begins that they will be in need of tuition assistance. The money available for regular tuition assistance will be apportioned among the qualifying applicants

**Emergency Assistance:** 20% of the budgeted amount will be kept in reserve for those families who are faced with an emergency financial situation arising during the school year. Families applying for emergency assistance must show that their need for assistance developed after the deadline for applying for regular assistance.

All information obtained is kept confidential. The families applying for tuition assistance must meet the requirements listed.

#### Requirements: Regular Assistance

**Application:** The application form (with documentation) must be submitted by the specified deadline. Most recent IRS tax returns, pay stubs are necessary for application.

**Annunciation Parishioners:** The family must be registered and contributing members of Annunciation Parish for at least one year.

**Payment Obligation –** The family is responsible for remaining current in its payments of the portion of its tuition not covered by tuition assistance.

Requirements: Emergency Assistance

Application: The family must complete the application form.

Emergency Status: The family must provide documentation that the need for assistance occurred after the regular assistance application deadline.

The requirements found in Regular Assistance will also be followed under Emergency Assistance.

Notification of Assistance: The Tuition Assistance Committee will notify the applicant in writing if they have been approved or disapproved for assistance and the amount of assistance they will be receiving.

**Tuition Insurance**

Parents must understand that the mandatory Tuition Refund Plan is made available to them to protect their yearly financial obligation. This program enables them to obtain a partial refund in the event of absence, withdrawal, or dismissal.

**USE-OF-NAME**

According to ASF Policy No. 1540 attaching the school name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather, the activity, program or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the Principal and Pastor/Rector in Parish/Regional schools and the Principal and Superintendent in the Archdiocesan high school.

In appropriate cases determined by the Principal and Pastor/Rector or Principal and Superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

The only Annunciation Catholic School approved website, FaceBook page, Twitter account etc. will be titled Annunciation Catholic School (ACS).

**VISITORS**

ALL visitors are to enter campus via the main doors to the main building (near the flag pole along Utah). ALL visitors are expected to sign in and pick up a visitors' badge.

**VOLUNTEER OPPORTUNITIES/PARENT ORGANIZATION – ST. GABRIEL**

As depicted by ASF Policy No. 1095 parent organizations assist the school in achieving its mission. These groups shall be subject to the supervision and control of the Principal/Preschool Director. The primary functions of the Parent Organization shall be hospitality, classroom activities, parent education/information and small fundraising events for the purpose of funding the organization's activities or projects as directed by the Principal/Preschool Director.

**St. Gabriel Committee**

St. Gabriel Committee is Annunciation's parent volunteer organization. The greatest and by far the most joyous message ever communicated to an angel from the beginning of time, was the one brought by the Arch Angel Gabriel to the Virgin Mary announcing to her the incarnation of the Word of God and the birth of Christ. Hence, he is the patron saint of communication workers. Involvement at Annunciation includes communicating this message. As we ask for St. Gabriel's guidance in doing this work we have named our parent involvement organization St. Gabriel Committee.

**Principles for Involvement at Annunciation Catholic School**

1. Actively embrace the teachings and precepts of the Catholic Church and work to promote the Gospel of Jesus Christ.
2. Demonstrate respect for the rights, dignity and worth of each person from conception to natural death.
3. Accept personal responsibility to protect, children, youth, and adults, especially those who are physically or mentally challenged from all forms of abuse or neglect.
4. Refrain from making false accusation against another or revealing the faults and failings of another to those who have no right to know.

## Annunciation Catholic School

5. Be responsible stewards of Church resources, human and financial.
6. Examine own actions and intentions objectively to ensure behaviors promote the welfare of the community and exemplifies the strong moral tradition of the Church.
7. Show respect for the leadership of the Church and encourage prayer for them.

The St. Gabriel's Committees include all of our parent volunteer groups/organizations. St. Gabriel's Committees are dedicated to the goals of:

1. Enhancing Parent-Teacher communications
2. Encouraging parental involvement in school functions and the life of the parish
3. Educating Parents
4. Enriching Spirituality
5. Building Community

Parents volunteering their time and talent fulfill a two-fold function wherein the genuine needs of the parish/school are met, and the benefits for contributing one's talents and labor are rewarded as well by a grateful and enriched community! Being of assistance to others is in, and of itself, a good which never goes without rewarded. We do need your help.

Parent Volunteers are required to attend the Abuse Awareness Training offered by the Archdiocese prior to working with students. NO EXCEPTIONS!

### Opportunities for Involvement

The St. Gabriel Committee consists of different opportunities within the school and they are listed below. A brief description and committee chairperson contact information will be posted on Sycamore. If you are interested on serving on one of these committees please attend the Back to School Picnic, Welcome Back Coffee, contact the chair person or the school office. St. Gabriel's Committees:

- St. Gabriel Room Reps (Room Parents)
- Welcome Back Coffee
- Welcome Back Picnic
- Book Fair
- Halloween Happening
- Monthly/Weekly Rosary
- Art Classroom Volunteers
- Art Fair
- Teacher Luncheons
- Fall Benefit

- Friday Night Live
- Library Volunteers
- Bible studies
- Meal Preparation
- Science Lab Help
- Future City
- Science Fair
- Lego League
- Prayer Requests
- Uniforms Sale/Swap
- Coffee and Donuts
- Sports Banquet
- Thanksgiving Food Drive
- Computer Volunteers
- Catholic School Week Open House & Activities
- Lenten Soup Suppers
- Jog-A-Thon
- Yearbook
- End of the Year Picnic
- Prayer Partners
- And more. . .

Please look to Sycamore for links to committee descriptions and sign ups.

### Additional Parish Ministries

There are many ministries sponsored by Our Lady of Annunciation Parish which also seek adult volunteers.

- Eucharistic Ministers
- Bereavement Assistance
- Boy Scouts
- American Heritage Girls
- Youth Groups
- Senior Adults
- Lectors
- Social Concerns
- Sewing
- Religious Education
- Choirs
- Outreach
- St. Vincent de Paul
- Lenten Soup Suppers
- Adult Education
- Coffee & Doughnuts
- Ushers
- Liturgical Ministries

WITHDRAWAL FROM SCHOOL

Families often times must move during the course of a school year due to a job change. If this should happen or if for any other reason students must leave, please follow these steps:

1. inform the classroom teacher well in advance;
2. schedule a visit with the bookkeeper;
3. turn in books at the office; and
4. be sure a leave a forwarding address.