



# **Annunciation Catholic School**

## **Parent Student Handbook 2025-2026 School Year**

### **Mission Statement**

Annunciation Catholic School is a ministry of our parish committed to serving our parish family and community through Catholic education. Our mission is to fully develop each student spiritually, academically, emotionally and physically according to our Catholic faith in a safe and nurturing environment.

## Table of Contents

Religious Education Program.....	Page 4
Accreditation.....	Page 4
Curriculum.....	Page 4
School Council.....	Pages 4-5
Admission Policy.....	Pages 5-6
Parents' Role.....	Page 6-8
Academic Information	
Testing.....	Page 8
Curriculum.....	Pages 8-9
Homework Policy.....	Page 10
Grading System.....	Page 10-11
Progress Reports.....	Page 11
Parent-Teacher Conference.....	Page 11
Cumulative Records.....	Pages 11-12
Honor Roll.....	Page 12
Academic Eligibility.....	Page 12-13
Arrival and Dismissal Procedures.....	Pages 13-16
Attendance and Tardy Policy.....	Pages 16-20
Search Policy.....	Page 20
Discipline Policy.....	Pages 20-24
Seclusion and Restraint.....	Page 24
Sexual Harassment.....	Page 24-25
Uniform Policy.....	Pages 25-32
Lunch Program.....	Page 32
Health Program.....	Pages 33
General School Information	
Electronics.....	Page 35
Emergency Drills.....	Page 36
Endowment Donations.....	Page 36
Field Trips.....	Page 36-37
Friday Folders.....	Page 37
Fire Wardens.....	Page 37
Inclement Weather.....	Page 37-38
Office Records.....	Page 38
Parent Concern Procedures.....	Page 38
Parent- Teacher Organization.....	Page 38
Safety Patrol.....	Page 38
School Parties/ Invitations.....	Page 38-39
Telephone/Cell Phone Usage.....	Page 39
Visitor/ Security System.....	Page 39
Volunteers.....	Pages 39-40

Withdrawal of Students.....	Page 40
Code of Christian Conduct.....	Pages 40-41
Youth Protection Policies.....	Pages 41-42
Crisis/Confrontation Policy.....	Pages 42-43
Diocesan School Pest Control Policy.....	Page 43
Asbestos Plan.....	Page 43
Diocesan Alcohol Policy.....	Page 43
Wellness Policy.....	Page 43-44
Tuition Policy.....	Pages 44
Internet Use Policy.....	Pages 45-46
COVID-19.....	Page 47

## Handbook Organization

This handbook contains information needed by both students and parents during the school year. The information reflects the requirements, school administrator policies, and procedures that are in effect as of the printing date. The school reserves the right to institute changes that alter any of the information. If during the school year, a situation arises that is not addressed in the handbook, the school administrator has the authority to implement procedures that support the common good of the school community. The school administrator may grant exceptions to any of the requirements, procedures, or policies set forth in this handbook. Any changes or additions will be communicated and will be effective immediately.

## **Religious Education Program**

Annunciation School is a Catholic school, and therefore religious education and formation hold a unique and central place within the total educational program. Valid religious education goes beyond the mere addition of religion or theology classes; it attempts to create an environment, a community in which personal beliefs and values are transferred and become the basis for living. Since the child spends only a portion of the day at school, the religious formation must involve the family in a very real and necessary way; home and school must be mutually supportive. The religious education program at Annunciation School requires parental involvement, especially in the sacramental preparation of the First Eucharist and Reconciliation. Religious education at Annunciation School includes the following:

- Textbooks used for Religion instruction at Annunciation School are approved for use by the Diocese of Evansville Catholic Schools Office.
- The Sacramental Preparation Program prepares the students for the reception of the Sacrament of Reconciliation and First Eucharist.
- Liturgical celebrations play a strong and vital role in any religious formation program and this is particularly evident at Annunciation School. Students participate in weekly liturgies. All liturgical and para-liturgical celebrations are planned by the students and faculty. Students assume the roles of lectors, servers, sacristans, musicians and planners.
- Special Feast Days and Holy Days are celebrated with all the students.
- Opportunities for the Communal and Individual Celebration of the Sacrament of Reconciliation are offered throughout the academic year.

## **Accreditation**

Annunciation School is accredited by the Indiana Department of Education and AdvancEd. Annunciation School is also a member of the National Catholic Education Association and the Indiana Non-Public Education Association.

## **Curriculum**

Annunciation School follows the curriculum guidelines established by Diocesan School Office and the Indiana Department of Education.

## **School Council**

Annunciation Catholic School is advised by a School Council. The Council is by its nature advisory to the Pastor and Principals. The function of the Council shall be for the exercise of shared responsibility for fulfillment of the mission as a center for excellence in Catholic school

education, and to provide leadership assistance and support for the school campuses within the context of the mission at Annunciation Catholic School.

New members of the Council shall be selected according to the Annunciation Catholic School Council nomination process. Nominations for three year terms are conducted in May and the newly elected members assume office in August. Council meetings are ordinarily held on a monthly basis and parents are welcome to attend. However, any parent wishing to bring matters to the attention of the Council, should contact the Pastor, school administrator and/or the Chair of the School Council a minimum of one week prior to the meeting in order to be placed on the agenda.

## **ADMISSION**

### **Nondiscriminatory Policy**

Annunciation School admits students of any race, color, sex, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students of the School.

The school does not discriminate on the basis of race, color, sex, disability, age, national or ethnic origin in the administration or educational policies, admissions policies, and athletic and other school-administered programs.

### **Services for Students with Special Needs**

1. Whenever possible, students with special needs will be included in school programs if reasonable accommodations can be made to meet the individual needs of students with disabilities.
2. Once a diocesan school student is identified as potentially in need of specialized services, referral is made by the principal to the Local Educational Agency (LEA) so that the child is evaluated. This evaluation is to follow standards established by the state and federal guidelines.
3. A student service plan will be developed for the student with assistance and support from persons representing the LEA.
4. If a student has a disability which substantially limits one or more of a person's life activities, has a record of such impairment, or is regarded as having such impairment, the school will develop a plan with the parents to provide reasonable accommodations that do not fundamentally alter the school program or impose undue financial burden on the school.
5. A student may be excluded from the school program if he or she creates a substantial risk of injury to himself, herself, or others.

## **Priority Determination for Student Acceptance**

- Students currently attending Annunciation School
- Families with children already enrolled
- Students of Annunciation Parishioners
- Students of parishes without schools and other Catholic parishes
- Students of non-Catholic families

## **Enrollment of Transfer Students**

When the School administrator receives any application for enrollment of any student proposing to transfer from another school to Annunciation School, an application form including a statement of the school's transfer policy must be provided to the student's parent(s) or guardian(s). The student's entire school academic record, including IEP, 504, individual health plans, and those health records required by the state must be provided. Any authorization for release of records required by the student's prior school is the responsibility of the student's parent(s), or guardian(s). The prior school should provide the records directly to the School administrator. The transferring student's application and records from the prior school will then be reviewed by the School administrator. To best meet the educational needs of the child, during the admissions process, the student may be asked to complete formative assessments prior to enrollment to determine appropriate grade placement.

## **Diocesan Policy on Transfer of Junior High Level Students**

Transfer of junior high level students between schools in the diocese (including transfers from public schools) is strongly discouraged. Consideration must be given to the reason(s) expressed for the requested transfer. Other factors to be considered may include:

- Whether the student is or has been disruptive at the sending school;
- Whether reasonable efforts to manage the student or correct his/her behavior at the sending school have failed; and/or
- Whether the student's parents have provided their full cooperation and support to the school in respect of its efforts concerning their child.

Any of these factors shall be sufficient reason to deny a student transfer.

## **Parents' Role in Education**

The faculty of Annunciation School considers it a privilege to work as partners with parents in the education of children because we believe parents are the primary educators of their children. It is your right and your duty to become the primary role models for the development of your child's life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the parish community will affect the way your child relates to God and to others.

During these formative years, your child needs constant support from both parents and faculty in order to develop fully. Neither parents nor teachers can doubt the sincerity of the other in the quest of challenging, yet nourishing, the student to reach his or her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

It is essential that a child take responsibility for grades earned and be accountable for homework, long-term assignments, tests, and daily work. This responsibility also extends to times of absence.

Together as parents and teachers, let us begin this year with a commitment to partnership as we support one another in helping each student become the best person he or she is capable of becoming.

## **Parents as Partners**

As partners in the educational process at Annunciation School, we ask parents to do the following:

- To set rules, times, and limits so that your child gets to bed early on school nights; arrives at school on time and is picked up on time at the end of the day; is dressed according to dress code; completes assignments on time, and has lunch money or a nutritional sack lunch everyday.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To meet all financial obligations of the school.
- To keep well informed through the school's website and newsletters.
- To complete and return to school any requested information promptly.
- To inform the school if the child is going to be absent.
- To treat teachers with respect and courtesy in discussing concerns or issues.
- To notify the school of any changes of address or important phone numbers.
- Take a personal interest in the child's report card, thus letting him/her know that behavior and progress in school are matters over which you keep the closest watch.
- Talk with the teacher FIRST before going to the principal or pastor should any problem situation or question arise.
- Pray daily with your children. Read from the Bible or catechism with them to reinforce school learning. Model frequent reception of the sacraments with communion and reconciliation.

## **Parent Classroom Observation Procedures**

Parents wishing to observe a classroom should limit their observation to 30 minutes. Extended observations tend to distract children from the classroom learning activities. Any observations regarding other children in the classroom should remain confidential. Parents should remember that any single observation is only a limited view of a series of interrelated learning experiences and activities. It is assumed that all observers will have the integrity to discuss questions and obtain clarification from the School administrator or faculty.

## **ACADEMIC INFORMATION**

### **Testing**

- Entrance Exams: A battery of tests may be given to students entering kindergarten through eighth grades.
- Standardized Testing: ILEARN will be administered to students in grades three through eight. Grade two and three students will take the IREAD test.
- IXL or i-Ready Math and Language Arts formative assessments in grades KG-8.

### **Privacy Act**

Parents may legally request to review the child's records provided the school office is given twenty-four hours' notice.

Annunciation Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of NON-CUSTODIAL PARENTS. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is to be no information provided, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Annunciation School maintains a Testing Policy in accordance with State requirements.

### **Curriculum**

In keeping with our educational beliefs, the faculty will make every effort to design a curriculum program that will reflect the mission of the entire school community. Such a program must contain not only the required content but also the varied learning experiences, individual, and group activities, that will in time allow the student to take charge of his/her own education throughout his/her life. The basic core curriculum of religion, language arts, mathematics, social studies, and science is enhanced by other subjects to allow the student to develop his/her potential as a whole person.



Each child is unique and different not only in personal strengths and weaknesses but also in patterns of growth and development and learning methodologies. The curriculum must be adapted as much as is humanly possible in a school setting to help the child gain mastery of the basic learning skills. The entire school educational program must be reviewed and continually restructured.

The *Learning Tree and Gabriel's Garden* curriculum utilizes a wide variety of activities, both structured and unstructured, to broaden the children's knowledge, to increase their social, physical, spiritual, and emotional development, and to enable them to adapt into today's society. Our Preschool programs are for children who are not chronologically ready for kindergarten or for those children who met the age requirements but parents felt needed another year to develop skills before they entered kindergarten. Children must be three (3) years old before they start school and toilet trained, and there is no graded measurement of progress.

The kindergarten at Annunciation School is a developmental program designed to broaden the socialization and learning skills of the five year old (must be 5 years old prior to October 1). Increasing the awareness of God and introducing reading and math skills in such an individualized way as to ensure each child's success is our primary goal. We are confident that the child will have an enthusiastic outlook for the school as a whole after the rich and rewarding experiences offered in the Annunciation School kindergarten program.

The present program for grades kindergarten through eighth includes the following:

Religion	Social Studies
Reading/Literature	Indiana History
Language Arts	Handwriting
Phonics	Computer Science (at Christ the King)
Vocabulary	Health
Spelling	Physical Education
Mathematics	Music
Science	Art

Instrumental music classes are offered by a Memorial High School faculty member in the 6-8 curriculum at Christ the King and 5-8 at Holy Spirit. Students in grades K-3 (CTK) and grades K-4 (HS) are organized on a modified self-contained room pattern. Grades 4-8 (CTK) and grades 5-8 (HS) follow a departmental pattern. Grades PK-8 receive weekly Spanish instruction at Christ the King. Services for learning disabilities and speech are provided at both campuses.

## Homework Policy

Homework provides for practice of skills and applications of principles based upon work begun in the classroom. Homework should enrich school experiences and promote an interest in life-long learning, as well as stimulate individual initiative, personal responsibility, and the use of good study skills.

Since each student has different capabilities and interests, it is difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Parents are urged to *help* rather than *do* the assigned work. Parental help should include arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed.

Students and parents are to use information on PowerSchool (or other school information system resource provided by Annunciation) to track late, missing, or incomplete homework assignments in grades 1-8.

In case of absence, parents are expected to notify the school office by 8:30 a.m. of their plans to pick up homework. Homework will only be collected if requested by 8:30 a.m.

Annunciation School encourages families NOT to take family vacations while school is in session. It is very difficult for a student to miss extended days of school and still keep up with studies. Although written work can be made up, the value of time spent in class cannot be recovered. Some work that is done in class does not lend itself to be made up. Excessive student absences may impact the school's rating or accreditation status.

Please do not expect the teacher to plan a week of work ahead of time. The teacher may be able to give some assignments in advance, but there will be other work to make up on returning to school. Please allow the teacher sufficient time to gather assignments. All work given in advance is due the day the student returns to school. If a student is absent for an extended period of time, the parent must expect their child to have the class work made up within five days upon returning to school. Missed tests must be made up at a time that meets the discretion of the individual teachers.

## Grading System

The grading system\* is as follows:

- A - 94%-100%
- B - 85%-93%
- C - 77%-84%
- D - 70%-76%
- F - 0%-69%

\*The grading system applies to grades 1-8 at CTK and grades 3-8 at Holy Spirit.

\*Standards based report cards are used for all other grades (Kindergarten-CTK; Kindergarten to grade 2 at HS).

## **Online Grade Posting**

Parents have access to a web-based grading system that allows them access to their students' grades as well as teacher comments. Parents are to check PowerSchool on a weekly basis. If there is difficulty in accessing the internet, parents should directly contact the teacher. Parents and students have two weeks to contest any grade once it is posted.

## **Progress Reports**

Progress reports are sent home four times a year midway through each quarter.

Report cards will be issued four times during the year.

### **RETENTION**

Parents will be informed of the possibility of non-promotion by the end of the third grading period. Should parents disagree with the recommendation of non-promotion, they will be required to sign a statement, stating that they realize that the transfer to the next grade is against the professional advice of the staff.

## **Parent-Teacher Conference**

Parent-Teacher Conference schedules will be announced at the beginning of the school year. Conferences may be requested by either parent or teacher anytime throughout the year as the need arises. Please contact the teacher to request a conference.

## **Cumulative Records**

In accordance with the Family Educational Rights and Privacy Act ("FERPA") of 1975, any natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian of a student has the right "to inspect and review" the student's educational records, unless the school has been provided with legally-binding documents that specifically precludes such inspection and review. In addition, a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education will have all access rights that his/her parent or guardian would have had prior to that time. Absent such legally-binding document, a non-custodial parent has the same right to inspect and review as a custodial parent.

Such natural parent, guardian, individual acting as a parent in the absence of a parent or a guardian of a student, or eligible student may request the amendment of his/her student's (or his/her own) educational records if he/she believes that such records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the School administrator decides not to amend the record as requested, such natural parent/guardian/acting parent/eligible student is entitled to a hearing on his/her request. (20 U.S.C.)

The school office maintains an accumulative folder on each student. This folder contains: Semester I and II grades, standardized test results and results from other professional sources. With prior arrangements, these records may be examined upon request.

## **Honor Roll**

Students in grades 6-8 at Christ the King and 5-8 at Holy Spirit are eligible for scholastic honors.

At Christ the King, the number grade from all subjects will be used to determine an overall average for each student. This average is used to determine student eligibility for Honor Roll. Music/Band, Art and PE count as half credit; core courses count as full credit in computing the overall average. At Christ the King, in order to achieve Honor Roll status, a student may not have any grade lower than an 89%.

Honor Roll at Christ the King is as follows:

- 95%-100% = High Honors
- 89%-94% = Honors

Honor Roll at Holy Spirit is as follows:

- 3.84-4.0 = High Honors
- 3.56-3.83 = Honors
- 3.32-3.55 = Honorable Mention

GPA is calculated for grades 5-8 by averaging all subjects together. Music/Band/Art/PE classes are weighted into this average.

## **Academic Eligibility for Extra-Curricular Activities**

Extra-curricular activities are those activities that occur before or after school hours. These activities include, but are not limited to the following: basketball, cheerleading, football, soccer, softball, track, cross-country, volleyball, wrestling, choir, art club, chess club, speech team, and Diocesan dances.

A student with a failing grade in any subject will be ineligible to participate in any Annunciation School sponsored extra-curricular activity for a period of 15 school days from the day report cards are issued (student may practice with the team).

- The student's work will be evaluated at the end of the 15 school days to see if he/she can regain eligibility.
- If at the end of the 15 school days the student is passing, he/she may again participate in the extra-curricular activity.
- If the grades are still inadequate, the student will be removed from the school team and denied practice and play until the student receives a report card that is up to minimum standards.
- If grades are not up to standard, the student will continue suspension from play and the right to practice will also be suspended for an additional 15 days. After the second fifteen school days, play and practice suspension, the grades will be reviewed again.
- If grades are up to the minimum, the student will be returned to eligibility.
- Students who are academically ineligible at the end of the school year will be able to participate on sports teams but will be closely monitored at the beginning of next school year.
- Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. It is expected that any exception will be documented for future reference.
- Students may be disqualified from participation in sports activities based on behavioral reasons established by individual campuses.
- In order to participate in any school-sponsored sport or activity, students must be in attendance on a given day.
- All participants will be fulltime students within their respective campus.

## **School Programs**

Students are expected to attend all music/drama programs in which their class participates. These activities are an integral part of the curricular program. Absences should occur only in cases of emergencies.

## **ARRIVAL AND DISMISSAL PROCEDURES**

School safety is a shared responsibility between parents(s) and school. The school has established procedures and policies to ensure that students arrive and depart school safely each day. The use of the crosswalk is strictly enforced. The school encourages parental support of school safety, and we greatly appreciate your valuable cooperation.

## **Arrival Policy (CTK)**

### **Car Riders**

For safety reasons, we ask that nobody park in the parking lot and cross the line of traffic in the morning between 7:15 and 7:45 a.m. Parents, including those of Learning Tree students, who need to enter the building should ALWAYS park on Bayard Park and enter the school from that entrance. All students are to go to the gym until the 7:35 a.m. bell.

### **Walkers and Bike Riders**

All walkers and bicycle riders must have a parent permission slip on file in the school office. Bicycle riders are to walk their bikes onto the school property. Failure to follow this rule could result in suspension of bicycle privileges.

Annunciation at Christ the King has a Safety Patrol Program. Student guards are stationed at the Dexter/ Chandler intersection and in front of the school on Bayard Park. Students are to use these intersections and must cross with the guards.

## **Arrival Policy (HS)**

### **Car Riders**

For safety reasons, we ask that parents drop off near the front walkway. If you need to park in the middle of the parking lot, an adult must walk their child to the school entrance. Gabriel's Garden parents should park and walk their child to their classrooms when they arrive and sign in their child.

### **Walkers and Bike Riders**

All walkers and bicycle riders must have a parent permission slip on file in the school office. Bicycle riders are to walk their bikes onto the school property. Failure to follow this rule could result in suspension of bicycle privileges.

## **Dismissal Policy (CTK)**

### **Car Riders K-8:**

Kindergarten – 8<sup>th</sup> grade students going home by car are to be picked up in the car rider line on the south side of the building in the parking lot. Cones are placed daily in the lot at 1:30 p.m. Parents picking up students are expected to pull into the first line closest to the building until

that line reaches the basketball goals at the end of the parking lot. The second line will then begin and end at the basketball goals. The same works for lines 2 through 5. The parents arriving after 2:45 PM for pick up, need to begin lining up near the fence in the back and side of the parking lot closest to Vann Avenue. Each classroom teacher walks through the line to monitor his/her students loading the cars. Once all students have walked through the line school personnel will direct parents to exit the parking lot. At no time should a parent exit the parking lot or begin moving without being directed by school personnel. Students will be permitted to load late arrivals once lines 1 through 5 are cleared. Parents with a Preschool or PreK child, will pick up on the north side of the building along Bayard Park Dr.

At no time will KG – 8 students be allowed to be picked up on Bayard Park Drive or on any street surrounding the school for any reason unless they have younger siblings in Preschool or PreK. Parents must not tell children to walk to a parked car to be picked up. While we realize the line can be rather long in the parking lot, it is a matter of safety to have the children picked up through the regular dismissal line.

It is a safety issue when cars are parked on both sides of Dexter for students crossing and for the safety patrol guards to be clearly seen by oncoming traffic. This policy is for the safety of the students and is recommended by our school liaison officer, an officer for the EVPD.

#### **Walkers:**

Students walking home from school will be dismissed on the Bayard Park or front side of the school building. We encourage parents to meet their student at the front doors of the school and to walk with their child. Students should not listen to music through headphones, or be on their cell phones, while walking as these are a distraction to the student while crossing streets.

#### **Bike riders:**

Bicycle riders are to exit the Chandler Avenue side and walk within the white line next to the Parish Center. Bicycle riders are expected to walk their bikes off the school grounds. (Students are not permitted to bring skate-boards and scooters to school.)

Students remaining at school at 3:00 p.m. will be escorted to after school care. Parents will incur a cost from the YMCA After School Program for this service. It is important for parents to register with the YMCA After School Program at the beginning of the school year to enable students to go to daycare in the event that parents are late picking up after school.

When there is threatening weather at dismissal, students WILL NOT be permitted to walk or ride their bike home. ALL students will be required to be picked up in the dismissal line.

## **Dismissal Policy (HS)**

### **Car Riders K-8:**

Dismissal is at 3:00 p.m. Students going home by car are to be picked up in the front parking lot, in the back of school (Bennighof Avenue), or on the east side of Lodge Avenue heading north. Parents picking up in the front should enter off Lodge Ave into the entrance and continue past Gabriel's Garden Preschool. Parents will continue moving toward the front of the school. Classroom teachers will monitor and direct students to load into the cars.

### **Walkers and Bike Riders:**

Walkers and bike riders will be dismissed by the teacher monitor. Students should not listen to music through headphones while walking/biking as these are a distraction to the student while crossing streets and alertness to the things that are going on around them on their walk home. When there is threatening weather at dismissal, students WILL NOT be permitted to walk or ride their bike home. ALL students will be required to be picked up in the dismissal line.

## **ATTENDANCE AND TARDY POLICY**

Consistent school attendance is needed for an Annunciation student to progress in sequential learning experiences. Furthermore, students need to arrive at school on time and be ready for schoolwork. Annunciation Catholic School not only encourages regular attendance, but also discourages tardiness. To this end, a student will not be eligible for a perfect attendance certificate if he/she has more than three tardiness infractions per semester. Regular attendance and punctuality are critical to the progress of each student. Morning announcements and morning prayers are an important part of the learning process. In addition, excessive tardiness disrupts the regular schedule of the classroom and starts a student off behind schedule for the day.

The policy that follows will be used in response to situations involving tardiness or absence from school.

- Students should report to their homerooms by 7:35a.m. at Christ the King and 7:55 a.m. at Holy Spirit. Students who arrive after (7:35a.m. at CTK, 7:55 a.m. at HS) should report with their parent to the office to sign-in and receive a tardy slip. At our Holy Spirit campus, the 5<sup>th</sup> tardy and the 10<sup>th</sup> tardy in a quarter will result in an after school detention. All other subsequent tardies after 10 will result in after school detention.
- If a student is not in attendance, a parent/guardian must call the school office by 8:30 a.m. each day the student is absent. Students must be fever free and non-contagious for 24 hours before returning to school.
- If a student signs in after (9:35a.m. at CTK, 10:00 a.m. at HS) or signs out before



(12:45p.m. at CTK, 1:00 p.m. at HS), the student will be considered absent for one-half day.

- In the event of an absence due to illness, arrangements must be made with the teachers regarding tests and homework. Homework should be picked up in the school office by the parent between (2:45-3:15p.m. at CTK, 3:00–3:30 p.m. at HS) unless other arrangements have been made.
- The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school the following day.
- Notification for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work and homework missed during their absence.
- Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.
- The parent/guardian must sign out students leaving school during the day (appointment, illness, etc.) at the office. If they return during the school day, they must sign back in at the office.

## **VACATION POLICY**

Annunciation Catholic School **STRONGLY** encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered **UNEXCUSED** according to state law.

If a child is absent for an extended period of time, the child must expect to have class work to make up within five days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student and family who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

## **EXCUSED ABSENCES**

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Illness of three or fewer consecutive days reported/verified by communication from a parent/guardian; after three consecutive days a doctor's note should be provided
- Attendance at a family funeral
- Absences related to deployment and return for military connected families

## UNEXCUSED ABSENCES

An unexcused absence is defined as any absence not covered under the diocesan's definition of excused or exempt absence.

## CHRONIC ABSENTEEISM

A student is considered to have **Chronic Absenteeism** when he/she has been absent from school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of absences, **regardless of whether they are excused or unexcused**.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

## HABITUAL TRUANCY

A student is considered a **Habitual Truant** when he/she has been absent from school ten (10) days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

## CHRONIC TARDINESS

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 5 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

*Approved: Memorial Feeder Schools, May 2017*

## **Arrival of Students**

### **Christ the King**

- Children should not arrive before 7:15 a.m.
- The tardy bell rings at 7:35 a.m., signaling the beginning of the homeroom period.

### **Holy Spirit**

- Children should not arrive before 7:15 a.m. Breakfast is served between 7:15-7:40 a.m. Students are dismissed to their homerooms at 7:45 a.m. The tardy bell rings at 7:55 a.m.
- All visitors to the school MUST come to the office to sign in and receive a visitor pass. Visitors are not to go to classrooms or be in the hallways without permission from the office. The office staff will be responsible for delivering messages, forgotten lunches, books, etc.

## **Dismissal of Students**

- Classes are dismissed at 2:45 p.m. at Christ the King and 2:55 p.m. at Holy Spirit.

## **Late Arrivals/Early Dismissals/Absences/ Leaving During the Day**

Requests for early dismissal are granted only in cases of real need. If possible, doctor and dentist appointments should be made outside of school time. If this is not possible, we ask that the child bring a written request in advance to be presented to any teacher affected.

Students leaving the building any time during the school day due to illness or an appointment must be signed out by a parent, legal guardian, or designated person.

If a student is out of the building for two hours or more, it is considered a half day's absence. If

a student is out of the building four hours or more, it is considered a full day's absence. To ensure the safety of the student, the school is to be notified by 8:30 a.m. in the event of absence.

## **Search Policies**

The school administrator and teachers may search students and their personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

School lockers are the property of the School. A student who uses a school locker may not expect privacy in that locker or the locker's contents. The School administrator may search student lockers at any time. The School administrator may also authorize any other School official or law enforcement officers to search any student locker at any time.

## **Discipline Policy**

### **BEGINNING OVERVIEW:**

Annunciation Catholic School has a Discipline Policy that requires all students to follow a code of behavior. The objective of this policy is to encourage and motivate students to become responsible, Christian citizens of the school community.

### **DESCRIPTION OF ANNUNCIATION CODE OF BEHAVIOR:**

The code of behavior for grades Preschool-8 is a pro-active, Christ centered program designed to promote a positive academic and spiritual atmosphere. The following standards of behavior are expected of all Annunciation students.

- Respect yourself, others, and things
- Contribute to the learning environment
- Follow school and classroom procedures

Each teacher has the right to determine his/her own classroom rules and procedures. In most instances, teachers give opportunities for students to self-correct behavior before issuing consequences. However, some behaviors warrant an immediate consequence upon the first offense – subject to principal's and/or teacher's discretion.

### **POSITIVE BEHAVIORAL REWARDS**

Angel Program is a positive behavior program for Preschool – Grade 8. Any adult in the building can reward a student with an Angel Cross when the student is “caught” making good choices. The student's name is then entered into a weekly drawing.

3R Program is an incentive program for grades 5-8. It rewards students for being ready,

respectful, and responsible. Students are ready when they are prepared daily for every class, with all materials, assignments, and charged devices. Students are respectful when they follow class and school expectations, are kind to others, and respect themselves and others. Lastly, students are responsible when they keep up their grades, make good decisions, and uphold school expectations. Teachers and / or school staff can give students a mark in the 3R book when they are not following one of the 3Rs. At the end of each semester, there will be a reward party or field trip for those students who have met behavioral goals in the 3R program (number of marks will be determined based on a percentage of the total number of school days that semester).

### **BULLYING STATEMENT (Diocesan Policy)**

Bullying is a repeated intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms: physical (hitting, kicking, shoving, spitting); verbal (threatening, taunting, teasing, degrading social or sexual comments, rumor spreading); non-verbal (threatening gestures, exclusion, Internet, text messaging via cell phones, Instant Message). Bullying may constitute grounds for detention, suspension, or expulsion.

Annunciation School embraces the following as school rules against bullying:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Policy located in school office.

### **GUIDELINES FOR CONSEQUENCES**

Students are responsible for following the school's code of behavior. If a student chooses not to follow these guidelines, disciplinary action will result. Consequences are designed not only to correct misconduct, but also to encourage and motivate students to make good choices. To that end, the teachers and administrators use their professional judgment to appropriately address student behavior based on the following:

- Seriousness of the offense
- Student's age
- Student's grade level
- Student's ability and functional level
- Frequency of misconduct
- Effect of misconduct on the school environment

## DEFINITION OF TERMS AND LEVELS OF CONSEQUENCES (Christ the King):

- **Detention** is a period of time served after school as a consequence of an infraction of the code of behavior. The parent is notified with a Detention Form. ***Detention forms must be returned, signed by a parent/guardian, on the day after the detention is issued.*** Students will serve 40 minutes of detention, supervised by a teacher, on the assigned day listed on the Detention Form. The detention period is from 2:50-3:30 p.m. Students will serve the detention by taking part in appropriate activity related to the reason for the detention. After a student receives two detentions in the same category (academic or behavioral) during the same quarter, the student may be asked to lead a conference with parents, teachers, and principal to discuss an action plan. Examples of behavior that can result in a detention include excessive tardiness and missing assignments per class. Students who receive 15 detentions in a school year may be expelled. Behavioral detentions could also result in the loss of the 3R program incentive trip. Special circumstances must be proved to avoid expulsion.

## DEFINITION OF TERMS AND LEVELS OF CONSEQUENCES (Holy Spirit):

- **Warning of Misconduct** is a written notification to parents concerning violations of school or classroom rules. A Notice of Misconduct must be signed by a parent and returned the following school day.
- **Demerit** is a written notification to parents concerning violations of school or classroom rules. A demerit must be signed by a parent and returned the following school day. Failure to return the demerit notice after 1 day will result in an additional demerit. Each demerit will result in 35 minutes of detention time. Failure to serve detention will result in added detentions. Each demerit will result in 35 minutes of detention time. Detention is from 3:00 – 3:35 on the date stated on the demerit notice. Students who are not picked up on time will be sent to After School Care and charged \$5. Any student accumulating **five (5) demerits in a single semester** will have a conference with the teacher(s), the principal, and the student's parent(s). Accumulation of additional demerits will result in a contractual agreement between student, parent and school. Accumulation of demerits, 10 or more in a school year, may result in a loss of privileges such as field trips, class events, and/or suspension.
- **Assignment Deficiency** is a written notification to parents concerning failure to complete assignments / homework. A student who accumulates two assignment deficiencies in a quarter will be issued a detention.
- **Examples of Infractions (CTK and HS)** that may result in a warning of misconduct, assignment deficiency, demerit and/or detention.
  - Non-compliance with school rules: school crossing, arrival and dismissal, emergency procedure, recess, and classroom.
  - Non-compliance with detention procedure: behavior during detention, unsigned forms (demerit, detention, warning of misconduct, assignment deficiency).
  - Dress code violations
  - Tardiness
  - Unprepared for class on a consistent basis.

- Cheating, copying homework, not completing homework, missing assignments
- Bullying behavior, which includes cyber-bullying.
- Disruptive behavior, excessive talking
- Disrespect toward school personnel, students, and visitors.
- Obscene or vulgar language, signs or gestures spoken or written.
- Going off school grounds during school hours without permission.
- Serious roughness, fighting, throwing objects.
- Theft, vandalism, defacement, destruction or loss of others' property. (Restitution is to be made.)

**Disciplinary Probation** is a period of time during which the student may not participate in extra- and co-curricular activities sponsored by Annunciation School, involving an Annunciation School team or a Diocesan sponsored activity. A letter will be sent home notifying the parents/guardian of the probation. The Probation letter will include the length of the probationary period. Reevaluation will take place at the end of the probationary period.

CTK-When a student receives his/her third detention in a grading period, he/she will be declared ineligible for extra-curricular activities. The probationary period lasts 15 consecutive school days during which the student may not participate in any extra-and co-curricular activities.

- **In-School Suspension** is when the student is assigned to a supervised area in school for the duration of one school day. Assignments will be provided, and credit will be given for completed work. Lunch will take place in an assigned supervised area. A student who serves an in-school suspension will be assigned disciplinary probation as determined by the principal. Only the principal can decide if an in-school suspension is warranted for a serious infraction.

CTK- A student who serves in-school suspension due to an accumulation of 6 to 8 demerits will be on probation for 14 days.

- **Out-of-School Suspension** is a temporary exclusion from the school community and environment. The student will not receive credit for the assigned class work, tests, quizzes, and homework for the suspended day. The student will be on probation for a two-week period from extra- and co- curricular activities. Only the principal can decide if an out-of school suspension is warranted.
- **Expulsion** is the permanent dismissal of a student from Annunciation Catholic School for serious offense(s). Only the pastor and/or the principal can expel a student in collaboration with the superintendent of the Diocese of Evansville.

#### **DEFINITION OF "SERIOUS OFFENSE":**

Any behavior that is not consistent with the Christian Code of Conduct is considered a serious offense. The offenses may have occurred on or off school grounds, during school-sponsored extra- and co-curricular programs, school/parish socials. If a student is involved in a serious offense (by active or passive participation, by coercing, or covering up) the student could face suspension, expulsion, or other disciplinary actions. Teachers generally handle discipline

and its consequences. The principal determines the method and degree of punishment/consequences that could lead to in-school and/or out-of-school suspension or expulsion. The principal will consider the student's age, mental capacity, severity, repetition, and extenuating circumstances of the unacceptable behavior. The principal reserves the right to intervene at any time in discipline matters. When necessary, the appropriate law enforcement agency will be notified by the principal or her/his designee.

Note: Not all disciplinary situations will be handled the same way. The principal reserves the right to consider individual circumstances when determining appropriate disciplinary consequences. The above discipline policy is a guideline only.

## **Seclusion and Restraint Statement**

Annunciation Catholic School of the Evansville Catholic Diocese believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of the plan is to ensure that all students and staff are safe in school, and the students who may have behavior crises are free from inappropriate use of seclusion or restraint. Plan located in the school office.

## **Sexual Harassment by Students**

Sexual harassment by students is unacceptable conduct that may constitute grounds for expulsion. Sexual harassment may include unwelcome sexual advances, request for sexual favors or language or conduct of a sexual nature when such activity is sufficiently severe, persistent or pervasive so as to limit a person's ability to participate in or benefit from school programs or so as to create a hostile or abusive educational environment. Any person who has a complaint of a sexual harassment by a student must bring that complaint to the attention of the School administrator. All such complaints will be promptly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action including disciplinary measures if justified to remedy violations of this policy.

## **UNIFORM POLICY (CTK)**

The purpose of the dress code is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that is free from emphasis on clothing.

The enforcement of the dress code is a joint responsibility of parents, students, teachers, and the school administrator. Parents must see that children leave the home properly attired. Teachers and the administrator must see that students follow the dress code throughout the



day. Violations of the dress code will be handled by the school administrator and teachers.

Dress code **MUST** be followed on the first day of school and thereafter.

- Uniform attire must maintain its color and be free of holes, frayed edges and stains.
- Uniforms must be worn properly and be the correct size for the student.

The Annunciation Catholic School dress code policy states the required uniform attire. Since the policy cannot make provisions for the continual change of fashion, or state every restriction, the school administrator reserves the right to decide what is acceptable.

- Hair must be kept clean and properly styled.
- Boys' hair must be no longer than collar length in back, mid-ear on sides, and above eyebrows. Students will be required to comply with hair length regulations within one week after the warning is given.
- Hairstyles bordering on the extreme and / or hair coloring in sharp contrast to the natural color are not permitted
- Approved jewelry includes a wristwatch, a religious medal, or cross on a small necklace.
- Small, non-dangling, simple earrings are permissible for girls only; one per ear in lower lobe.
- Hair bows, barrettes, and headbands (girls only) may be any color but must not be large or distracting.
- Tattoos (permanent, temporary or personally made) and body piercings are prohibited.
- Girls in K-5 must not wear make-up.
- Make-up (girls only) in grades 6, 7, and 8 must be minimal and age appropriate.

#### **PHYSICAL EDUCATION DRESS CODE**

- Students in Grades PreK-5 do not wear a P.E. uniform.
- Students in Grades 6-8 may be asked to dress in a P.E. uniform (athletic shorts and shirt).
- Athletic shoes must be worn for P.E. Classes.

#### **SUGGESTED UNIFORM SUPPLIERS**

- Uniform departments include: J.C. Penney, Target, Sears, Lands' End and Old Navy.
- All plaid uniforms must be Lands' End hunter/classic navy plaid.
- Uniform sweatshirts/fleece pullovers and jackets must be purchased through the PTO or PTA of the respective campus.

**DRESS CODE POLICY REVIEW:** The policy will be reviewed at the discretion of the school

administrator with the support of the Annunciation School Council.

**Please label all articles of clothing and personal belongings with last name.**

**UNIFORM REGULATIONS**

**Learning Tree Students**

Children do not wear uniforms. Comfortable and appropriate clothing for very young children must be worn. Shoes must fasten firmly on the feet, i.e. over the toes and around the heel. Sandals are not permitted.

**Eighth Grade Students at Christ the King**

Students are permitted to wear khaki uniform pants and shorts with a solid navy shirt. Navy uniform pants and shorts must be worn with a solid white or red shirt.

**Boys and Girls Grades K-8**

**Pants**

- Navy (grades K-8) and khaki (grade 8 only at Christ the King) must be worn.
- Pants must have belt loops.
- Pants must be appropriate size and length.
- Pants must not be faded or worn looking.
- Girls may wear navy uniform style cropped pants.

**Walking Shorts**

- Navy (grades K-8) and khaki (grade 8 only) may be worn.
- Shorts for grades K-8 may be worn from the first day of school until Oct 31st, and again from April 1 until the last day of school.
- The length of walking shorts must be much closer to the knee than the top of the leg.

**Belts**

- Belts must be worn with shorts and pants.
- Belts must be solid navy, black or brown devoid of studs and decorations.
- Belts must be sized to fit properly.

**Jumpers, Skirts and Skorts(girls only)**

- Jumpers must have a round neck, drop waist, and box panel.
- Only Lands' End hunter/classic navy plaid and classic navy are considered appropriate uniform attire.
- All jumpers, skirts and skorts must fall much closer to the knee than the top of the leg.

**Shirts**

- Solid navy (grade 8 only), white or red shirts (grades K-8) must be worn.
- Shirts must be polos, oxford cloths, or blouses with collar and sleeves. White turtlenecks are acceptable.
- If a T-shirt is worn under the shirt it must be plain white and not extend past the length of the uniform shirt sleeves.
- Shirts must be tucked in at all times.
- Shirts must not have logos, emblems or monograms.

#### Sweaters

- A navy uniform style plain sweater (cardigan, long-sleeve pullover or vest) may be worn.
- A white or red uniform shirt with a collar must be worn under the sweater.

#### Sweatshirts/Fleece Pullovers and Jackets (Orders will be placed several times a year by the PTO.)

- Annunciation Catholic School at Christ the King uniform issued navy blue sweatshirts/fleece pullovers and jackets with school name and embroidered logo may be worn. These items must be purchased through the Christ the King PTO only.
- Uniform shirts must be worn under the sweatshirts, pullovers, and jackets.

#### Socks

- Solid gray, black, navy or white socks with no emblems must be worn.
- Socks must be visible above the shoes.
- Girls may wear navy blue, white or black tights or leggings - solid color only. Leggings are to be full length and tuck into socks.

#### Shoes

- Athletic shoes and dress shoes must be worn and fastened firmly on the feet.
- Shoes must not light up.
- Sandals may not be worn.
- Shoes must be laced, tied, and neatly kept.
- Boots are not permitted as part of the uniform.

#### Outerwear

- Outerwear must not be worn during class.

### **EXCEPTIONS TO THE UNIFORM POLICY**

- First Fridays of each month will be designated as Spirit Wear Days. Students are permitted to wear spirit wear sweatshirts or T-shirts with jeans, provided jeans are not ripped or frayed.
- Free Dress Coupons for students in grades K – 8 may not be used on Mass days. Rules for alternate dress days should be followed. Note the expiration date on coupons.
- 8th grade class shirts or other attire may be worn on days designated by the school

administrator.

## **ALTERNATE DRESS POLICY**

- There may be periodic alternative dress days at the discretion of the administrator. The dress on such days must be modest and appropriate for school. Dress must not be revealing and clothing must not have rips or tears.
- The following are examples of unacceptable attire: Tank/halter tops, sleeveless and mesh and net tops, bare midriffs, miniskirts and short shorts, sundresses, torn or frayed jeans, T-shirts with inappropriate messages, and tights with miniskirts. Pants must fit around waist or hips, and may not drag the floor. If pants are of tight fitting nature, tops must completely cover one's seat. The administrator reserves the right to determine what is not acceptable.
- Unacceptable attire will require a change of clothes.

## **UNIFORM POLICY (HS)**

### **DRESS CODE**

The purpose of the dress code is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that is free from emphasis on clothing.

The enforcement of the dress code is a joint responsibility of parents, students, teachers, and the school administrator. Parents must see that children leave the home properly attired. Teachers and the administrator must see that students follow the dress code throughout the day. Violations of the dress code will be handled by the school administrator and teachers.

With the constant changes of fashion the principal will have the final say in dress code decisions. When purchasing uniforms at stores other than a uniform supplier, remember that just because a tag says "uniform wear" doesn't mean that it follows the Holy Spirit dress code. Please review the dress code BEFORE making any purchases.

A demerit will be issued and loss of dress code privileges (Spirit Dress, Theme T-Shirt Dress, and/or Alternative Dress) will occur upon the fourth (4) and each subsequent violation of the dress code in a semester. Dress code violations are sent home to inform the parents of the infraction.

## **UNIFORM POLICY (HS)**

### **DRESS CODE**

The purpose of the dress code is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that is free from emphasis on clothing.

The enforcement of the dress code is a joint responsibility of parents, students, teachers, and the school administrator. Parents must see that children leave the home properly attired. Teachers and the administrator must see that students follow the dress code throughout the day. Violations of the dress code will be handled by the school administrator and teachers.

With the constant changes of fashion, the principal will have the final say in dress code decisions. Please review the dress code BEFORE making any purchases.

A demerit will be issued and loss of dress code privileges (Spirit/Theme or Alternative Dress) will occur upon the fourth (4) and each subsequent violation of the dress code in a semester. Dress code violations are sent home to inform the parents of the infraction.

PANTS	Navy Blue or khaki uniform pants. Uniform pants mean “flat front with belt-loops, no cargo pockets, no stretch material, no elastic at ankle, no colored denim.”
SHORTS	Navy blue or khaki uniform style fingertip length.
BELTS	Solid navy, black, or brown belts must be worn with pants and shorts for gr 1-8.
SKIRT/JUMPER	Girls may wear a uniform plaid, khaki or navy skirt/jumper fingertip length.
SHIRTS	Red, navy, or light blue short or long sleeve polo shirt (must be tucked in). Uniform dress days must be logo free.
SWEATSHIRTS	Solid navy or red crewneck sweatshirt (or school sweatshirt).
SWEATERS	Solid red, white, or navy cardigan. No logo.
SHOES	Dress or athletic shoes must have a closed toe and closed back (no Crocs). Shoelaces must be tied. Any shoes or boots may not have a heel higher than 1 inch. Boots may be worn after Thanksgiving Break and before Spring Break.
SOCKS	Solid white, navy, black
HAIR	No distracting hair styles (i.e. designs in hair) or unnatural hair color. Hair must be a minimum of 1/4” length. Hair should be neat with bangs above the eyebrows.

Boys hair that reaches the collar should be pulled back.

**JEWELRY** Only necklaces with small religious symbols (medals, crosses) on simple chains.

No bracelets on wrists/ankles.

One ring per hand (nothing large or chunky).

Earrings must be flat, close to earlobe, posts only.

Boys may not wear earrings.

**SPIRIT/THEME** Jeans/jean shorts, uniform shorts or pants.

**DAY DRESS** Athletic pants may be worn. No wording across the seat.

Shirts must be Annunciation attire OR Diocesan Theme.

**ALTERNATIVE** Clothing must be appropriately modest and reflect Christian values.

**DRESS** Shirts must have standard short sleeves or longer.

Jeans and shorts may be worn that are hemmed and do not have holes.

Athletic pants may be worn. No wording across the seat.

No pajama, lounge, or yoga pants allowed. No leggings.

Regular uniform policy regarding shoes must be followed.

**COSMETICS** Clear Lip-gloss is permitted.

Girls in **grades 6-8** may wear moderate make-up. No eyeliner.

No glitter makeup permitted.

Artificial nails, overlays are not permitted.

Additional Guidelines:

- All parts of the uniform are to be neat, clean, fit appropriately & modestly (no sagging).
- Clothing must be free from tears/holes.
- Coats are not to be worn in the classroom without teacher permission.
- Solid color means all one color.
- Fingertip Length means "a student should be able to stand straight, arms by their side and not have their fingertips reach past their shorts."
- 8<sup>th</sup> graders may wear Memorial Spirit Wear on Spirit Dress Days.

## **LUNCH PROGRAM**

### **Closed Campus**

- Annunciation School has a closed campus. Students are not permitted to leave the school grounds without adult supervision.
- Students leaving the building for lunch must be signed out by their parent or legal guardian and are expected to return by the beginning of their next class period. Students who return late will be issued an unexcused tardy.
- Parents are encouraged to use the Titan app to add money to their child's lunch account.

## **Cafeteria**

- Menus are published and sent home monthly as well as listed on the school website.
- Hot lunch is served each day in the school cafeteria. There is no opportunity to store or heat food brought from the outside.
- The cost of the student lunch including milk is \$3.55. The cost for an extra entrée at Christ the King is \$2.65 (with the purchase of a meal), entrée purchase only is \$3.60, and an extra side is 80 cents. If bringing their own lunch students are not permitted to bring soft drinks or fast food into the cafeteria. Students may purchase milk for 80 cents at CTK.
- Annunciation Catholic School at Holy Spirit qualifies for the Community Eligibility Provision due to having 60% or more of students being directly eligible for free lunches. The program reimburses at a full reimbursement rate. Participation in this program allows all Holy Spirit students to be eligible for free breakfast and lunch through the National School Lunch Program through the 2025 – 26 school year.
- The adult lunch is \$4.60 at both campuses.
- Free or reduced price lunch at Christ the King will be available to those students whose families meet the federally established guidelines. Reduced lunch price is 40 cents. Information is available at registration, on the school website, or from the school office.
- HS - Breakfast is served each day in the cafeteria from 7:15 - 7:40 a.m. Parents who join their child for breakfast need to sign in at the office and receive a visitor's badge.

## **HEALTH PROGRAM**

### **Health and Safety**

- Annunciation School does not employ a school nurse during the school day.
- The Health chairperson will check the student's vision in the fall.
- Hearing tests will be administered to all new students and children in kindergarten and grades 1, 4, and 7. If parents or teachers suspect that a child has a hearing problem, the child will be examined upon request.
- First aid supplies for cuts and abrasions can be obtained at the school office.
- Referrals for further examination by a physician will be sent to parents for those children who have abnormal findings in vision or hearing. These forms should be filled out by the appropriate doctor and returned to the school office.
- A Wellness Policy has been developed for Annunciation School in accordance with State requirements.

## **Illnesses and Emergencies**

- All parents are required to have an up to date EMERGENCY INFORMATION CARD on file in the School office. Please contact the School office when information changes during the school year, especially phone numbers and email addresses.
- Children who are ill should remain at home. Please notify the school office before 8:30 a.m. (8:30 HS) if your child is going to be absent. A good guideline to follow is to keep children home until they are fever free for 24 hours.
- Children who become ill at School will have their parents or guardians notified and will be kept in the school office until they can be picked up.
- In case of an emergency, if parents or guardians cannot be contacted, the school may secure emergency room treatment by calling 911.

## **Physical and Dental Examinations**

It is required that students entering kindergarten and grade six have the proper immunizations required by the State of Indiana. A dental examination is recommended at least once a year.

## **Immunization Records**

The Indiana Health Department along with the Indiana Department of Education mandate appropriate documentation showing that students have received the following immunizations:

Kindergarten – 5th Grade:

- Five doses of DTaP/DTP/DT/Td vaccine;
- Four doses of Polio vaccine;
- Two doses of Measles vaccine;
- Two doses of Mumps vaccine;
- One dose of Rubella vaccine;
- Three doses of Hepatitis B vaccine; and
- Two doses of Varicella (chickenpox) vaccine.

6th – 8th Grade:

- Five doses of DTaP/DTP/DT/Td vaccine;
- Four doses of Polio vaccine;
- Two doses of Measles vaccine;
- Two doses of Mumps vaccine;
- One dose of Rubella vaccine;
- Three doses of Hepatitis B vaccine;
- Two doses of Varicella (chickenpox) vaccine;
- One dose of Tdap (Tetanus, diphtheria, acellular pertussis) vaccine; and
- One dose of MCV4 (Menactra or Menveo) vaccine.



A written statement of the child's immunization will be required no later than the first day of school. The parents must show that the child has received the required immunizations noted above. No child shall be permitted to attend the first day of school without furnishing this written statement, unless the local health department or physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed. In this case, the parent shall furnish this written statement and a time schedule, approved by a physician or the local health department, for completion of the remainder of the immunizations. If the parents object to immunization for medical or religious reason, such a written statement shall be required no later than the first day of school.

When a child enrolls in a school corporation for the first time or any subsequent time and at any level, parents must show either that he has been immunized or that parental or medical objection to immunization has been filed (unless such a written statement and accompanying documents are currently on file with the school.) The law now includes all children enrolled in school, not first time entrants only. Students who entered school prior to the most recent amendment are now included in the immunization requirements. The definition of "immunized" will vary according to the age of the child and his history of inoculations.

## **Medication**

- The parent or guardian of the student shall deliver the medication to school in person. The prescribed medication **MUST be in the original container bearing the original pharmacy label which includes the directions from the physician, the name of the medication, date, and student's name.** The non-prescription medication shall be in the original container with date, student's name, and written instructions from the student's parent or guardian. (Schools may not stock any non-prescription medication other than what a parent or guardian provides for the student.)
- The parent shall sign the Authorization for Administration of Medication by School Personnel Form if prescription medication is to be dispensed on a daily basis. Medication (i.e. antibiotics, cough medicine, cough drops, eye drops, or any other medication) to be taken as needed requires a written note from the parent or guardian.
- The parent is encouraged to send limited amounts of medication to school and to schedule times of administration so that a minimum number of doses will be given during the school day.
- A Health Plan must be on file yearly for all students with diabetes, life threatening allergies and other medical needs throughout the day.

## **GENERAL SCHOOL INFORMATION**

### **Electronics**

Bringing electronics to school such as iPods, CD players, headsets, and electronic games is

strongly discouraged unless they are needed for a classroom activity. They are never to be used during the school day without permission. Cell phones and other electronics must be kept in lockers and/or backpacks and be turned off until after 3:00 p.m. Failure to follow these guidelines will result in detention being given and/or confiscation of the electronic device.

## Emergency Drills

- The school complies with Indiana requirements regarding emergency drills and their frequency.
- Orderly conduct and SILENCE must be maintained during the entire time of a drill.
- No one is permitted to return to the building until an all clear signal is given.

## Endowment Donations

The Annunciation Education Endowment offers a tax-exempt opportunity for parents and other interested persons to aid in the continued support of quality education for the students of Annunciation School. Donation forms are available from the school administrator or from the Indiana Quality for Education.

## Field Trips

- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted
- A field trip permission slip may be printed out from the school website. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you must call the school for information needed to complete the form.
- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- A field trip is a privilege and not a right. Individual teachers, in consultation with the school administrator, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- Parents may refuse to permit their child from participating in a field trip by stating so on the official permission slip. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.

- All monies collected for the field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or school administrator.
- Parents who are not “official” chaperones approved by the school administrator, may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.
- Parents who chaperone a field trip may not bring pre-school or school age siblings on the field trip. Alternative arrangements should be made for younger siblings.

### **Transportation and Liability**

Annunciation School follows the Diocesan policy and guidelines on field trip transportation and liability.

### **Family Folders**

Family Folders serve as our primary method of communicating with parents and will be sent home on a weekly basis. It is important that these folders be read and returned to the homeroom teacher on the following school day.

### **Inclement Weather**

#### **“No School” Policy**

- Annunciation School uses a telephone broadcast system entitled School Messenger. Parents will be notified through this system using phone numbers given to the School at the start of the year.
- Listen to local radio and TV stations for information on school closings. Annunciation School will generally follow the same closings/delays as the EVSC.
- In the event of a delay, the Preschool program at each campus will meet on a delayed start time as will the rest of the School. Parents should exercise their own discretion as to whether to send their children.
- All planned snow make-up days are listed on school calendar.
- There will be no after school activities if school is dismissed early.

#### **Emergency Early Dismissal**

- In case of inclement weather, the School Messenger program will be utilized.
- There will be no after school activities at school if school is dismissed early due to an emergency.
- If cancellation occurs after the school day begins, the Afterschool Child Care Program will be opened as soon as school is dismissed; however, parents will be notified to pick up their children immediately.
- Whenever there is severe threatening weather at dismissal, students will NOT be

permitted to walk to cars off School property or to walk home. ALL students will be required to be picked up in the dismissal line.

## **Office Records**

Parents/Guardians are requested to notify the School office in writing of any change of home telephone numbers and/or addresses, email addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up-to-date.

## **Parent Concern Procedure**

For all concerns of an academic or behavioral issue, parents should first contact the classroom teacher. When direct communication with a faculty member has not settled an issue, then parents should contact the School administrator.

## **Parent-Teacher Organization/Association**

Every family with children enrolled at Annunciation School is automatically a member of the Parent-Teacher Organization/Association and PTO/PTA dues are collected at the time of registration.

## **Safety Patrol**

Annunciation School tries to ensure the safety of students who walk to or from school. Members of the safety patrol guard the crosswalks. A position of the safety patrol is a big responsibility. Crossing guards are trained to make sure students safely enter/exit the school property. The safety patrol is supervised by a member of the faculty under the direction of the principal.

## **School Parties/Invitations**

The dates and plans for class parties must be approved by the school administrator. All treats served at parties should be healthy and in accordance with the wellness policy.

Parents wanting to send a treat to school on their child's birthday should notify the teacher in advance and choose a treat that is healthy, quick and easy to serve and eat. Cupcakes and other sugary sweets should not be sent.

Students bringing party invitations to school instead of using the postal service may distribute them to their classmates provided **ALL** students in the class receive an invitation.

Research shows that feelings of exclusion can have serious implications on a child's performance in school. Hurtful feelings come about when all the girls (or boys) in a class except for one or two are invited to a social event. When it is not feasible for *everyone* to be invited to a social event, please talk to your children about the inappropriateness of making and/or discussing plans or discussing the event after the fact in front of those not invited.

## **Telephone/Cell Phone Usage Procedures**

Permission to use the telephone must be obtained from the school secretary. The office phone is a business phone; consequently, calling home for forgotten homework, lunch, gym clothes, etc. is strongly discouraged.

Student cell phones should be kept in lockers and/or backpacks during the school day and be turned off until after 3:00 p.m.

## **Visitor/Security System**

Parents and other visitors are welcome and encouraged to visit and tour the school. All parents and visitors are asked to report to the office immediately upon entering the building to sign in. Requests to confer with students during class time are severely restricted and will be limited to emergencies only.

## **Volunteers**

The Diocesan Policy states that every adult working with youth in any capacity is required to sign the Best Practices for Pastoral Conduct. This form is to be signed annually and obtained from the school office.

Every adult working with youth in any capacity is required to attend a training session which includes the Youth Protection Policies. This includes but is not limited to field trip volunteers, room parents, speech team listeners and parent coaches. Adults working with children and/or youth for the first time must complete the full training. Thereafter, on an annual basis, all adults are required to complete refresher training. Children and youth are to be trained using age appropriate materials. Parents are also to be trained regarding safe environments.

Any adult, paid and volunteer, who works with youth in any capacity, is required to submit to a criminal history background check. This form is available at the main office of the School.

## **Withdrawal of Students**

Notice of withdrawal of a student should be made by the parent in writing to the School

administrator in advance of the withdrawal date. Parents should also fill out a withdrawal survey and return to the School administrator. This enables the School to prepare necessary information and settle accounts. No student records will be forwarded to another school until accounts have been settled.

Families who withdraw from Annunciation School will receive any pre-paid tuition refunded to them on a pro-rated scale. Families are required to pay for the entire month in which students are enrolled. Fees are non-refundable.

## **CATHOLIC DIOCESE OF EVANSVILLE CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS AT ANNUNCIATION SCHOOL**

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting

the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

## **CATHOLIC DIOCESE OF EVANSVILLE YOUTH PROTECTION POLICIES**

Every parish or cluster and each high school is to appoint a Youth Protection Coordinator who is responsible for implementing the policies of this manual at the local level.

Each parish and high school is to have a Youth Protection Manual and required Handbooks with the local guidelines and procedures for educational, catechetical, and youth ministry activities.

Diocesan Policy: Report and Inform. The Diocese of Evansville has in place a policy that requires investigating current and past allegations of sexual abuse of minors by church personnel. Sexual misconduct violates human dignity and the mission of the church. The spiritual well-being of all victims, their families, and others in the community is of particular concern to the church.

Every adult working with youth in any capacity is required to sign the Best Practices of Pastoral Conduct. This form is to be signed annually.

Every adult working with youth in any capacity is required to attend a training session which includes the policies of this manual. Adults working with children and/or youth for the first time must complete the full training. Thereafter, on an annual basis, all adults are required to attend a refresher session. Children and youth are to be trained using age appropriate materials. Parents are also to be trained regarding safe environments.

Any adult (paid or volunteer) who works with youth in any capacity is required to submit a criminal history background check.

## **CATHOLIC DIOCESE OF EVANSVILLE CRISIS/CONFRONTATION POLICY ANNUNCIATION SCHOOL**

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities,

therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

A. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;

B. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;

C. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct in violation of the law of the Code of Christian Conduct;

D. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;

E. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;

F. A student knows, but fails to disclose to school authorities, that another student either:

1) has threatened or made plans to engage in conduct that would intentionally present risk of physical harm to any person or persons; or 2) has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

## **DIOCESAN SCHOOL PEST CONTROL POLICY**

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and state law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods and pesticides



are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the school administrator. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

## **ASBESTOS PLAN**

The Evansville Catholic Diocese has complied with the Asbestos Hazard Emergency Act (AHERA) by developing Asbestos Management Plans for each of the Diocesan Schools. The Asbestos Management Plan for Annunciation School is available at the school. The management plans for all the diocesan schools are available at the Catholic Center located at 4200 North Kentucky Avenue, Evansville, Indiana.

## **DIOCESAN ALCOHOL POLICY**

To help ensure the safety and well-being of the young people in the Diocese and to promote and encourage healthy lifestyles among our youth, minors should be discouraged from being present at parish/school sponsored events where alcohol is present. We expect education and compliance with all laws regarding alcohol use.

## **WELLNESS POLICY**

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools, including private schools, which participate in the National School Lunch Act or the Child Nutrition Act, must develop a School Wellness Plan. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, Annunciation School has formed a Coordinated School Health Advisory Committee that sets campus nutrition guidelines, and determines nutrition education and physical activity opportunities. CTK School Wellness Policy may be found in the school office.

## **TUITION POLICY**

This policy applies to all students attending Annunciation Catholic School including pre-school/pre-kindergarten, grade school, and middle school.

1. Parents are expected to pay the published Annunciation Catholic School's tuition rates for educating their children at Annunciation Catholic School unless granted a financial aid award either by SGO or Indiana Choice Scholarship/Voucher. These payments are expected by the established due dates. Parents are also encouraged to contribute to the Sunday collection on a regular basis if receiving the parishioner tuition rates.

2. The following payment options are available to parents for fulfilling the tuition obligation:
  - a. Full payment by check before June 1<sup>st</sup> (3% discount on tuition **only** to those who pay tuition in full by June 1<sup>st</sup>)
  - b. Enrollment in the automatic deduction program with monthly payments deducted from the parent's checking or savings account with a single deduction on the 1<sup>st</sup> of each month June through May
  - c. If the first two options (a and b above) are not possible, the family must meet with the Principal and Assistant Bookkeeper to determine the method of payment.

There is no charge for parents to sign up for the automatic deduction program. However, bank fees which are charged to the parish for returned items, including closed accounts and insufficient funds, will be added to the appropriate tuition or must be paid prior to the next payment due date. If there are two or more failed transactions during the year, you may be required to pre-pay tuition for the following school year.

If financial circumstances require families to delay a payment, they must contact the Assistant Bookkeeper at the Parish Office (476-3061) immediately to make other payment arrangements.

Pre-registration (Jan/Feb) forms for the next school year will be accepted; however, it does not guarantee a position for your child until all past due balances are paid in full including lunch.

Registration (July or August) for the upcoming school year will not be completed until all balances from the prior year, including lunch, have been paid. Failure to address these balances by the registration date may result in that slot being given to the next child on the waiting list.

If a child attends only part of the school year, the tuition will be prorated based on the number of months attended by the child. Any pre-paid tuition will be refunded on a pro-rated scale based on number of months enrolled. Fees for books, assignment notebooks, technology, and PTO/PTA will not be refunded.

Prior to registration, parents will be asked to sign this tuition policy acknowledging that they agree to make the necessary payments to enroll their child at Annunciation Catholic School pursuant to the above policy and that they understand non-compliance may include forfeiture of future educational opportunities at Annunciation Catholic School.

## **CATHOLIC DIOCESE OF EVANSVILLE** **INTERNET USE POLICY AND AGREEMENT**

The Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing Internet access to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by mobile devices of any kind (including but not limited to cellular telephones, BlackBerrys, Pocket PCs, Sidekicks, pagers and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may

include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

### **STUDENT AGREEMENT**

1. **Personal Responsibility.** I will accept personal responsibility for my misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.

2. **Acceptable Use.** My use of the Internet and e-mail will be in support of educational research and the education goals and missions of Annunciation School as defined by the teacher in charge. I understand that "surfing" the Internet can result in congestion of the school network slowing it down for others.

3. **Network Etiquette.** I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.

4. **Privacy.** I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.

5. **Electronic Mail ("e-mail").** I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

6. **Security.** Under no circumstances will I order any material over the Internet. I will not download and/or attach file from any user or users I am not familiar with.

7. **Copyright.** I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my Internet use or access privileges may be revoked and school disciplinary action may be taken.

**Student's Name:**

---

(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### **PARENT AGREEMENT**

As the parent/guardian of Annunciation School, I have read and discussed the attached Internet Use Policy and Agreement with my child. I understand that Internet access is provided by the school for education purposes only. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or faculty responsible for materials acquired from the Internet. I give my permission for my child to access the Internet pursuant to the attached Agreement while supervised at school.

#### **Parent or Guardian:**

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

H:\Catholic Diocese\Internet Policies\Internet Use Policy - 2007.doc3

### **COVID-19**

#### **General Statement – Public Health and Safety**

The COVID-19 pandemic has led Catholic schools to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The schools will, where possible, follow State and local public health directives related to public health and safety emergencies, including severe weather events. As in the case of the COVID-19 pandemic, schools may be closed as a social distancing practice recommended by government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

#### **Academic Integrity and Grading during Extended Learning**

Students will continue their respective academic exercises remotely, should that become

necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principals in a timely manner.

The school grading policies and practices remain intact and continue during any extended learning period.

#### Tuition

In case of an extended learning period related to any public health and safety, or severe weather, event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

#### Attendance

In the event of an extended learning period arising out of any public health and safety, or severe weather, event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable. In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.