



Annunciation Catholic School

Parent Student Handbook
2026 - 2027 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 5
Admission Policy.....	Pages 5-6
Parents' Role.....	Page 6-8
Academic Information	
Testing.....	Page 8
Curriculum.....	Pages 9
Homework Policy.....	Page 10
Grading System.....	Page 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 13-19
Attendance and Tardy Policy.....	Pages 16-20
Search Policy.....	Page 20
Discipline Policy.....	Pages 20-24
Seclusion and Restraint.....	Page 24 - 25
Sexual Harassment.....	Page 25
Uniform Policy.....	Pages 25-31
Lunch Program.....	Page 31-32
Health Program.....	Pages 32-34
General School Information	
Electronics.....	Page 34
Emergency Drills.....	Page 34
Endowment Donations.....	Page 34-35
Field Trips.....	Page 35-36
Family Folders.....	Page 37
Fire Wardens.....	Page 37
Inclement Weather.....	Page 36
Office Records.....	Page 36
Parent Concern Procedures.....	Page 36
Parent- Teacher Organization.....	Page 37
Safety Patrol.....	Page 37
School Parties/ Invitations.....	Page 37
Telephone/Cell Phone Usage.....	Page 38
Visitor/ Security System.....	Page 38
Volunteers.....	Pages 38-39

Withdrawal of Students.....	Page 39
Code of Christian Conduct.....	Pages 39-40
Youth Protection Policies.....	Pages 40-41
Crisis/Confrontation Policy.....	Pages 41-42
Diocesan School Pest Control Policy.....	Page 42
Asbestos Plan.....	Page 42
Diocesan Alcohol Policy.....	Page 43
Wellness Policy.....	Page 43
Tuition Policy.....	Pages 43-44
Internet Use Policy.....	Pages 44-45
COVID-19.....	Page 46-47

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 take effect immediately.

Annunciation Catholic School reserves the right to amend this Handbook.

Any issue not covered in this Parent/Student Handbook will be addressed on an individual basis.

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 Lumen. 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 the 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 to exercise shared responsibility for fulfilling the mission as a center of 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 in accordance with 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 monthly, and parents are welcome to attend. However, any parent wishing to bring matters to the attention of the Council should contact the Pastor, the school administrator, and/or the Chair of the School Council at least one week prior to the meeting to ensure the matter is placed on the agenda.

ADMISSION

Nondiscriminatory Policy

The schools of the Catholic Diocese of Evansville shall be open to qualified students of any sex, race, color, national or ethnic origin, to all of the rights, privileges, programs, and activities made generally available by such schools. Schools do not discriminate in the administration of their educational policies, scholarship programs, athletics, 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 follows the standards established by 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 that 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 an application for enrollment of a student proposing to transfer from another school to Annunciation School, the 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 academic record from the student's school, including IEPs, 504 plans, individual health plans, and any health records required by the state, must be provided. Any authorization required by the student's prior school for the release of records 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 child's educational needs, the student may be asked to complete formative assessments during the admissions process to determine an appropriate grade placement.

Diocesan Policy on Transfer of Junior High Level Students

The 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 in partnership 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.

A good example is the strongest teacher. Your personal relationships with God, with each other, and with the parish community will affect how 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 to challenge, yet nourish, 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.

As partners in your child's academic and faith formation, Christ the King is committed to helping each student reach his or her God-given potential. By signing the Parent/Student Handbook acknowledgment, you give permission for your child to receive supplemental academic or organizational support from the resource teacher, as the school deems appropriate.

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 every day.
- 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.

Custodial Rights

It is the parents' responsibility to share any official custodial information as determined by the courts. Official custodial agreements will be kept in a confidential file in the principal's office. In the absence of any court order, the school will consider each parent to have full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to multiple home addresses. It is a great benefit to the child to have both parents involved in his/her education.

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

Annunciation Catholic School participates in Indiana state summative assessments and the ACRE Test (Assessment of Catechesis: Religious Education).

- 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. Students in grades two and three 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 adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to the privacy of student records and the rights of non-custodial parents. It is the parents' responsibility to share any official custodial information as determined by the courts. Official custodial agreements will be kept in a confidential file in the principal's office. In the absence of any court order, the school will consider each parent to have full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

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 that reflects the mission of the entire school community. Such a program must include not only the required content but also varied learning experiences and individual and group activities that will, over time, allow the student to take charge of his/her own education throughout his/her life. The core curriculum of religion, language arts, mathematics, social studies, and science is enhanced by other subjects, allowing students to develop their potential as whole people.

Each child is unique, not only in personal strengths and weaknesses but also in patterns of growth and development and in learning methodologies. The curriculum must be adapted as much as is humanly possible in a school setting to help the child master 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 children's knowledge, increase their social, physical, spiritual, and emotional development, and enable them to adapt to today's society. Our Preschool programs are for children who are not chronologically ready for kindergarten or who meet the age requirements but whose parents feel they need another year to develop skills before entering 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 socialization and learning skills for five-year-olds (must be 5 years old prior to October 1). Our primary goal is to increase awareness of God and introduce reading and math skills in an individualized way that ensures each child's success. 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, Vocabulary, Spelling
Science	Computer Science (at Christ the King)
Art	Health
Physical Education	Spanish (at Christ the King)
Mathematics	Music

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 practice in skills and the application of principles based on work begun in the classroom. Homework should enrich school experiences, promote an interest in lifelong learning, and stimulate individual initiative, personal responsibility, and effective study skills.

Since each student has different capabilities and interests, it is difficult to determine exactly how much time to spend 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 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 the event of an 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 during school sessions. It is very difficult for a student to miss extended school days and still keep up with their 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 being made up. Excessive student absences may impact the school's rating or accreditation status.

Please do not expect the teacher to plan a week's worth of work in advance. The teacher may be able to assign some work in advance, but there will be other work to make up upon 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, the parent must expect their child to make up the classwork within 5 days of returning to school. Missed tests must be made up at times determined by 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 2-8 at CTK and grades 3-8 at Holy Spirit.

*Standards-based report cards are used for all other grades (Kindergarten and Grade 1 - CTK; Kindergarten to Grade 2 at HS).

Online Grade Posting

Parents have access to a web-based grading system that shows their students' grades and teacher comments. Parents are to check PowerSchool weekly. If there is difficulty accessing the internet, parents should contact the teacher directly. 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 acknowledging 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 the parent or the teacher at any time throughout the year as needed. 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 preclude such inspection and review. In addition, a student who has reached eighteen (18) years of age or is attending a post-secondary institution will have all access rights that his/her parent or guardian had prior to that time. Absent such a legally-binding document, a non-custodial parent has the same right to inspect and review as a custodial parent.

Such a natural parent, guardian, individual acting as a parent in the absence of a parent or a guardian of a student, or an 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, the 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 grade in each subject will be used to determine each student’s overall average. 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 when computing the overall average. At Christ the King, to achieve Honor Roll status, a student may not have any grade below 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 extracurricular activity for 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 15-school-day period, the play-and-practice suspension 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 the next school year.
- Exceptions to academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. Any exception should 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 full-time 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 and the school. The school has established policies and procedures to ensure that students arrive and depart each day safely.

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 no one park in the parking lot or cross the traffic line 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 Drive and use that entrance to enter the school. KG – 8th grade 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 must use these intersections and 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 classroom upon arrival, then sign their child in.

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 – 8th-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. Parents arriving after 2:45 PM for pickup need to begin lining up near the fence along the back and side of the parking lot, closest to Vann Avenue. Each classroom teacher walks through the line to monitor their students as they load 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 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 parking lot line can be rather long, the children are picked up through the regular dismissal line for safety reasons.

It is a safety issue when cars are parked on both sides of Dexter, as it impedes student crossing and prevents the safety patrol guards from being clearly seen by oncoming traffic. This policy is for the students' safety and is recommended by our school liaison officer, an EVPD officer.

Walkers:

Students walking home from school will be dismissed at Bayard Park or at the front of the school building. We encourage parents to meet their student at the school's front doors and walk with their child. Students should not listen to music through headphones or use their cell phones while walking, as these distractions can impede their ability to cross streets safely.

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 skateboards and scooters to school.)

Students who remain at school after 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 their children with the YMCA After School Program at the beginning of the school year, so students can go to daycare if parents are late picking up after school.

When there is threatening weather at dismissal, students WILL NOT be permitted to walk or ride their bikes 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 the school (Bennighof Avenue), or on the east side of Lodge Avenue heading north. Parents picking up in the front should enter from Lodge Ave, go through 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 this distracts them while crossing streets and reduces their alertness to what is 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 bikes 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 instances of tardiness per semester. Regular attendance and punctuality are critical to each student's progress. Morning announcements and morning prayers are an important part of the learning process. In addition, excessive tardiness disrupts the classroom schedule and puts a student behind schedule for the day.

The following policy will be used in response to tardiness or school absences.

- Students should report to their homerooms by 7:35 a.m. at Christ the King and 7:55 a.m. at Holy Spirit. Students who arrive after (7:35 a.m. at CTK, 7:55 a.m. at HS) should report to the office with their parent to sign in and receive a tardy slip. At our Holy Spirit campus, the 5th tardy and the 10th 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 (9:35 a.m. at CTK, 10:00 a.m. at HS) or signs out before (12:45 p.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 by the parent at the school office at CTK between 2:45 p.m. and 3:15 p.m., and at HS between 3:00 p.m. and 3:30 p.m., 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 during school sessions. 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 require a note 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, the child must expect to make up classwork within 5 days of 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 assign some work in advance, but students and families who choose to be absent must realize that there will be work to make up. Missed tests must be made up at times determined by the individual teachers.

EXCUSED ABSENCES

Excused absences will be defined as absences the school considers legitimate reasons for being out of school, as outlined 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 diocese'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 must be present 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 must be present 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 tardiness, 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 must be present 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 and 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 enter classrooms or the hallways without permission from the office. The office staff will be responsible for delivering messages, forgotten lunches, books, and other items.

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 scheduled outside school hours. If this is not possible, we ask that the child bring a written request in advance to present to any affected teacher.

Students leaving the building at any time during the school day for 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 for 4 hours or more, it is considered a full-day absence. To ensure the student's safety, the school must be notified of an absence by 8:30 a.m.

Search Policies

The school reserves the right to search anything brought onto school property. This includes backpacks, book bags, cell phones, and other electronic devices. School lockers are the school's property. The school reserves the right to inspect lockers 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 proactive, 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 students opportunities to self-correct their behavior before issuing consequences. However, some behaviors warrant an immediate consequence upon the first offense – subject to the 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.

The 3R Program is an incentive program for grades 5-8 that 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 treat themselves and others with respect. Lastly, students are responsible for maintaining their grades, making good decisions, and upholding 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 students who have met behavioral goals in the 3R program (the percentage will be determined by the number of school days that semester).

BULLYING STATEMENT (Diocesan Policy)

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior runs counter to the fundamental tenet of "love your neighbor as yourself," destroys respect for the student's dignity, undermines the school's Christian atmosphere, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation, or bullying.

Bullying, as defined by the Catholic Schools Office, is any overt act by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds, where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint about bullying must bring it to the school principal's attention. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will maintain documentation of all bullying investigations and allegations and take appropriate corrective action, including disciplinary measures if justified, to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.

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 a 40-minute 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 their detention by participating in an 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 the principal to discuss an action plan. Examples of behavior that can result in 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 on 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 on 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). The accumulation of additional demerits will result in a contractual agreement among the student, the parent, and the 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, and 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/guardians 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 extracurricular 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 classwork, tests, quizzes, and homework on the suspended day. The student will be on probation for a two-week period regarding 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 inconsistent 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, and school/parish socials. If a student is involved in a serious offense (whether active or passive participation, coercion, 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 result in in-school 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 principal or their designee will notify the appropriate law enforcement agency.

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.

Drugs and Alcohol

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

Smoking or vaping of any type is not allowed on campus.

Seclusion and Restraint Statement

We use the QBS Safety-Care program to create a positive and safe environment for everyone. This means we have at least one staff member trained in proven methods to prevent behavioral crises, calmly de-escalate situations, teach students alternative, positive behaviors, and use physical holds only when absolutely necessary. Our goal is to build skills, reduce incidents, and ensure that students feel secure and supported as they learn and thrive.

Notwithstanding more specific school rules, the following are examples of student conduct that is unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from schools:

1. Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes
2. Damaging or stealing school property
3. Damaging or stealing the property of another
4. Threatening or intimidating any student
5. Doing harm to a fellow student
6. Threatening or doing physical harm to a school employee
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
8. Knowingly possessing, handling, or transmitting any object that might be considered a weapon

9. Engaging in any unlawful activity that interferes with the school process
10. Insubordinate conduct
11. Violation of school attendance policies
12. Sexual harassment

THE ABOVE MENTIONED APPLIES TO CONDUCT BOTH IN (DURING) AND OUT OF SCHOOL.

Harassment

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

UNIFORM POLICY (CTK)

The purpose of the dress code is to promote neatness, discipline, and a sense of school identity, and to provide an atmosphere of learning free from an 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. Dress code violations 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 account for the continual changes in fashion or state every restriction, the school administrator reserves the right to decide what is acceptable.

- Hair should be clean, neat, and well-groomed. Hairstyles should be appropriate for a Catholic school environment and should not interfere with learning, safety, or the ability of students and staff to see a student's face. The school reserves the right to address hairstyles that are disruptive, unsafe, or inconsistent with our school expectations.
- 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 a cross on a small

- necklace.
- Small, non-dangling, simple earrings are permissible for girls only; one per ear in the 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 makeup.
- 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 your last name.

UNIFORM REGULATIONS

Learning Tree Students

Children do not wear uniforms. Comfortable, appropriate clothing must be worn by very young children. 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 the 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 a 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 the school name and embroidered logo may be worn. These items must be purchased only through the Christ the King PTO.

- 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 tucked 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 the 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. On such days, the dress 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 the waist or the hips and may not drag on the floor. If pants are tight-fitting, 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, and a sense of school identity, and to provide an atmosphere of learning free from an 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. Dress code violations will be handled by the school administrator and teachers.

With the constant changes in 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) 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, and a sense of school identity, and to provide an atmosphere of learning free from an 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. Dress code violations will be handled by the school administrator and teachers.

With the constant changes in 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) 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 the 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 grades 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 hairstyles (i.e., designs in hair) or unnatural hair color. Hair must be a minimum of 1/4" in 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 the 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 DRESS	Clothing must be appropriately modest and reflect Christian values. Shirts must have standard short sleeves or longer. Jeans and shorts may be worn if hemmed and without holes. Athletic pants may be worn. No wording across the seat. No pajama, lounge, or yoga pants allowed. No leggings. A 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 and 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.”
- 8th graders may wear Memorial Spirit Wear on Spirit Dress Days.

LUNCH PROGRAM

Annunciation Catholic School participates in the National School Lunch Program and offers a nutritionally balanced lunch daily.

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. ACH electronic payments have a flat fee of \$1.85, and credit card/debit card payments have a 3.95% transaction fee with a minimum of \$2.85.

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 \$3.75. The cost of an extra entrée at Christ the King is \$2.75 (with a meal purchase), and an extra side is \$0.80. If students bring their own lunch, they are not permitted to bring soft drinks or fast food into the cafeteria. Students may purchase milk for 65 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

makes all Holy Spirit students eligible for free breakfast and lunch through the National School Lunch Program for the 2026 – 27 school year.

- The adult lunch is \$4.80 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 must sign in at the office and receive a visitor 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 will 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

Prior to entering school, every student shall be immunized in accordance with Indiana State Department of Health regulations. Records certifying to such immunizations should be obtained and maintained as part of the student's health record located in the school information system.

The Indiana Health Department, along with the Indiana Department of Education, mandates 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 the 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 the 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 completing the remaining immunizations. If the parents object to immunization for medical or religious reasons, 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 the child has been immunized or that a 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 just first-time entrants. Students who entered school before the most recent amendment are now subject to the immunization requirements. The definition of “immunized” will vary depending on the child's age and vaccination history.

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 physician's directions, the medication name, the date, and the student's name.** The non-prescription medication shall be in the original container with the date, the 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 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 turned off until after 3:00 p.m. Failure to follow these guidelines will result in detention and/or confiscation of the electronic device.

Emergency Drills

field

- Annunciation Catholic School will follow all state guidelines regarding emergency drills.
- 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 support the continued quality education of Annunciation School students. 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 the 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 experience ensure 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 to participate 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 their parents 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 weekly. It is important that these folders be read and returned to the homeroom teacher on the following school day.

Inclement Weather

“No School” Policy

- If it is necessary to close the school, an announcement will be made via a message sent to the contacts of the student via SchoolMessenger.
- Annunciation Catholic School will follow the decision of its local public school corporation regarding school closures/delays due to weather.
- 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 the 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 changes to home telephone numbers and/or addresses, email addresses, business telephone numbers, and emergency contact telephone numbers so that office records remain accurate, complete, and up-to-date.

Parent Concern Procedure

For any academic or behavioral concerns, 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 strives to ensure the safety of students walking to or from school. Members of the safety patrol guard the crosswalks. Being a member of the safety patrol is a big responsibility. Crossing guards are trained to ensure students enter/exit the school property safely. The safety patrol is supervised by a faculty member under the principal's direction.

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 who want to send a treat to school on their child's birthday should notify the teacher in advance and choose a healthy, quick, and easy-to-serve treat. 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 for a child's school performance. 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 to invite everyone to a social event, please talk to your children about the inappropriateness of making or discussing plans for the event, or of discussing it after the fact in front of those not invited.

Social Media

Engagement in online social media, such as but not limited to Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc., may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. Negative or defamatory comments about the school, the faculty, other students, or the parish, posted on a parent's social media page, may result in the parent's children being separated from the school.

No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc., account under the name of the school, a particular grade, or a school organization. The only official Annunciation Catholic School Facebook®, Twitter®, or Instagram® page is the one created and monitored by the school/parish. A parent who chooses to create such an account may result in the parent's children being separated from school.

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.

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 granted only in emergencies.

Annunciation Catholic School recognizes that maintaining the safety and security of students, staff, and visitors is implemented through a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, video surveillance cameras may be installed at the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

Only authorized personnel, as determined by the property's responsible party, will be involved in or have access to surveillance camera images and data.

Volunteers

All volunteers must complete a background check and Safe Environment training through the CMG Connect program.

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 covering 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, all adults are required to complete refresher training annually. 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 must submit to a criminal history background check. This form is available at the School's main office.

Withdrawal of Students

Parents withdrawing their child/children from Annunciation Catholic School must notify the school office by completing the Withdrawal from School Form.

A student's withdrawal notice should be made in writing by the parent to the School administrator in advance of the withdrawal date. Parents should also fill out a withdrawal survey and return it 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 prepaid tuition on a prorated basis. Families are required to pay for the entire month in which students are enrolled. Fees are non-refundable.

Child Abuse Laws

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

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 rare instances, however, the school may, in its discretion, require parents/guardians to withdraw their child.

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

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform to standards of conduct consistent with the school's Christian principles, as determined

by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in the school's student/parent handbook.

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

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations.

Students and parents/guardians may respectfully express their concerns about the school's operations and personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.

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, in its discretion, to determine which actions fall short of meeting the school's Christian principles. 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, in its discretion, to determine 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 responsible for implementing the policies in this manual at the local level.

Each parish and high school are 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 that includes the policies in this manual. Adults working with children and/or youth for the first time must complete the full training. Thereafter, all adults are required to attend a refresher session annually. 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 intended to directly and quickly address potential problems and dangers they perceive, based on 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 that leads them to conclude that a reasonable possibility exists that any of the following events either have occurred, are underway, or may occur absent intervention:

1. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
2. 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;
3. 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 or in violation of the Code of Christian Conduct;
4. 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;

5. 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;
6. A student knows, but fails to disclose to school authorities, that another student either:
 - a. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - b. 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, they may pose a hazard under certain circumstances. 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 the 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, that 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 is available 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 regularly if they receive 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 1st (3% discount on tuition **only** to those who pay tuition in full by June 1st)
 - 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 1st 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 charged to the parish for returned items, including closed accounts and insufficient funds, will be added to the appropriate tuition or 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, they do not guarantee your child a position until all past-due balances, including lunch, are paid in full.

Registration (July or August) for the upcoming school year will not be completed until all prior-year balances, 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, tuition will be prorated based on the number of months attended. Any prepaid tuition will be refunded on a pro-rated scale based on the 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 that non-compliance may result in the 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 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) that 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 systems. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, 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 support educational research and the educational goals and mission of Annunciation School, as defined by the teacher in charge. I understand that “surfing” the Internet can cause congestion on 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 or attach a file from any user I am not familiar with.

7. **Copyright.** I understand that copying another person’s work on the Internet and calling it my own violates 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.

The use of the Internet and e-mail at our school is a privilege, 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 result in revocation and school disciplinary action.

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 prompted Catholic schools to plan for the continued operation during public health and safety emergencies and disasters. 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 measure 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 students' health or safety, students may be excluded from attending school and school-related activities (in some cases for an extended period). Or, a school building may be closed as a part of the 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 impacted students, whether that is a select number of students or the 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 encounter challenges during extended learning periods must promptly communicate those challenges to classroom teachers and school principals.

The school's grading policies and practices remain in effect during any extended learning period.

Tuition

In the event of an extended learning period related to a public health and safety or severe weather event, the school will provide continuous educational services to students remotely.

Tuition agreements, policies, and practices will remain in effect and binding.

Attendance

In the event of an extended learning period due to a public health and safety or severe weather event, daily attendance on 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 that a student's doctor recommends that the student not return to the school building, should his or her health be compromised due to a contagious disease, 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, and financial constraints.