

Enlightening Minds Forming Lives



Est 1963

# Parent/Student Handbook

## 2018-2019

ANNUNCIATION CATHOLIC SCHOOL  
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Columbus, MS 39702  
(662) 328-4479  
Fax (662) 328-0430  
[www.annunciationcatholicsschool.org](http://www.annunciationcatholicsschool.org)

Principal: Joni House  
jhouse@annunciationcatholicsschool.org

The principal reserves the right to amend this handbook.

Revised 07/23/2018

Be it known to all that  
enter here, that

# Christ

is the reason for this  
school. He is the unseen  
but ever present teacher in  
its classes. He is the  
model of its faculty and the  
inspiration of its students.

## HANDBOOK POLICY

The Annunciation Catholic School Handbook is prepared and published by the school solely for the use of parents, students, and faculty/staff of the school. Information in the handbook is for the convenience of the school community and should not be used for commercial or any other purpose.

This handbook is published on the school website, [www.annunciationcatholicsschool.org](http://www.annunciationcatholicsschool.org). Hard copies are available upon request.

The Advisory Council and/or Principal retain the right to amend this handbook for just cause.

In the absence of a policy in this handbook, the Principal of ANNUNCIATION CATHOLIC SCHOOL has the authority and the right (in accordance with Diocesan policy) to use his/her discretion in dealing with problems not dealt with in this handbook.

Parents will be given prompt notification if changes are made.

## CHANGES IN THE CALENDAR

Please check the weekly newsletter for any changes or additions to the school calendar and amend accordingly.

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Annunciation Catholic School does not discriminate on the basis of race, color, national or ethnic origin, religion and/or physical handicap in the administration of its educational policies and admission policies.

Middle School Students and Parents (grades 6<sup>th</sup> – 8<sup>th</sup>) are to also refer to the Middle School Handbook as a supplement to the Parent/Student Handbook.

August 6, 2018

Dear Parents and Students,

Welcome to Annunciation Catholic School! In choosing Annunciation Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Annunciation Catholic School for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Annunciation Catholic School during the 2018-2019 school year.

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God is in Control,

***Joni House***

Joni House  
Principal

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## **MISSION STATEMENTS**

### *Diocesan Schools Mission Statement*

**The mission of the Diocese of Jackson – Office of Catholic Education is to foster centers of learning that are rooted in Gospel values and Catholic teachings as we pursue academic excellence in a safe and caring environment.**

### *Annunciation Catholic Church Parish Mission Statement*

**We, the members of Annunciation Parish, are Catholics committed to bringing the message of Jesus Christ to all people. Guided by the Holy Spirit, we strive to achieve this mission through prayer, reflection on the gospel, and celebration of the sacraments. We are committed to promoting a positive perception of the values of Catholicism through the development of lay ministries, education, evangelization, and through a sincere concern for social justice.**

### *Mission Statement of Annunciation Catholic School*

**Annunciation Catholic School teaches the whole child in a Christ-centered environment. We encourage all children to reach their full potential by building character, fostering community, and creating life-long learners.**

## **ACCREDITATION**

Annunciation Catholic School is accredited through AdvancEd formally known as the Southern Association of Colleges and Schools and the state of Mississippi.

## **HISTORY**

Annunciation Catholic School was founded in 1963 and named “St. Mary’s” by Bishop Gerow. The final arrangements for the establishment of this parochial school and convent were made on the Feast of the Annunciation, March 25, 1962 by Father Jeremiah Harnett and the parish building committee. Early planning embraced the idea that the structure would be built next door to the Rectory, but recent growth of Columbus indicated that the area would be inadequate for future needs.

Following the 30<sup>th</sup> year celebration in 1993, Father Gerry Hurley decided that the name should be changed to Annunciation Catholic School so the community would better understand that the school is an outreach of Annunciation Catholic Church.

# BELIEF STATEMENTS

## Belief Statements of Annunciation Catholic School

1. Student learning and the teaching and modeling of God's love are the chief priorities of our school.
2. Each student is a valued individual with unique intellectual, physical, social, emotional, spiritual, and aesthetic needs.
3. Parents are the primary educators of their children.
4. Everyone involved in the school (teachers, staff, administrators, parents, students, parish, and local community) emphasizes the importance of learning and shares in the responsibility for providing a safe and supportive learning environment.
5. Administrators and teachers set clear goals and have high expectations for student achievement.
6. Teachers provide clear and focused instruction based on a curriculum that integrates traditional school subjects, technology, critical and creative thinking skills, and basic Christian attitudes and values.
7. Students participate in community service followed by reflections in writing to develop a sense of responsibility to others.
8. Teachers respect and demonstrate understanding of different cultures, faiths, genders, and socioeconomic backgrounds.
9. Teachers serve as facilitators and coaches while basing learning activities on students' varied learning needs and styles.
10. Administrators, teachers, and parents establish and enforce clear consistent discipline policies to develop integrity and self-discipline.
11. Teachers use a variety of assessment tools to allow students to demonstrate their achievement and apply their learning.
12. Administrators and teachers are engaged in ongoing personal and professional development to enhance their contribution to self, school, and community.

## **COOPERATIVE RELATIONSHIP BETWEEN PARENTS AND SCHOOL**

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration in a Catholic school is an agreement by the parents/guardians to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the school personnel and the parents/guardians must be maintained through constructive dialogue.

If a parent/ guardian refuses to abide by the rules and regulations of the school or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from the school community.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

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

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has nutritional lunch and snack every day.

To actively participate in school activities such as Parent-Student- Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

### **Parent's Role in Education**

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

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

**Parents and teachers must work together for the good of the students.  
Below is a list of specific responsibilities for:**

#### **Parent/Guardian**

- Sending your child to school on time
- Upholding the rules and policies of the school
- Sending your child to school in the proper uniform
- Supporting the authority of school personnel by refusing to criticize them negatively in the presence of children
- Consulting the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly
- Being available for conferences
- Assisting your child to establish a specified time and place to complete homework
- **Signing planner every night indicating that homework has been completed and behavior has been noted**
- Seeking professional counseling and/or diagnostic evaluation when recommended by school personnel
- Supporting the spiritual development of your child by attending Sunday Mass/Church Service
- Fostering in your child a Christ-like attitude and concern for all classmates and their reputations

### Student

- Modeling Christ's teaching about love for one's neighbor in all interactions
- Arriving at school on time
- Obeying school rules
- Behaving in a respectful, friendly manner toward all school personnel, volunteers and visitors
- Respecting all property, including books, desks, bathrooms, school buildings and playground
- Coming to class prepared with the necessary supplies
- Using acceptable and appropriate language
- Speaking and acting honestly

### Teacher

- Maintaining an atmosphere which ensures each student's right to educational and personal growth
- Providing academic instruction that is appropriate and challenging to the students
- Encouraging positive choices with regard to school rules
- Fostering respect for all school staff and parent volunteers
- Dealing promptly and consistently with any un-Christian behavior among students
- Communicating with parents, especially through a weekly newsletter

## **ANNUNCIATION CATHOLIC SCHOOL ADVISORY COUNCIL**

Andy Buffa, President	Jamie Baucom, Vice President
Heather Fulton, Secretary	Lindsay Clemmons
Kenny Frye	Kathleen Luccasen
Michael Cancellare	Parish Liaison - TBD
Joni House	Fr. Jeffery Waldrep

### **ADMINISTRATION, FACULTY, AND STAFF**

Superintendent	Cathy Cook
Pastor	Fr. Jeffery Waldrep
Principal	Joni House
Office Manager	Lashonta Sanders
Marketing/Admissions Director	
After Hours Helper	Katie Fenstermacher
Development Director	Allyson Geise
Testing Coordinator	
Library Assistant	Cathryn Borer
Bookkeeper	Jennifer Schippel
PreK	Rosemary Lamar
PreK Assistant	Sandra Jackson
Kindergarten	Tracy Ferraez
Kindergarten	Heather Ford
Kindergarten Assistant	Janice Greenslade
Kindergarten	Teresa Howell
1 <sup>st</sup> Grade	Shaine Donoho
1 <sup>st</sup> Grade Assistant	Debbie Leonard
1 <sup>st</sup> Grade	Lauren Colloredo
2 <sup>nd</sup> Grade	Jennifer Browning
2 <sup>nd</sup> Grade Assistant	Cathy Eaves
3 <sup>rd</sup> Grade	Cindy Prewitt
3 <sup>rd</sup> Grade Assistant	Angela Lasseigne
4 <sup>th</sup> Grade	April Moore
5 <sup>th</sup> Grade Homeroom	Morgan Bergeron
5 <sup>th</sup> Grade Homeroom	Lacey Sherman
After Hours Director	
6 <sup>th</sup> Grade Homeroom	Tiffany Cooper
7 <sup>th</sup> Grade Homeroom	Rebekah Hamric
8 <sup>th</sup> Grade Homeroom	Ginny Clarke
Middle School ELA/social studies	Leah Shackelford
Physical Education/Health	Marsha Mitchell
Spanish	TBD
Music/Theatre	Celsie Staggers
Art	Katie McDill
Librarian	Terri Doumit
Computer/STREAM Coordinator	Hope Durst
After Hours Helper	Lauren Doumit
After Hours Helper	Leah Corhern

### **PARENT SCHOOL ASSOCIATION(PSA)**

Leslie Jones (president)	Kirsti Wright (secretary)
Jenny Davis (vice president)	TBD position
Heather Brignac (volunteer coordinator)	

## ANNUNCIATION LINGO AT A GLANCE

**PRINCIPAL UPDATE:** This weekly lavender publication is your link to the school. It goes home on Mondays in the brown envelope and is a reading MUST!

**BROWN ENVELOPE:** Every Monday your child brings home a brown envelope. This envelope contains the Principal Update and other important correspondence. Please sign and return it the next day. Please send lunch money, after hours and tuition checks in this envelope.

**CALENDAR:** A calendar of events/family directory is given to each family after the beginning of school. A condensed one-page calendar can be found on the website and includes highlights of the school year.

**HANDBOOK:** The handbook includes a list of school faculty, staff, PSA Board members and Advisory Council members. The handbook outlines school procedures and policies. It is your contract with the school.

**COME AND GO:** This is a time set aside prior to the first day of school for parents and children to drop off school supplies. It helps alleviate the first day of school stress.

**BACK TO SCHOOL NIGHT:** This **parent only** night is designed to give all Annunciation parents the opportunity to learn firsthand what the year will hold for their child and family. The schedule will include classroom meetings with the teacher, a general session with all parents and service hour sign ups.

**ART AUCTION:** Held annually in the fall, the Art Auction is one of the school's two large fundraisers. Coordinated by the Parent School Association (PSA), this event is supported by the parish, community and school families. Guests enjoy an evening of great food and beverages, live music, raffles, and silent auction. The highlight of the evening is the live auction that offers big ticket items as well as class art projects created by the students and a local artist.

**DRAWDOWN:** Held annually in the spring, Drawdown is one of two major fundraisers at Annunciation Catholic School. Profits go directly to the school's operating budget. It is a fun night to socialize and have a chance to win \$10,000. Tickets are \$100 each and admit two adults.

**SCRIP PROGRAM:** A source of financial support. It is a way of supporting ACS by using SCRIP cards to purchase things you would ordinarily buy anyway, things like gas, groceries, Wal-mart, TJ Max, Amazon, and other local businesses. Penny for penny you spend the cards like cash and the school receives a percentage.

### **STREAM**

Under the direction of the Principal, the Program Coordinator of Science, Technology, Religion, Engineering, Art, and Mathematics (STREAM) will oversee and assist with the planning, implementation, monitoring, and assessment of a school-wide STREAM program. The STREAM Coordinator will collaborate with the Principal and teachers to plan, organize, and promote interdisciplinary STREAM Activities and expanded learning opportunities throughout the

integration of successful strategies and multiple technologies. This position will also promote high-tech learning, which will ensure that students gain the necessary edge to compete and succeed in the global economy. Emphasis of all ongoing technology instruction will be in strengthening content learning while utilizing technology to differentiate and enhance student learning. This position will encourage parent involvement in student learning through open houses, volunteering, parent/teacher conferences, etc., and will promote good community relations among all stakeholders.

**UNIFORM CLOSET:** This is one of the ways at Annunciation we try to teach stewardship. Parents are encouraged to donate their gently used uniforms to the closet so that other families may purchase them throughout the year.

## **Admission/Enrollment Policy**

Annunciation Catholic School does not discriminate on the basis of race, color, national or ethnic origin, religion, and or physical handicap in the administration of its educational policies and admissions policies.

All students are on probation during the first 90 days of their attendance at Annunciation Catholic School. The 90 day probationary period gives the student the opportunity to prove themselves both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw from the school. The school will also determine during the probationary period whether or not the school can meet the academic needs of the student.

### **Terms of Admission for new students:**

Prior to enrollment, all new students must submit an application for admission. Students transferring from another school must submit a copy of a current report card. After the application is submitted prospective students and their parent(s)/legal guardian(s) will meet with the principal.

Acceptance of a student to Annunciation Catholic School will be determined by the principal.

Those applying for Kindergarten must be 5 years of age by September 1<sup>st</sup> of the current school year and will be administered a Kindergarten Readiness Test. Students applying for Preschool must be 4 years of age by September 1<sup>st</sup> of the current school year.

Under State Law, it is mandatory that all pre-k, kindergarten, first grade, seventh grade and transfer students from outside the state of Mississippi furnish CERTIFICATE OF IMMUNIZATION COMPLIANCE (form MS 121) from a physician or from the County Health Department.

### **Enrollment Policies:**

A student is considered enrolled when ALL the following are received:

1. Completed Enrollment form
2. Registration fee
3. Copy of the birth certificate or notarized affidavit of age
4. Copy of baptismal certificate (Catholic students)
5. Current immunization record (MS 121 form)
6. Completed Tuition Payment Option Form
7. Completed records request form if transferring from another school.  
(If there are any costs incurred in the process of obtaining records from previous schools will be billed to parents)
8. For students who have been home-schooled, achievement tests will be administered to determine the appropriate grade level
9. Financial Contract

\*All forms must be submitted prior to the beginning of school.

Parents agree to cooperate with and follow all policies and procedures of Annunciation Catholic School as a condition for their child's enrollment and continued attendance.

**Enrollment Priority follows this order:**

1. Current students (Catholic and Non-Catholic) who comply with the yearly registration requirements.
  - The family must be in good standing in regard to the finances and supportive of school programs. Catholic families must be supportive of the parish programs.
2. Siblings of families already in the school.
  - The family must be in good standing in regard to the finances and supportive of school programs. Catholic families must be supportive of the parish programs.
3. Active members of Annunciation Catholic Parish. Decisions regarding parish membership are left to the discretion of the Pastor.
4. Active members of other Catholic parishes. Decisions regarding parish membership are left to the discretion of the Pastor.
5. Non-Catholic families who desire a Christian environment.



# Tuition Schedule

## 2018-2019 Academic Year

### Non Refundable Fees (Due by July 1, 2018)

Resource/Book Fee:	\$150.00 per child
Building and Maintenance Fee:	\$260.00 per family
Technology Fee:	\$160.00 per child
Parent School Association (PSA) Yearly Dues	\$25.00 per family

### Optional Fees

<b>Fundraiser Fee</b>	<b>\$100.00 per family</b> (due July 1, 2018 and includes one Drawdown ticket that admits two adults)
Lunch Program	\$4.50/day
Milk Program	\$25.00/year (due with financial contract)
After Hours Registration Fee	\$30.00 per child (due with financial contract)
After Hours fees are billed monthly as follows:	
One Child	\$140 (20 hours or more a month) \$6 per hour (20 hrs or less a month)
Each additional child	\$70.00 (20 hours or more a month)

### **Required Participation/Fees: (not included in bundled tuition)**

10 services hours *per semester* per family or \$100 fee *per semester*  
 \$250 worth of scrip purchases *per semester* or \$25 fee *per semester*

### Tuition

**(does not include non-refundable fees)**

Tuition may be paid in full on or before July 1, 2018  
 or paid in 9 monthly payments  
 (beginning August 1, 2018 and ending on April 1, 2019.)

	<u>Half Day Pre-School</u>			
	Annual	Monthly	Annual	Monthly
Catholic Tuition Rate:				
One Child	\$ 4,614.39	\$ 512.71	\$2,307.20	\$256.36
Two Children	\$ 7,708.10	\$ 856.46		
Three Children	\$10,447.54	\$1,160.84		
Four Children	\$12,377.78	\$1,375.31		
Non-Catholic Tuition Rate:				
One Child	\$ 5,107.91	\$ 567.54	\$2,553.96	\$283.77
Two Children	\$ 8,940.24	\$ 993.36		
Three Children	\$12,035.06	\$1,337.23		
Four Children	\$14,566.18	\$1,618.46		

### **Other Required Non Refundable Fees:**

**Registration Fee** **\$200.00 per child\*\***

New students - submitted with enrollment paperwork once accepted  
 Returning students - submitted with re-enrollment paperwork

## **WITHDRAWAL POLICY**

Families must notify the school in writing if a student is to be withdrawn from the school. The family will be billed through the month of withdrawal based on the 10 month installment plan regardless of the date in the month of withdrawal. All non-refundable fees are due at the time of notification of withdrawal.

## **TUITION ASSISTANCE**

Annunciation Catholic Church and School believe that Catholic education should be available to all children. In order to provide appropriate assistance to those in greatest need, we have employed the services of SMART AID. They are a third party company that will gather and verify financial information and make a recommendation for assistance to the Tuition Assistance Committee. All information regarding tuition assistance is held in the strictest confidence. Please see the Principal to receive an application.

## **SUNDAY ENVELOPE OBLIGATIONS**

It is the expectation of Annunciation Catholic School that Catholic school families contribute to the Sunday collection at Annunciation Catholic Parish.

Annunciation Catholic School receives an \$50,000 subsidy each year from the parish.

## **VOLUNTEER HOURS**

In order to build a spirit of community and a strong school, each family is asked to give at least 10 hours of volunteer time each semester to the school. Parents are expected to participate in school programs and activities and assist the school by sharing their time and talents. Sign-up sheets will be available at the school office and during school and PSA events throughout the school year. A \$10 per hour fee will be assessed each semester for the balance of hours not served.

## **SERVICE FEES**

Tuition is due on the first day of each month, and a nonrefundable \$25 late fee is assessed on the 6th and weekly thereafter until paid in full. All tuition must be paid by April 5th, 2018.

A \$25 service fee will be charged to your account for a check issued against non-sufficient funds. If a second returned check is received, the account will become "cash only".

If tuition falls three weeks behind and you have failed to contact the School Principal to make arrangements for payment, you will be given a written warning that your child is in jeopardy of being removed from the school unless you immediately schedule a meeting with the Principal to discuss arrangements for resolving the past due balance.

If an account becomes thirty days past due and no effort has been made to meet with the School Principal, you will receive a written notice of the following options:

- Payment in full of delinquent tuition
- Payment plan to resolve the balance before the end of the school year

- Removal of student as a last resort

A copy of this notice will be kept on file in the office and final tests and grades will not be given until all tuition and fees are paid.

The student will receive an “I” (incomplete) on the report card until tuition and fees are paid.

The Principal will inform the Pastor of accounts that are thirty days past due.

**REGISTRATION, BUILDING AND MAINTENANCE AND RESOURCE FEES** These fees are non-refundable. These amounts are also not prorated for students arriving mid year. In the event that a family moves due to a job transfer and the family has prepaid tuition, the unused tuition will be refunded.

**SCRIP PROGRAM** Each family is required to purchase a minimum of \$250 in SCRIP cards per semester. Should this minimum required purchase of \$250 not be met a \$25 fee will be assessed each semester. ACS purchases cards thru United Scrip for a discounted rate and we offer these to our families at face value. The difference generates income for our school to use for various enhancement projects including in the past filling the tuition gap with the profit so as not to directly affect our families. This is a very easy way for you to continue purchasing as you normally would while supporting ACS.

## **POLICIES AND PROCEDURES**

### **ABSENCE AND TARDINESS**

Annunciation Catholic School will comply with attendance requirements established by the State Department of Education and the Superintendent of Schools of the Diocese of Jackson.

#### **A. Absences**

Parents are to inform the school by telephone every day a child is to be absent. Please call the office by 8:45 A.M. An ill child should be kept home. A doctor's certificate is required for an absence due to a contagious disease.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. **The money we receive for textbooks each year is based on Average Daily Attendance (ADA). For students to reach their full potential attendance is crucial. Missed assignments are the student's responsibility.**

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was

absent three days would be given three school days to complete the missed work.

When a student is absent for **one or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:30 PM–5:30 PM or sent home with a sibling at the request of a parent. For short absences (less than a day), it is the responsibility of the student to make arrangements with other classmates for work missed. Students may also receive missed assignments from their teacher when they return to school. Any classwork that is missed is expected to be made up within the outlined time frame.

When a student is absent or checks out due to illness the day of a performance or event after regular school hours he or she can not attend the performance or event. If a performance is a form of assessment the student will take the alternate assessment. **The required performances: Christmas Performance Prek – 5<sup>th</sup> grade December 13<sup>th</sup> 6:30 p.m. and middle school musical 6<sup>th</sup> – 8<sup>th</sup> grade TBD**

**Teachers are not required to give make-up tests or assignments for absences due to vacations. Assignments given in anticipation of the vacation is at the discretion of the teacher.**

Arrangements for classroom quizzes and tests missed because of an absence are to be made with the individual teachers. These quizzes or tests must be taken within one week of the student's return to school.

Non-promotion to the next grade is determined by the grades achieved in the class, attendance, and the advisement of the classroom teacher.

There are three types of absences at Annunciation:

- Excused Absence: illness, medical/dental appointments, attendance at a funeral. The student is allowed to make up all missed assignments for credit. The teacher at his/her convenience will assist the student in completing the work. A doctor's excuse must be turned in to the teacher or office. **Regularly scheduled medical/dental appointments during the school day should be avoided.**
- Excused Absence-Parent Request: The student will be allowed and is expected to make-up all missed assignments for credit; however, the teacher is not obligated to provide supplemental instruction. The parent is expected to assist the student in completing the assignments. **Only the principal can grant an excused absence/parental request. Parents must contact the principal & teacher well in advance of the anticipated absence so make-up assignments can be arranged.** The day of or day before the absence is not "well in advance." Please give teachers the courtesy of one week notice. Failure to consult the principal will result in the unexcused absence status.
- Unexcused Absence: suspension from school or from a specific class, and a parental request unapproved by the principal as stated above. The

student is required to complete missed assignments but not for credit. The teacher will provide no assistance or instruction.

The school reserves the right to refuse to promote a student who has excessive absences.

## **B. Tardiness**

### **Tardies and Check Outs:**

The school day begins promptly at 8 a.m. and teaching continues through 3 p.m. It is important that all students arrive prior to 8 a.m. and are not checked out prior to 3 p.m. Tardies/check outs interrupt the classroom and interfere with the learning environment for all students and teachers.

Pupils are not to be released from school during the day without the approval of the administrator. These requests should occur only in unusual circumstances and require a written note from the parent and prior approval of the principal. Parents/guardians should not request to have their child released from school during the school day for activities which can take place after school (e.g., doctor's appointments, dentist's appointments, hair cuts, dance class, sports...)

Tardies/check outs are accumulated throughout the school year and do not begin anew with the beginning of the second semester. **Tardies/check outs are excused only with a written doctor's excuse presented the following day.**

**Students arriving after 8:00 a.m. will be marked tardy.** Parents who bring children to school after that time **must** check their child into school at the office. This policy ensures a child's safe entry into the school building and allows communication with the school regarding the reason for the tardy. Parents should make every effort to have students arrive on time. Occasional tardiness is understandable, but consistent tardiness sets a bad example for our children.

### **Consequences for Unexcused Tardy/Check Out**

Tardy/Check Out #1-4	warning
Tardy/Check Out #5	Letter from the principal to discuss consequences Student is ineligible for Perfect Attendance
Tardy/Check Out #10	Letter from the principal to discuss consequences
Tardy/Check Out #15	Conference with the principal

## **ADMINISTRATIVE STRUCTURE**

The **Bishop of the Diocese of Jackson** is the head of the Diocesan System of Catholic Schools and Catholic Education in the Diocese.

The **Superintendent/Director of the Diocesan Department of Educational Services** is the official representative of the Bishop in educational matters. The Superintendent is the professional administrator of the Catholic school system.

**Annunciation Catholic Church** is a source of religious guidance and financial support for the school. The pastor is the Chief Administrative Officer of Annunciation Catholic School.

The **Principal** is the delegated administrative officer of the school and is responsible for its organization, supervision and discipline.

The primary goals of the **Annunciation Catholic School Advisory Council** are to ensure Annunciation Catholic School operates with financial security, observes diocesan policies and maintains a long range plan for the school's growth and development. The advisory council works together to advise the principal and pastor. Advisory Council meets the third Thursday of each month. Minutes of meetings are available in the principal's office. Parents and/or faculty/staff are welcome to attend meetings.

All **teachers** assigned to instruction are required to meet professional standards set by the Diocesan Office and the State Department of Education.

**Teacher assistants** are employed to aid classroom instruction to the benefit of the classroom students and the classroom teacher. Teacher assistants are required to adhere to School and Diocesan policy in this capacity.

## **AFTER HOURS PROGRAM**

The Annunciation Catholic School after hours program is provided as a service for working parents. After hours begins immediately after school dismissal and ends promptly at 5:30 each day according to the school clock. During this time, after hours staff members give structured times for snack, activities, play, and/or homework. Students will be divided into two groups: little after hours (pre-k thru 3<sup>rd</sup>) and big after hours (4<sup>th</sup> thru 8<sup>th</sup>). The division of the grades may change due to the number of students. If a child encounters a problem on the playground, she/he should report immediately to the director on duty.

After Hours Emergency Phone Number: Director: Lacey Sherman  
Helpers: Leah Corhern, Lauren  
Doumit, Katie Fenstermacher,  
Director (Starkville): TBD

The fees for after hours are as follows and payments are billed monthly:

- \$30 registration fee per year per child
- \$6 per hour for 1 child, \$3 per hour for the 2<sup>nd</sup> child, OR
- \$140 for 1<sup>st</sup> child (20 or more hours a month), each additional child \$70
- \$10 late fee per family picked up between 5:31 and 5:40; \$1 per minute thereafter-to be billed to the parent by the office

### After Hours Rules

All students must follow rules noted in the Annunciation Catholic School Parent/Student Handbook and the following:

- Students will arrive at afterhours immediately after school dismisses.
- Students will be provided a snack. Students are welcome to bring an additional snack from home if needed.
- During home work time, students are to remain quiet and stay on task.
- Students are to bring all necessary homework materials to after hours (paper, pencil etc) as after hours is not equipped to furnish these.
- Students are not to return to their classrooms after school is over for any reason. Please be prepared to go home for the day when leaving your classroom.
- Shoes must remain on during After Hours.

### Child Pick- Up

Only persons authorized on the Emergency Enrollment Form will be allowed to pick up a child. If anyone other than the parent or other authorized adult will be picking up the child, the parent must inform the school prior to after hours. Anyone picking up a child for the first time will be asked to show identification.

On some days after hours has to adapt to school programs and weather. We may have to use another location but if this is the case there will be a sign on the cafeteria door stating where we are.

### Inclement Weather

If school is in session and poor weather causes early dismissal, after hours will remain open until all children are picked up, you will be contacted by the school if we need to close during the school day. Parents should pick up their children as soon as possible for their safety and the safety of the after hours staff.

After hours will be closed whenever the school is closed.

**After Hours will not be held Wednesday, December 20<sup>th</sup> or Thursday, May 23<sup>rd</sup>.**

### **ANIMALS**

Before a student brings an animal to school, permission must be secured from the principal and the teacher.

## ARRIVAL

Since the school day begins promptly at 8:00 a.m. for all students, students must arrive at school before that time. **Students should not arrive before 7:30 a.m.**

Preschooler and kindergarten students should go straight to their classrooms. In good weather, school children in grades first through eighth gather on the blacktop until the assembly bell rings. In bad weather all children (except preschool and kindergarten) gather in the cafeteria.

## AWARDS

In grades 3-8, students are eligible for Honor Roll and Principal's List *each quarter*. The following is a list of requirements:

**Honor Roll** – 85 or above each subject per quarter  
No "U" in conduct or effort

**Principal's List** – All A's in each subject per quarter  
No "U" in conduct or effort

## End of year awards

During the last week of school there will be a Student Awards Day. Family and friends are invited to attend. Special Class Awards and Classroom Awards can be repeated. All students are eligible for every award. The following awards are given:

**Good Steward Award** - Religion and citizenship – 1 per grade

**Greatest Growth** - 1 per grade

**Special Class Awards** – 1 per grade – Based on merit with behavior as a factor

PE – Best Sportsmanship and Most Improved

Art – Best Artist and Most Improved

Music – Most Musical Ability and Most Improved

Computer – Most Computer Ability and Most Improved

Library – Bookworm and Most Improved

Spanish – Best Overall and Most Improved

**Perfect Attendance** – Students present 180 days. Students with 5 or more total tardies and/or check outs for the school year will not be eligible for Perfect Attendance.

**Honor Roll** – Students who earned Honor Roll (according to above criteria) each quarter or a combination of Honor Roll and Principal's List

**Principal's List** – Students who earned Principal's List (according to above criteria) each quarter (A's only on report card).

## Presidential Academic (fourth – eighth grades)

- 90% overall average for the year (average year end grades together)
- No Cs

- No “U” in conduct or effort

### **SIXTH GRADE AWARDS**

Knights of Columbus

- Highest Grade Point Average (GPA)

Karen Pittman – School Spirit Award

- Student who most embodies the spirit of ACS
- Determined by faculty and staff vote (excluding family members of the nominees)

### **SEVENTH GRADE AWARDS**

Knights of Columbus

- Highest Grade Point Average (GPA)

St. Vincent de Paul Service Award

- Service Hours to School, Church, and Community

### **EIGHTH GRADE AWARDS**

Knights of Columbus

- Highest Grade Point Average (GPA)

Suzie Flye Award

- Student who lives their faith on a daily basis, accepts others, is patient and loving, has a love of family and gives 100% in all they do.
- Determined by faculty and staff vote (excluding family members of the nominees)

### **BEHAVIOR**

Each child is made in the image of God. Annunciation Catholic School exists to provide a Christian atmosphere where the whole child is developed. Children need adults who will consistently model Gospel values and actions. Teachers work to establish an atmosphere where everyone is revered and the discipline is definite, fair and consistent. The discipline at Annunciation calls forth the goodness in each child by focusing on Positive Behavior Interventions and Strategies.

Annunciation Catholic School teachers call on students to practice respect and responsibility. We ask students to respect self and others, respect and care for school and personal property, and observe the rules in the classroom, the playground, the lunchroom, the hallways, gym and dismissal.

Maintaining discipline and appropriate student behavior during all school activities is essential to the preservation of order, safety and well-being for the students.

Corrective action will be taken when necessary. These may include time out during recess, service during recess and/or after school, loss of privileges, written accounts, telephone calls to parents at work or home, or other appropriate natural consequences. Students may be detained after school at the teacher’s or

principal's discretion. However, parents will be notified at least one day in advance of the date of detention.

At the beginning of each year the teachers will work with the students to develop classroom procedures to ensure that all students have the opportunity to learn. Teachers will share this compact as soon as it is developed.

**School-Wide rules include:**

- **Be Responsible**
  - Come to school prepared to learn with homework/assignments
  - Accept responsibility for your actions
  - Have planner/folder signed by parent daily
- **Be Respectful**
  - Follow directions the first time given
  - Don't disturb the learning of others
- **Be Safe**
  - Keep hands, feet, and objects to self
  - Use materials in the manner designed
- **Be Kind**
  - Show compassion at all times.
  - Treat others the way you want to be treated

Students at Annunciation are expected to play safely and be considerate of others while they are playing on the playground at any time. The following are rules to help everyone stay safe and have fun:

**PLAYGROUND**

1. If a child encounters a problem on the playground, (s)he should report immediately to the teacher on duty.
2. Share all equipment and return it to its proper place in good condition. Lost/damaged balls or other equipment should be reported to the teacher on duty who will then report the loss to the physical education teacher.
3. Place trash and garbage in appropriate containers. Help keep the playground looking neat; pick up litter even if it is not yours.
4. Students are not to leave the playground area without the permission of the teacher on duty.
5. The picnic tables are used for eating or class activities. Take your things with you when you leave the tables.
6. Students are expected to take turns in games and include all those who wish to play. Display good sportsmanship at all times. Please note that a child who wishes to join in a game after teams have been chosen should find another student to join with him/her in order to keep the teams even and facilitate play.
7. Pushing, shoving or tackling is not allowed.
8. Do not run with sticks.
9. Respect the property of others.
10. Swing on the swing in a back and forth motion only. Only students who are

- swinging are allowed in the swing area.
11. Standing or sitting on top of the parallel bars is not allowed.
  12. Be courteous.
  13. Foul language will not be tolerated.
  14. Fighting is not allowed. Students will be sent to the principal.
  15. Arguing will result in a time out. Repeat offenders will be sent to the principal.
  16. All games must stop at the sound of the first bell. All students line up. Shirts should be tucked in and shoelaces tied. All equipment should be returned to its proper place.
  17. An accident report should be filed promptly by the teacher on duty.

### **INDOORS**

1. In the hallway:
  - A. Walk quietly.
  - B. Keep to the right
2. Recess on rainy days:
  - A. Play games in small groups of 3 or 4.
  - B. Do not play in the bathrooms.

### **MASS**

1. Walk in line by classes.
2. Enter the gymnasium quietly and prayerfully.
3. Sit quietly, face the altar, pay close attention and take part at all times.

### **MORNING PROCEDURES**

1. Arrive at school no earlier than 7:30 a.m.
2. Preschoolers and kindergarteners, go to classrooms.
3. Grades 1-6, put your book bag on the line, and go to the blacktop area. If it is rainy or too cold, go to the gym. Grades 7 and 8 go to assigned service job or report to the black top.
4. Stand in small groups, **walk** around the blacktop or talk quietly. Walk to your line and sit when the staff member on duty instructs you.

### **LIBRARY**

1. Enter in an orderly manner and keep your voice low.
2. Return books to the proper place.
3. Before leaving, push chairs in or put them in their proper place.
4. Absolutely no students in Media Center without direct teacher supervision.

### **LUNCHROOM**

1. Enter cafeteria in an orderly manner.
2. Place all lunch wrappings, scraps, straws and empty milk cartons in containers before leaving.
3. Clean up your table.
4. Place your chair under the table.
5. Pick up any wrapping, food, etc., that may have fallen on the ground or the

- floor.
6. Remain seated at the table until dismissed by your teacher.

### **DISMISSAL**

Go directly to the dismissal area. Quietly wait at your designated awning. Any behavior endangering the safety of students will not be tolerated and the student will need to be picked up from the office by the parent. At 3:15 p.m., if your ride has not arrived, the supervising teacher will take you to the After Hours Program. **DUE TO SAFETY CONSIDERATIONS, THE DISMISSAL LINE IS A NO PASSING ZONE.**

### **BIRTHDAY PARTIES**

Invitations to birthdays outside of school may only be passed out if everyone (all girls or all boys) is invited. Birthdays at school may be celebrated with cupcakes/cookies or some other kind of treat at recess or lunch time. Parents should notify the teacher that they are sending a birthday treat.

### **BLOGS & SOCIAL NETWORKS**

Engagement in online blogs and social networking sites such as, but not limited to, MySpace.com, Xanga, Friendster, Facebook, Twitter, Instagram, Snap Shot etc. may result in disciplinary actions if the contents of the student's posts includes defamatory comments regarding the school, the faculty, other students, or the parish. This is a Diocesan Policy.

### **BULLYING/ HARASSMENT**

Catholic educational institutions need to be havens where Gospel respect is paramount in the learning environment. Our schools and centers need to be places where students and employees feel safe and valued. The Diocese of Jackson, therefore, has a zero tolerance policy for harassment of any kind in its schools/centers.

Harassment includes any physical, psychological (including threats of extortion) or verbal action reflecting a lack of respect for another. Because harassment oftentimes can be construed as creating a *hostile environment* for another person or group, it cannot be tolerated in a Catholic school where respect for the human dignity of each person is a basic value.

Bullying is another form of harassment. It occurs when an individual takes advantage of another person. The bully perceives this individual as vulnerable and, by any of the actions noted above, seeks to gain control over his or her victim.

Bullying/harassment complaints or threats of extortion will be immediately investigated by the appropriate adult (i.e. classroom teacher) and referred to the administrator. Individuals who make threats – seriously or in jest- either physically, verbally, in writing or on-line will be subject to immediate disciplinary action, up to and including expulsion or termination. *(Policy#4604, Diocese of Jackson Policies and Regulations)*

## COMMUNICATION PROCESS:

When parents have questions or concerns:

- A. The teacher should be contacted first if the problem pertains to classroom policy or issues related to their child's learning.
- B. If the problem has not been resolved after discussing it with the teacher, or if the problem pertains to general school policy, the principal should be contacted.
- C. The principal can refuse to discuss a problem concerning a teacher unless the teacher has first been consulted or unless the principal may name the source of information when discussing a matter with a teacher.
- D. If there are still concerns, the parents, principal and pastor will meet.
- E. Brown Envelope – School Communication to Families  
Brown envelopes are sent home every Monday. A newsletter, notices, and student's papers are sent home in the envelope. Please read all contents and return what is necessary. Materials other than staff initiated communications may not be distributed or sent home with students without prior authorization by the principal. **Parents or Guardians will have the option to opt out of brown envelopes being sent home. If opting out parents or guardians must access the brown envelope on the ACS website.**
- F. Procedure for Contacting Teachers  
There are several ways to contact teachers: leave a message in the office at 328-4479, write a note in your child's planner, or e-mail. Teacher and Staff e-mail accounts are available and will be provided at the beginning of the year. **They may also be found on the school's website. E-mail should not be used for emergency or time-sensitive situations. PLEASE phone the school office in emergency or time-sensitive situations.**
- G. Unscheduled visits during school hours is prohibited because it disrupts student learning.
- H. Please be considerate of faculty/staff personal time by not contacting them at home or by cell phone after school hours unless it is an emergency, or unless stipulated by the classroom teacher.
- I. Students should not call teachers for assignments.

## CLASS PARTIES

Class parties are held at Christmas and the end of the year. The homeroom parents coordinate with the classroom teacher about the items needed. For Halloween, Valentine's Day, and Easter, classes may have treats at a time decided by the classroom teacher. Each class may have a Thanksgiving Feast the week before Thanksgiving. Other parties require the Principal's permission.

## CHILD ABUSE LAWS

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

## **CONFERENCES**

A Parent-Student-Teacher conference will be scheduled in the fall. Students will be present during the conference. Teachers will be responsible for scheduling conferences during the following window: Monday, October 22<sup>nd</sup> – Friday, November 16<sup>th</sup>. Conferences will be scheduled during teachers' planning times and/or in the morning or evening.

Informal parent-teacher conferences may be scheduled whenever teachers or parents feel they are necessary. Conferences are important in the sharing of information concerning a child's progress. Please call the school office, e-mail the teacher, or write a note in your child's planner for an appointment.

## **CUSTODY**

The custodial parent has the responsibility to provide the administrator with all official court orders which affect the well-being of the student when he/she is in the care of the educational institution.

Non-custodial parents will not be permitted to use the school/center for child visitation. The school/center will not refuse the request of a non-custodial parent who requests to pick up a child at the end of the day, unless there is a court order states otherwise.

Schools/centers in the Diocese of Jackson abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of that court order.

All subpoenas, court orders, etc. received by the school/center in child custody issues must be reviewed by the Diocesan attorney. Legal fees incurred in these custody matters will be billed to parents by the school/center.

*(Policy#5205, Diocese of Jackson Policies and Regulations)*

If a teacher (or other school employee) is subpoenaed to testify in a child custody case or other legal proceeding, or if the school or school employee is required to provide documents pursuant to a subpoena, request for production of documents, or court or administrative order, the school will assess the subpoenaing parent the cost of substitute teacher and all costs and attorneys' fees incurred by the school or employee in producing documents and/or appearing in court.

## **CURRICULUM**

Annunciation Catholic School provides a program which includes classes in the following subjects: Religion, Reading, Language Arts, Mathematics, Science, Social Studies, Physical Education, Music, Art, Library, Spanish, and Computer Education. The basic curriculum is in compliance with the Diocese of Jackson (ACE), the Mississippi Department of Education Frameworks, and the Common Core State Standards.

Annunciation exists to teach the message of Jesus Christ to its students. Christian attitudes and actions are integrated into the school day. We try to help students develop a personal prayer life and concern for each other through example, personal involvement, and growth in responsible action. Classes plan liturgies under the direction of the classroom teacher. The entire student body participates in mass every Thursday.

### **DAILY SCHEDULE**

7:30 AM	Doors open.
7:55 AM	1 <sup>st</sup> bell rings, Morning Assembly begins (M, T, W, F), Thursdays students report to classroom to prepare for Mass
8:00 AM	Tardy bell rings.
2:00 PM	Wednesday only, dismissal bell rings.
3:00 PM	Monday, Tuesday, <b>Wednesday of three or four day week,</b> Thursday, and Friday, dismissal bell rings.

Students should be picked up as soon as possible after school unless students are attending the after hours program.

**DETENTION (4<sup>TH</sup>, 5<sup>TH</sup>, 6<sup>TH</sup>, 7<sup>th</sup>, and 8<sup>th</sup> GRADES)** Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with advance, written notification of the detention.

Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc. Students who are not picked up by 4:00 p.m. will be sent to After Hours at the expense of the parents.

### **DROP OFF/DISMISSAL (see map page 32)**

Drop off begins at 7:30 a.m. (NO EARLIER) at the Red Awning. The first bell will ring at 7:55 a.m. and the tardy bell rings at 8:00 a.m.

Dismissal times are as follows:

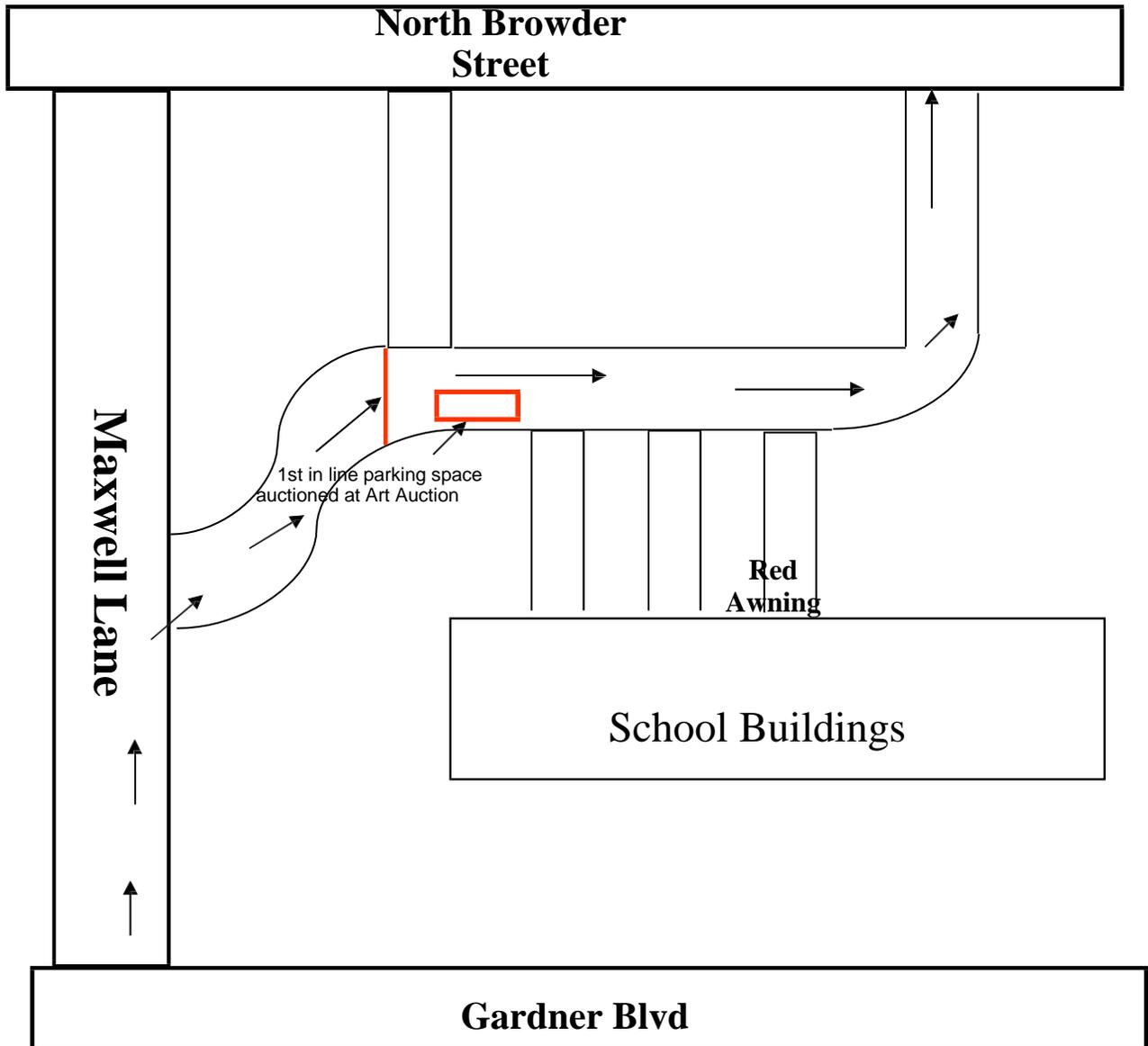
**2:00 - Wednesdays**

**3:00 - Monday, Tuesday, Wednesday of 3 or 4 day school week (see school calendar), Thursday, and Friday**

- If someone other than the usually authorized person is to collect a child, we must have **written** permission from the parent.
- Parents are asked to follow the directions for picking up their child from the dismissal line. Students will be called from classrooms and proceed to the red awning. Students will then be directed to a number where a faculty/staff member will assist. Individuals picking up a student must have a Carpool Tag, provided by the school, visible. The tag will hang from the rearview mirror. If a tag is not visible by faculty/staff the individual will have to report to the office and sign the student out for the student to be dismissed. Identification may be asked for if office personnel do not recognize individuals signing out a student. **The safety of our students is a priority! Please do not get out of the car and walk up to the dismissal line to collect your child.** Parents are asked to park if they have school business to take care of at the end of the school day.
- Children who are not picked up within fifteen minutes of dismissal time will be taken to the after-school program.
- If a child is not collected by 3:25 PM, the parents will be billed for After Hours.

**See map on page 32**

## Annunciation Catholic School DROP OFF AND DISMISSAL MAP



PLEASE use the entrance on Maxwell Lane for Drop off and Dismissal.

**Drop Off:** All students are dropped off in the morning at the “red”awning. A faculty member will help your child out of the car. Please make sure that car seats/ boosters are on the right side/middle of the car. **IF YOU ARE TARDY (NO ONE WILL BE THERE TO UNLOAD YOUR CHILD) YOU MUST PARK AND WALK YOUR CHILD INTO THE BUILDING.**

**Dismissal:** The first car in the line should park at the white line. The only car that will be in front of the white line will be the winner of the “1<sup>st</sup> in dismissal line” spot that is auctioned each year at the Art Auction. Once the dismissal bell rings you will be allowed to move up in the line to proceed toward the red awning. A faculty/staff member will assist your child.

**FOR THE CHILDREN’S SAFETY THERE IS NO PASSING IN THE DROP OFF OR DISMISSAL LINE! PLEASE DO NOT PARK AND WALK UP TO GET YOUR CHILD.**

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

In the case of bad weather conditions, tune into the local television station to learn if Annunciation Catholic School will be closed or be alert for a phone call, email, and/or text message through the School Messenger system.

Disaster drills are held in compliance with state and local regulations. Students are trained to respond to local and school tornado warnings. Fire drills are held regularly. Evacuation plans are displayed in each room in the school building.

Dismissal for weather or other emergencies will be at the discretion of the principal. Our school is now a part of a "School Messenger". In cases of extreme weather or emergency situations the school will notify parents by phone. The school, via the calling program, will maintain contact with parents every 30 minutes when there is any emergency or weather related issue.

Fairview Baptist Church, at 127 Airline Road, has been established as the family center for Annunciation Catholic School, in the case of an emergency evacuation.

## **FIELD TRIPS**

Field trips are scheduled by the individual teacher as educational experiences. Parents are asked to note carefully all arrangements for field trips. Written parent request and permission forms must be completed and signed before students will be allowed to participate. Phone calls will not be accepted in place of written forms. Money and forms must be returned when requested. ***Field trip payments must be made separately from any other school payments or fees.***

The school will arrange transportation for students on field trips. In the event of limited bus space, diocesan policy allows parents to transport **their child only**. **Students must ride the bus if space is available. Siblings may not accompany the class on field trips.**

1. Follow all instructions given by the adults who accompany your class.
2. Stay with the class at all times unless you are given permission to leave the group.
3. Remain seated and do not change seats while the bus is in motion.
4. Remember that the law requires the use of seat belts in cars. Students must wear seat belts if they are available on the bus.
5. Only Annunciation Catholic students are allowed to go on school-sponsored field trips.
6. Remember that you are representing Annunciation Catholic School.

NOTE: A student who misbehaves in the classroom, on a field trip, or at an assembly may be denied the privilege of attending future events.

## GRADES

Reports covering academic achievement, behavior, social traits, habits, attitudes, absences, and tardies will be sent to parents four times a year. Progress reports are sent out midway in the quarter four times a year. We encourage you to discuss these reports with your children and to work cooperatively with teachers in an effort to help students develop to their full potential. Parents are encouraged to confer with teachers if there is a concern. At Annunciation, achievement, effort, and conduct grades are determined with much care and concern.

The grading scale in prekindergarten through second grade is standards-based. An integrated standards-based assessment system should include: performance-based assessment; assessment integrated into instruction; work samples, and portfolios; checklists; rubrics; written tests; etc.

Please keep in mind:

- Every standard will NOT be introduced the first nine weeks.
- Every standard will NOT be assessed every nine weeks.
- Skills that have been assessed once will continue to be developed throughout the year.
- The report card includes skills and knowledge students must master by the END OF THE YEAR. We strive for development and improvement.
- A Standards-Based Report Card uses numerical levels (rubrics) to indicate performance for each quarter.
- **A Standards-Based Report Card does not correspond to a traditional A-F grading scale.**

The Standards-Based Report Card rubric is as follows:

### **3 – Meets grade level standard.**

Student consistently grasps and applies the concepts, processes, and skills **for the grade level standard** and meets Mississippi competencies/ benchmarks..

### **2 – Beginning to show progress toward the grade level standard.**

Student is **beginning** to grasp the skills and apply the concepts and processes of the grade level standard.

### **1 – Does not meet or experiencing considerable difficulty with grade level standard.**

Student is not demonstrating an understanding of the concepts, processes, and skills of the grade level standard and requires additional time and support.

### **X – Standard not addressed this reporting period.**

## CATHOLIC SCHOOLS – DIOCESE OF JACKSON GRADING SCALE

A new grading scale was implemented in the 2011-12 school year in order to provide Catholic school graduates with opportunities to 1) compete fairly for college scholarships, 2) compete fairly for college admission, 3) remain eligible for extracurricular activities including but not limited to athletics, and 4) maintain our current level of expectation for receipt of a passing mark (70) in individual coursework/subjects.

The grading scale as specified below will be used in the schools throughout the Diocese of Jackson.

### **3<sup>rd</sup> thru 8<sup>th</sup> Grade**

	<b>GPA</b>
A = 90-100	4
B = 80-89	3
C = 75-79	2
D = 70-74	1
F = 69 or lower	0

**TeacherEase is a web based grade book that 3<sup>rd</sup>- 8<sup>th</sup> grade teachers use. You will have the capability to monitor your child's progress. An email from TeacherEase will be sent when you can begin viewing your child's grades**

## **HEALTH AND SAFETY**

### **FIRST AID**

First aid will be administered for *minor* injuries that occur at school. If a child is seriously injured or becomes ill while at school, parents will be notified immediately. If neither parent can be contacted, the person listed on the emergency form will be contacted. Please inform the person listed of their contact status. Emergency information should be current and accurate. Emergency forms must be completed and returned to school prior to the first day of school. Students will NOT be able to attend class until this form has been completed. Please update when necessary.

### **LICE PREVENTION AND CONTROL**

Environmental Control:

- School children should not be allowed to share hair ornaments, brushes or combs.
- Hats, coats, scarves and the like should be hung or placed individually for each child and not stacked or hung on top of those belonging to other children.
- Wall hooks, if used, should be far enough apart that garments hung on adjacent hooks do not touch.
- Sometimes plastic bags with draw strings are hung to contain garments if hooks are not far enough apart.

- Gym lockers used by more than one child should be assigned to the same users at each gym period to minimize the number of children using a locker.
- Headgear, including headsets, should be removed from use if lice or nits are present in the class. If this is an ongoing problem, headgear and headsets should be stored in an air-tight plastic bag for 2 weeks and not reused until the problem is resolved.
- Carpeted areas in classrooms should be vacuumed frequently and thoroughly.
- Lice killing sprays are generally unnecessary. Fumigation of classrooms or buses is not indicated.

#### Detection of Lice or Nits:

Screening should be done by the office personnel, teachers, or other faculty/staff members after they have been instructed in the proper technique. The recommended times for screening are: at the beginning of school, after winter break, and after spring break. If a case is suspected, the student should be examined by the trained examiner. If one child is found to be infested, the siblings of the student, the student's class, and the student's buddy should be examined.

#### Handling of Students with Lice:

If a student is found to have lice or nits:

1. The student should be sent to the office and the parents should be notified and asked to pick the student up. The parent letter and information pamphlet should be sent with them.
2. The notification letter should be sent to the parents of the affected classes.
3. The student returns to school after the first treatment and all nits have been removed. The parent and student will report to the principal's office to present proof of treatment and to be checked for the presences of lice or nits. If lice or nits are found the student returns home with the parent. If not, the student is clear to return to the classroom.
4. Proof of a second treatment should be provided in seven to ten days or as recommended by the product used.
5. The student and the class should be rechecked for lice or nits every seven days for three weeks. If there are no reoccurrences or new occurrences, the class is clear.

If the student or a new student is found to have lice or nits, the treatment process begins again. If a student has more than three occurrences, a note from the student's doctor is required for the student to return to school.

## **MEDICATION**

All medication must be brought to the office. Please furnish the proper implement for dispensing the medication. **Children must have written permission from a physician to take prescription medication at school.**

**Forms are available in the office. Over the counter medication requires parent/guardian signature and instructions on a school form which needs to be filled out yearly. NO MEDICATION WILL BE DISPENSED WITHOUT THE REQUIRED FORMS.**

## **ILLNESS**

Please do not send a sick child to school. A child should be free of fever for 24 hours and should return to school ready to resume a full schedule of activities including physical education, unless there is a medical excuse. No child should be sent to school with a contagious illness such as pink eye.

If your child has any allergies, drug reactions, or other medical problems, it is important that they be listed on the emergency form.

## **HOMEWORK**

It is expected that every student in grades 1- 8 will have a homework assignment most every night, Monday through Thursday. 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students may have assignments over the weekend. Students are expected to complete and hand in assignments on the due date. The homework is designed:

- to provide an opportunity for the student to review the material presented in class
- to determine the student's level of understanding
- to provide material for drill in old or new skills
- to require the student to engage in research or other enrichment activities
- to require the student to plan and develop independent projects
- to assist the student in developing competency in learning skills.

While parents are encouraged to check homework, parents should not "do" the assignment. Parents should check assignment planners and sign them. Parent signatures indicate that homework has been completed and behavior has been noted.

The length required to complete each night's home assignment should be approximately this schedule:

Kindergarten: 15 - 20 minutes

First: 30 minutes

Second: 30 minutes

Third: 40 minutes

Fourth: 40-50 minutes

Fifth: 15-20 minutes per subject assigned

Sixth: 15-20 minutes per subject assigned  
Seventh: 20 – 30 minutes per subject assigned  
Eighth: 20-30 minutes per subject assigned

Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, the teacher should be contacted if a problem should arise.

Parents are urged to request assignments when a child is absent. Requests for assignments must be made before 9:30 a.m. Assignments will be available for pickup between 3:30 and 5:30 in the school office.

### **INTERNET**

This valuable and educational tool is available for use in the Media Center and classrooms. Students should only visit websites that are approved by Annunciation faculty/staff members for media projects, research and educational purposes and may not use the Internet, including social networking sites, chat lines, email, and instant messaging, for personal use at school. All parents and students are required to sign and return the Telecommunications Use Agreement found at the back of this handbook.

### **JEANS FOR GREEN**

Held on the last Friday of the month, students may wear blue jean shorts, pants, skirts, or skorts with their uniform shirt, Spirit t-shirt, 50<sup>th</sup> Anniversary t-shirt, Just Walk t-shirts or previous Art Auction t-shirts for a \$1 donation to charity. If not participating in Jeans for Green, regular uniform will be worn.

Each month a different class receives this money for their charity group.

Charities are subject to change based on needs in our community, society, etc.

August	K Ferraez	Heifer International
September	K Ford	Helping Hands
October	1 <sup>st</sup>	St. Vincent de Paul Society
November	2 <sup>nd</sup>	St. Joseph Catholic Church Food Pantry
December	4 <sup>th</sup>	Operation Christmas Child
January	3 <sup>rd</sup>	TBA
February	5 <sup>th</sup>	TBA
March	K Howell	Catholic Relief Services
April	Pk Lamar	Ronald McDonald House

### **LEAVING SCHOOL EARLY**

Excuses for early check outs must be explained *in writing* as a courtesy to the teacher. Such notices must come in advance.

## **LOST ARTICLES**

We maintain a lost and found in the bench at the entrance to the school. At the end of each nine weeks, the office will donate any unclaimed articles.

## **LUNCH AND SNACKS**

Please do not bring any FAST FOOD to school. This includes ANY KIND of restaurant food. If parents would like to join their child for lunch they may bring fast food for themselves, but not their child. **Lunch orders will begin August 13<sup>th</sup>.**

For the convenience of our families we are offering lunch from Harvey's on Mondays, Subway on Tuesdays, Papa Johns on Wednesdays, Chick-fil-A on Thursdays, and McAlister's Deli on Fridays. Orders are taken on a weekly basis. Order forms go home each Monday and must be returned by 8:00 a.m. **THURSDAY** for the next week. Daily lunches will be \$4.50 per child and do not include a beverage.

Children who do not participate in the lunch program should bring lunch from home. Students without a lunch will be able to make themselves a peanut butter and/ or jelly sandwich in the cafeteria and the parents billed \$3.00 per day to defer additional service requirements.

Milk is available through the government milk program at a reduced rate for the year. Microwaves are available for heating student lunches. No carbonated drinks or glass containers are allowed. As a privilege, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students may bring carbonated beverages. The school, however, will not supply refrigeration.

Students may bring a light, healthy snack and/or drink for recess.

## **MATURE READER POLICY**

Only students in 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades may check out these books with parent permission.

Books will be placed in the Mature/Older Reader sections of our classroom and school libraries based upon American Library Association standards, as well as, Newberry and Caldecott Award criteria:

- Excellence of pictorial interpretation of story, theme, or concept; of appropriateness of style of illustration to the story, theme, or concept; of delineation of plot, theme, characters, setting, mood, or information through the pictures.
- Interpretation of the theme or concept
- Presentation of information including accuracy, clarity, and organization
- Development of a plot
- Delineation of characters
- Delineation of setting
- Appropriateness of style

The following definitions will be utilized in our selection:

- Content: Defined as subject matter, plot, theme
- Context: Defined as situation, circumstance, and perspective
- Language: Defined as terminology, age appropriateness, slang, harsh words

### **NO SMOKING**

Annunciation Catholic School is a smoke-free environment.

### **NON – UNIFORM DAYS**

During the school year there will be “non-uniform days” which will be announced in advance during the course of the year.

### **Non-Uniform Days Guidelines**

Students may wear:

Jeans

Tennis shoes

Short socks

**Shorts (no higher than 2 inches above the knee)**

Skirts no shorter than fingertip length

Skorts

Sweatshirts

Jogging suits

Nail polish

Jewelry

Hoop earrings

Large earrings

Dresses no shorter than fingertip length

Slacks

Boots – below the knee

Students may NOT wear:

Flip-flop sandals

Open back shoes

Tank tops

T-shirts with inappropriate writing

Tennis shoes that convert to roller skates  
Biker shorts  
Pajama pants  
Low cut blouses/tops  
Clothing that is extremely tight  
Hats  
Artificial Nails

### **OFFICE RECORDS**

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

### **PSA**

Annunciation Parent-School Association (PSA) is a vital part of the school and continues to generate supplementary funds, community activities, and many volunteers to staff various programs within the school.

A \$25 PSA dues fee is included in the non-refundable fees paid by parents.

Since both parents and the staff of Annunciation Catholic School are interested in the welfare of the child, cooperation between these two groups is vital in preparing the child for life long learning. To help achieve this objective, the Parent-School Association has been established. This organization encourages parents and the members of the school staff to cooperate fully in meeting their responsibilities and sharing their time, talents, and treasures. The Second Vatican Council in its Declaration on Education also lends its support to this form of home and school cooperation. "Especially through parent associations, let the faithful make their own contribution to advancing the whole function of the school, and above all, its task of providing moral development."

The objectives of this association are:

- To help parents and teachers acquire a profound appreciation of the ideals of Catholic education which include the building of faith community;
- To encourage high standards of family life;
- To promote clearer understandings of the mutual educational responsibilities of parents and teachers;
- To promote cooperation between all approved Diocesan organizations working toward the advancement of Catholic education.

### **PROMOTION AND RETENTION**

In grades K – 8, the following criteria will be used as basic guidelines for promotion:

1. Mastery of essential Annunciation Catholic School Curriculum, Mississippi

Frameworks objectives, and Common Core State Standards.

2. Teacher's judgment of:

- overall classroom performance
- level of maturity
- number of previous retentions
- age
- attendance requirements as set by policy
- successful completion of prescribed reading series at each grade level
- have a D or better in three of the four major subjects (reading, math, science and social studies) in grades 3-8

The parent shall be notified after the first semester grading period if the probability exists that the student will be retained at his/her grade level.

If a student in grades 1 - 8 fails one academic subject for the year, he/she must make it up in summer school in order to pass to the next grade. Written proof must be shown that the student attended summer school before being put in the next grade level.

Promotion and retention in Kindergarten through 8<sup>th</sup> will be at the discretion of the principal and teacher.

Students shall not be considered for more than one retention during their elementary years. Final decisions on retention will rest with the principal.

Students must attend promotion practice in order to be a participant in the Promotion Exercises.

### **PROBATION, SUSPENSION AND EXPULSION**

Whenever the student's conduct is such that it endangers the health or safety of others or disrupts the learning environment, action may be taken to restrict his/her privileges and the rights of school attendance. Such action may be of three kinds: Probation, Suspension, and Expulsion.

#### **Probation**

Probation is conditional attendance during a trial period. Probation may, but need not always, precede suspension. It is hoped that, through probation and notifying the student and the parents or guardian, suspension can, at times, be avoided. Probation may be imposed by the principal for continued infractions of school rules which do not warrant the necessity of removal from school at that time.

#### **Suspension from School for a Definite Time**

Suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed when all other school resources are unable to constructively cope with pupil misconduct.

A student may be suspended for up to five (5) days by the principal for

the commission of gross or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.

When the principal deems it necessary, a suspension from school may be for an indefinite time with reinstatement conditioned upon a joint conference between school authorities and parents upon the completion of educational or psychological testing and observation.

Students must complete all class work and tests from the days of suspension.

### **Expulsion**

Expulsion is the removal of a student from the school program and possibly denial of permanent access to the program. The expulsion of a student from a Catholic school is such a serious punishment that it would be invoked only as a last resort. Nevertheless, there may be situations which demand the removal of a student from the school. The entire Policy #5403 is available in the office upon request.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Annunciation Catholic School.

### **SAFETY: ASBESTOS NOTICE**

Materials containing or suspected of containing asbestos have been identified at our school. In compliance with the requirements of AHERA (Asbestos Hazard Emergency Response Act), Annunciation Catholic School has completed the required inspections and has developed the specified manual. A copy of the required documentation has been filed with the State of Mississippi and is available for review in the principal's office. This notice is issued in compliance with 40CFR 763.93 (G) (4). All contractors, temporary workers, utility repair persons, etc. must obtain clearance from the office and sign an awareness notice of possible asbestos presence before beginning work.

### **SCHOOL OFFICE**

The school office is a place for school business and a place to take care of student and teacher needs. Visitors/Parents should use the **office window** for business whenever possible. We encourage our parents to take an active role in the school, but office traffic flow can bring business to a standstill.

### **STUDENT RECORDS**

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

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to Annunciation Catholic School for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

All costs incurred in the process of obtaining records from previous schools will be billed to parents. No records will be sent to transferring schools of students whose financial commitment is in arrears.

## **STUDENT SUPPORT SERVICES**

Annunciation Catholic School student support services are designed and implemented to address the “whole child” while recognizing their unique qualities and differences. These services are aimed toward helping students achieve to their greatest potential with a focus on academic achievement, spiritual growth, social/emotional issues, physical development as well as prevention and intervention strategies.

Students who are identified as needing some type of support services are first referred to the principal if there is an issue for which the classroom teacher requires assistance. If the student’s needs are beyond the principal’s professional capabilities, the principal refers the student to someone who would be qualified to address the issue.

Currently, a Testing Coordinator who is on staff observes students in their classrooms when requested by classroom teachers and/or parents. She helps teachers identify students who may be experiencing behavior or learning difficulties in the classroom and attends meetings with the parents, teacher, and principal when these issues are suspected. Parents are encouraged to seek professional input to assist in determining the cause of any problems.

Issues that require specialized professional knowledge are referred through the parents to outside sources, which include our pastor, Catholic Charities, St. Vincent DePaul society, Ochsner Clinic Foundation, or Social Services. Annunciation Catholic School is fortunate to have a cooperative relationship with the Columbus Municipal School District, which serves as a contact resource for outside agencies and professionals qualified to assist with student issues. Mississippi State University is located within 30 miles of the school and provides intervention resources for students and/or teachers.

Since Annunciation Catholic School only serves students through 8<sup>th</sup> grade, efforts are made to provide a smooth transition to our students who leave at this time. The school communicates with both the parent and prospective schools to ensure that the transition is positive and does not allow for a negative impact or lapse in the learning process.

Annunciation Catholic School has a commitment to help each child become successful by enhancing student learning. This commitment encompasses a safe learning environment, promotion of a healthy self-esteem and positive character building. Our goal to help each child develop to their potential

recognizes and addresses any of their unique and individual needs or issues.

### **TELEPHONE CALLS, MESSAGES, and DELIVERIES**

Students are not permitted to use the school telephone. Students may not use personal cell phones without express permission from school personnel.

Adults dropping off forgotten books, assignments, etc. should leave these items in the school office. Classes will not be interrupted to inform students about forgotten items. Students should check in the office at recess or lunch for such items.

No balloons or flowers will be delivered to students until 2:55 p.m.

### **TEXTBOOKS**

Some of our textbooks are supplied by the state. Fines imposed for lost or damaged books must be paid before release of report card.

All textbooks must be covered for the entire school year. Stretch book covers are allowed, but they should be large enough to fit textbooks without damaging the spine.

### **UNIFORMS**

All students at Annunciation Catholic School wear uniforms. The uniform code is not set up to restrict student's individualism, but rather to promote the traditions of a Catholic education and provide a standard for our students that fosters an environment conducive to learning and respectful behavior. It is the responsibility of each parent to ensure that the dress code is followed by his/her children. Final decisions regarding the school uniform rest with the Principal/Administration. If there is any question as to whether the article is within dress code or not, do not wear it. Rule of thumb is if you have to question it, we will have to question it.

Notes regarding uniforms:

- Hair must be clean and well groomed. For boys, hair must be trimmed above the eyebrows and should be no longer than the top of the collar. For girls, hair should either be pulled back away from the face, or if bangs are worn, they must be trimmed above the eyebrows. The principal may request that the hair be cut or trimmed. Students are not allowed to come to school with dyed hair. Hair or hair accessories cannot distract the learning environment.
- Parents are asked to write their child's name on all articles of clothing, outerwear, and lunch box.
- Uniforms should be clean and pressed with all buttons attached, no holes in clothing, and hem intact. Shirrtails should be tucked in while a student is on campus unless the shirt is a no-tuck shirt. Belts must be worn at all times when a shirt is tucked into pants or shorts with belt loops.

All uniform items in bold must **only be purchased** from our approved uniform company Uniforms and Accessories, Inc

## ***PRE-K STUDENTS***

The Pre-K student's uniform options are slightly different from Kindergarten – 5<sup>th</sup> grade.

### **BOYS**

#### **Shirts**

- **Red or white knit shirt with logo**
- **Navy/Red Rugby Shirt with logo**
- All shirts must be tucked in.
- Only solid, white, short-sleeved t-shirts underneath uniform shirts.

#### **Shorts/Pants (no higher than 2 inches above the knee)**

- **Blue regular uniform shorts or pants**

#### **Footwear**

- Tennis shoes or casual shoes/loafers (closed heel & closed toe) with rubber soles
- Primarily neutral colors - white, brown, grey, black, navy or red.
- No overall outrageous/extreme colors.
- No boots.
- No sandals, clogs, or crocs

#### **Socks –REQUIRED**

- Solid red, white, black, or blue. (socks must be able to be seen with shoes)

#### **Jewelry**

- No earrings
- Necklaces are limited to a single strand/single medallion.

#### **No makeup or fingernail polish**

### **GIRLS**

#### **Shirts**

- **Red or white knit shirt with logo**
- **¾ sleeve (no tuck) blouse**
- **White round-collared (Peter Pan) shirts**
- **Camp Style (no-tuck) blouse w/ collar logo**  
\*discontinued by Uniform & Accessories
- All shirts except the no-tuck blouse must be tucked in.

#### **Shorts/Pants (no higher than 2 inches above the knee)**

- **Blue regular uniform shorts or pants**

#### **Skorts (no higher than 2 inches above the knee)**

- **Plaid skort**
- **Blue skort**  
\*discontinued by Uniform & Accessories

#### **Jumper (no higher than 2 inches above the knee)**

- **Plaid jumper**
- Solid colored shorts may be worn underneath jumpers

### **Footwear**

- Tennis shoes or casual shoes/loafers (closed heel and closed toe shoes) with rubber soles.
- Primarily neutral colors - white, brown, grey, black, navy or red.
- No overall outrageous/extreme colors.
- No boots.
- No sandals, clogs or crocs

### **Socks/Hosiery - REQUIRED**

- Socks: solid red, white, black or blue (socks must be able to be seen with shoes)
- Hose: natural
- Tights: Solid white, navy, red or natural
- No leggings

### **Jewelry**

- Only one pair of small, unobtrusive earrings may be worn.

### **No makeup**

### **Fingernail polish – neutral colors only**

## **OUTERWEAR**

- Only the following are allowed in the classrooms/assemblies:
  - **Red/Navy sweatshirts with logo**
  - **Red/Navy fleece jacket or vest with logo**
  - **Red/Navy Nylon Anoraks**
- Outside/Recess
  - All other outerwear should only be worn outdoors.
  - No hats may be worn in any of the buildings.

## **GRADES KINDERGARTEN THRU 5<sup>TH</sup>**

### **BOYS**

#### **Shirts**

- **Red or white knit shirt with logo**
- **Navy/Red Rugby Shirt with logo**
- All shirts must be tucked in.
- Only solid, white, short-sleeved t-shirts underneath uniform shirts.

#### **Shorts/Pants (no higher than 2 inches above the knee)**

- **Blue uniform shorts or pants**
- Belt required (solid black, brown, blue, or red)

#### **Footwear**

- Tennis shoes or casual shoes/loafers (closed heel & closed toe) with rubber soles
- Primarily neutral colors - white, brown, grey, black, navy or red.

- No overall outrageous/extreme colors.
- No boots.
- No sandals, clogs, or crocs

#### **Socks –REQUIRED**

- Solid red, white, black or blue (socks must be able to be seen with shoes)

#### **Jewelry:**

- No earrings
- Necklaces are limited to a single strand/single medallion.

#### **No makeup or fingernail polish**

### **GIRLS**

#### **Shirts**

- **Red or white knit shirt with logo**
- **White round-collared (Peter Pan) shirts**
- **Camp Style (no-tuck) blouse w/collar**  
\*discontinued by Uniform & Accessories
- **¾ sleeve (no tuck)**
- All shirts except the no-tuck blouse must be tucked in.

#### **Shorts, pants or skorts (no higher than 2 inches above the knee)**

- **Blue shorts, pants, or skorts**  
\*Blue skorts discontinued by Uniform & Accessories
- **Plaid shorts or skorts**
- Belt required with pants or shorts (solid black, brown, blue, or red)

#### **Jumpers and skirts (no higher than 2 inches above the knee)**

- **Plaid jumpers** (Generic, solid colored shorts may be worn underneath jumpers/skirts.)  
Jumpers must be at least fingertip length.

#### **Footwear**

- Tennis shoes or casual shoes/loafers (closed heel and closed toe shoes) with rubber soles.
- Primarily neutral colors - white, brown, grey, black, navy or red.
- No overall outrageous/extreme colors.
- No boots.
- No sandals, clogs, or crocs.

#### **Socks/Hosiery - REQUIRED**

- Socks: solid red, white, black or blue (socks must be able to be seen with shoes)
- Hose: natural
- Tights: Solid white, navy, red or natural
- No leggings

#### **Jewelry**

- Only one pair of small, unobtrusive earrings may be worn.
- Necklaces are limited to a single chain/strand, single drop/medallion.

#### **No makeup**

#### **Fingernail polish – neutral colors only**

## **OUTERWEAR**

- Only the following are allowed In the classrooms/assemblies:
  - **Red/Navy sweatshirts with school logo**
  - **Red/Navy fleece jacket or vest with school logo**
  - **Red/Navy Nylon Anoraks with school logo**
  
- Outside/Recess
  - All other outerwear should only be worn outdoors.
  - No hats may be worn in any of the buildings.

## **MIDDLE SCHOOL UNIFORM POLICY (6<sup>th</sup>-8<sup>th</sup> graders)**

### **Regular School Day**

#### **BOYS**

- Pants
  - **Khaki shorts or long pants**
  - Belt required – solid brown, black, red or blue
- Shirts
  - **Navy blue or white short or long sleeve polo shirt**
  - Shirts must be tucked in.
- Socks – REQUIRED (socks must be visible)
  - Solid color white, navy, or black socks
- Footwear
  - Primarily neutral colors – white, brown, grey, black, navy, or red.
  - No overall outrageous/extreme colors.
  - No boots.
  - No sandals or clogs allowed (including Crocs)
- Jewelry
  - No earrings
  - Necklaces are limited to a single strand/single medallion.
  - No makeup or fingernail polish.

#### **GIRLS**

- Skort (**no higher than 2 inches above the knee**)
  - **Khaki skort**
- Shirts
  - **Navy or white short or long sleeve polo shirt**
  - **Short or long white sleeve camp shirt (no tuck)**
    - \* discontinued by Uniform & Accessories
  - **¾ sleeve (no tuck)**
  - All shirts except the no-tuck blouse must be tucked in.
- Socks – REQUIRED (socks must be visible)
  - Navy blue knee socks, navy/white tights, or solid color white or navy socks
  - No leggings
- Footwear
  - Tennis shoes or casual shoes/loafers (closed heel and closed toe shoes)

- o with rubber soles
- o Primarily neutral colors – white, brown, grey, black, navy, or red
- o No boots.
- o No sandals or clogs allowed (including Crocs)
- Jewelry**
  - o Only one pair of earrings may be worn
    - Small and unobtrusive studs or 1 inch dangles
  - o Necklaces are limited to a single chain/strand, single drop/medallion.
- Makeup**
  - o Light application (no heavy eyeliner)
  - o Neutral colors only
- Fingernail Polish**
  - o All colors allowed with the exception of black
  - o All fingers must display the same color
  - o Must be well-manicured with no chipped polish

## **OUTERWEAR**

- Inside - Only the following are allowed in the classrooms/assemblies:
  - o **Blue/Red sweatshirts with ACS logo**
  - o **Blue/Red fleece jacket or vest with ACS logo**
  - o **Blue/Red Nylon Anoraks with ACS logo**
- Outside
  - o All other outerwear should be worn outdoors.
  - o No hats may be worn in any of the buildings.

## **MASS AND SPECIAL DAYS (Mandatory) 6<sup>th</sup> – 8<sup>th</sup> grade only**

\*\*Students will wear this uniform all day.

### **BOYS**

- Khaki long pants**
- White Oxford short or long sleeve shirt**
- \*\*\*\* optional – sweater vest with logo**
- Navy and red striped tie or bow tie (purchased at ACS for \$10)  
{a fee of \$5 will be charged if a tie is borrowed from the office}
- Brown or black belt
- Brown or black socks
- Brown or black “church” dress shoes

### **GIRLS**

- Navy and red plaid kick pleat skirt (no higher than 2 inches above the knee)**
- ¾ sleeve white Oxford blouse (no tuck)**
- Navy cross-tie**  
{a fee of \$5 will be charged if a tie is borrowed from the office}
- Navy or white knee socks or navy or white tights
- Brown or black closed-toe “church” dress shoes – flat or low heel

## **PE UNIFORM**

\*\*6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students will have PE and will change clothes for this class. They will be expected to have their PE clothes washed regularly.

## **BOYS & GIRLS**

- Navy blue mesh gym shorts **only** (purchased from the store of your choice) **(no higher than 2 inches above the knee)**
  - ACS T-shirts
  - Gym bag for their change of clothes

## **VISITORS**

Visitors are welcome at Annunciation. However, they must have the permission of the principal before going to the classroom.

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

## **VOLUNTEERS**

Volunteers can provide valuable assistance in many areas of the school program and are encouraged to play an active role in the school's mission. Confidentiality and respect for each student's privacy must be observed at all times.

Each family is asked to give at least 20 hours of service to our school as part of the cooperative education agreement at Annunciation Catholic School. These hours can be met by parents, grandparents and students. Each semester is 10 hours service or \$100 service fee. A \$10 per hour service fee will be assessed each semester for the balance of hours not served that semester.

A Service Hour booklet will be sent home at the beginning of the year listing service opportunities. Please keep this booklet to refer to during the school year. There will also be an opportunity to sign up for classroom and school needs, as well as many events at the beginning of the year.

When volunteering during school hours (7:30-3:30) please log your time in the Service Hours Notebook located outside the office by the sign in board. There will be a Service Hours Log sent home monthly in the brown envelope for families to log hours not logged in the volunteer book .

In order to maintain our learning environment, we ask that volunteers refrain from bringing young siblings during teaching times and dress appropriately (clothing should be modest and neat).

ACS is committed to providing our students with a safe and nurturing environment. Accordingly, we require volunteers that closely interact with students (such as tutoring) to complete the Protection of Children Program. The program entails the completion of a Volunteer Application, a background check,

and training session.

**Attendance at school meetings/programs/conferences WILL NOT count towards service hours.**

**WEAPONS, ALCOHOLIC BEVERAGES, UNLAWFUL DRUGS, AND BOMB THREATS**

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm, or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided however that the superintendent shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the student's right to appeal to the Superintendent of Schools.

**TELECOMMUNICATIONS USE AGREEMENT**  
*Adapted from NCEA's From the Chalkboard to the Chatroom. 2001*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. I will work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink when using school computers.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Individuals using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use the Internet, including bulletin boards, chat lines, email, and instant messaging, for personal use at school. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some may consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive, and notifying school personnel immediately if such material is encountered.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary actions. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administrator of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

**Handbook Confirmation**

Parents, please complete this form and return it to your child's teacher to indicate that you and your child have read and agree to abide by the Annunciation Catholic School 2018-2019 Parent/Student Handbook.

**Telecommunication Use Agreement**

I have read and agree with the Telecommunications Use Agreement on page 55.

**This handbook is published on the school website, [www.annunciationcatholicsschool.org](http://www.annunciationcatholicsschool.org). If you would like a hard copy of the Student Handbook, please send a note to your child's teacher. Thank you.**

*\*Parents and students must both sign.*

\_\_\_\_\_  
**Parent signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student signature**

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**Date**

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**Student signature**

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**Date**

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**Student signature**

\_\_\_\_\_  
**Date**

**SIGNED FORM DUE TO SCHOOL OFFICE BY August 13, 2018.**