



**2009-2010
Parent/Student
HANDBOOK and CALENDAR**

**ANNUNCIATION CATHOLIC SCHOOL
223 North Browder Street
Columbus, MS 39702**

Phone: 662-328-4479

Fax: 662-328-0430

E-Mail: Office likerby@cableone.net

Principal bacalland@cableone.net

www.annunciationcatholicsschool.org

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.

CALENDAR – HANDBOOK POLICY

The Annunciation Catholic School Calendar/Handbook is prepared and published by the school solely for the use of parents, students, and staff of the school. Information in the calendar/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. 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.

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.

Annunciation Catholic School is accredited by the Mississippi Department of Education and the Southern Association of Colleges and Schools.

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 2009-2010 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 2009-2010 school year.

The faculty and staff of your 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 bless you,

Mrs. Barbara Calland
Principal

Mrs. Jennifer David
Assistant Principal

MISSION STATEMENTS

Diocesan Schools Mission Statement

Our Catholic schools are living Christian communities where students are encouraged and supported to reach the fullness of their potential spiritually, intellectually, aesthetically, emotionally, socially and physically.

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 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 30th 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 the 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.

Updated March 24, 2004, School Improvement Team, SACS Part II

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

Table of Contents

Advisory Council, Administration/Faculty/Staff, PSA Board	10
ACS Lingo	11
Cooperative Relationship between Parents and School	12
Daily Schedule	13
Admission/Enrollment Policy	14
Tuition and Fee Schedule	15-17
Policies and Procedures	
Absences and Tardiness	17-18
Administrative Structure	19
Advanced Reader Policy	20
After Hours Program	20
Animals	21
Arrival	21
Birthday Parties and Party Invitations	21
Before Hours	21
Bullying/Harassment	22
Communication Process	22
Class Parties	23
Conferences	23
Custody	23
Curriculum	23
Detention	24
Drop Off /Dismissal	24
Drop Off/ Dismissal Map	25
Dress Standards	26-29
Emergency School Closing Procedures	29
Field Trips	30
Grades	31
Health and Safety	32
Homework	32
Insurance	33
Internet	33
Leaving School Early	33
Lost Articles	33
Lunch and Snacks	34
No Smoking	34
PSA	34
Promotion Exercises	35
Promotion and Retention	35
Probation, Suspension, and Expulsion	36
Safety: Asbestos Notice	36
School Office	37
Standards of Behavior	37-39
Student Records	39
Student Support Services	40
Telephone Calls, Messages and Deliveries	41
Textbooks	41
Visitors	41
Volunteers	41
Weapons/Alcoholic Beverages/ Unlawful Drugs/Bomb Threats	42
Field Trip Permission Form	43
Telecommunications Agreement	44
Handbook Confirmation	45
Certification of Accident Insurance Form	46
Photo Video Release Form	47
CAFB liability Agreement	48

**ANNUNCIATION CATHOLIC SCHOOL ADVISORY COUNCIL
2009 – 2010**

Ann Buckley, President	Nancy Reeves
Father Robert Dore	Jason Pool
Scott Adair	David Richardson, Vice President
Ginny Clarke	Sherrie Thomas,
Secretary	Debbie Murray

ADMINISTRATION, FACULTY, AND STAFF: 2009-2010

Pastor	Fr. Robert Dore
Principal	Barbara Calland
Office Manager	Lisa Kerby
Bookkeeper	Jennifer Schippel
Pre-K, After Hours	Sherryl Dickerson
Pre-K Assistant	Jackie Borden
Kindergarten	Katielynn Lusignan
K & 2 nd Grade Assistant	Susie Flye
1 st Grade	Heather Ford
1 st Grade Assistant	Sharon Menotti/Traci Allen
2 nd Grade, After Hours	Debbie Newman
3 rd Grade	Susan Fisackerly
4 th Grade	Desiree VanLoon
5 th /6 th Grade Math, Science, Religion, Assistant Principal	Jennifer David
6 th /5 th Grade Language Arts	Molly Stafford
Enrichment/Curriculum Coordinator	Karen Overstreet
Media Specialist	Terri Doumit
Library Assistant	Sharon Menotti
PE	Janie Williams
Art	Bill Moss
Music, Librarian, After Hours	Sara Musselman
After Hours	Carol McSweeney
Testing/Special Needs Coordinator	Sarah Ayers
Development Director	Bethany Tsismanakis
Director of Marketing	Terri Heath
Superintendent	Sister Deborah Hughes
Assistant Superintendent	Cathy Cook
Computer Explorers Instructor	Eleanor Lacklen

PARENT SCHOOL ASSOCIATION (PSA)

President	Sarah Strickland
Vice President	Penny McSweeney
	Brenda Howard
Secretary/Treasurer	Erica Clarkson
Volunteer Hours Coordinator	Eileen Ackerman
Volunteer Coordinator	Christina Carpenter
Volunteer Coordinator	Susan Sobley
Volunteer Coordinator	Brianne Montgomery

ANNUNCIATION LINGO AT A GLANCE

FAMILY NEWSLETTER: This weekly blue publication is your link to the school. It goes home with your child on Monday afternoons and is a reading MUST!

BROWN ENVELOPE: Every Monday check for the brown envelope. This envelope contains the Family Newsletter, letters from teachers, test papers and other important items. Please help remind your child to return it the next day. Please send lunch money, after hours and tuition **checks** in this envelope.

CALENDAR/HANDBOOK: This is an all inclusive listing of school faculty, staff, and board. The handbook outlines school procedures and policies. The calendar and the handbook may be found on the school's website at www.annunciationcatholicsschool.org.

COME AND GO: On Monday, August 10th the teachers will be in their classrooms from 4:00 – 6:00 p.m. to allow the students to meet their teacher and to bring in their school supplies.

DRAWDOWN: This is one of the major fundraisers at Annunciation Catholic School. Profits go directly to the school's operating budget. It is a fun night to socialize and take a chance to win \$10,000. Tickets are \$100 each and admit two people. The Drawdown will be held in the spring this year.

JEANS AND JAZZ: Each student creates his own piece of art, and each class makes something together to auction to the highest bidder. Items donated by area friends and businesses are also auctioned. Formerly known as the Art Auction, Jeans and Jazz will be held November 20th this year for your Christmas shopping in the upper level of the Convention Center.

BACK TO SCHOOL NIGHT: This is a chance for all Annunciation parents to meet the teachers, advisory council, and PSA officers and to visit classrooms to hear what the children will be learning. This year's Back to School Night is scheduled for August 18th. The general meeting is at 7:00 pm in the gym, and parents will visit the classrooms from 6:30-7:00 pm and 7:30-8:00 pm. This will give two chances to visit classrooms to parents who have more than one child enrolled in our school.

PORTFOLIO CONFERENCES: Every spring Annunciation sets aside a day for student-led portfolio conferences. Students lead the conference with their parents and show how they have grown as learners. Teachers serve as facilitators on this day.

UNIFORM CLOSET: This is one of the ways at Annunciation we try to teach stewardship. Check out this closet for used uniforms. Proceeds for donated

items go to the PSA. When an envelope is attached, proceeds go to the individual donating the item.

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-Teacher-Student 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.

DAILY SCHEDULE

7:30 AM Doors open.

7:55 AM 1st Bell rings.

8:00 AM Tardy bell rings.

8:05 AM Morning announcements

2:00 PM Wednesday only, dismissal bell rings.

3:00 PM Monday, Tuesday, Thursday, and Friday, dismissal bell rings.

Students should be picked up as soon as possible after school.

Annunciation's After Hours Program provides afternoon supervision on Monday, Tuesday, Thursday, and Friday from 3:00-5:30 pm. Because of early dismissal on Wednesday, afternoon supervision is from 2:00-5:30 pm.

Students MUST BE picked up by 5:30 pm from the After Hours Program.

Admission/Enrollment Policies

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 1st of the current school year. Students applying for Preschool must be 4 years of age by September 1st of the current school year.

Under State Law, it is mandatory that all Pre-K, Kindergarten, first 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 not considered enrolled until the following is 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
8. For students who have been home-schooled, achievement tests will be administered to determine the appropriate grade level

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.

All costs incurred in the process of obtaining records from previous schools will be billed to parents.

For students who have been home-schooled, achievement tests will be administered to determine the appropriate grade level.

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 and Fees *
2009–2010 Academic Year**

The tuition, resource/book, building/maintenance and technology fees are due July 1. Tuition and fees can be paid in full at this time or paid in 10 monthly payments the first of each month (July through April).

	Full Day PreK-6 Tuition		Half Day Pre-School	
Catholic Tuition Rate:				
	Annual	Monthly	Annual	Monthly
One Child	\$3,371	\$337	\$2,330	\$233
Two Children	\$5,630	\$563		
Three Children	\$7,630	\$763		
Four Children	\$9,040	\$904		
Non-Catholic Tuition Rate:				
	Annual	Monthly	Annual	Monthly
One Child	\$3,730	\$373	\$2,580	\$258
Two Children	\$6,530	\$653		
Three Children	\$8,790	\$879		
Four Children	\$10,640	\$1,064		

Other Fees (non-refundable)*

Registration Fee** \$200.00 per child

The yearly registration fee is due at the time of acceptance for **new students.

For **returning** students the registration fee is due by February 15th and will

increase as follows:

<u>Paid by February 15th</u>	<u>\$200.00</u>
<u>Paid February 18th - February 29th</u>	<u>\$300.00</u>
<u>Paid after February 29th</u>	<u>\$400.00</u>

Resource/Book Fee:	\$150.00 per child
Building and Maintenance Fee:	\$260.00 per family
Technology Fee:	\$150.00 per child

Optional Fees:

Lunch Program (optional)	\$3.50/day
Milk Program (optional)	\$22.00/year
After Hours (optional)	\$30.00 registration fee

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

After Hours used 20 hours or more a month	
One Child \$140	Each additional child \$70.00
After Hours used less than 20 hours a month	
\$6 per hour	Each additional child \$3.00 per hour

*Tuition and fees are set yearly by the school advisory council and are subject to change without notice.

Withdrawal Policy

Families must notify the school in writing if a student is to be withdrawn from the school. This enables the school to prepare necessary information and settle accounts.

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 FACTS. 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 a \$50,000 subsidy each year from the parish.

SERVICE TO SCHOOL:

In order to build a spirit of community and a strong school, each family is asked to give at least 10 hours of service 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, 2009.

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.

No student will receive a report card unless 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.

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.

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. 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 **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Non-promotion to the next grade is determined by the grades achieved in the class and is at 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. **Regularly scheduled medical/dental appointments during the school day should be avoided.**
- Excused Absence-Parent Request: **Vacations during school time.** 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

Class for all grades begins at 8:00 a.m. **Student's 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.

Students who check-in after 11:30 a.m. or who check-out before 11:30 a.m. will be recorded as absent for the day (excluding partial day preschoolers).

Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ day. Three(3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Tardies will be recorded on attendance records. Students with 5 or more total tardies for the school year will not be eligible for Perfect Attendance.

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 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.

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.

ADVANCED READER POLICY

Student must have a parent signed permission slip to check-out books from the Advanced Reader Section of the library. Books will be placed in the Advanced/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

AFTER HOURS PROGRAM

The Annunciation 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, play, and/or homework. If a child encounters a problem on the playground, (s)he should report immediately to the teacher on duty. Students are expected to obey all school rules and the following After Hours rules:

- Come immediately when dismissed from school
- No running inside auditorium
- Be respectful of everyone
- No hitting others with equipment
- Keep hands and feet to yourself
- No electronic devices permitted

Students who do not follow these rules may be denied the privilege of attending Annunciation's After Hours Program.

The fees for After Hours are as follows and payments are billed monthly:

- \$30 registration fee per year
- \$6 per hour for 1st child, \$3 per hour for the 2nd child, OR
- \$140 for 1st 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

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 8:00AM for all students, students must arrive at school before that time. **Students should not arrive before 7:30AM.**

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

BEFORE HOURS

The Annunciation Before Hours Program is provided as a service for working parents. Before Hours begins at 6:30 a.m. and concludes at 7:30 a.m. each day according to the school clock. During this time, a Before Hours staff member will supervise quiet time in the cafeteria. Parents may provide a snack or breakfast for their child(ren.) The school will NOT provide any snacks or beverages during this hour.

Students are expected to obey all school rules and the following Before School rules:

- Go immediately to Before Hours Room
- Keep hands and feet to yourself
- No electronic devices permitted
- Be respectful of everyone

Students who do not follow these rules may be denied the privilege of attending Annunciation's Before Hours Program.

The fee for Before Hours is \$5 for any part of the hour that is spent in Before Hours.

BIRTHDAY PARTIES AND PARTY INVITATIONS

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 time. Parents should notify the teacher that they are sending a birthday treat.

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.
- 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.**

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 formal Parent-Teacher conference is scheduled in the fall. Student-led portfolio conferences are held in the spring. Please do not schedule trips during conference days that would require conferences to be rescheduled.

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)

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, Computer Education and Enrichment. The basic curriculum is in compliance with the Diocese of Jackson and the Mississippi Department of Education Frameworks.

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.

DETENTION (4TH, 5TH, 6TH GRADE)

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention.

Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

Students who are not picked up at 4:00 p.m. will be sent to after hours at the expense of the parents.

DROP OFF/DISMISSAL

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

(Before Hours is a service with a cost of \$5. Parents must sign the student into the cafeteria and will be billed monthly.)

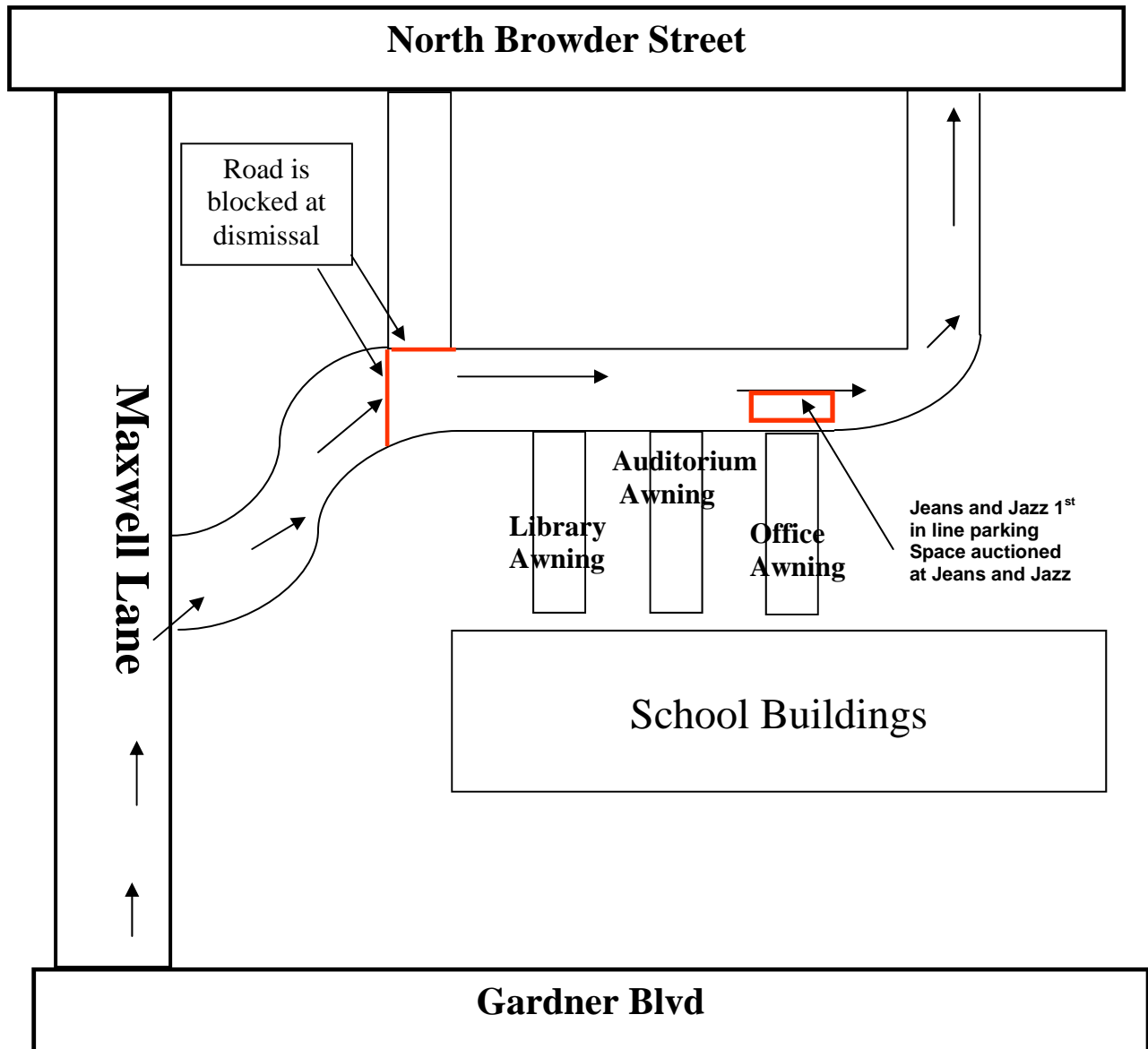
Dismissal times are as follows:

2:00 - Wednesdays

3:00 - Monday, Tuesday, 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 assigned awning. **Please do not get out of the car and walk up to the dismissal line to collect your child.** Parents are asked to park on the side by the outdoor classroom 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.

Annunciation Catholic School DROP OFF AND DISMISSAL PROCEDURES



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

Drop Off: All students are dropped off in the morning at the office 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 road will be blocked until the first bell rings. The only car that will be in front of the orange cones will be the winner of the “1st in dismissal line” spot that is auctioned each year at the Jeans and Jazz auction. Once the cones are moved, pull up to the dismissal awning that your child has been assigned, and a faculty member will help load your child in the car.

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

Dress Code

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 foster 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.

CONSEQUENCES:

All students (Pre-K-6) will follow the dress code. Any student not following the dress code will have the following consequences:

Individual classroom teachers may have a policy for handling students who are out of uniform.

The following procedure is in effect for all students:

1st offense: Note home to be signed. If not returned the following school day the loss of recess/break and the child will change their color.

2nd offense: The parent is called and notified the student is not in dress code and that a second letter will be sent home for the parent's signature. If the note is not returned the next day the child will miss recess/break until the signed note is returned.

3rd offense: The student will remain in the school office until the parent or contact person brings appropriate clothing for the child.

Please remember it is the parent's responsibility to ensure the child is in dress code. 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.

Uniforms

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

Pre-K4 Students

The K4 student's uniform options are slightly different from K-6 grades.

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
 - **Blue pull on uniform shorts or pants**
 - **Blue regular uniform shorts or pants**
 - Shorts must be at least fingertip length.
- **Uniform jackets/ sweatshirts maybe worn in the classroom with school logo**
- 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 cowboy or combat boots
 - No sandals or clogs allowed (including crocs).
- Socks -REQUIRED
 - Solid red, white or blue.
- Jewelry:
 - No earrings
 - Necklaces are limited to a single strand/single medallion.

GIRLS

- Shirts
 - **Red or white knit shirt with logo**
 - **White round-collared (Peter Pan) shirts**
 - **Camp Style (no-tuck) blouse w/ collar logo**
 - All shirts except the no-tuck blouse must be tucked in.
- Shorts/Pants
 - **Blue pull on shorts or pants**
 - **Blue regular uniform shorts or pants**
 - Shorts must be at least fingertip length.
- Jumper
 - Blue Pre-K Jumper
 - **Plaid jumper**
- **Uniform jackets/ sweatshirts maybe worn in the classroom with school logo**
- Socks/Hosiery - **REQUIRED**
 - Socks: solid red, white or blue
 - Hose: natural
 - Tights: Solid white, navy, red or natural
 - No leggings
- 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 boots or other shoes above the ankle.
 - No sandals or clogs.
- Jewelry
 - Only one pair of small, unobtrusive earrings may be worn.

Grades Kindergarten – 6th

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
 - **Blue uniform shorts or pants**
 - Shorts must be at least fingertip length.
 - 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 cowboy or combat boots
 - No sandals or clogs allowed (including crocs).
- Socks –REQUIRED
 - Solid red, white or blue.
- Jewelry:
 - No earrings
 - Necklaces are limited to a single strand/single medallion.

GIRLS

- Shirts
 - **Red or white knit shirt with logo**
 - **White round-collared (Peter Pan) shirts**
 - **Camp Style (no-tuck) blouse w/ collar logo**
 - All shirts except the no-tuck blouse must be tucked in.
- Shorts, pants or skorts
 - **Blue or plaid shorts, pants or skorts**
 - Shorts and skorts must be at least fingertip length.
 - Belt required with pants or shorts (solid black, brown, blue, or red)
- Jumpers and skirts
 - **Plaid jumpers or skirts** (Generic, solid colored shorts may be worn underneath jumpers/skirts.)
 - Jumpers and skirts must be at least fingertip length.
- **Uniform jackets/ sweatshirts maybe worn in the classroom with school logo**
- Socks/Hosiery - REQUIRED
 - Socks: solid red, white or blue
 - Hose: natural
 - Tights: Solid white, navy, red or natural
 - No leggings
- 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 boots or other shoes above the ankle.
- No sandals or clogs.
- Jewelry
 - Only one pair of small, unobtrusive earrings may be worn.
 - Necklaces are limited to a single chain/strand, single drop/medallion.

OUTERWEAR

- In the classrooms/assemblies:
 - **Uniform jackets/sweaters/sweatshirts with school logo**
 - **Nylon Anoraks with school logo**
- Outside/Recess
 - All other outerwear should only be worn outdoors.

Every Friday students may wear an Annunciation Catholic School T-shirt with uniform bottoms.

JEANS FOR GREEN

On the last Friday of the month, blue jeans (long or short) may be worn for a dollar donation.

If not participating in such dress-up days, regular uniform will be worn.

NON – UNIFORM DAYS

During the school year there will be no uniform days which will be announced in advance during the course of the year.

MISCELLANEOUS DRESS STANDARDS

- 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.
- Parents are asked to write their child's name on all articles of clothing, outerwear, and lunch box.

EMERGENCY SCHOOL CLOSING PROCEDURE

In the case of bad weather conditions, tune into the local television station to learn if Annunciation Catholic School will be closed.

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-Reach" calling program. 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 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 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 Preschool through second grade has been revised by the Diocese to a Standards-Based Report Card. 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:

4 – Exceeds expectations of the grade level standard.

Student displays deep understanding and extension of concepts and skills **beyond grade level expectation.**

3 – Meets grade level standard.

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

The grading scale for grades 3-6 is as follows:

A	93-100	D	74-70
B	92-85	F	Below 70
C	84-75		

Students in grades 3rd-6th are eligible for Principal's List and Honor Roll. Conduct and Effort must be of Commendable or Satisfactory achievement.

These requirements must also be met:

-Principal's List: All A's in all major subjects

-Honor Roll: 90% or higher combined average of all major subjects (Math, Reading, Language Arts, Science, Social Studies, Spelling and Religion), with no grades below a "B".

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.

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. 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 1-6 will have a homework assignment most every night, Monday through Thursday. 5th and 6th 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

If a parent feels that a student is receiving too much homework, the parent should contact the teacher to set up a conference to discuss those concerns.

Parents are urged to request assignments when a child is absent. Requests for assignments must be made before 10:00 a.m. Assignments will be available for pickup between 2:00 and 3:30 in the school office.

INSURANCE

All students attending Annunciation Catholic School must have insurance coverage prior to the start of school as mandated by the Diocese of Jackson. All parents are required to fill out and return the Certification of Accident Insurance form found at the back of this handbook. By signing this form, parents are aware of the requirement of the Diocese of Jackson that all children must have this coverage.

*Students will NOT be able to attend class until this form has been completed.

Parents are also aware that the school is not liable for any deductible, out-of-pocket expenses, or other uninsured amounts paid by them or others for medical expenses incurred by their child.

INTERNET

This valuable and educational tool is available for use in the Media Center. Students should only visit websites that are approved by Annunciation staff members for media projects, research and educational purposes and may not use the Internet, including bulletin boards, 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.

LEAVING SCHOOL EARLY

Excuses for early dismissal 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 volunteer room. At the end of each nine weeks, the office will dispose of 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.

For the convenience of our families we are offering lunch from United Deli on Mondays, Papa Johns on Wednesday's, and Kountry Kitchen on Tuesday, Thursday, and Friday. Orders are taken on a weekly basis. Order forms go home each Monday and must be returned by 8 a.m. Friday for the next week. Daily lunches will be \$3.50 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, 6th grade students may bring carbonated beverages. The school, however, will not supply refrigeration.

Students may bring a light, healthy snack for recess.

NO SMOKING

Annunciation Catholic School is a smoke-free environment.

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 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.

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 EXERCISES

The final academic event of the school year, Promotion Exercises, takes place in the Wamble-Hurley Gymnasium. It is a simple, formal ritual for the sixth graders attended by the student body, faculty, relatives, and friends. A reception hosted by the fifth grade will follow the Promotion Exercises.

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

PROMOTION AND RETENTION

In grades K – 6, the following criteria will be used as basic guidelines for promotion:

1. Mastery of essential Annunciation Catholic School Curriculum and Mississippi Frameworks objectives.
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 3-6

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 – 6 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 6th 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.

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, 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.

STANDARDS OF 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
 - Accept responsibility for your actions
- **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

PLAYGROUND

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:

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. Foul language will not be tolerated.
13. Fighting is not allowed. Students will be sent to the principal.
14. Arguing will result in a time out. Repeat offenders will be sent to the principal.
15. 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.
16. 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.

MORNING ASSEMBLY PROCEDURES

1. Arrive at school no earlier than 7:30AM.(Unless your parent signs you in to our Before Hours program – see Before Hours)
2. Preschoolers and Kindergarteners, go to your 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 auditorium.
4. Do not play before school. Stand in small groups, **walk** around the blacktop or talk quietly until the bell rings.
5. When the first bell rings, line up quietly and wait for instructions from the staff member on duty.

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.

MEDIA CENTER

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. Place your chair under the table.
4. Pick up any wrapping, food, etc., that may have fallen on the ground or the floor.
5. 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.

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 licensed psychometrist 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 6th 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. Parents are required to sign book cards assuming responsibility for books, which will be returned by the student and checked by the teacher at the close of the school year. 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.

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. In order to maintain our learning environment, we ask that volunteers refrain from bringing young siblings during teaching times.

Each family is asked to give at least 10 hours of service to our school as part of the cooperative education agreement at Annunciation Catholic School. 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.

There will be an opportunity to sign up for many events at Come and Go, PSA

Block party, Back to School Night and at other PSA events during the year. ALL Volunteers are to sign in to the volunteer notebook in the foyer and wear a visitor's badge. For safety this allows us to know who is in the building at any given time and tracks your family hours. Please sign in the book on workdays, after/before school hours, meeting attendance, etc... so we may accurately track your family's hours. Attendance to programs, open house, weekly mass, field trips, etc... all count towards your volunteer hours.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to assist with class parties, or to decorate bulletin boards.**

WEAPONS/ALCOHOLIC BEVERAGES/UNLAWFUL DRUGS/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.

FIELD TRIP PERMISSION SLIP

To Whom It May Concern:

I hereby ask permission for my son/daughter _____

to attend _____

(Description of place or activity)

leaving on _____;

time leaving _____;

time returning _____.

Educational Purpose of the Trip _____

_____.

Students will need: _____

I do not hold anyone connected with this activity responsible if any misfortune should occur. I understand and support the fact that my son/daughter must comply with the directions given by the school to the group involved in this activity.

In order for my child to go on this field trip, he/she must have all assignments up to date and must have acceptable behavior prior to the field trip.

Transportation: _____

Signed: _____

Date: _____

Principal: _____

(Keep for emergency purposes.)

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.

REVISED

June 1, 2009*

*Underlined items indicate most recent revisions.

- **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 2009-2010 Student Handbook. This handbook is published on the school website, 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.
- **Telecommunications Use Agreement:** Your signature also confirms that you understand and agree to abide by the Annunciation Catholic School Telecommunications Use Agreement.
- I understand and agree to abide by the Annunciation Catholic School Student Handbook, and the ACS Telecommunications Agreement revised* as of August 1, 2008

**Parents and students must both sign.*

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

SIGNED FORM DUE TO SCHOOL OFFICE BY AUGUST 12, 2009 or student(s) will not attend class.

**CATHOLIC DIOCESE OF JACKSON
CERTIFICATION OF ACCIDENT INSURANCE**

As parent/guardian of (name of child) _____
_____,
a student at (name of school) _____
_____.

I hereby certify that my present insurance policy provides coverage for any accidents which might occur during the school day.

Furthermore, I am aware of the requirement of the Diocese of Jackson that all children must have this coverage. My own insurance will cover my child.

I am also aware that the school is not liable for any deductible, out-of-pocket expenses, or other uninsured amounts paid by me or others for medical expenses incurred by my child.

Signature of parent/guardian

Date

SIGNED FORM DUE TO SCHOOL OFFICE BY AUGUST 12, 2009 or student(s) will not attend class.

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter
_____ to be photographed or videotaped at
Annunciation Catholic School. I realize that the photo may be
published in the newspaper, a magazine, the school website, or
other publications. The video may be used for informational or
educational purposes regarding the programs or curriculum at
Annunciation Catholic School.

Signed: _____

Date: _____

**SIGNED FORM DUE TO SCHOOL OFFICE BY AUGUST 12, 2009 or
student(s) will not attend class.**

Outdoor Recreation
495 Harpe BLVD, Suite
231
Columbus AFB, MS 39710

CAFB WAIVER AND RELEASE OF LIABILITY

For the purpose of this Agreement the term “Columbus Air Force Base Outdoor Recreation Section” shall include all activities within the scope of its programs to include information, ticket and tours, and outdoor adventure programs.

In consideration of the Columbus Air Force Base Outdoor Recreation Section furnishing services and bus transportation to enable me to participate in their program I agree as follows:

I fully understand that the transportation services for Annunciation’s Field Trips furnished by the Columbus Air Force Base Outdoor Recreation Section could have inherent risks. I understand that the use of tour bus services may result in injury or illness including but not limited to, bodily injury, strains, fractures, partial and/or total paralysis, death or other ailments that could cause serious disability.

I fully understand that the Columbus AFB Outdoor Recreation Section is protected under the NAF Self Insurance program and the associated risks of travel cannot be caused by any negligence of the owners, employees, officers or agents of the location, outfitter or hotel visited.

I, on behalf of my personal representatives and my heirs hereby voluntarily agree to release, waive, discharge, hold harmless, defend and indemnify the Outdoor Recreation Section, Columbus Air Force Base, MS and their owners, agents, officers and employees from any and all claims, actions or losses for bodily injury, property damage, wrongful death, loss of services or otherwise which may arise out of my use of the information, Ticket and Tour Transportation Program.

I HAVE READ THE ABOVE WAIVER AND RELEASE AND BY SIGNING IT AGREE, IT IS MY INTENTION TO EXEMPT AND RELIEVE THE OUTDOOR RECREATION SECTION, COLUMBUS AIR FORCE BASE, MISSISSIPPI FROM LIABILITY FOR TRANSPORTATION RELATED PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY NEGLIGENCE OR ANY OTHER CAUSE.

Printed Name	Date of Birth	Dates of Trip
---------------------	----------------------	----------------------

Address of Participant

Signature of Participant	Date
---------------------------------	-------------

SIGNED FORM DUE TO SCHOOL OFFICE BY AUGUST 12, 2009 or student(s) will not attend class.