

ANNUNCIATION CATHOLIC SCHOOL



PARENT/STUDENT HANDBOOK 2011 – 2012

*At Annunciation We T.W.I.S.T!
Together We Inspire Students and Teachers*

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“[C]atholic schools are a precious gift for our entire nation. Because of the traditionally strong moral values and high academic standards, our students enter the world prepared to be leaders in faith and to make significant contributions to society by bringing that faith to all the places the Lord will send them.” – Bishop Michael Burbidge

Dear Parents and Students:

Welcome to Annunciation Catholic School! In choosing Annunciation Catholic School, you show your desire to offer the gift of Catholic education and the values and philosophies unique to a Catholic education. The Annunciation Catholic School Parent/Student Handbook reflects the policies of Annunciation Catholic School for the 2011-2012 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 2010-2011 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.

May we thank God for the opportunity to begin a new school year and ask Him to bless the students, faculty, families, friends, and volunteers of Annunciation Catholic School, who make our school a special place. We ask His guidance in all ways as we seek to do His will in everything we do.

Blessings,
Susan G. Parks
Principal

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ANNUNCIATION CATHOLIC SCHOOL

The campus of Annunciation Roman Catholic Church, Parish and School in Havelock is home to students in preschool through grade 8. Annunciation Catholic School is an Elementary and Middle School under the Diocese of Raleigh Schools Office. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Annunciation, we endeavor to “teach as Jesus did.”

The Diocesan curriculum guidelines, consistent with State of North Carolina Standard Course of Study, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

Religion is taught according to the newly promulgated Religion Curriculum, which is the framework for religious instruction in the Diocese of Raleigh.

“Faith must be known, celebrated, lived, and expressed in prayer. Catechesis comprises six fundamental tasks, each of which is related to an aspect of faith in Christ.” (*National Directory of Catechesis*, No. 20) The Diocesan Religion Curriculum is rooted in these six fundamental tasks: Knowledge of Faith, Liturgical Education, Moral Education, Teaching to Pray, Education for Community Life, and Missionary Tradition.

HISTORY

Annunciation Catholic School opened in August, 1954, with grades K through 8 staffed by the Sisters of Mercy from Merion, PA. Standing on the shoulders of those who had gone before us, 50 years later, in 2004, discussions were started about upgrading the school building. Following an inspection by an engineering firm, it was determined that the original school, hall and convent buildings were no longer structurally safe, and plans began to build a new school and parish hall. Through the generosity and prayerful support of the Diocese of Raleigh, the parishioners of Annunciation Parish and many friends of Annunciation, a successful Capital Campaign made it possible for the parish to move forward with plans for a new facility. In 2006, the school, parish hall and the old convent building were demolished. The official groundbreaking for the new building took place on November 7, 2006 with Bishop Michael F. Burbidge officiating. Construction began in December 2006 and the dedication of the new school and parish hall facility occurred on October 28, 2007.

The tradition of Catholic education at Annunciation Catholic School has continued over the past fifty-five years and the school continues to provide a quality education for students of all faiths in Preschool through 8th grade. Our motto, "Foundations in Faith, Excellence in Education" truly sums up the history and future of our school.

After 21 years of dedicated service as principal of Annunciation Catholic School, Mrs. June Pietras retired. Mrs. Susan Parks was named principal of the school in July, 2010.

DIOCESAN SCHOOLS MISSION STATEMENT

The mission of the schools in the Diocese of Raleigh is to engage our school/center communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

ANNUNCIATION PARISH MISSION STATEMENT

We, the faith-filled community of Annunciation Roman Catholic Parish, Church and School, renew the response of our beloved Virgin Mary, by proclaiming "[We are] the Lord's servant!" (Luke 1:38)

ANNUNCIATION CATHOLIC SCHOOL MISSION STATEMENT

We are a Catholic school, a nurturing faith community, centered on the teachings of Christ and the Catholic Church, providing a safe, compassionate environment fostering mutual respect, committed to academic excellence with high expectations and opportunities for all to succeed.

An Annunciation Student is hard working, prayerful, loving and respectful!

PHILOSOPHY

Annunciation Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Raleigh:

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.

2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid in evaluation of their own capabilities and vocational possibilities.

BELIEFS

We believe the entire faith community shares responsibility for providing a safe, nurturing environment for learning.

We believe student learning is enhanced by compassionate relationships and mutual respect among students, staff, and parents.

We believe each student is a valued individual; therefore, we strive to foster his/her intellectual, spiritual, physical, and emotional growth.

We believe all students can learn.

We believe quality Catholic education calls us to integrate Gospel teachings and values in our daily lives.

We believe the commitment to continuous improvement is imperative to maintain academic excellence.

We believe that high expectations and a variety of learning opportunities enable all students to succeed.

As members of the Annunciation Catholic School community, all students and parents are expected to follow all policies and procedures that are stated in this handbook. Refusal to do so could result in a student and/or family not being invited to continue at Annunciation Catholic School.

SCHOOL PROCEDURES

SCHOOL WEBSITE

The school's website can be found at www.annunciationcatholicnc.org.

CHANGE OF ADDRESS, TELEPHONE NUMBER, EMAIL

It is the responsibility of the parents to notify the school office immediately of any changes in family information. Changes should be submitted in writing to Mrs. Barbara Higgins in the school office via email at bhiggins@annunciationcatholicnc.org.

SCHOOL HOURS

Grades Pre-K through 8 begin school at 7:50 a.m. in the gymnasium. Students not in their homeroom at 8:00 a.m. are considered tardy and must sign in at the school office. At Annunciation Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 6:30 AM. Students arriving at that time will go to A.M. STACK until they are dismissed to the gymnasium at 7:40 AM.

Prayer and afternoon announcements begin at 2:50 PM each day. Dismissal immediately follows.

DAILY SCHEDULE K-8

7:40 a.m. – 7:50 a.m.	Report to the Gymnasium
7:50 a.m. – 8:00 a.m.	Morning Prayer Assembly
8:00 a.m.	Classes Begin

2:50 p.m.

Dismissal

DAILY SCHEDULE PRESCHOOL AND PREKINDERGARTEN

3 year-olds	M/W/F	8:00 a.m. – 11:30 a.m.
4 year-olds	M-F	8:00 a.m. – 2:30 p.m.

EARLY ARRIVAL

Students arriving between 6:30 a.m. and 7:40 a.m. should report to the Media Center for Before School Care. Students may arrive earlier than 7:40 a.m. if one of the following applies: Students are participating in a school or class activity, students have a written pass from the teacher, student and parent have a scheduled teacher conference, parent is volunteering for morning duties, or student is with a parent who is attending a meeting.

EARLY DISMISSAL

If a child is leaving school early, the parent must first sign the child out in the office. The office staff person will contact the classroom, and the student will be sent to the office for dismissal. Parents are to wait in the office or lobby of the school for the child to arrive.

BEFORE AND AFTER SCHOOL CARE

Hours of Operation

Morning: 6:30 a.m. to 7:40 a.m.

Evening: 2:30p.m. to 5:30 p.m.

Early Release: 11:30 a.m. to 5:30 p.m.

This program was established to provide supervision for students of Annunciation School who must be cared for away from their families before and after school hours on days when school is in session. The program includes supervised homework time, outdoor games, and craft activities, with a spirit of love and care. Fees are rated according to the number of family members using the program, and whether it is used hourly or monthly. Special programs may be offered at an additional fee. All

arrangements regarding care must be made by calling our Director of Before and After School, Kathy DeZalia, at 252- 447-3137, or emailing her at kdezalia@annunciationcatholicnc.org. All Annunciation School students who are not picked up by 3:05 on a full day or 15 minutes after dismissal on an early dismissal day will be sent to After School Care. Families will be billed for use of the program.

STUDENT ATTENDANCE

ABSENCE FROM SCHOOL

The school must be notified by a parent/guardian no later than 9:00 a.m. on each morning of a student's absence. A parent/guardian is to advise the school by telephone, email, or written notice giving the reason for absence.

Students must be fever free for 24 hours before returning to school.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to avoid interrupting 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. When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 a.m. to arrange for homework assignments. Students should check the school's website for assignments.

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 teacher(s). These tests must be taken within one week of the original test date.

ABSENCE DURING THE SCHOOL DAY

Students needing medical appointments during school hours require that the child be signed out by a parent. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3½ hours are considered a ½-day absence.

The academic performance of a student who has accumulated 25 or more days of absences, including tardies, will be reviewed by the principal and a determination will be

made as to the status of the student for the following year. A student may be retained or may not be invited to return the following school year.

TARDINESS

If a child arrives after the 7:50 a.m. bell, he/she must report to the school office to receive a pass. A tardy will be excused for the following reasons:

1. Medical and dental examination and/or treatment of the student
2. Parental verification of personal illness of the student

A tardy will be considered unexcused if a student is tardy for a reason other than those listed above. If a child accumulates an excessive number of absences/tardies, the following procedures will be followed:

1. 15 days - written notification to parents
2. 20 days - written notification; meeting with parent and SST; student on probation
3. 25 days tardy - notification of Office of Diocesan Child and Youth Protection; parent conference/notification

TRUANCY

Parents will be notified when a student has accumulated three unexcused absences in a school year. Parents will be required to meet with the principal to develop a plan to support the student's attendance. If the attendance does not improve, the parents will be notified by mail after six unexcused absences that they may be in violation of the Compulsory Attendance Law of North Carolina (N.C.G.S. 115C-378). An assessment will be made to determine if the situation constitutes educational neglect. The Catholic Schools Office of the Catholic Diocese of Raleigh will be notified at this time to determine further action. Absences may affect a student's promotion to another grade.

ACADEMIC INFORMATION

CURRICULUM

The Diocesan curriculum guidelines, consistent with the State of North Carolina guidelines, are followed for the teaching of all secular subject areas. A summary of Diocesan curriculum is available online at www.dioceseofraleigh.org. All students are required to participate in all school events. This includes class programs and religion class. Class programs are sometimes held in the evening. Annunciation Catholic School has a philosophy of inclusion for all children whose parents wish for them to receive a Catholic school education, provided the school can meet their educational needs with reasonable accommodations. This philosophy is

consistent with the mission of the Catholic Church for viewing children with learning differences as children of God and members of the Church.

Annunciation Catholic School offers students opportunities for growth in the following major subjects:

Religion: Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation and Eucharist. Liturgical services are held on each Thursday and on Holy Days for the school community. All Annunciation Catholic School students participate in a variety of service projects throughout the year.

Language Arts: Reading, English, Spelling, Vocabulary, Phonics, Grammar, Composition, Library Skills, Appreciation of Literature

Mathematics: Mathematics Skills, Pre-Algebra, and Algebra I. Algebra placement will be based on classroom grades, teacher recommendation, and ITBS scores.

Physical Education: Physical fitness and Health programs appropriate for each grade

Social Studies: History, Geography, Economics, North Carolina History, and Current Events

Science: General Sciences and Laboratory experiences

Fine Arts: Music, Art, Chorus

Media Skills & Computer Literacy: Library/Media skills, Word Processing, Data Base, Spread Sheets, Power Point, and other skills are integrated with Curricular Subjects.

Electives: A unique elective program is offered for students in grades 7 and 8 as an extension of curriculum.

ACADEMICS

GRADES IN RENWEB

For students in grades 3 – 8, grades are posted in RenWeb. Each teacher is responsible for grading work and updating RenWeb on a timely basis, but parents should expect that teachers will vary in their grading time schedules. Report Cards will be issued four times per year. Access to report cards may be restricted if library books or other materials are not returned, or if there are outstanding balances at the end of the year. (RenWeb will be operational by November, 2011. Until that time, grades will be calculated and reported manually.)

PARENT CONFERENCES

Parent conferences will be scheduled at the end of the first quarter. Spring conferences are held as needed. Conferences must be scheduled in advance. Teachers will not meet with a parent if the parent shows up unannounced. Teachers have many other obligations after school and may not be available to meet on short notice. Parent conferences for those students in grades 5-8 will be team conferences and will be set up by the homeroom teacher. The student is expected to attend. A teacher may invite an administrator or another teacher to the conference at his/her discretion.

GRADING SCALES

KINDERGARTEN, 1, 2 GRADING SCALE

O ... Outstanding
S+ ... Shows Growth
S...Satisfactory
I....Improvement Needed

O...Outstanding
S ... Satisfactory
S- ... More Effort Needed
U...Unacceptable

NA ... Not Applicable

GRADES 3-8 GRADING SCALES

Numeric grades are used for all academic subjects. Tests, class participation, class work, projects, and homework are all considered when assigning a grade. The weight of each grade may vary from teacher to teacher. The following scale is used to evaluate students:

Numeric Scale:

100 – 94A
93 – 86.....B
85 - 78.....C
77 - 70.....D
69 and below..... F

Grading Scale for Specials and Electives

O ... Outstanding S ... Satisfactory N ... Needs Improvement

90+ O
74+ S
73 and below N

ACADEMICS

Students in grades 4-8 are recognized at the end of each of the four quarters. Though grades in electives and specials are not considered when evaluating students for the Honor Roll or NJHS, a student will not be eligible for Principal's List, Honor Roll, or NJHS if they have earned an N or U in an elective or special.

PRINCIPAL'S LIST

A student must achieve all A's in the six major academic subjects. Students must also have no less than an S in conduct/effort.

HONOR ROLL

A student must achieve all B's in the six major academic subjects. Students must also have no less than an S in conduct/effort.

We, at Annunciation Catholic School, strive to recognize the gifts and talents in each individual. Recognitions for various achievements will take place throughout the year.

NATIONAL JUNIOR HONOR SOCIETY

Students in grades 7 and 8 are eligible to be inducted into the Annunciation Catholic School Chapter of the National Junior Honor Society. Students must maintain a cumulative GPA of 3.75 for six quarters in the six major academic subjects. The student's conduct and effort must be at the highest standard. The GPA is based on the following:

A ... 4.0 B...3.0 C...2.0 D...1.0

CITIZENSHIP

Each quarter, one student from each class is recognized for being a good citizen by living the Qualities of an Annunciation Catholic School student.

PERFECT ATTENDANCE

Each quarter, students from each class are awarded a certificate for Perfect Attendance for the quarter.

REVIEW OF STUDENT ACADEMICS AND DISCIPLINE RECORDS

The administration, with the assistance of the student's teachers will review the academic and discipline records of all students at the end of each quarter in order to determine if the student is making appropriate progress. If the student shows no progress, a letter of warning will be issued based on two or more of the following inconsistencies:

1. Inconsistent class work
2. Inconsistent homework
3. Inconsistent preparation for quizzes and/or exams
4. Violation of the school's Code of Student Expectations

PROMOTION AND RETENTION

A student who receives two or more D's and/or F's at the end of a grading period will be placed on academic probation. The student has until the end of the semester to achieve passing grades in those subjects. If the student does not achieve passing grades at the end of the semester, a conference will be held in which a decision will be made on whether or not the student will be allowed to continue at Annunciation Catholic School. Students who fail Reading, Language Arts and Math for the year will be recommended for retention. If a student in grade 8 fails any of these subjects, the student will receive a certificate of attendance instead of a diploma. If a student is recommended for retention, a meeting will be held by April 30 with the parents to determine the proper course of action. The parents will have the final say on the first retention recommendation. If that student is referred for retention a second time, the child will be retained.

ACADEMIC AND ABILITY TESTING

Students in grades 2 through 8 will participate in an annual testing program. The testing program includes:

Math Assessment Grades 2 – 7 – August/May
Reading Assessment Grades 2 – 8 – August/May
Writing Assessment Grades 3 – 8 – August/May
Iowa Test of Basic Skills Grades 2 – 8 - October
Cognitive Abilities Test Grades 3 and 5 - October
NC Algebra EOC Grades 7 and 8 as applicable – May

HOMEWORK

Homework assignments serve to reinforce and enrich learning experiences and/or provide the opportunity to apply and use research skills. Homework assignments include reading, writing, drill and practice, problem solving and analysis, observation, research, projects, report writing, and study materials for future quizzes and tests. The time allotment for homework depends on the type of assignment and grade level of the student. All teachers are expected to coordinate the scheduling of projects, major tests, and other activities. Homework assignments are posted in RenWeb, but are subject to change based on the progress of each class. The student's planner is the primary source for homework assignments.

Daily homework assignments should last approximately:

10-15 minutes Prek and Kindergarten

20-35 minutes Grades 1 and 2

40-85 minutes Grades 3 – 5

90-130 minutes Grades 6 – 8

Total time required for completing homework assignments will vary from one student to another. If a student is consistently exceeding these recommended times, parents should discuss this with the teacher.

HOMEWORK MAKEUP POLICY

If a student is absent from school due to illness or family emergency, he/she will have two days for every absent day to submit missing work. The administration reserves the right to make exceptions to this policy.

CODE OF STUDENT EXPECTATIONS

The Code of Student Expectations is a guide for Catholic behavior. Its purpose is to create a safe atmosphere that promotes respect for oneself, for other students, for teachers, staff, other adults, and school property. Every student has the right to learn in an environment that is conducive to his/her personal growth and fulfillment of his/her academic, emotional, social, and spiritual well-being. Every member of the school community has a responsibility to create and maintain this environment.

Students will:

1. Respect the authority of all adults and abide by their decisions
2. Respect and honor the opinion and property of fellow students
3. Be honest and forthright in all that they do
4. Conduct themselves in a proper manner while moving about the campus
5. Exercise self-control and conduct themselves in an appropriate manner at all times

6. Adhere to classroom rules as well as school policies and procedures
7. Be responsible for completing all classroom assignments

REPORT CARDS/PROGRESS REPORTS

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. Grades are available for online viewing at any time when RenWeb becomes available. A student's progress may be checked with the teacher at any time.

ACCREDITATION

Annunciation Catholic School is accredited through Southern Association Of Colleges and Schools/AdvancED. The school is affiliated with the National Catholic Educational Association.

ADMISSION INFORMATION

NONDISCRIMINATORY POLICY

Annunciation Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

PRIORITY ADMISSIONS STATEMENT

As openings become available, the following priorities will be used to accept students to Annunciation Catholic School:

1. Those who have siblings in school with one coming into school age. (Catholic, then those of other faiths).
 2. Members of Annunciation Parish.
 3. Members of other Parishes/Non-Catholic students
- Non-Catholic students whose parents accept the philosophy of Annunciation Catholic School will be accepted on a space-available basis.

IMPORTANT ADMISSIONS DISCLAIMER (TUITION ASSISTANCE)

Financial Aid eligibility is determined after a family has applied for financial aid through FACTS Management. Applications are available online at www.factstuitionaid.com. Financial Aid does not apply to preschool tuition, supply fees for any grade or any other fees or charges.

AGE REQUIREMENTS

- Children entering Preschool must be three (3) years of age by August 31.*
- Children entering Prekindergarten must be four (4) years of age by August 31.*
- Children entering Kindergarten must be five (5) years of age by August 31.*

**The Principal reserves the right to waive these dates in some circumstances.*

At the time of registration, all new students seeking admission to Annunciation Catholic School are evaluated on the basis of current standardized test scores and report cards. Students applying for Admission in Grades 1 – 8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Annunciation Catholic School will meet the educational needs of the student(s). An interview with the student may be a part of the admission process.

Admission Requirements include:

- Baptismal Certificate (Catholic applicants only)
- Birth Certificate (original)
- Health Records
- IEP Record
- Immunization Records
- Report Cards
- Standardized Test Results
- Verification of active parish affiliation/Contributions
- +Use of weekly envelopes or electronic funds transfers

Assessments in some academic areas may be held for new incoming students in Grades 3 – 8.

FINANCIAL OBLIGATIONS

PAYMENT

All tuition will be accepted by EFT or Credit Card.

TUITION ASSISTANCE

Tuition Assistance is not available for preschool or prekindergarten. Tuition Assistance Forms are available online at www.factstuitionaid.com. A return fee of \$25.00 will be assessed to your account for any returned tuition payment or any other school payment. Please address all tuition questions to the school office at 447-3137.

FINANCIAL CONTRACT

Starting with the 2010-2011, each family must fill out a Financial Agreement, Financial Contract, and Authorization Form (for EFT payments). Members of Annunciation Parish must fill out a Parishioner Stewardship Form to be submitted to the Parish Office by no later than May 15 for verification by the Pastor. Documents should be filled out and returned to the school office no later than June 15. All forms are available on the school website at www.annunciationcatholicnc.org.

TUITION

Tuition rates are recommended for the school year by the Principal and the School Advisory Committee and approved by the Parish Finance Council.

DELINQUENT TUITION

It is the policy of Annunciation Catholic School to be available to help families through periods of financial distress. Families requiring assistance are expected to communicate with the principal prior to the date tuition is due each month. If, however, a tuition payment due on the 15th of each month does not arrive by the 19th of the month, the family will receive a letter stating that:

- Direct communication with the principal is required to resolve the payment
- A 10% late fee has been assessed and
- If no payment or communication has been received from the family by the 25th of the month, a letter of termination will be considered.

It is expected that parents take the responsibility and initiative to communicate directly with the principal as soon as possible regarding tuition payment difficulties.

WITHDRAWAL POLICY

Families must notify the school in writing if a student is withdrawn from the school. If a student(s) has an outstanding balance, records may be withheld until account is settled.

HEALTH AND SAFETY INFORMATION

Personnel at Annunciation Catholic School will dispense medication only if a medication/prescription form has been completed and returned to the school office. Medical release forms are available in the office and online. Medication must be brought to the school office in its original package. Medical release forms are available in the office and online. It is the responsibility of the parent to bring the medication to school with a completed medical form. Under no circumstances will over-the-counter medication be given without a physician's order. Students should not have possession of medication on school grounds, including cough drops and topical creams. Students with chronic diseases should inform the office of such and provide us with all necessary information regarding medications and treatment.

Food Allergies

Annunciation Catholic School recognizes that life-threatening food allergies are a serious condition affecting many school children and positively welcomes students with food allergies. In order to minimize the incidence of life-threatening allergic reactions, Annunciation Catholic School will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

Training

Annunciation Catholic School will provide annual training and education for Annunciation Catholic School staff and volunteers. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy. The training will be provided to school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen®).
- Specific steps to follow in the event of an emergency.
- Completion of an "Evaluation Form" by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen®.

The classroom will have immediate communication with the office staff. Information about students' food allergies will be kept in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Proper hand-cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

School Field Trips

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

FAMILY CRISIS

Please notify the principal and your child's teacher when there is a family change, a death in the family or any occurrence that might cause your child emotional trauma. We would like to be able to support your child during difficult times. **A counselor is available to meet with your child through Catholic Charities.**

IMMUNIZATIONS/ALLERGIES

Each child is required to have on file a copy of his/her immunization record signed by a doctor or health care designee. This documented record will become part of a student's permanent health file. The record must be submitted to the school office during the first month of enrollment. Failure to comply will make it necessary to exclude the child from class until the records are received. Your child's doctor can inform you as to the specific immunizations that are required for entrance into North Carolina Schools. **It is the responsibility of the parent/guardian to inform the school about allergies your child may have.**

CELEBRATIONS

Celebrations may occur during the school year to enhance learning and extend the curriculum. These celebrations may include, but are not limited to, the Feast of the Annunciation, May Crowning, Mardi Gras, First Communion, the Birth of our Lord, Saints' Feast Days, and Church Holy Days.

No off-campus parties are permitted.

BIRTHDAYS

The outside of lockers may not be decorated with balloons or other decorations. Parents may not have birthday items delivered to the student at the school. Birthday party invitations and thank-you notes may not be distributed in the classroom. Parents may provide a birthday snack for the students. Those who have birthdays during the summer months may celebrate their half birthday.

SNACKS

Teachers may allow students to bring fruit or other nutritious snacks for a morning energy boost. Candy is prohibited, and non-nutritious snacks are discouraged. Water is the only beverage allowed in the classroom. **Instructional activities will continue during the snack time.**

DISCIPLINE CODE

The Discipline Code is outlined in three levels. Levels I, II, and III represent a continuum of misbehaviors based on the severity and frequency of the occurrence. Our goal is to provide a code that will ensure fairness and consistency. Student expectations are at the core of this code. The examples provided should not be considered as all the possible violations, but simply as a guideline. The teacher will document the incident and the consequence in RenWeb and will email the parents.

Level I

Level I offenses include minor misbehaviors on the part of the student which are disruptive to the operation and educational environment of the school. Repeated instances of these infractions at this level raise the offense to a higher level. The following list includes examples of behaviors that will result in Level I consequences. The list is not intended to be all-inclusive.

- _ Disrespect toward other students
- _ Bullying behavior
- _ Nonconformity to dress code
- _ Chewing gum
- _ Eating or drinking at unauthorized times or in unauthorized areas
- _ Tardiness to class
- _ Missed assignments
- _ Violation of the Technology Agreement
- _ Any other behavior deemed as a Level I violation

Level I Consequences

Level I consequences will be handled by the teacher who issued the referral.

- _ After school detention
- _ Lunch detention
- _ Conference with student
- _ Time out period in the office
- _ Chores around the school

Level II

Level II offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school or classroom. These behaviors can result from the continuation of level I misbehaviors or include new offenses. Repeated or more serious instances of misbehavior at this level raise the offense to a higher level. The following list includes examples of behaviors that will result in Level II consequences. The list is not intended to be all-inclusive.

- _ Persistent Level I behaviors
- _ Cheating, including plagiarism
- _ Skipping class
- _ Defiance
- _ Verbal abuse
- _ Inappropriate physical contact
- _ Misrepresentation of parent or guardian
- _ Serious violation of the Technology Agreement
- _ Lying
- _ Bringing or reading inappropriate material in school
- _ Bullying behavior
- _ Any behavior that severely disrupts the normal flow of the class or school

Level II Consequences

All referrals at this level are to be sent first to the Director of Student Life, Mr. Jody Fennell. After a meeting with the principal, he will notify parents of the behavior and consequence. A second violation of a Level II offense will result in an automatic in-school suspension (ISS). A possible out-of-school suspension (OSS) and loss of all privileges (sports, clubs and field trips) for a time to be determined by Mrs. Parks, Principal, could occur.

- _ Half- or full-day ISS
- _ 1 week loss of extra-curricular sports and club participation
- _ Denied participation in a class field trip
- _ Parent/student conference with the teacher, Director of Student Life, and Principal
- _ Loss of computer privileges

Level III

Level III offenses are acts whose frequency or seriousness disrupt the learning climate of the school and are directed against persons or property. These misbehaviors could endanger the health or safety of those in the school. The following list includes

examples of behaviors that will result in Level III consequences. The list is not intended to be all-inclusive.

- _ Possession of weapons, narcotic drugs, or alcohol (OSS or expulsion)
- _ Possession of prescription drugs (OSS)
- _ Defiance (ISS or OSS)
- _ Theft (OSS)
- _ Gambling (OSS)
- _ Sexual harassment (ISS or OSS)
- _ Threats (ISS or OSS)
- _ Physical fighting (ISS or OSS)
- _ Use of inappropriate language (ISS or OSS)
- _ Persistent bullying behavior

Level III Consequences

All referrals at this level are to be submitted to the Director of Student Life who will determine the severity of the behavior and the consequence. The Principal will be notified; the Director of Student Life will notify the parents of the violation and the consequence. A conference will be automatically scheduled with the parents and student before the student can return to school.

CHEATING POLICY

It is expected that each student completes and takes credit for his/her own work. Cheating is considered a Level II offense. Annunciation Catholic School holds to the following policy regarding cheating:

CHEATING INCLUDES BUT IS NOT LIMITED TO:

1. Looking at another student's test or quiz, regardless of intent.
2. Talking during a test or quiz, regardless of intent.
3. Copying another student's work or providing one's work to another student to copy. In some cases, a teacher may assign a group project. In other cases, students may work in groups to study for a test or quiz. Unless otherwise specified by the teacher, all student assignments are meant to be prepared individually as a result both students will be at fault.
4. Reporting or writing false scores on tests or assignments.
5. Use of notes or other materials not allowed by the teacher.
6. Theft of materials or looking at stolen materials.
7. Plagiarism of any kind. Students should note the following when preparing written papers:
 - a. Whenever a student uses the exact words of anyone else, he/she must put them in quotation marks and indicate the source of the quotation.

- b. Changing a few words from an outside source does not excuse a student from a charge of plagiarism.
- c. A student who uses any outside source for an assignment must credit that source in the paper.
- d. A student who borrows the ideas or anyone else to a significant degree must give credit to that source.
- e. A student must provide sources when a teacher requests them. Any attempt to conceal sources when requested will be considered cheating. Attempts to conceal sources when they are requested are cheating.

SCHOOL SAFETY, HARASSMENT, BULLYING

It is the mission and policy of Annunciation Catholic School to provide a safe, nurturing faith environment for all individuals. Verbal or written threats against the physical or emotional well-being of any student will be taken seriously. Students who make threats face detention, suspension, and expulsion. Engagement in online blogs such as, but not limited to, MySpace, Facebook, Twitter, Xanga, Friendster, etc, may result in disciplinary action if the content of the student's post includes defamatory comments about the school, the faculty, the parish, or other students. Using the Internet at home or at school to make derogatory comments about any member of the school community can result in disciplinary action taken at school.

Any reports of bullying behaviors as outlined below will be taken seriously. All complaints of harassment will be investigated and action will be taken in accordance with the findings. Please refer to the Graduated Response Policy below.

Annunciation Catholic School is committed to using strategies designed by the Olweus Bullying Prevention Program (OBPP). The definition of bullying as outlined by OBPP:

“A person is bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more other persons and he/she has difficulty defending himself/herself.” As expressed in more everyday language, one might say: Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself/herself (Olweus, D. and Limber, S., 2007).

According to OBPP, there are several points that must be considered when determining a bullying or harassment situation (Olweus, D. and Limber, S., 2007):

1. Bullying is not usually an expression of **uncontrolled** anger, but proactive aggressive behavior intended to harm someone repeatedly.
2. Bullying is aggressive behavior that involves unwanted, negative actions.
3. Bullying typically involves a pattern of behavior repeated over time.
4. Bullying involves an imbalance of power or strength.

5. Bullying can take many forms, such as, physical hitting, verbal taunts, spreading of false rumors, intentional social exclusion, and sending nasty messages on a cell phone or on the internet.

Core Principles

1. To create a safe, compassionate, faith environment fostering mutual respect among all staff, students, and parents involved in the school community.
2. Set firm limits to unacceptable behaviors.
3. Consistently use nonphysical, nonhostile, negative consequences when rules are broken.
4. Adults in the school will function as authorities and positive role models.

Four Antibullying School Rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Graduated Response Policy:

Discipline issues will be handled according to the following protocol:

Teacher – handles level 1 behaviors in the classroom
Director of Student Life
Principal
Principal/Pastor

Each teacher will have a behavior file on each student. The purpose of this file is to enable enforcement of the Graduated Response System. Bullying behavior is identified as repeated and ongoing aggressive, unwanted, hurtful and negative treatment of others. Bullying can only be recognized if behavior is documented.

In the event that bullying behavior has been identified per the definition, the following steps will be taken:

1. At the time of the third incident, teacher will fill out a Discipline Referral Form which will describe the reason and the evidence, and give to the Director of Student Life. The Director of Student Life (DSL) will implement appropriate consequences for action.
 - a. After two “warnings” (documented behaviors) DSL.
 - Lunch Detention and Note Home

Once a student is referred to the DSL for OBPP rule violations, all subsequent violations will be immediately referred to the DSL for action.

- b. The second referral to the DSL for bullying actions will result in an after-school detention and a note home. When the detention is issued, a mandatory meeting with DSL, staff, student, and parent will be held to further address the undesired behavior and future consequences for further bullying behaviors.
- c. The third referral to the DSL for continued bullying behaviors will result in a referral to the principal. A meeting with the principal, DSL, parents, staff, and student will be held. At this time, the student will be issued one-day in-school suspension. Before the student will be allowed to return to class, a meeting will be held between the parent and the principal.
- d. The fourth referral to the DSL for continued bullying behaviors will result in an out-of-school suspension. A mandatory meeting with the parents, principal, pastor, and the student will be held prior to the student returning to school.
- e. Continued bullying behaviors may result in expulsion.

ELECTRONIC DEVICES

Annunciation Catholic School recognizes that technology is an important part of our culture in society and learning in the 21st century. In an effort to implement technology into education, students will be able to utilize certain technology within the classroom setting per the guidelines below. Electronic devices will not be permitted on school grounds for recreational use. Not following these rules may result in loss of privilege and disciplinary action. Misused electronic devices will be confiscated and must be retrieved in person by the parent.

Parents understand and agree that electronics brought to school are the responsibility of the student. Annunciation Catholic School and the staff of Annunciation Catholic School are not responsible for electronic devices brought to school that may be lost, stolen, damaged, or destroyed. Students carry them at their own risk and replacement is the sole responsibility of the parent and not Annunciation Catholic School.

E-READERS

Annunciation is committed to teaching students appropriate and acceptable use of technology in the educational setting. For this reason, students may bring electronic readers to school (Kindle, Nook, iPad, etc.) for use in reading instruction and support. Parents are responsible for ensuring that books that are downloaded are grade and age appropriate and are consistent with the reading ability of the child.

Parents are responsible for ensuring that books that are downloaded are consistent with Catholic teachings and appropriate in language and content.

E-readers are to be used for books only and may not be used for accessing the internet, playing games, etc. Students who violate this policy are subject to having the device confiscated and may face disciplinary action.

CELL PHONES

While Annunciation students are discouraged from bringing cell phones to school, we recognize that cell phones are common among the students and may be necessary for safety reasons when students are traveling to and from school. Therefore, cell phones may be brought to school and to school sponsored activities under the following conditions:

****Phones must be turned off during the school day and left either in the office or with a teacher. Cell phones must also be left with the Before and After School Provider, or adults during school-sponsored activities, and in the school building.***

*Cell phones may not be used for picture taking

*Harassment or threatening of persons via the cell phone is not permitted

*At no time should cell phones be used for game playing, Internet or e-mail access, text messaging, video movie displays, gambling, or making purchases of any kind

ADMISSION

SACRAMENTAL PREPARATION

Annunciation Roman Catholic Parish provides opportunities for students to prepare for and receive the sacraments of Holy Eucharist, Reconciliation, and Confirmation within the Catholic community of prayer and worship. First Holy Communion (Eucharist) is ordinarily received in the second grade, and the sacrament of Reconciliation is also received in the second grade. The sacrament of Confirmation is celebrated in high school. Preparation for the celebration of these sacraments is a joint effort of parents and religious education staff. Periodic meetings and activities are scheduled throughout the year.

STUDENT SUPPORT TEAM

In the event that a classroom teacher or parent has a concern about a student's academic achievement or behavior, either may refer the student to the Student Support Team (SST). This SST is a problem-solving model that is designed to develop effective

and timely intervention strategies to address and improve student learning and/or behavior at school.

When the student is referred and areas of concern are identified, the SST will provide strategies for implementation. Information will be gathered through observation over several weeks, at which time the SST will reconvene to discuss the student's progress.

Parents who have concerns about their child's academic achievement, behavior, health, or social competence should discuss their concerns with the classroom teachers first. Teachers and parents working together often establish informal strategies that address the concerns.

To initiate the process, the following procedures will be followed:

Procedures

1. When teacher notices a student with any issues either behavior or academic, begin to document these issues and what strategies you try to help.
2. If these strategies do not resolve the issue, then refer the student to the student support team. A referral should be submitted to the coordinator.
3. The student support team will review and assign a teacher to observe the student. Classroom teacher and parents should also be present at these meetings.
4. The team will meet to suggest new strategies to try.
5. The team will follow up to see if strategies are working.
6. If more is needed, the team will review and decide what needs to be done next.

CHILD ABUSE LAWS

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

COUNSELORS

Certified counselors are an available resource to serve the needs of students and parents through class and individual consultation. Counselors are contracted as necessary through Catholic Charities of the Diocese of Raleigh.

CRISIS PLAN

Annunciation Catholic School has implemented a "crisis plan" in case of a

lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

- Annunciation Church
- Off Campus – across the street at Havelock Park.

Parents will be contacted using the home phone, cell phone, and e-mail account listed on a student's file via the ALERT NOW® system.

EMERGENCY DRILLS

Fire Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Close doors.
3. Walk to the assigned place briskly, in single file at all times, and in silence.
4. Stand in single file facing away from the building.
5. Return to building when signal is given.

Tornado Drills

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in single file.
3. Sit and put hands over head.
4. Return to classroom when signal is given.

Intruder Drills

Intruder drills are held periodically. The procedures are outlined in the crisis plan.

FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.

6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office 48 hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may print out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does CAN take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not permitted** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

HOME – SCHOOL COMMUNICATION

In order to insure that all communication from school reaches home in a timely manner, Annunciation Catholic School uses a Take-Home folder system. Official folders containing all correspondence are sent home on Tuesdays and should be returned the following day. Your child is responsible for emptying the contents of his/her folder when it is returned to their homeroom. All information can be accessed through RenWeb after November, 2011**.

Official school-wide emergency communications are sent using the ALERT NOW® phone system.

LOCKERS

Lower and Upper Middle School students are assigned a locker in which to store textbooks. The school reserves the right to inspect lockers at any time. The Administration reserves the right to determine if contents and/or decorations in/on lockers are appropriate.

LOST AND FOUND

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. **Items placed in Lost and Found remain there for 30 days. After 30 days, items are donated to charity.** Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

LUNCH PROGRAM

Each student has the option to bring his/her lunch each day or to participate in the Hot Lunch program Monday through Friday. Please pack healthy lunches. No food will be thrown away. Milk is sold every day. The cost is 30 cents. Students are to purchase a milk card for 20 milks at the cost of \$6.00 per card.

NO GLASS BOTTLES OR SODAS ARE PERMITTED IN LUNCHES.

If a student forgets his/her lunch, parents may leave a lunch at the office where the student will pick it up at lunch time. Parents are not to deliver lunches to the classroom at any time. This is a disruption to the learning program.

Parents should not bring lunches or drinks from carry-out restaurants. The exception to this rule is on the student's birthday and/or Parent Luncheons. Students should not call home for forgotten lunches. A small lunch will be offered to the student who forgets his/her lunch. During lunch, students are expected to appropriate manners and respectfully cooperate with lunch volunteers at all times.

HOT LUNCH PROGRAM

Each Monday through Friday, students have the option of purchasing a hot lunch. Every two weeks, order forms are sent home with each student with the choices. Parents will be notified as to the date hot lunch begins. Hot lunch orders that are late will not be accepted unless the student is newly registered in the school during that week. This program is possible due to the generosity of parents and volunteers and we ask for your complete cooperation.

MEDIA CENTER

The school has a well-equipped, automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading.

The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to Ministerial Outreach, a local food bank).
- Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books may not receive progress reports or quarterly report cards until their account is cleared.

MEDICATION

If a child needs to take doctor-prescribed medication during the school day, please send the medication to the office with a signed medical form from the doctor giving instructions. Medication must be kept and administered in the office. Over-the-counter medications will not be administered during the school day unless the parent administers the medication. Any over-the-counter medication prescribed by the doctor on an “as-needed” basis must be accompanied by a signed medical form.

NUTRITION GOALS

- Each child will have an understanding of the Food Pyramid.
- Each child will have an understanding of the importance of good nutrition to assist their physical well-being and “brain power.”
- Each child will understand the importance of good nutrition to prevent and/or treat childhood obesity and diabetes.
- Suggestions on nutritious snacks and lunches will be available for all students, parents, and teachers.
- Students will not be permitted to drink soda during the school day.
- Each student will have access to milk every day. Free milk is available for families who meet financial criteria.
- Snacks will not be withheld from students as a form of discipline.
- Teachers and parents should not use non-nutritional food as a reward.
- Regarding treats – moderation, not deprivation, is encouraged.
- The school will provide a nutritious hot lunch five days each week for the school year
- Parents will be given ample opportunity to order and pay for the inexpensive hot lunches.
- During after school activities and home basketball games, fruits, vegetables, granola bars, reduced fat hot dogs, water, and 100% fruit juice will be available for purchase.

OFF-CAMPUS CONDUCT

The administration of Annunciation Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change in 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. Beginning in November, 2011, parents will manage changes through RenWeb.

Uniforms

All students are to be in complete uniform at all times unless otherwise instructed. Uniforms are to be purchased through our provider, Educational Outfitters. They are located at 1331 Buck Jones Rd. Raleigh, NC 27606 919-804-5437. Their web site is www.educationaloutfitters.com/raleigh and then use the school code for Annunciation **NC01413**.

Students must wear black, brown, or navy blue non-sneaker shoes with dress uniforms. These shoes **MUST** have rubber soles so that students may participate in physical activity at recess and at other times during the week.

Good rule of thumb: Ask yourself, "Would I wear this with

**Students will wear summer uniforms during the first and fourth nine weeks.
Students will wear winter uniforms during the second and third nine weeks.**

Please consult the school calendar for specific dates.

GIRLS - SUMMER UNIFORM

Grades PK-5: Plaid Jumpers with white Peter Pan collar blouse (l/s, s/s) OR Navy blue skort or shorts with white **logo** golf shirt
Note: Skirts are NOT to be worn by students under 6th grade.

Grades 6-8: Plaid skirt with white logo golf shirt or white logo blouse and optional plaid tie
navy blue shorts with white logo golf shirt

GIRLS - WINTER UNIFORM

Grades PK-5: Plaid Jumpers with Peter Pan collar blouse (l/s, s/s)

OR Navy blue trousers with white logo polo shirt

Grades 6-8: Plaid skirt with white logo golf shirt OR button down logo oxford shirt (l/s, s/s) with optional plaid tie

BOYS – SUMMER UNIFORM

Grades PK-8: Navy shorts

Light blue logo golf shirt

* Slacks may be worn with the golf shirt during the first and fourth nine weeks if the weather is cold.

BOYS – WINTER UNIFORM

Grades PK – 8: Navy slacks

Light blue button-down oxford shirt (l/s, s/s) with plaid ties OR light blue logo golf shirt

P.E. UNIFORM – BOYS AND GIRLS

All students are expected to wear the official P.E. uniforms and sneakers on their designated day. Shorts and t-shirts should be worn in warmer weather and sweatshirts and sweatpants should be worn in colder weather.

Students have a warm-up suit option for PE. – See Educational Outfitters for details.

Only white socks are permitted for PE. Ankles must be fully covered.

Simple, solid sneakers should be worn. Sneakers must Velcro or tie. There should be no slip-on shoes for P.E. Shoes should be predominantly white, black, brown, navy blue, or gray. Shoes may not have lights or sparkles.

ADDITIONAL UNIFORM GUIDELINES

1. Only middle school students 5-8 may wear athletic or ACS logo hoodie sweatshirts.
2. Only official school logo uniforms may be worn in the classroom or in church
3. Three-year-old preschool students wear school-issued t-shirt and navy blue pants/shorts
4. Make-up may not be worn or brought to school
5. French nails, nail tips or color polish may not be worn

6. Only one chain necklace may be worn with a religious medal or cross in which the medal or cross is 1" or less
7. No rings, wrist or ankle bracelets may be worn. The only exception is that students may wear no more than one bracelet supporting a Non-Profit or charitable organization or cause, i.e. LiveStrong. No silly bandz, or any other bracelet of that type are allowed
8. Girls may wear only one pair of stud earrings, with one earring in each ear. Dangling earrings and/or hoops may not be worn due to safety reasons.
9. Boys are not permitted to wear earrings.
10. Shirts are to be tucked into the front and back of the student's shirt, pants, or shorts
11. Girls and boys are to wear belts with pants and shorts (grades K-8).
12. Boys' hair must be worn no longer than collar length. Fad haircuts are not permitted.
13. Skirts and jumpers must be no shorter than two inches above the kneecap.
14. Cologne and perfume are not permitted.
15. Skirts, shorts, pants and capris must not be rolled at the waist.
16. Only logo ACS outerwear may be worn in the classroom.
17. Hats are not permitted in the building.
18. Boys may not wear cologne.
19. Rings may not be worn.
20. Boy Scouts and Girl Scouts may wear their uniforms on meeting days.
21. Hats may not be worn inside the building, except on special days
22. Scrunchies, hair clips, rubber bands, etc. must be in the hair, **not worn on wrists**.
23. No beads or scarves should be worn in the hair.
24. Students must wear white or navy blue knee socks or crew socks. Ankles must be covered.
25. Belt loops MAY NOT be cut off of trousers or shorts.
26. No cargo or painter-style pants may be worn with uniform. Trousers and shorts must be plain navy blue for the 2011-12 school year.

Students may have a free dress day on their birthday. If their birthday falls on the weekend, the student should choose Monday or Friday. June and July birthdays may choose a day during the last week of school. August birthdays may choose a day during the first week of school.

To show school spirit and to sometimes just have some fun, theme days are held. Announcements will be made when these times occur.

ENFORCEMENT OF UNIFORM

Students not in proper uniform (ie PE uniform vs. regular uniform) will be given a lunch detention. Additional uniform violations will be treated as a Level I offense.

Students who repeatedly violate the uniform policy or the out-of-uniform policy may be denied participation in the next out-of-uniform day.

OUT-OF-UNIFORM GUIDELINES

Appropriate dress is required.

- shorts/skirts must be no shorter than 3 inches above the knee
- dressy jeans (blue jeans may not have any raggedy ends, holes, or loose strands)
- no jewelry)
- no jogging suits
- no clothing that is tight
- no sandals or flip flops
- tank tops
- t-shirts with writing
- no unauthorized jewelry, makeup, or nail polish
- no inappropriate wording, pictures, or logos

Good Rule of Thumb: If you have to ask, the answer is probably no. If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE TEACHER AND/OR PRINCIPAL. AS PARTNERS IN EDUCATION, PARENTS AGREE TO SUPPORT THE DECISION OF THE TEACHER/PRINCIPAL.

If the Director of Student Life, Principal, or a teacher feels that the clothing is inappropriate, a student will be required to change.

PARENTS AS PARTNERS

A strong, cooperative partnership between school and home is an essential ingredient for an effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the school community. With all partners in the process working together, the student is afforded the best educational experience.

Parents who cannot support the policies of the school community, or do not display a positive role in the school-home relationship, may be required to remove their child from the school.

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

1. 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 hot lunch or nutritional sack lunch every day.
2. To actively participate in school activities such as Parent-Teacher Conferences and after-school performances;
 3. 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;
 4. To notify the school with a written note when the student has been absent or tardy;
 5. To notify the school office of any changes of address or important phone numbers;
 6. To meet all financial obligations to the school;
 7. To inform the school of any special situation regarding the student's wellbeing, safety, and health;
 8. To complete and return to school any requested information promptly;
 9. To read school notes and newsletters, regularly check school website and teacher classroom pages and to show interest in the student's total education;
 10. To support the religious and educational goals of the school;
 11. To support and cooperate with the discipline policy of the school;
 12. To treat teachers with respect and courtesy in discussing student problems.

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.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Annunciation Catholic School, we trust you will be loyal to this commitment. During these

formative years (Preschool to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. Sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. It is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. 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.

PARENT TEACHER ORGANIZATION

Annunciation Catholic School Parent Organization (ASPA) works closely with the principal and faculty to support and enhance the educational ministry of the school. Fundraising, parent education, and building community are goals of this organization. General meetings open to all parents will be held in September, November, February and May. Each parent is provided a membership card with the \$10.00 membership fee paid to Annunciation Catholic School. Participation in this organization will augment the educational experience.

RETURNING TO SCHOOL AFTER DISMISSAL

Students are not permitted to return to the school building after the 2:50 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 2:50 PM without a teacher are subject to disciplinary action.

Parents are discouraged from sending their children to return to the classroom to retrieve forgotten books or assignments. We believe that this aids in teaching accountability.

SCHOOL OFFICE HOURS

The school office is open on all school days from **7:30 AM to 3:30 PM**.

SCHOOL PICTURES

School pictures are taken in the Fall. Notice will be sent home in advance. Students are to wear school uniforms for the Fall pictures, since these are used for the yearbook. Purchase is optional. A make-up day will be available for absent students.

SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented. Students who engage in this behavior face possible disciplinary action.

SCHOOL YEARBOOK

School Yearbook orders are taken during the third quarter of the school year with delivery in May before school ends. The yearbook includes pictures of all students from preschool through grade eight along with pictures of school activities, etc.

SPORTS

Competitive sports are available to students in grades 4-8.

The following requirements must be met in order for the student to participate:

Students must have a sports physical prior to participating.

Parents must agree to participate (carpools, concession stand, door).

Students must meet the criteria for participation in the Sports Program and other extra-curricular programs.

Students must cooperate with rules and regulations of practices and games as set up by the Principal and the Coaches and communicated to them at the start of the season.

Sports are an extension of Annunciation Catholic School. Athletes are held to the highest expectations for behavior and sportsmanship. Failure to conduct themselves appropriately will result in athletes facing disciplinary action.

Coaches and the Athletic Director have the authority to handle situations and issue disciplinary action during athletic events, including practices, as set forth in the Athletic Handbook.

VISITORS

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 and wear a visitor badge. Visitors and/or volunteers are to sign out at the time of departure. **No visitors may enter the building at any time through any door other than the office door.**

VOLUNTEERS

Research shows that schools are more effective when parents are involved in the education of their children. All parents are expected to donate time and effort in order for Annunciation Catholic School to provide various services to our students. Each time a parent signs into to the school to volunteer, he/she is expected to log his/her volunteer hours in the Volunteer Log Book. At the end of each quarter, parents will submit a summary of their volunteer hours. Parents are expected to volunteer a minimum of 30 hours per year.

Parents who volunteer in the school may not drop in to a classroom to see their student during the day. This is an interruption to the educational process and negatively affects teachers and students.

WEATHER EMERGENCIES

School closures are rare. If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the ALERT NOW® system. The information will also be posted on the School Website, if possible. Annunciation Catholic School does not follow Craven County Schools. Safety is paramount. Parents must take into consideration the safety of their own travel and make their own decision regarding safety of their own travel, regardless of whether or not the school is open.

TELEPHONE USAGE

Permission to use the telephone must be obtained by the teacher or office staff. Telephones at school are business phones and should only be used for emergencies. After-school social arrangements or forgotten materials do not constitute emergencies.

TITLE IX

Annunciation Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be

denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

TRAFFIC REGULATIONS

MORNING DROP-OFF

All traffic will enter the school parking lot via the entrance nearest the dry cleaner building. Drive along the sidewalk nearest the parish hall/gymnasium toward the church. Stop in front of the front door of the school. **ALL STUDENTS MUST BE DROPPED OFF AT THE FRONT DOORS OF THE SCHOOL.** School Safety Patrols and/or parent volunteers will be on duty to monitor and to open car doors. When your child has exited the car, please continue around to exit the same way that you entered.

FOR THE SAFETY OF THE CHILDREN, PLEASE DO NOT PASS A STOPPED VEHICLE AT ANY TIME UNLESS SIGNALLED TO DO SO BY THE TEACHER/PARENT VOLUNTEER.

AFTERNOON PICK-UP

All traffic will enter the school parking lot via the entrance nearest the dry cleaner building and line up in front of the school. Parents should display in their front windshield their card with their last name and the first names of the children to be picked up. **NO PARENT SHOULD GET OUT OF HIS/HER CAR WHILE LINED UP IN THE CARPOOL LINE.** Students will exit via the front doors and stand with their teachers on the sidewalk in front of the school. Teachers will see their students to the appropriate cars. If a parent wishes to retrieve his/her child, please park in the parking lot and personally retrieve your child from his/her teacher. **NO CHILD WILL BE ALLOWED TO CROSS THE CARPOOL LINE FOR ANY REASON.**

IMPORTANT: 5 mph is the speed to be used at all times on the school grounds.

Parents are not to use dismissal time to talk with teachers, other drivers, or to attend to business in the office.

Changes to this process will occur upon the completion of the road project on Highway 70. You will be notified of the new traffic pattern when it becomes available.

All passengers in vehicles are to wear seat belts.

Drivers are encouraged to refrain from talking on cell phones while in the school parking lot. This is to preserve the safety of the children and other pedestrians.

Classroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

TRANSFER OF STUDENTS

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 give the School Office five school days' notice. All forms should be submitted to the school office for distribution. Completed forms will be sent via the U.S. Mail.

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. All financial accounts should be settled prior to forwarding school records.

****RIGHT TO AMEND**

Annunciation Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Take Home Folder and/or through e-mail communication and/or the School Website.



Annunciation Catholic School Computer Network & Internet Access Policy

Preliminary Overview

Annunciation School offers its students the very best in Christian education and the latest in computer technology. This technology includes a networked computer system in the computer lab. This policy will ensure that all network users receive maximum benefit from their use of the Annunciation School computer network.

Purpose

The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives at Annunciation Catholic School. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to Annunciation School's mission statement and standards as an institution of Christian education. The network is not for any private, commercial, business or political use.

Privilege

All use of the computer network is a privilege and not a right. All users assume responsibility – personal legal, financial & disciplinary – for their actions while using the computer network and while accessing internet content over the school network. Inappropriate use can result in cancellation or restriction of access privileges in addition to disciplinary action. All users must sign and return a student consent form, which will indicate understanding and acceptance of this use policy. This form must be signed by parents before the student may be allowed access to the network.

PROHIBITED NETWORK ACTIVITIES

- Involvement in any activity prohibited by law.
- Abuse or damage to computer equipment or software, especially if due to direct violation of these rules.
- Using the network for personal or entertainment purposes without specific approval or permission of teachers.

- Transfer or storage of large files without specific approval from the system administrator or teachers.
- Attempting to establish a commercial venture on the network, Involvement with online gambling or games other than those designated by teachers as instructional in nature. Storing and/or transferring obscene, pornographic or sexually explicit materials.
- Sharing passwords.
- Leaving a computer open or unattended without permission.
- Accessing any area of the school network without permission.
- Accessing computer files of other students or staff.
- Copying protected software without approval or permission.
- Loading software of any kind without approval or permission.
- Downloading any file for any reason without specific approval from the system administrator or teachers.

Special

The Internet is a very volatile place to which students are permitted only such **Internet** access that is consistent with their grade level and their teacher's instructional **Rules** needs. At Annunciation School, the following guidelines will govern access to the internet.

Grades 6-8: Students are permitted full Internet access to complete teacher-directed projects and research assignments under the direct supervision of a teacher or network administrator. Participation in chat rooms, playing prohibited games and communicating personal information (including addresses and telephone numbers) are all expressly prohibited.

Grades 2-5: Students are permitted limited Internet access only to teacher-designated search engines and learning web sites under the direct supervision of a teacher or network administrator.

Grades K-1: Students are permitted no access of any kind to the Internet.

Each student eligible to access Annunciation School Computer Network must first complete three (3) preliminary steps:

1. Secure the written permission of his or her parent or guardian to access the Internet.
2. Read, understand and agree to the Annunciation School Network & Internet Use Policy.
3. Successfully complete a stock of classroom instruction Internet usage, procedures and "netiquette".

All student Internet use will be under the direct supervision of a teacher, school staff member or network administrator. Students will not be permitted to

access the Internet without this direct supervision.

Any questions about the acceptability of a proposed Internet site should be directed to a teacher or network administrator. If there is any clue that a web link might lead to unacceptable information, the user is responsible for completely avoiding that Internet location.

If any student does accidentally come across something unacceptable on the Internet, it is his or her responsibility to stop the connection and tell the supervising teacher or network administrator about it immediately. Students will not download software, games programs, "cookies," "shareware" or any other material into the Annunciation's computer network without the express permission of a teacher or network administrator.

Students will not reveal any personal information (to include name, grade, ages, etc.) passwords, addresses, or telephone numbers to individuals or web sites accessed on the Internet.

When online, students are individual ambassadors of Annunciation School. They are expected to be polite, use appropriate language, and refrain from inappropriate conversation, vulgarities, "spamming" or other disruptive conduct.



Agreement For Students:

I, _____

(printed name), have read, understand and will abide by the Annunciation School Computer Network and Internet Use Policy throughout the 2009-2010 school year. I understand that if I should ever have any questions concerning this Policy or any computer conduct, I will direct my questions to a teacher or network administrator *before* I engage in the questioned conduct. I further understand that any violations of this policy will result in the loss of access privileges and school disciplinary action.

Student Signature: _____ Date: _____

Computer Network Use (For Parents Guardians):

I, _____

(printed name) have read and understand the Annunciation School Computer Network Policy published for use throughout the 2011 - 12 school year. I understand that student access to the Network is for educational purposes only, and accept full responsibility for my child's compliance with this Policy. I hereby give my permission for my child to use the Annunciation School Computer Network.

Parent/Guardian Signature: _____ Date: _____

Internet Access (Parents/Guardians 2-8th Grade Students):

I, _____

(printed name) have read and understand the Annunciation School Internet Rules & Internet Use Policy published for use throughout the 2011 - 12 school year. I understand that student access to the Internet is limited by grade level and will only be permitted under the direct supervision of a teacher, school staff member or network administrator. I understand that student access to the Internet is for education purposes only, and accept full responsibility for my child's compliance with this policy. I hereby give my permission for my child to use the Internet while on the Annunciation School Computer Network.

Parent/Guardian Signature: _____ Date: _____



Photo and Video Release Form

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 publication. The video may be used for informational or educational
purposes regarding the programs or curriculum at Annunciation Catholic School.

Art Addendum: I hereby give permission for any of my child's art, created during
school hours, to be used on the school website. Additionally, the art can be
submitted with the student's name and grade to any art contests/shows in which the
school is participating. Parents will be notified of any art submissions.

Signature of Parent:

Printed Name of Parent:

Date:



**ANNUNCIATION CATHOLIC SCHOOL
FIELD TRIP RELEASE FORM**

Event Cost: _____
Date of Event Sponsoring Organization/ Class: _____
Departure Time Return Time: _____
Method of Transportation: _____
Name of Student: _____

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility that may result from personal actions taken by the named student.

I hereby consent to participation by my child, in the event described above. I understand that this event will take place away from school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

Signature of Parent/Legal Guardian: _____
Date _____

In case of emergency, I give permission for (child's name) _____ to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.

MEDICAL INFORMATION

The above named student is covered by the following medical insurance:

Insurance Co. Group #:

Allergies Chronic Illnesses:

Mother's Daytime Phone: _____ Father's Daytime Phone:

Signature of Parent/Legal Guardian: _____
Date: _____



Annunciation Catholic School Parent/Student Handbook Signature Page

I have read the 2011 - 2012 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

****Parents and students must both sign.
SIGNED FORM DUE to classroom teacher August 29, 2010.***