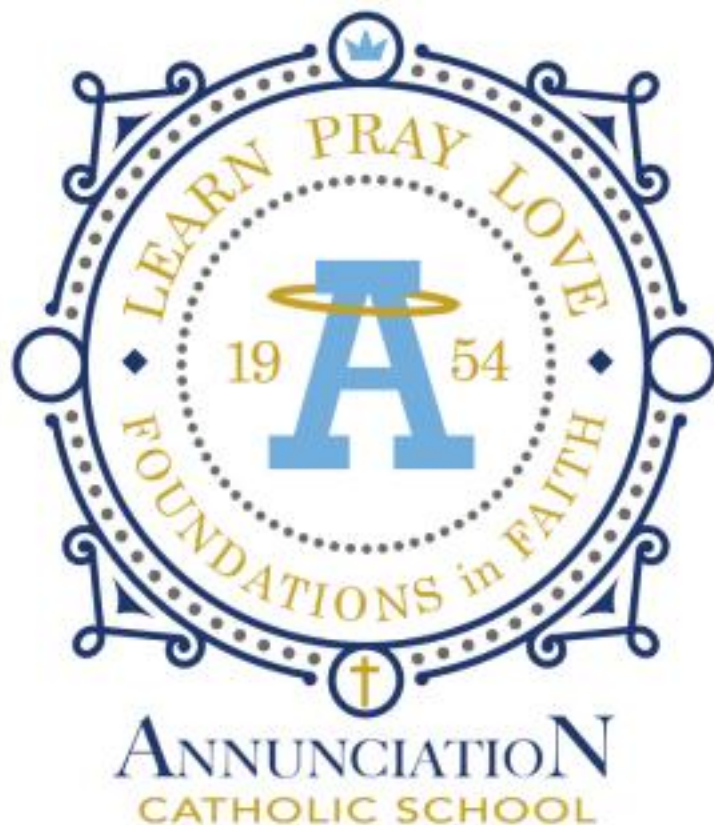


ANNUNCIATION CATHOLIC SCHOOL



PARENT/STUDENT HANDBOOK 2025-2026

Annunciation Catholic School • 246 E. Main Street • Havelock, NC 28532
252/447-3137 (phone) • 252/447-3138 (fax) • info@acsnc.net

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 2025-2026 school year.

Please read this document carefully and sign the agreement in your blue folder. This agreement states that you intend to abide by the policies of Annunciation Catholic School during the 2025-2026 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 family. We ask His guidance in all ways as we seek to do His will in everything we do.

Blessings,

Dr. Cathy Tomon

Principal

SECTION ONE – ADMISSIONS/WITHDRAWAL

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 at the school. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

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.

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.

ADMISSIONS REQUIREMENTS

At the time of registration, all new students seeking admission to Annunciation Catholic School are evaluated based on 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 potentially meet the educational needs of the student(s). After initial review, if the student appears qualified, an interview with the parents and principal will be a part of the admission process. A final decision will be made after all admission requirements are complete. **In accordance with the rules and regulations of the Diocese of Raleigh, there is a three-month probationary period for all entering students.** This allows teachers and administrators to evaluate the student's opportunity for success.

Admission documentation required:

- Baptismal Certificate (Catholic applicants only)
- Birth Certificate (original)
- Health Records
- IEP Record (if applicable)
- Immunization Records
- Report Cards
- Standardized Test Results

Please note that students must follow state immunization guidelines or provide a waiver request within 30 days of enrollment.

WITHDRAWAL POLICY

Families must notify the school in writing if a student is/will be withdrawn from the school. Tuition payment responsibility is stated as follows:

- Registered students who withdraw before the first full day of school are responsible for 1/4 of the full tuition.
- Registered students who withdraw between the first day of school and the last day of 2nd quarter are responsible for 1/2 of the full tuition amount.
- Registered students who withdraw after the last day of 2nd quarter are responsible for the full tuition amount.

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 by fax, email or US Mail. No records will be given to parents to transport to the new school, except for active-duty families moving overseas. 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 fax, email or 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.

SECTION TWO - STUDENT EXPECTATIONS

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. If a parent does not notify the school of the absence by 9:00 a.m., the school will contact the parent. Written excuses are required. Excused absences are only given for illness with a parent's written excuse. If a student has been absent for 3 consecutive days, a doctor's written excuse is necessary.

Students must be fever-, diarrhea- and vomit- free for 24 hours before returning to school.

The school calendar provides for extended weekends throughout the school year. Parents are strongly encouraged to schedule trips or family outings during holidays. The academic performance of a student who has accumulated 18 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. Annunciation Catholic School complies with the North Carolina Compulsory Attendance Statute § 115C-378.

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.

Excused absences from school are due to illness, doctor's appointment, or a death in the immediate family. The school discourages medical appointments during school hours unless necessary. Students are usually given 2 days to complete homework for each day of an excused absence. Unexcused absences will accrue for all other reasons than those previously mentioned. Once a student accumulates three unexcused absences, the principal and teacher will

schedule a conference with the parents to formulate a plan to support the student's attendance.

After six unexcused absences, a warning letter will be sent home regarding possible violation of NC Compulsory Attendance Law (N.C. G.S. 115C378). An assessment will be made to determine if the situation constitutes educational neglect. If it is determined that the situation constitutes educational neglect, the Office of Education of the Diocese of Raleigh will be notified to determine further action. Absences may affect a student's promotion to another grade.

Parents are encouraged to schedule trips or family outings during scheduled holiday periods. Missed assignments are the student's responsibility. No assignment will be given in anticipation of a vacation. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teacher(s). Upon return, these tests must be taken within one week of the original test date

TARDINESS

If a child arrives after 7:50 a.m., 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
3. Pre-arranged, off-campus educational appointments

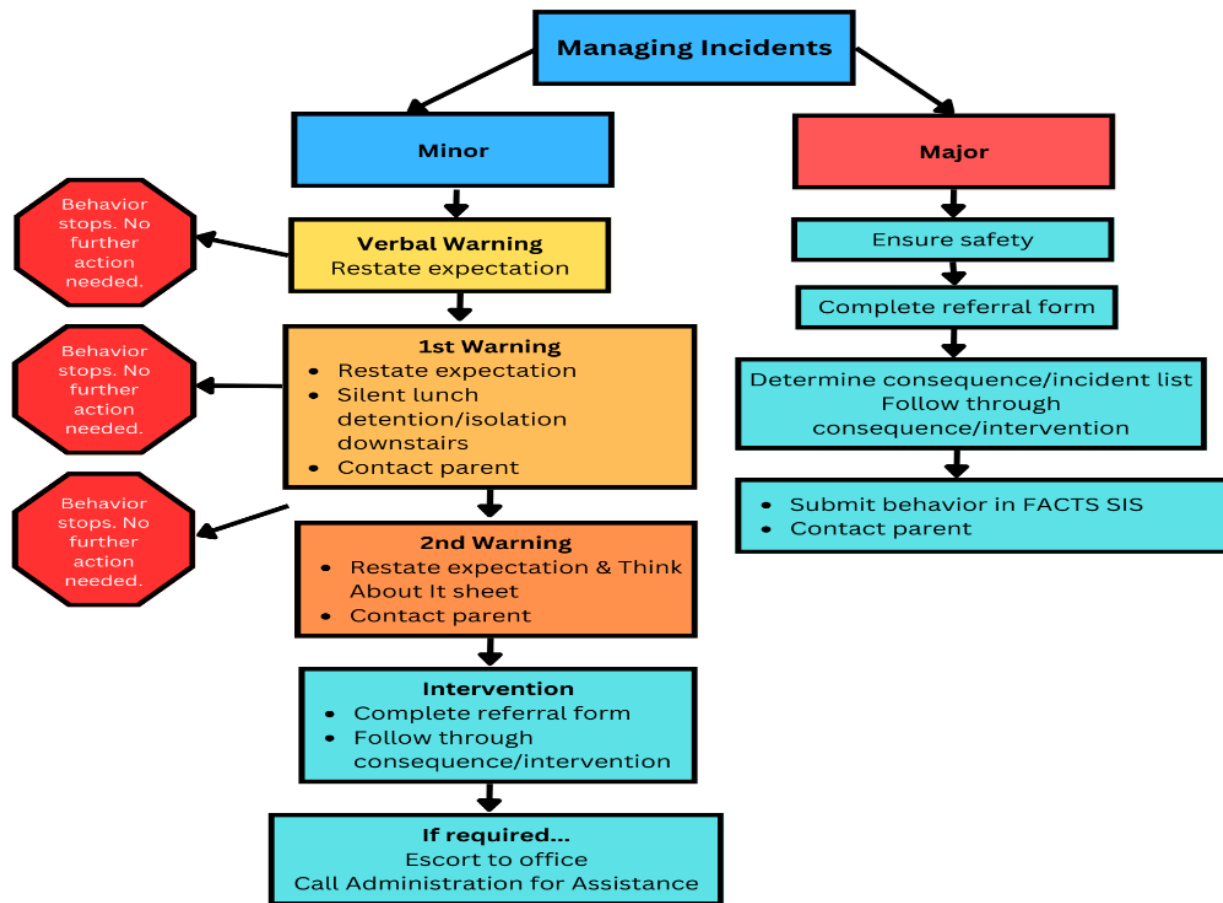
A tardy will be considered unexcused if a student is tardy for a reason other than those listed above. If a child accumulates an excessive number of absences/tardies, the principal will meet with the parents.

CODE OF CONDUCT

ACS Discipline Program Why PBIS? PBIS (Positive Behavioral Intervention & Support) is a positive, classroom centered behavior management solution that allows for consistent expectations in each classroom with only certain behaviors escalating to Administration. This will also allow us to foster a partnership between students, staff, and parents since expectations are clearly laid out. Code of Student Expectations: Be Safe, Be Responsible, Be Respectful.

Offenses
Abusive language/inappropriate language/profanity
Damage/vandalism
Defiance/disrespect/non-compliance
Disruption
Dress code violation
Forgery/theft
Harassment/bullying behaviors
Inappropriate display of affection
Inappropriate locations/out of bounds area
Lying/cheating
Physical contact/aggression (physical aggression)
Property misuse
Provocation
Skiping class
Tardy
Technology violation

**The level of offense will be determined by the Administration*



FACULTY & STAFF AVAILABILITY

If a question or problem arises concerning your child, the parent is to contact the teacher first. The Administration should be contacted only after all efforts at resolving concerns or issues prove unsuccessful.

OUT-OF-SCHOOL SUSPENSION

An out-of-school suspension requires that the student work in his/her home under the supervision of the parents/guardians. During the time of suspension, all extracurricular privileges are forfeited, and the student is responsible for making up all class work.

SERVICE HOURS

Each student in grades 6-8 is required to log a minimum of 20 Service Hours during the school year. The religion teacher will record these hours in FACTS SIS at the end of each quarter.

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 school day.

SECTION THREE – ACADEMICS

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 the 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 (mass) are held on each Friday and on Holy Days for the school community. All Annunciation Catholic School students participate in a variety of service projects throughout the year. Religion is a core subject and is graded.

English Language Arts, Mathematics, Social Studies, Sciences, Fine Arts, Physical Education and Electives all follow the Diocese of Raleigh's curriculum.

GRADING SCALES

KINDERGARTEN, & 1st GRADING SCALE

90 – 100 = Outstanding

80 – 89 = Satisfactory

70 – 79 = Needs Improvement

69 & below = Unsatisfactory

GRADES 2-8 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 – 90A 89 – 80.....B 79 - 70.....C 69 - 60.....D

59 and below..... F

Grading Scale for Specials and Electives:

O -Outstanding (90+)

S - Satisfactory (70+)

N - Needs Improvement (69 and below)

SKILL SETS

On quarterly report cards, the Skill Sets section utilizes alpha grades to evaluate students' performance of the "Student Code of Expectations". Class participation, teacher discipline reports, and demerits are all considered when assigning a grade. The following scale is used to evaluate students' conduct and work habits:

O - Outstanding (0 incident of Student Code misbehavior)

S - Satisfactory (1-3 incidents of Student Code misbehavior)

N - Needs Improvement (4 or more incidents of Student Code misbehavior)

ACADEMIC AND ABILITY TESTING

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

iReady Diagnostics – beginning, middle, end of year to determine growth (to be announced at a later date)
NC Algebra EOC Grades 8 as applicable – May

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.

SAINTS AWARD

Each quarter, one student from each class is recognized for being a leader to their classmates and making good choices, caring for others, and living the Christian life. Students must also have no less than an S in conduct/effort.

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 FACTS SIS but are subject to change based on the progress of each class. Specials classes, including PE, Music, & Art may have brief homework assignments that are not posted on FACTS SIS.

Daily homework assignments should last approximately:

- 10 minutes Kindergarten
- 20 minutes Grades 1 and 2
- 20 minutes Grades 3 – 5
- 60 minutes Grades 6 – 8

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

CLASSROOM/HOMEWORK MAKEUP POLICY

Missed instructions are the student's responsibility to get with their teacher on what they missed. All assignments will be posted on FACTS SIS. They will not be accepted after the amended due date given by their teacher. The administration reserves the right to make exceptions to this policy.

HONOR CODE

It is expected that each student completes and takes credit for his/her own work. Cheating is considered a serious 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 being charged 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.

FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. A field trip is a privilege and not a right.
3. 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.
4. All grades do not always have the same number of field trips.
5. Field trips are permissible for all grades when advanced planning, location, and experience ensure a successful learning opportunity.
6. 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.
7. A written **official permission slip**, signed by the parent, is required before a child is 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.
8. 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 CAN take the place of an original signature.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. 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 their parents and will be marked absent for the day.
11. 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.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not permitted** on field trips unless otherwise directed by the teacher and/or administration.
14. All chaperones must complete a Diocese of Raleigh Level C Safe Environment Application for Volunteers. A one-time exemption may be made, allowing a chaperone to complete a Diocese of Raleigh Level A Safe Environment Application for Volunteers in extenuating circumstances with the principal’s approval.
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 ensures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

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 halfway through the next quarter to improve at least one letter grade. If the student does not achieve the desired improvement, a conference will be held in which a decision will be made to develop a plan to assist the student in achieving success. 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.

SECTION FOUR – SCHOOL OPERATIONS

DAILY SCHEDULE PS-8

7:35 a.m. – 7:50 a.m. Report to Classroom by 7:50 a.m.

2:50 p.m. Dismissal

DAILY SCHEDULE PRESCHOOL AND PREKINDERGARTEN

Annunciation Catholic School has a five day, full-day Preschool option for 3-year-old children. This is in addition to the Prekindergarten 4 full day. Students who attend the half-day programs attend school from 7:50 a.m. to 11:30 a.m. Students who attend the full-day programs attend school from 7:50 a.m. to 2:50 p.m.

EARLY ARRIVAL

Students arriving between 6:30 a.m. and 7:30 a.m. must report to the AM STACK room for Before School Care. Drop off your student in the back behind the school.

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 their child to arrive. **Students are released no earlier than 2:50 pm, unless you have a valid excuse with a written note that has been turned into the office one day prior.**

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 only be distributed in the classroom if every child in the class is invited. Parents may provide a birthday snack for the students. Those who have birthdays during the summer months may celebrate their half birthday.

Students may have a free dress day on their birthday. If their birthday falls on the weekend, the student should choose the Monday following. Summer birthdays (June, July and August) may celebrate on the first day of school.

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 snack time.**

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.

LOCKERS

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 the Thrift Store.** Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping 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 Thursday and Friday. Please pack healthy lunches/drink. NO GLASS BOTTLES OR SODAS ARE PERMITTED IN LUNCHES. ***Parents are not to deliver lunches to the classroom at any time or have it delivered from a restaurant/fast food. If a student forgets their lunch, he/she will get a Lunchables and parents will be charged.*** This is a disruption to the learning program. 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 have appropriate manners and respectfully always cooperate with lunch staff. **Juice boxes are allowed at lunch only, not in the classrooms.** Students may bring an empty water bottle or sealed clear water bottle to school. **No carbonated beverages allowed.**

HOT LUNCH PROGRAM

Each Thursday and Friday beginning September, students have the option of purchasing a hot lunch. Every month, order forms are posted on FACTS with the choices. Hot lunch orders that are late will not be accepted unless the student is newly registered in the school during that week.

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 can of goods 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.

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 not to send their children to return to the classroom to retrieve forgotten books or assignments for safety and security reasons.

SCHOOL PICTURES

School pictures are taken in the fall. Notice will be sent home in advance. Students are to wear school uniforms (mass) 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. Grades 4-8: Volleyball, Cross Country and Cheer Grades 4-8: Basketball and Soccer. The following requirements must be met for the student to participate:

- Students must have a sports physical prior to participating.
- Parents must agree to participate (carpools, concession stand or 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.
- If a student had a grade lower than C, they will be required to attend the school's tutoring program (in place of practices and/or games). The student will be able to resume their sport when their average becomes a C or higher.

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 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 the hours into the parent's FACTS SIS account. **At the end of each quarter, parents will submit a summary of their volunteer hours.** Parents are expected to volunteer a minimum of 20 hours per year in lieu of \$250 volunteer fee. Parents who volunteer in the school may not drop into a classroom to see their student during the day. This is an interruption to the educational process and negatively affects teachers and students.

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.

TRAFFIC REGULATIONS

MORNING DROP-OFF

ALL STUDENTS MUST BE DROPPED OFF AT THE FRONT DOORS OF THE SCHOOL. When your child has exited the car, please continue around to exit the same way that you entered. Never let your student exit from the driver's side of the vehicle. 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 for the safety of all students and staff. Supervision will be provided.

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 for Students in PS – 8

NO PARENT SHOULD GET OUT OF HIS/HER CAR WHILE LINED UP IN THE CARPOOL LINE FOR 2:50 P.M. PICK-UP. Students (car line and walkers) will exit via the opened front gym doors. **NO CHILD WILL BE ALLOWED TO CROSS THE CARPOOL LINE ALONE FOR ANY REASON.**

IMPORTANT: 5 mph is the speed to be always used 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.

Cars should exit the parking lot by the church at the traffic light. Drivers are encouraged to refrain from talking on cell phones while in the school parking lot. This is to preserve the safety of children and other pedestrians. The front office must be advised in writing if a child is to go home in a different carpool or by a different means on a given day. Parents that may need extra time to buckle students in a car seat must pull forward underneath the basketball goals to keep our lines moving.

SECTION FIVE – PARENT-SCHOOL RELATIONS

HOME – SCHOOL COMMUNICATION

Annunciation Catholic School uses FACTS SIS as our tool for communication. Teachers and parents may communicate via emails that have been listed by parents as the means of communication. **EACH FAMILY MUST REGISTER AN EMAIL ADDRESS ON FACTS SIS FOR OFFICIAL COMMUNICATION.**

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 the school office or send email to info@acsnc.net

INSTRUCTIONAL MEDIA/MOVIES Commercial movies are used with the following guidelines: G-rate movies may be shown in all grades Pre-School through 8th. PG and PG-13 movies will not be used without emailed or written permission from all custodial parents in the class. Adequate time will be allowed for response (3-5 days). If a parent has an exception to a movie selection in those grades, he/she may contact the teacher or notify the office, to arrange for an alternate plan for that student.

PARENT CONFERENCES

Parent conferences will be scheduled for the end of the first quarter. Parents or teachers may request a conference at the 5-week progress report time. 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. A teacher may invite an administrator or another teacher to the conference at his/her discretion.

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 through FACTS SIS.** A student's progress may be checked with the teacher at any time.

NON-CUSTODIAL PARENTS

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

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.

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.

PARENT TEACHER ORGANIZATION (ASPA)

The Annunciation School Parent Association (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 the goals of this organization. General meetings open to all parents will be held in September, November, February, and May. Participation in this organization will augment the educational experience.

2024-25 Uniform Requirements

Girls Summer Uniform PS-5

Navy shorts, skirt, or skort with white logo polo shirt
Mass Attire: Plaid jumper with short sleeved peter pan collar blouse (white)

Girls Winter Uniform PS-5

Navy trousers, skirt, or skort with white logo polo shirt
Navy blue logo sweatshirt or sweater
Mass Attire: Plaid jumper with short or long-sleeved peter pan collar blouse (white)

Girls Summer Uniform 6-8

Plaid skirt or navy shorts with white or navy-blue logo polo shirt
Mass Attire: Plaid skirt with white logo oxford and optional plaid tie

Girls Winter Uniform 6-8

Plaid skirt or navy trousers with white or navy-blue logo polo shirt
Navy blue logo sweatshirt or sweat or Saints hoodie
Mass Attire: Plaid skirt with white logo oxford and optional plaid tie

Boys Summer Uniform PS-5

Navy shorts with light blue logo polo shirt
Mass Attire: Navy shorts with light blue oxford and plaid tie

Boys Winter Uniform PS-5

Navy trousers with light blue logo polo shirt
Navy blue logo sweatshirt or sweater
Mass Attire: Navy trousers with light blue oxford and plaid tie

Boys Summer Uniform 6-8

Navy shorts with light blue logo polo shirt

Mass Attire: Navy shorts with light blue oxford and plaid tie

Boys Winter Uniform 6-8

Navy trousers with light blue logo polo shirt

Navy blue logo sweatshirt or sweater or Saints hoodie

Mass Attire: Navy trousers with light blue oxford and plaid tie

PE Uniforms PS-8

Solid navy PE shorts and gray logo t-shirt

Navy sweatpants should be worn during winter uniform

Blazer: Boys and girls may add a plain navy blazer to any uniform, except for PE uniform days

Belts: Black, brown, or blue belts should be worn with navy shorts and trousers (boys and girls grades 3-8)

Shoes: Mass Attire: Brown, black, or navy leather dress shoes (Sperry shoes of solid color are acceptable). On days when students do not have a Mass: Any color athletic shoe is permitted. ***No flashing or light up shoes. Boots, Crocs or Uggs are not allowed. Shoes have to be closed-toe at all times.***

Socks and Tights: Solid white, navy or black socks will be worn with the uniform. Socks must cover ankles. Girls may wear navy or white tights with skirts, skorts (PS-5), and jumpers.

Backpacks: Shoulder strap only. No rolling backpacks.

Schedule:

Students will wear summer uniforms during the first and fourth nine weeks.

Students will wear winter uniforms during the second and third nine weeks.

Students will wear dress uniforms on Mass days and on other days as specified by the Administration.

Uniforms may be purchased from any school uniform provider. The school logo can be added at Make It Personally Yours in Havelock, NC or at Carolina Sports in Morehead City. Uniforms are also available at our “Angels and Saints” Uniform Shop, directly on front of the school. The Uniform Shop is open on Wednesdays during the school year from 11am to 4pm (first semester) and 2-4pm (second semester), and will hold special sale dates during the summer to be announced via email through FACTS SIS.

The Purpose of the Uniform

Uniforms in a Catholic school are a sign of inclusion that help promote a sense of belonging. The proper uniform should be looked upon as instructional. Looking clean and well-groomed shares a lot about our students’ attitudes towards themselves and others. Through the uniform policy, we teach our students about appropriate attire for academics, athletics, and more formal dress occasions.

Additional Uniform Guidelines

1. Only middle school students (Grades 6-8) may wear athletic or ACS logo hoodie sweatshirts. Hoodies may only be worn on students’ head at recess. No hoods allowed on/in the school. No hooded sweatshirts allowed to and from church. Hooded sweatshirts must remain in the school building and will not be brought to church.
2. Only official school logo uniforms may be worn in the classroom or in church.
3. Make-up may not be worn or brought to school.
4. French nails, nail tips or color polish may not be worn.
5. Only one chain necklace may be worn with a religious medal or cross in which the medal or cross 1” or less.
6. 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.

7. 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.**
8. Boys are not permitted to wear earrings.
9. Shirts are to be always tucked in.
10. Girls and boys are to wear belts with pants and shorts with belt loops. (Grades 3-8)
11. Boys' hair must be worn no longer than collar length. Fad haircuts are not permitted. Fad haircuts include spiked hair, initials cut into the hair or mohawks. No dyed hair is permitted.
12. Skirts, shorts, skorts (PS-5) and jumpers must be no shorter than two inches above the kneecap.
13. Cologne and perfume are not permitted.
14. Skirts, shorts, or pants must not be rolled at the waist.
15. Only logo ACS outerwear may be worn in the classroom.
16. Boy Scouts and Girl Scouts may wear their uniforms on meeting days.
17. Hats may not be worn inside the building, except on special days.
18. Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists.
19. Students must wear solid black, white, or navy-blue socks or crew socks. Ankles must be covered. Solid white, black or navy blue tights are allowed with winter uniform.
20. Belt loops may not be cut off trousers or shorts.
21. No cargo or painter style pants may be worn with uniform. Trousers and shorts must be plain navy blue.
22. To show school spirit and to sometimes just have some fun, theme days are held. Announcements will be made when these times occur.
23. **No rolling backpacks, shoulder strap only**
24. **Toys are not allowed in K-8th. Preschool is allowed to bring a stuffed sleeping buddy, if necessary.**

ENFORCEMENT OF UNIFORM

If a student arrives to school in non-compliant uniform clothing, the parent will be called and asked to provide compliant clothing. If the parent is not able to bring clothing for the student, he/she will be provided with clothing from the "Angels and Saints" Uniform Shop. We request that parents launder and return the items(s) or send a check for purchase of the items.

OUT OF UNIFORM GUIDELINES (School Dances)

Appropriate dress is required.

- Shorts/skirts must be no shorter than 2 inches above the knee.
- Dressy jeans (blue jeans may not have any raggedy ends, holes, or lose strands)
- No tank tops.
- No clothing that is tight. If a student wears leggings, they must wear a shirt that extends to mid-thigh.
- No sandals or flip flops.
- T-shirts with inappropriate writing, wording, pictures and logos.
- No unauthorized jewelry, make-up, or nail polish.

General Rule of Thumb: If you must 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 Principal or teacher feels that the clothing is inappropriate, a student will be required to change.

SECTION SIX – FINANCES

PAYMENT

All tuition will be accepted through FACTS Tuition Management. In the case of full payment, checks or cash may be accepted. There will be \$30.00 fee for each returned check or declined charge. The fee and the full

payment will be due 30 days after notification by email and letter in the family's Wednesday folder. If the payment has not been made in full, an additional 10% will be added to the amount due each month until it is resolved.

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 \$30.00 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 252-447-3137.

FINANCIAL CONTRACT

Each family must meet with the Finance Office and complete a financial agreement. Documents should be filled out and returned to the school office no later than June 15.

TUITION

Tuition rates are recommended for the school year by the Principal and the Pastor 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.
- All accounts must be completely settled with a zero balance prior to enrolling for the next school year.

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

SECTION SEVEN – HEALTH AND SAFETY

WEATHER EMERGENCIES

School closures are rare. If it should be necessary to close the school because of weather conditions, a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the FACTS SIS system. 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 the safety of their own travel, regardless of whether the school is open.

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. **Catholic Charities is available to meet with children or parents if additional support is needed.**

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.**

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.

EMERGENCY MANAGEMENT PLAN

Annunciation Catholic School has an Emergency Management Plan in place in case of emergencies. 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 always, and in silence.
4. Stand in single file facing away from the building.
5. Return to the building when the 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 a single file.
3. Sit and put hands over head.
4. Return to the classroom when the signal is given.

Intruder Drills

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

MEDICATION

If a child needs to take doctor-prescribed medication during the school day, **please send the medication in the original packaging 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.

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. **All over the counter medications must be checked in at the school office with a medical form signed by a physician.**

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

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. 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.

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, submitted by the parent through collaboration with their physician 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.
- 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.

SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to our school. We have adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn to uphold a culture that respects all human life, including using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all religion classes.
2. The school principal or designee will serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, their parents will be advised to immediately contact a medical professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), www.suicidepreventionlifeline.org
 - The Trevor Lifeline – 1.866.488.7386, www.thetrevorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are using language or actions that do not support a culture of respecting life or need help.
6. Students should also know that because of the life-or-death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

SCHOOL SAFETY, HARASSMENT, BULLYING

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.

“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.

SECTION EIGHT – TECHNOLOGY

ELECTRONIC DEVICES

Annunciation Catholic School recognizes that technology is an important part of our culture in society and learning in the 21st century. To implement technology into education, students will be able to utilize certain technology within the classroom setting per the guidelines below. 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.

Use of Wireless Communication Devices

Cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property, however they must be turned off and turned into the school office. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios, smart watches, wireless earbuds, and similar devices. These electronic devices may not be used during the Before & After School Program.

1. Consequences for Unauthorized Use

Due to safety, school employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. **Confiscated wireless communication devices will be returned only to the student's parent/guardian. Students will no longer be allowed to bring these devices to school.**

SOCIAL MEDIA

Engagement in social media such as, but not limited to, Instagram, Snap Chat, Facebook, Twitter, 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.

****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 Acceptable Use Policy

In general, students are responsible for good behavior on the school computer network, just as they are anywhere on campus. Network communications are often public in nature, so general school rules for behavior and communications apply. The network is provided for students to conduct research, make presentations, type reports and/or papers. Users should not expect that files stored on school network resources will always remain private. School and network administrators may review files and communications to maintain system integrity and ensure that users are using the system appropriately.

Internet access will enable students to explore thousands of libraries, databases, and web resources and exchange information and communicate with Internet users throughout the world. Students in grades 5-8 will be given e-mail accounts. Parents will have access to these accounts. Although internet access has invaluable educational benefits, families should be warned that some material accessible via the Internet may be illegal, obscene, defamatory, inaccurate, or otherwise offensive to some people. Annunciation Catholic School will provide filtering software.

The faculty and staff of Annunciation Catholic School will make a concerted effort to control student access to this material. Parents, however, must be aware that Annunciation Catholic School cannot totally control the content of material available on the Internet or user access to that material. During school, teachers will guide students towards appropriate educational material. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

Unacceptable uses of the computer include but are not limited to the following:

1. Use or access of profane, pornographic, obscene, indecent, or sexually offensive language, pictures, graphics, or other materials.
2. Violating copyright laws by illegally copying or using software or data.
3. Communicating threats, harassing, or insulting other persons.
4. Bringing discredit to the school itself or members of the school community or causing safety concerns through the use and/or creation of blogs or social networking sites either on a school computer or off-site computer.
5. Use of the school's name, logo, or motto on any type of social media or in any other way without the express written permission of the principal.
6. Plagiarism
7. Vandalizing any hardware, software, databases, or files.
8. Using other persons I.D./password or sharing yours with others.
9. Excessive use or waste of network time and resources.
10. Using the network for commercial purposes.
11. Not alerting a teacher if inappropriate material comes up while using the Internet.

Students who engage in any of the above activities or in any activity deemed as an inappropriate use of the Annunciation Catholic School computer network will have his/her access revoked for a time deemed appropriate by the principal. This will include any or all students who aid or abet another student in the commission of the offense.

Revocation of privileges will be in addition to any other disciplinary measures deemed appropriate by the principal.

Use of the computer network and Internet is a required part of the diocesan curriculum. Therefore, it is expected that all students will follow acceptable use policies. This will allow them to fully participate in and master this portion of the curriculum.

The digital age in which we are now living, while amazing, should be handled with care and consideration. Parents, before posting pictures of Annunciation Catholic School events on your social networking sites, please consider whether you have permission of other parents to do so. In our faith-based community, we ask parents to work together on this issue and be respectful of each other and, most especially, the safety of our children.

Web Page: <http://annunciationcatholicnc.org>

Annunciation Catholic School has a web site and official social media accounts that contain information about our school. While this is a wonderful tool for communicating with our community, caution will be used. Therefore, we will follow the following standard guidelines for web page and social media use in schools:

1. If a photograph is used, students will only be identified by their first name.
2. If a piece of written work is used, the student will be identified by first name only. If there are two students named John for example in a class, a last initial will be used. The website will be monitored by the principal, and IT person. We ask parents to help us keep our website safe by alerting us to any information that may be cause for concern.

Media

From time to time, reporters from T.V., radio, and the local papers come by to interview and/or take photos of students engaged in newsworthy events. It is very difficult to control group shots and the publishing of them afterwards.

Parents with concerns relating to the above items should bring them to the attention of the principal. The exclusion of your child from media coverage must be requested in writing by the parent/guardian and sent to the principal at the start of each school year or at such a time that the parent deems it necessary and appropriate.