



Annunciation Catholic School

**3545 Clifton Avenue
Cincinnati, Ohio 45220**

Parent-Student Handbook 2018-2019

Important Phone Numbers

**School.....513-221-1230
School Fax.....513-281-8009
Parish Office.....513-861-1295**

**School Website.....www.school.annunciationbvmparish.org
Parish Website.....www.annunciationbvmparish.org
<https://www.facebook.com/annunciationbvmparish>**

ANNUNCIATION CATHOLIC SCHOOL
3545 Clifton Avenue, Cincinnati, Ohio 45220
Phone (513) 221-1230 Fax (513) 281-8009
www.school.annunciationbvmparish.org

Dear Families, Guardians, and Friends,

Welcome to the 2018-2019 school year at Annunciation Catholic School! The School Faculty and Staff are eager to continue building relationships with you and are excited to have you as part of our school family. Through a dynamic and collaborative relationship (in which we expect and promote respect, prompt communication, understanding, and accountability), we can better foster the mission of Annunciation School. At its heart, that mission is to prepare your child to “confidently meet life’s future challenges” by “enhancing... [his/her] spiritual, intellectual, emotional, and physical wellbeing.” This Handbook is a vital resource that directly supports the mission and your child’s wellbeing. You will find that it points to our staff’s commitment to model Jesus, lays out the policies and code of conduct (based on Christian morality), and points to our academic rigor in the Catholic Tradition (in which, every individual is challenged to meet his/her God-given potential). Being familiar with the contents of this Handbook will contribute to your experience of an incredible year at Annunciation! So, read this guide and feel free to ask any questions you may devise along the way. We will be glad to share more about what we do and why we do it!

You will often hear me refer to the “Annunciation Family.” Attending school at Annunciation is the first mark of being a part of the “family,” but that certainly is not the only thing to it. My hope is that you will join our dynamic Parent Teacher Organization, join us throughout the year on special Feast Days and celebrations, build lasting friendships with other Annunciation parents, and volunteer your time and talents throughout the year. This level of involvement, support, and commitment from families will have an incredible impact on the growth of every Annunciation student!

Our Faculty and Staff are passionate, willing, and capable of leading Annunciation’s students on an incredible journey of learning and growth as each day they discover more of their God-given potential! You too, as parents and guardians play a vital role in this adventure, so thank you in advance for your cooperation, communication, and support! May God bless us all and grant us yet another healthy, joyful, and growth-filled school year!

Sincerely,



Mr. Tony Ertel
Principal

2018-2019 Annunciation Contact List

Administration

Mr. Tony Ertel	Principal	aertel@abvmcincy.org	513-221-1230 x208
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Mrs. Lisa McClelland	Second Grade	lmcclelland@abvmcincy.org
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Intermediate

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Junior High

Teacher TBD	Jr. High–6 th Grade HR	
Miss Kimberly Cutter	Jr. High–7 th Grade HR	kcutter@abvmcincy.org
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Specials

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Mr. Jonathan Pyrak	Music	jpyrak@abvmcincy.org
Mrs. Sherlyn Conrad	Physical Education	sconrad@abvmcincy.org
Mr. James Booth	Foreign Language	jbooth@abvmcincy.org

Specialists

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Ms. Laura Massa	Speech & Language	massala@cpsboe.k12.oh.us	
Mrs. Angela Courtney	Intervention Specialist	courtna@cpsboe.k12.oh.us	
Mr. DeAngelo Gatlin	School Psychologist	gatlind@cpsboe.k12.oh.us	
Mrs. Karen Neimeyer	State Clerk	niemeyk@cpsboe.k12.oh.us	

Parish Staff

Mrs. Kelsey Schneider	Accounts Manager	accountsmanager@annunciationbvmparish.org	513-861-1295 x202
Mr. Steve McManaman	School Choir Director	musicdirector@annunciationbvmparish.org	

Additional #s

After-School Care	513-203-7072
Preschool Room	513-221-2748

MISSION STATEMENT

Annunciation School is a Catholic parochial school committed to enhancing the spiritual, intellectual, emotional, and physical wellbeing of each individual student. Annunciation School is dedicated to providing the highest quality education for its students while instilling Christian values in keeping with Catholic Tradition. The school prepares the multi-cultured student body to confidently meet life's future challenges in a way that upholds the teachings of Jesus through service to the Church, community, and the world.

VISION

Annunciation School recognizes that parents are the primary educators of their children and the school acts only as their colleague, chosen to assist them in the intellectual, moral, physical, and spiritual development of their children. Annunciation School provides an exceptional, high quality education coupled with an emphasis on the evolution of a clear moral orientation. Students will develop honorable virtues and ethics, which will be reflected in their daily lives. Annunciation School embraces its multi-cultured student body, believing it is through this diverse environment that a sense of virtue is instilled, respect for every person is fostered, a desire to improve society is sparked, and a feeling of tolerance and acceptance will flourish.

BELIEF STATEMENTS

- We believe each student is a valued individual with unique physical, social, emotional and intellectual needs.
- We believe students learn in different ways and should be provided with a variety of challenging instructional approaches to support their unique learning styles.
- We believe a safe and physically comfortable environment promotes optimal achievement.
- We believe cultural diversity can increase students' awareness of different peoples and cultures, creating a tolerant environment.
- We believe parents are the primary educators and have a profound effect on their child(ren).
- We believe teachers, administrators, and parents share the responsibility for living the school's mission.
- We believe in the commitment to continuous improvement in order to empower our students to become self-confident, self-directed, lifelong learners.
- We believe we are called to live out the Gospel Message through our service to others.



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Disclaimer: The principal and pastor of Annunciation Catholic School maintain the right to amend, modify, or interpret any and all policies contained within this handbook.

ACADEMIC PROGRAM & CURRICULUM

The focus of the total education program at Annunciation is three-fold: 1) the development and application of sound basic skills, 2) the use of custom learning experiences to develop a positive self-concept, and 3) the provision of educational activities and experiences which allow each student to move as far toward academic excellence as his/her own ability will allow. At Annunciation, each student is expected to achieve at a level in concert with his/her God-given ability.

The administration and faculty, in line with state, common core and archdiocesan guidelines, determine the curriculum at Annunciation. We follow the Graded Course of Study for the Archdiocese of Cincinnati. It is a living and growing program. We continually evaluate and update curricular items such as textbooks, workbooks and supplemental material, selecting those recommended by the Archdiocese of Cincinnati which are, in our opinion, the best available.

ADMISSION

Policy Statement

In order to ensure an orderly and equitable admission for children to Annunciation Catholic School, this policy and procedure is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the principal and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

A. Primary Goal – Catholic Education

The primary goal of the School is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the School, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.

B. Accommodation of Students with Special Needs

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

Regular attendance at Mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to your home Parish will be expected of Catholic families of students attending or wishing to attend the School.

D. Financial Aid and Responsibility

It is a goal of the School and Parish to provide financial support to economically disadvantaged parish families to the fullest extent possible. However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School.

E. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of the School as specified in the School Handbook and must sign an agreement saying they have read and understand the handbook.

F. Non-Discrimination

The School Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Cincinnati comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students/parents who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

Selection Procedures

Beginning with the spring registration date each year, without exception, students registering for kindergarten, who are age 5 by September 30 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion

of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School Administration according to the following categories in order of preference:

1. Current students of the School.
2. Catholic children of parishioners (as defined in C above) who are siblings of students attending the School in the current school year.
3. Catholic children of parishioners who are siblings of a graduate of the School.
4. Catholic children of parishioners.
5. Non-parishioner Catholic children.
6. Non-Catholic children.

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family. Within categories numbered 5 & 6 above, priority will be given according to the date of the School admission application.

Kindergarten Admission

Annunciation Catholic School follows the State of Ohio eligibility date for kindergarten entrance. ORC 3321.01 establishes a student to be at least five years of age on or before September 30th in order to enroll. While ORC 3321.01 does allow for exceptions in the public school corporations, it is our professional opinion that the chronological age requirement be the first step in determining a child's readiness for school. As a private school we are allowed to make such a determination and make it part of our entrance policy for kindergarten. Chronological age is the only fair, unbiased determination of a child's eligibility for kindergarten entrance, and evaluations and screenings often cannot detect which children will struggle because of immaturity. Therefore, we will review any exceptions on a case by case basis.

Wait List

Students not selected for admission to Annunciation will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

EdChoice & Transfer Students

Annunciation Catholic School accepts transfer students and students through the Ohio EdChoice Scholarship (School Voucher) Program. The purpose of the voucher program is to provide state tuition support for eligible students transferring from a public school.

The following criteria must be met in order for a potential student to be considered for admission:

1. EdChoice Program Guidelines must be met (see <http://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>) for those students wishing to use the voucher program.
2. Enrollment/Admission forms are completed.
3. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the School.
4. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
5. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individualized Service Plan (ISP).
6. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
7. Updated immunization records have been received.
8. Applicants for admission to grades 5, 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School.
9. A student who is currently on suspension or who has been expelled from his/her previous school will not be considered for enrollment at Annunciation Catholic School.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists; the student will be admitted on a probationary basis. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

Probationary Acceptance

New students (including Kindergartners) are accepted on a probationary status. If within the first quarter after admittance, the teacher(s) and principal judge the student to be inadequately adjusting to discipline or academic standards, or the school is not able to meet the student's needs, the parent/guardian may be required to withdraw the student from Annunciation and seek enrollment in a different school.

- *The judgement that the student is "inadequately adjusting" is not dependent upon the student reaching a maximum number of conduct points or committing any specific acts (as noted in the discipline section) that would result in immediate removal from the school. The judgement is at the discretion of the School Administration.

During the probationary period, the student will:

1. Achieve appropriate academic progress.
2. Comply with discipline code and procedures established by the classroom and school.
3. Attend school regularly and on time.
4. Give all personnel proper respect.
5. Parents/Guardians will follow school procedures.

Parents of transfer students must sign a probationary letter after meeting with the Principal (prior to the first day of the new student's attendance at Annunciation). The probationary period, while existing also for Kindergartners, does not require the signing of a probationary letter by parents.

AFTER-SCHOOL CARE

The After-School Care Program (Latchkey) is available from dismissal to 5:30 p.m. The child participants have supervised recreation and will be provided time for snack and drink. Drinks will be available for .40 cents. All students in grades PK-8 are expected to check-in to After-School Care unless being tutored by a teacher or staying for a supervised practice or rehearsal which begins right after school. Students who are not going home by car or bus immediately after school will be accompanied by their teacher to After-School Care. All students will be expected to follow the daily After-School Care schedule and may not be in any part of the building unsupervised if staying after school for any reason. The After-School Care program will utilize the school's Discipline Policy.

If you wish to use the After-School Care program, a registration form must be completed and received on or before the first day of school. This form is available in the school office, can be downloaded from the school website, or can be accessed/completed on Annunciation's Final Forms Site.

Payments must be made prior to the use of the After-School Care Program. Accounts can be paid ahead for any period of time beyond a week, but are required at minimum to be paid for the coming week. Accounts will be updated daily in the Option C student management system. Parents are expected/encouraged to monitor their accounts in OptionC. Any outstanding balance at the week's end must be paid by noon the following Monday in order for your student(s) to be allowed back into the After School Care Program.

The following rates are in effect for the 2018/19 school year: **\$10.00 per day**
\$30.00 one-time non-refundable fee (\$35.00 per family)

*It is imperative that your child(ren) be picked up by 5:30 p.m. If your child is not picked up by 5:30 p.m., there will be a charge of \$20.00 for every 15 minutes after 5:30 p.m. This charge is non-negotiable and should not be addressed with the After-School Care Program staff. The role of the staff is to record the time of pick up and report that to the appropriate Office Personnel. The late charges will be applied to the family's account.

If your family's balance is not paid, and your student(s) is not picked up by 3:00pm, a parent or guardian will be called to pick up the student(s). The family account will be charged a \$20.00 fee per student that falls in this category. Parents will be required to pick up their student(s) in the school office.

For more information on the After-School Care program, please contact the school office at 513-221-1230. The After-School Care Program will operate every day that school is in session, unless for emergency weather/situations it is communicated that the After-School Care Program is closed (i.e. school could dismiss at normal time, but impending weather could be sufficient cause for the cancellation of After-School Care). After-School Care will not be available when school is either closed or dismissed early due to inclement weather.

ARRIVAL AND DISMISSAL

Car Riders

Parents who drive their children to school should come in the Resor Avenue entrance, stay to the right and enter the drop-off lane, stop to discharge passengers from the RIGHT side of the vehicle, and exit the lot. Drive SLOW. Please observe the 5mph speed limit. Parking spaces marked as “staff” and “handicap” as well as space marked “fire lane” should NOT be used unless you have appropriate tags/authorization. This is for the safety and proper functioning of the facility: violators of this policy are subject to being towed at the owner’s expense.

Walkers & Bike Riders

Students who walk to school must use the Resor Avenue sidewalk to the Clifton Avenue sidewalk, then use the school’s front entrance to access the school building. We want to avoid students walking through the lot as cars are arriving. Students who ride their bike to school must use the sidewalk behind the church, walk their bike along the sidewalk, and park their bike in the bike rack along the back of the Fr. Klug Center. We want to avoid students walking through the lot as cars are arriving.

Early & Late Arrival

Students in grades K-8 may be dropped off beginning at 7:20 am. Students in Preschool may be dropped off beginning at 7:20 am in the Preschool Room (parents must sign them in). No students are to be dropped off prior to 7:20 am. Annunciation Catholic School accepts no liability for students who do not follow this policy, as supervision is not provided before this time. If a bus route should arrive before 7:20 am, Annunciation Administration will coordinate with the transportation service and ensure that the children are supervised until classrooms open at the scheduled time – this is the only exception to the early arrival policy. Any student arriving late must enter the school building through the front entrance and report directly to the school office where he/she will receive a late slip from the Office Staff.

Early Dismissals

A written request from the parent/guardian is required for a student to leave school early. This note should be given to the homeroom teacher who will then send it to the school office. Students must be signed out by a parent or guardian in the school office. If the student returns to school, he/she must be signed back in by a parent/guardian. Appropriate advance notice allows faculty/staff the opportunity to minimize the distraction that early dismissal can cause.

Dismissal

Students K-8 who are “walkers/bike riders” or “car riders” are dismissed through the rear doors. Parents picking up their children are asked to meet them in the “safe zone” in the rear parking lot (near the Holy Family Statue), and escort them across the parking lot to the car. We want to avoid students walking through the lot looking for their parent’s car.

Preschool Dismissal

Preschool follows the same schedule as the K-8. Preschool students will be picked up at the entrance to the Fr. Klug Center at 2:45 pm.

If a different person other than the usual pickup person will be coming for a child, please notify the office. We cannot release a child to someone who is not already on the registration permission form. If there is a situation where you must make a last minute switch, please contact the office and give a description of the person who will pick up your child. They may also be asked to show a picture I. D.

Students not picked up by 3:00 p.m. will be taken to the After-School Care Program and parents/guardians will be charged the current daily rate. If pickup occurs after 3:00 pm a second time the family will be required to formally register the student(s) for After-School Care and will be accountable for the one-time registration fee. *See After School Care for rules and rates.

ASSEMBLIES

Occasionally, there may be assemblies for the students. When this occurs, all students are expected to attend the assembly, sit in their assigned places, and behave in a respectful and Christian manner to those around them as well as to any guests who may be a part of the assembly. Talking out, or yelling, during an assembly will be addressed according to the school’s Discipline Policy.

ATTENDANCE & ABSENCES

Regular and punctual attendance is essential to a student’s success in school. When a student is ill, parents are asked to call the school office between 7:00 am and 9:00 am. If the office does not receive a call, you will be called in the interest of

your child's safety. **A written excuse explaining the absence must accompany the student when he/she returns to school** even though the office has been called. If your child will be absent for an entire week, or more, one call a week will suffice. If the absence extends into the next week, you are asked to call again at the beginning of the week. If a student has five (5) unexcused absences per quarter (i.e., the school has not received a note from the parent indicating the reason for the absence), the parents will be notified. A conference with the principal will be scheduled.

Students are expected to be in the classroom by 7:45 am. To qualify for perfect attendance a student must be present and on time every day classes are held. Students arriving after 7:45 am are considered tardy and must report to the office for a tardy slip before entering homeroom. It is important that students are on time and parents are asked to cooperate in this endeavor.

If a student has five (5) tardies or absences per quarter, the parents will be notified. A conference with the principal will be scheduled.

Students arriving to, or leaving from, school between 7:45 am and 2:45 pm will be marked absent according to the schedule below.

Students arriving...

- after 7:45 am but before 7:50 am are considered tardy.
- after 7:50 am but before 9:45 am are considered absent for $\frac{1}{4}$ of the school day.
- after 9:45 am but before 11:15 am are considered absent for $\frac{1}{2}$ of the school day.
- after 11:15 am but before 1:20 pm are considered absent for $\frac{3}{4}$ of the school day.
- after 1:20 pm are considered absent for one full day.

Students leaving school...

- between 1:20 pm and 2:45 pm will be marked $\frac{1}{4}$ day absent.
- between 11:15 am and 1:20 pm will be marked $\frac{1}{2}$ day absent.
- between 9:45 am and 11:15 am will be marked $\frac{3}{4}$ day absent.
- before 9:45 am will be marked one full day absent.

Students with more than twenty (20) days tardy or absent are subject to retention or dismissal – attendance records will be a factor when the decision to promote, retain, or dismiss a student is made.

According to the EdChoice Scholarship rules, students who have twenty (20) or more unexcused absences for the school year are considered INELIGIBLE for the scholarship.

The following are the only recognized excuses for school absence: personal illness, family illness, death in the family, religious holiday. The student is required to give advance notice to the school in order to be excused for any other type of absence. In addition to a parent/guardian phone call, students are to bring a written excuse upon return to school. This note is to explain the absence and must be dated and signed by the parent or guardian. In the event of an absence, the student is expected to make up any missing assignments. Generally, the school allows the same number of days to make up work that the student was absent.

Within limits of a student's maturity, it is his/her responsibility to obtain, complete and return to the teacher all work missed due to absence. Parents may pick up daily assignments in the office between 2:45 pm and 3:15 pm. If you will be picking up your child's work, please notify the office in the morning.

BIRTHDAYS

Due to an increase in the number of students with food allergies, parents must check with their child's homeroom teacher prior to bringing food to school to celebrate birthdays or other holidays. The distribution of food or any other item WILL NOT take place if the parent has not communicated with the teacher more than 24 hours in advance of the proposed distribution date/time. **In lieu of food, parents are encouraged to purchase a book for our library.** The price for purchasing a book is \$20. Send the money to school in an envelope marked "Annunciation Library Book Club." Your child will choose a book from a designated collection. A nameplate will be placed inside the book with your child's name commemorating this special occasion.

Students are not permitted to hand out birthday invitations in school unless the invitations are given to every student in the class. Also, we ask that parents please refrain from planning parties or events as well as buying gifts for teacher's birthdays. This becomes disruptive and costly for all involved.

In addition, teachers and school administration reserve the right to deny the “per birthday” distribution of food or other items. The frequency and mode of such distributions can become a distraction from the instructional/educational nature of the classroom. Students will be celebrated and recognized in a way that is equitable and preserves the integrity of the learning environment, for example, a class may celebrate birthdays on a monthly basis.

BUILDING

We are required by law to publish the following: A Federal law entitled the Asbestos Hazard Emergency Response Act required that all schools be inspected for asbestos-containing building materials (ADBMs) subsequently developing management plans. The management plan includes information regarding inspection activities, periodic surveillance, response recommendations, response actions, etc. This plan is available for public inspection (during normal business hours). To make an appointment please call the plant manager at least three days in advance.

BUSES

The students of Annunciation who live in the Cincinnati Public School District may ride the First Student Buses. First Student should be in contact with you prior to the first day of school regarding schedule and pickup/drop off locations. If you have any questions regarding bus service, please contact First Student by phone: 513-363-0330

All students riding buses enter and leave the building at the Clifton Avenue doors. In the morning, the buses will drop off students in front of the school building. Students are expected to behave appropriately while riding buses. Any student whose behavior becomes a detriment to the safety of the other riders will have his/her bus privileges denied.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Should the address, telephone number, e-mail address (or other pertinent information regarding an enrolled student) change, please notify the school office immediately.

CHILD PROTECTION

All Archdiocese of Cincinnati personnel, including all clerics, employees, volunteers, etc., will be required to be trained/retrained in the VIRTUS program. All suspected instances of child abuse shall be reported to the proper authorities for investigation and action as may be appropriate. We may schedule empowerment workshops for students with the Council on Child Abuse. We follow the registered Sex Offender Policy of the Archdiocese of Cincinnati. For questions regarding the Virtus program, please contact our Accounts Manager.

COMMUNICATIONS

1. Expressions of parental concern for their children are always welcome. Ideally, problems are to be handled by the people closest to the issue.

- If there is a concern regarding your child please **contact the teacher first**. You can contact the teacher directly by email, or calling the school office at 221-1230 and leaving a detailed message. Parents may also send a note to the teacher.
- If you have a concern or a suggestion about a general situation, or school policy, please contact the principal by email or by calling the school office.

2. Parents can access their child(ren)'s current grades and attendance through OptionC on the Internet. Follow the links from the parish (www.annunciationbvmparish.org) or school websites (www.school.annunciationbvmparish.org) or go to <https://www.optionc.com/corporate/home/login/school-login/8174>. The school will provide confidential ID's and Passwords.

3. **Deliveries:** Parents are discouraged from bringing forgotten items to school to be delivered. We believe the children are best served if the natural consequences are allowed to take place. If the circumstances are extenuating and a parent brings eyeglasses, medications, etc., for the students, they must be brought to the office, and we will see that they are delivered to the child's classroom.

4. **Online Forms:** Annunciation School utilizes a service called Final Forms. Prior to the start of the school year, every school family will be sent an email with an invitation to create a Final Forms account for each child in the family. Upon creating the account, various forms will be generated requiring the electronic signature of the parent/guardian. This service will replace the previously relied upon printing and signing of various necessary forms. Certain forms requiring the signature of someone other than the parent/guardian (i.e. the Emergency Medication Administration Form requiring a physician signature) will still need to be signed and submitted as a physical copy to the school office. It is important for you complete the forms according to the communicated deadlines. It is the parent's responsibility to keep personal student information up to date (especially on the emergency forms). Please notify the school office of any changes.

COMPUTER USE

Students are required to sign and submit an "Internet Acceptable Use Policy". This form outlines the expectations for using technology and the internet at school. If this form is not on file, students will not be permitted to utilize school computers. ALL students are required to bring their personal earphones or headphones if needed for class.

INTERNET ACCEPTABLE USE POLICY AND AUTHORIZATION FOR INTERNET ACCESS BY STUDENTS

Name of School: Annunciation Catholic School

City: Cincinnati, Ohio

1. Access to the internet must be related to an employee's work responsibilities, or in the case of students, for the purpose of education or research, and be consistent with the educational objectives of the archdiocese and school.
 2. The use of the internet is a privilege not a right for employees and students, and inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including discharge or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the building administrator, and his or her decision is final.
 3. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account. Computer accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the archdiocese and/or school;
 - g. Using inappropriate language.
- Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc).**
4. Posting of a photograph, image, likeness, or personally identifiable information regarding any employee, student, parent, or parishioner on any internet or web-based site, or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the building administrator.
 5. Using school equipment to create a website or to transmit the likeness, image, photograph, video or personally identifiable information about any employee, student, parent, or parishioner, is prohibited, except with the express permission of the building administrator.
 6. Employees and students may not permit or encourage any other individual or entity from creating a website for the school/archdiocese, or from photographing, video graphing, or otherwise creating the likeness, or revealing personally identifiable information regarding any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for internet transmission or posting, except with the express permission of the building administrator.
 7. Employees and students may not allow a non-employee or non-student to use a school computer, account or other equipment unless the person is specifically authorized to do so by the building administrator (i.e., a regular volunteer).
 8. The school reserves the right to monitor employee and student use of school computers including internet use and e-mail use and content.

The confidentiality of electronic messages is normally respected; however, employees and students have no expectation of privacy in their use of school-owned computers, the internet or e-mail. All messages composed, sent or received via electronic communication are and remain the property of the school/archdiocese and, as such, may be reviewed with or without notice. These policy measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school.

Adapted from the Catholic Diocese of Rockford

DISCIPLINE AND BEHAVIOR

CODE OF CONDUCT

Students are expected to respect the rights of each other so that all may learn. Self-discipline is a part of everyone's life; therefore, good discipline is essential to the emotional growth of every student at Annunciation School. This discipline should be positive, consistent, and appropriate to the age of the student. Positive behavior is recognized in many routine ways throughout the school year.

At the same time, students must face the consequences of his/her actions. All adults on staff are responsible for providing positive reinforcement for appropriate behavior as well as for enforcing discipline.

In order to provide an environment for learning at Annunciation School:

- Students are expected to enter, leave, and move about the building in an orderly manner, with no running, pushing, or shouting.
- Students are also expected to show courtesy to people and property on their way to and from school.
- At all times students are expected to cooperate with the school rules in and out of the classroom and to be respectful to teachers, staff, and fellow classmates.
- Everyone must work to reduce interruptions and distractions to the learning process.

Students are therefore asked to:

- Be sensitive to other's feelings. Do not exclude other children from playing games on the playground or avoid sitting next to someone in the cafeteria, at assemblies, or in class.
- Walk in a quiet, orderly manner in line, in hallways, and between buildings so as not to disrupt other classes.
- Show respect for other people, by speaking and responding to them politely.
- Show respect for other people by waiting quietly until their conversations have been completed before speaking. Be careful not to walk between two people who are talking.
- Show respect for all school property by conserving supplies and taking care that our school's facilities are kept orderly and without harm. Respect the personal property of others, just as it is expected that others respect our personal property.
- Hold doors for others and knock before interrupting a class.
- In the cafeteria be attentive and respectful in the lunch line and while eating lunch.
- Protect your health and the health of others by remembering to wash your hands and properly dispose of paper towels. Use the bathroom facilities properly.
- Show respect at all religious services and at all assemblies.
- Understand that major infractions of discourtesy will not be accepted and that students will receive appropriate consequences.
- Do not bring electronic or battery operated games or music devices to school unless requested by the teacher. The school is not responsible for loss or damage to such items.
- Students involved in fighting or rowdiness on the way to or from school or general misconduct in public places outside of school may be subject to disciplinary action by the school.

Expected Behaviors

Cafeteria – Lunchtime Rules:

- Students will follow directions of staff and cafeteria supervisors in a respectful manner.
- Be courteous while moving through the lunch line.
- Use appropriate table manners and behave in an orderly manner by sitting while eating.
- Talk in a normal speaking voice.
- Eat food only in the cafeteria.
- Keep hands to themselves and do not touch any other student's food.
- Do not play with or throw food.
- Clean the table and leave it in an orderly fashion.
- Raise hand for permission to go to the restroom or to leave your seat for any reason.
- Students may not go back to the classroom unless they have a note from a teacher.

Cafeteria – After School Rules:

- Students doing homework should sit in a special section together.
- Keep hands, feet and all objects to yourself.
- Speak quietly to those around you.
- No cell phones, pagers or electronic devices are to be used after school in the cafeteria.

Classroom:

- The student is expected to contribute to the “proper atmosphere in which to learn” by following the classroom rules:
- Be an attentive listener.
- Participate in discussion and sharing ideas.
- Cooperate, becoming actively involved in group projects.
- Complete assignments on time.
- Refrain from being a source of annoyance to others.
- Treat others in a way that respects that person’s dignity.
- Use learning materials meaningfully and return them to their proper place and in the proper condition.

Church:

- Use holy water to make Sign of Cross.
- Walk quietly to pew, bow with your class.
- Kneel, reflect, be seated, and pray silently.
- Participate in songs and responses.
- Listen to readings and homily.
- Respect other people’s desire to pray.
- Leave in a quiet, orderly manner with your class.

Playground:

- Stay in designated areas. Do not leave the school premises.
- Make proper use of playground equipment.
- Do not throw rocks, sticks, snowballs, or any other object.
- Place all paper in proper containers.
- No rough games are permitted on the playground.
- Students may not re-enter the building without permission from the staff member on duty.
- Respond to the bell that signals the end of recess. Students are to stop playing, walk to the designated line-up area, and take their places quietly.
- Students are not permitted to be on the playground unsupervised after school.

School Bus:

- All students are to be seated.
- No running or moving about the bus.
- No loud talking or noise.
- No eating.
- No hands, heads, or other parts of the body are permitted to extend out of the bus.
- No misconduct of any kind.
- The bus driver has full authority to enforce the above regulations. If a student receives a discipline slip from the bus driver, the school will be notified and will take appropriate action as necessary.

All possible behaviors cannot be anticipated nor described within this document but their general intent should be clear. Thus, the more common situations only are included. The principal will use his/her judgment when there is a need for clarification or modification of these rules and policies.

Discipline Policy

Kindergarten – Grade 3 The classroom teacher will develop and implement their classroom’s code of conduct. When necessary, such as chronic misbehavior, the Principal will be involved in the discipline of a student. The behaviors listed in this code of conduct are expected of all students in Kindergarten through eighth grade. However, students in grades Kindergarten through Grade 3 will not receive demerits or be subject to the same consequences as older students. After the teacher exhausts normal classroom conduct consequences or the behavior exceeds accepted age level behavior, the students in Kindergarten to grade 3 will be subject to one or more of the following (as determined appropriate by the Principal):

- Have loss of recess, lunch detention or time out in school office
- Have notes sent home to parents
- Have the parent bring up the correct school uniform after the third uniform offense
- Parent phone call and/or conference with the principal
- Be excluded from special activities, i.e. field trips.
- Be suspended
- Be expelled

Demerits - Grade 4 – 8 Students in grades 4-8 will have a “conduct folder” in which a record of their demerits are kept. When a demerit is issued for one of the following behaviors, the student will be required to have his/her parent guardian sign the folder to acknowledge that he/she is aware. This process is in place to promote regular and healthy communication between students and parents. Signing the folder is only meant to serve as a proof that the student made the parent aware. Refusing to sign the folder makes it appear as though the student has not followed through with his/her responsibility in conversing with the parent about the incident (however small or grave it may be) and can result in the student receiving additional demerits. The parent **MUST** sign the folder. Separate from acknowledging awareness of the demerit, a parent can reach out to the teacher (or other demerit-issuing adult) with questions or concerns (please see “Communications”). The following behaviors will result in the indicated number of demerits (conduct points):

1 Demerit

- Chewing gum/eating in class
- Uniform violation
- Not following directions
- Disruption in the classroom/hallway/church/cafeteria/playground
- Failure to get planner signed if a demerit or academic was issued
- Tardy to class (when changing classes)

2 Demerits

- Inappropriate language (written or verbal)
- Inappropriate/unruly behavior
- Throwing any object

3 Demerits

- Disrespect to teachers, staff or students – written, verbal or electronic
- Profanity or vulgar language
- Cheating, lying
- Using an iPod, cell phone, or other electronic equipment without prior approval
- Harassment – physical, verbal, emotional or electronic
- Threats, bullying (see section on “Bullying”), intimidation, or intentionally excluding others
- Leaving a designated area without permission
- Loss of Conduct Card

4 Demerits

- Fighting
- Stealing
- Forgery
- Plagiarism
- Damage, destruction, or loss of school property

Some behaviors may cause immediate suspension/expulsion. This list is not comprehensive but provides examples of relevant offenses:

- Bringing a weapon of any kind to school or using any item as a weapon
- Any behavior involving drugs/alcohol/tobacco on school property
- Turning in false fire alarm, bomb threats or calls to 911
- Physical or verbal assault of anyone including faculty, staff member, or another student
- Bringing pornography into the school

Grades 4 – 8 Behavior Consequences

Demerits are accrued on a semester basis. At the beginning of the second semester, the student begins with 0 demerits again. If a student receives the number of demerits listed below, the homeroom teacher will send a letter home stating the consequence and the date of the detention.

Step System:

- | | |
|-------------|--|
| 3 demerits | Lunch/Recess detention + teacher calls home |
| 6 demerits | After school detention + parent conference |
| 9 demerits | After school detention + student misses next field trip + principal calls home |
| 12 demerits | Friday detention (2:45 – 5:30 p.m.) + parent conference |
| 15 demerits | Student will be expelled |

Policy on Suspension and Expulsion

A student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately suspended by the principal, without a hearing, with notice and hearing to follow as soon as practical. Suspension or expulsion of a student requires the action of the School Principal and Pastor. The principal and pastor are the final recourse in all disciplinary matters and may waive any and all rules for just cause. In case of suspension, the student is responsible to get work that is missed. All work will be due upon return. Students are to make arrangements with teachers to make up tests.

Any student may be expelled for just cause, which shall include, but not be limited to, delinquency and immorality that could result in commitment to a correctional institution or would constitute a definite menace to the morale of the school. Incurability, persistent, irregular attendance, and actions contrary to the philosophy and objectives of the Catholic school are also grounds for expulsion.

Due Process: The school administration will keep a record of violations of rules. The following procedure will be followed in the case of an expulsion or emergency removal (over 24 hours) from school:

- a) The advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- b) Written notice will be sent to the pastor, parents, and the student, stating the reasons for the student's removal and proposed expulsion.
- c) A hearing must be held between the school representatives and the parents.
- d) A report detailing the reasons for expulsion must be sent to the Superintendent of Schools on each student expelled from the school.
- e) Parents who believe their child has been expelled from a school for insufficient reason have the right to appeal, in writing, to the Superintendent.

Withdrawal of Students Based Upon the Conduct/Financial Delinquency of Parents/Guardians: Students may be withdrawn due to the conduct of their parent/guardian. Withdrawals may take place if the conduct of a parent/guardian is directly threatening, hostile or chronically disrespectful. Students may also be withdrawn if the parent/guardian fails to fulfill their financial/tuition obligations to the school.

Harassment/Bullying Policy

1. General

- It is the policy of Annunciation School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.
- The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

2. Definition of Terms

- "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- "Harassment, intimidation, or bullying" means either of the following:
 - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
 - Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

3. Types of Conduct

- Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
 - i. Engaging in unsolicited and offensive or insulting behavior;
 - ii. Physical violence and/or attacks;
 - iii. Threats, taunts, and intimidation through words and/or gestures;
 - iv. Extortion, damage, or stealing of money and/or possessions;
 - v. Exclusion from the peer group or spreading rumors; and
 - vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 1. Posting slurs on the Internet, websites, blogs, or social media/networks;
 2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

4. Complaints

a. Formal Complaints

- Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

b. Informal Complaints

- Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee. For the sake of fairness and maintaining accuracy of the complaint, if deemed appropriate, parents/guardians will be encouraged to submit the complaint in writing.

c. Anonymous Complaints

- Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

- i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.
- ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

b. Administrator Responsibilities

i. Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.
4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. Reporting

1. Report to the Parent or Guardian of the Offender

- If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

2. Report to the Parent or Guardian of the Victim
 - If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.
3. Police and Child Protective Services
 - Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

6. Miscellaneous

a. No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

Drugs / Alcohol and Tobacco Policy

A student shall not possess, use, sell, transmit, or be under the influence of any narcotic, controlled substance, counterfeit (look-alike) drugs, marijuana, alcohol or tobacco product of any kind while on school grounds, during, before or after school hours, off school grounds at a school activity, function, or event unless the medication is prescribed by and taken according to the child's physician's orders.

Violations occur when a student is witnessed using or possessing; shows signs or visible effects of abusing drugs or alcohol or a student possesses, makes, sells, offers to sell, delivers or gives away those items while on school property or at a school function. Possession or sale of drugs, alcohol, and/or tobacco is illegal and police will be notified. Student will be liable for expulsion.

While aspirin, Tylenol, allergy sinus medication and cough drops, etc. are not illegal drugs, they must be administered in accordance with school policies that regulate distribution of medications. (See health and safety section.)

Cell phones, pagers and electronic devices

All cell phones, iPods, and other electronic devices must be turned off before entering the school building and kept in the student's back pack until the 2:45 dismissal bell rings. If it is left on and rings and/or is used without prior approval, it will be confiscated and 3 demerits will be issued. A parent must claim the confiscated device in the school office. As with all personal property, Annunciation School is not responsible for loss and/or damage.

Please know that you are assuming risk when your child brings anything of value to school, electronic or not. Items can "walk off" and accidents can happen. We respond to any situation seriously, but we will not be held responsible as a school if something happens to your child's device. All students are, of course, required to comply with any teacher or administrator requests regarding a device or any item that an adult considers distracting to the child or others. Consequences other than the ones listed above may be issued at the discretion of the school based on the circumstances of the offense.

Fire Alarm

Intentionally causing a false alarm by activating the alarm or security system is a serious offense. The student will be liable for expulsion.

Pornography

Any student who brings any pornographic material to school will face automatic suspension/expulsion. Parents will be notified immediately. Any student who knows of such material in school and doesn't tell a teacher or who views such material will also be disciplined. Annunciation has a firewall to prevent any inappropriate material from getting through, however it isn't foolproof. If something inappropriate pops up on a computer, the student should tell the teacher immediately. If a student hasn't told the teacher and is seen looking at the material, he/she will receive consequences.

Pregnancy

Annunciation School, represented by the Pastoral Staff, Faculty, and Education Commission, has established the following policy concerning continued attendance by a pregnant student or a student who has fathered a child. The decision as to whether a student who becomes pregnant, or is known to have fathered a child, will remain enrolled in Annunciation School will be made by the pastor and principal only after all interested parties have been consulted. Each occurrence calls for an individual decision based upon the principles of Christian charity and should take into account the common good and welfare of all students. This policy is based upon Section 510.00 of the Archdiocesan Commission on Education Policies.

Sexual Harassment

Students who engage in sexual harassment on or off school premises at a parish/school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. Any student who believes they are sexually harassed needs to report such behavior to a parent, teacher, or the principal within a timely manner.

Threats/Intimidation

All threats to inflict any harm to self or others must be taken seriously. Whoever hears the threat should report it immediately to the teacher/principal. Appropriate action will be taken and police may be notified. Principal may request an exam of mental competency before the student returns to school.

Authority of Principals and Teachers

Under the laws of the State of Ohio, principals and teachers are given the authority of parents in the discipline and control of students. In a serious or an extreme case, the principal may **by-pass** the Due Process procedures and may suspend or expel a student for academic or disciplinary reasons that have serious and detrimental effects on the health, safety, or general welfare of that child, other students, faculty or school. The principal and/or pastor are the final resource in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion (Archdiocesan policy).

Notification to Legal Authorities

Notification of violations of the law may be made to juvenile court or legal authorities as deemed appropriate by the principal and/or pastor.

Problem Resolution

In the event that a parent has a concern over a policy, procedure, or specific occurrence within the parish school, the issue should be addressed as follows:

1. Speak directly with the teacher or staff member involved.
2. If the issue is not resolved satisfactorily, the issue should then be addressed with the principal.

Definition of Terms

Time out: Student is removed from classroom and is allowed to sit in the school office in order to allow the student an opportunity to calm oneself as to avoid additional disciplinary action.

Detention: A student will spend one hour engaging in assigned activities, not to include homework, after school once the parent/guardian has been notified in writing. *It is the parent/guardian's responsibility to transport the student after detention.* Regular detention will be held on Wednesday afternoon from 2:45 – 3:45.

Out of School Suspension: Removal of a student from the school premises and all related school activities for a period of time stipulated.

Expulsion: Permanent exclusion of a student from school attendance.

DRESS CODE

Annunciation Catholic School uniforms are available at:

Schoolbelles
5718 Harrison Avenue
Cincinnati, Ohio 45248
513-921-3417
www.schoolbelles.com

****You may purchase items from other stores (Target, Walmart, etc.) if they meet the requirements outlined below.***

The following Dress Code is used at Annunciation School and Dress Code violations may result in demerits for students in grades 4–8 and classroom discipline procedures will be followed for students in grades K–3.

General Points for Boys and Girls

Students must be presentable and representative of high standards with regard to modesty, cleanliness and good grooming. All students should be in the appropriate school uniform daily. No one is exempt, and complete cooperation is expected. If, for a serious reason, a student cannot comply with the dress code a written explanation must be sent to school.

- Colored or printed tee shirts may not be worn under the uniform shirt/blouse. Only solid white shirts are permitted under the uniform shirt/blouse.
- Only the top button on the shirt/blouse may be left unbuttoned.
- The uniform jumper and skirt must be purchased from Schoolbelles.
- Belts must be worn on pants/shorts with belt loops for students in grades 3 - 8. A student in grades 4– 8 without a belt will receive a demerit. A student in grade 3 will receive a warning which will result in lost recess time. Belts must be brown, black or navy blue.
- Baggy or oversized pants, sweaters, shirt/blouses or sweatshirts are not permitted.
- No skirt may be rolled at the waist.
- All shirts and blouses must be securely tucked in at all times.
- Pants and shorts must be worn at the appropriate waist level.
- No visible tattoos or body piercing (except as noted for post earrings /girls only).

Uniform for Boys and Girls

- **Jumpers** for Grades K-3 and Jumpers and Skirts for Grades 4-8 can be plaid/navy/khaki and must be no more than 3" above the knee. Jumpers and skirts are available at Schoolbelles.
- **Leggings** may be worn during cold weather. It is preferred that the leggings or knit pants go to the ankle but at least must be below the knee.
- **Pants/Dress slacks** (corduroys, twill, or cotton blends) in navy blue or khaki must be worn at the natural waist. No jeans, no pants with rivets or multi pockets, logos, trim, or outside pockets are permitted.
- **Shorts/Dress shorts** (twill or cotton blend) in navy blue or khaki must be worn. Shorts should be fingertip length (walking shorts) – no shorter than 3 inches above the knee. No knits, oversized or athletic shorts. Shorts may be worn from the first day of school until October 15th. Shorts may be worn beginning April 15th until the end of the school year.
- **Blouse/ Shirt** Solid white, navy blue and light blue collared knit shirts, with or without Annunciation's logo, may be worn. Blouses and shirts must be tucked in at all times.
- **Sweaters** can be navy blue solid color, long sleeve cardigan or pullover exclusive of all ornaments, and logos.
- **Sweatshirts** Any solid navy blue sweatshirt is acceptable. It may include a Annunciation logo. A grey Annunciation sweatshirt with an embroidered A may also be worn. All sweatshirts must be worn over school blouse or knit shirt. Hooded Annunciation sweatshirts may not be worn in class.
- **Shoes** Gym shoes or practical dress shoes must be worn. Backless shoes are not permitted and boots may only be worn when there is snow on the ground.
- **Socks** Choice of socks or leotards in any of the following colors: solid navy, black, or white. Socks must be worn.
- **Jewelry** One small post earring worn in the ear lobe per ear may be worn by the girls. No hoop or dangling earrings for safety reasons. The boys are not permitted to wear earrings at all. One watch, one ring, one simple chain necklace are acceptable. No bracelets are allowed. Excessive/distracting jewelry is unacceptable.
- **Make up** is not permitted. Only clear nail polish is permitted to be worn. Fake nails are not permitted.
- **Hair** must be neat, clean, well-groomed and shall not create a safety or health hazard. Extreme/unusual haircuts or hair coloring are not acceptable as determined by the Principal. Boys are not permitted to have facial hair.
- **Bandannas** are not to be worn with the school uniform.

Gym Clothes for Boys and Girls

Students must wear appropriate clothes on their designated gym day. Annunciation spirit wear is strongly recommended. Sweatshirts, sweatpants, athletic shorts and t-shirts are acceptable to bring in and change into. Cut-offs, denim, muscle and tank shirts are NOT permitted. All clothing brought to be worn in gym class must be in presentable condition. Any clothing that promotes drugs, alcohol, or has inappropriate comments or pictures is not permissible. Students will not be permitted to call home for gym clothes.

Out of Uniform Days / School Picture Day

Students are to use appropriate judgment on out-of-uniform days/picture days and comply with the general rules of good taste (avoid clothing such as short shorts, cutoffs, tank tops, midriffs, blouses that expose backs or waists, leggings, clothing that is torn in any way, or excessively tight clothes). No clogs or shoes without a back strap may be worn. Students who do not observe this policy will be required to call home to obtain uniform attire.

School Spirit Day

School Spirit Days will be the last Friday school is in session each month (September – May.) Students MAY participate in Spirit Days by donating \$0.25. Students may wear only Annunciation spirit wear shirt, jersey (including sports uniforms, unless directed otherwise by their coaches), or a solid color shirt in school colors (blue or white) with no logos. Students may wear blue jeans, athletic pants, or appropriate length shorts in good condition. No flip flops or shoes without a back strap may be worn. Students who do not observe this policy will be required to call home to obtain uniform attire.

Lost and Found

Our Lost & Found area is in the office. Students may check on lost items when the homeroom teacher deems appropriate and gives consent. Lost jewelry, watches, and glasses may also be reclaimed in the School Office. PLEASE MARK EACH CHILD'S VALUABLES AND CLOTHING WITH THEIR NAME AND/OR INITIALS. Parents and/or students are encouraged to check Lost & Found periodically. Items not claimed will be donated to the St. Vincent de Paul Society at the end of each month.

Backpacks

Students may not use rolling backpacks due to space limitations.

EAGLE EDITION

Every family will receive a weekly electronic newsletter from the Principal; The Eagle Edition. The newsletter will contain all necessary communication from teachers, PTO, athletics, parish staff, administration and other school organizations. Please take the time to carefully read and review all information. The Eagle Edition will be emailed every Friday, as well as posted to the school site and OptionC. Paper copies are available upon request. The newsletter will provide updates for parents regarding school events and programs, lunch menu, volunteer schedules and calendars, just to name a few items. **Information that is to be included in The Eagle Edition, must be submitted to the principal for approval no later than Noon on Wednesday of each week.**

EMERGENCY PROCEDURES

Fire, Tornado & Lockdown Drills

Drills will be held at required intervals as directed by law. These are important safety precautions. It is essential that when the first signal is given, everyone follow directions promptly and silently. Directions will be given in each room at the beginning of the year and posted in a visible place. We ask that all adults who are in the building at the time of a drill follow the safety rules.

FIELD TRIPS

Field trips are an important part of a child's educational experience. It is possible that students will be offered the chance to participate in field trips throughout the school year. Parents have the right to opt out of a field trip for their child, however that student must be present in school the day of the field trip and the student will be supervised by another teacher while they do schoolwork. If a student stays home from school on the day of a field trip, it will be considered an unexcused absence.

Written permission must be presented for any child to participate in any class field trip. This permission slip will be sent home with the student and will contain all the pertinent information. Many things play into the cost of a Field Trip (i.e. transportation buses, admissions fees, etc.).. If the cost of a field trip is a burden for your family, please contact the principal to see if special arrangements are available based on your particular circumstances.

Students who are doing poorly in any class, have missing work, or have accumulated more than 9 conduct points for the semester may not be permitted to attend a field trip. This is at the teachers' discretion with approval from the principal.

GRADING

Student report cards are given quarterly on a formal basis. Interim reports will not be sent home. Parents of students in grades K-8 are expected to check OptionC regularly. In this way parents may be advised of potential problems.

Parents of students in grades K – 8 should regularly check OptionC. All parents should check their child’s tests, quizzes, and classwork. These are the earliest indicators of progress and concerns. Access to school accounts will be disabled and report cards will be withheld if there is an outstanding tuition balance or any unpaid fees.

Progress Code for Grades K-2

***Standards Based Reporting (as required by the Archdiocese of Cincinnati)**

**The faculty and staff of Annunciation School understand that Standards Based Reporting may be new/foreign to many parents. We will make our best efforts over the course of the year to assist parents in understanding this system, how progress is monitored, and how “grades” are issued. If you have questions, please first ask your child’s teacher.

- 4 = Consistently Demonstrates/Exceeds Proficiency
- 3 = Frequently Demonstrates Proficiency
- 2 = Progressing Toward Proficiency
- 1 = Demonstrates Limited Progress toward Proficiency
- N/A = Not Assessed this Quarter

Progress Code for Grade 3

- O = Outstanding (93 – 100)
- S+ = Satisfactory Progress, High (88-92)
- S = Satisfactory Progress (83 – 87)
- S- = Satisfactory Progress, Low (77-82)
- N = Needs Improvement

Effort

- + = Area of Strength
- / = Weak Area
- = Student Meets Expectations

Grades 4 – 8

- A = 93 – 100 C = 77 – 84 F = Below 70
- B = 85 – 92 D = 70 – 76

Effort

- + = Area of Strength
- / = Weak Area
- = Student Meets Expectations

HOMEWORK

Homework is an important means of following up on classroom instruction and provides further practice of necessary skills. It is the responsibility of the student to see that it is done accurately, neatly, and completed on time. Parents can assist by providing a quiet atmosphere and encouragement. Students should spend time each day studying or reading if there is no written assignment. Parents should see that the homework is complete; however they should not do the homework for the student. A child’s progress is hindered if homework is not completed.

Grades K-3

When a homework assignment is missed, a note will be sent home in the child’s folder or written in the child’s planner. After five assignments are missed in one quarter, an official letter will be sent home requiring a parent’s signature and the parent’s plan of action for solving the problem. A copy of this letter will be placed in the student’s file. If a student cannot complete homework due to an emergency or illness, a parent should write a note to the teacher explaining such matters. Acceptance of the excuse is at the discretion of each teacher.

Grades 4-8

If students in Grades 4-8 do not turn in an assignment on the date that it is due at the beginning of the class period, a percentage may be deducted from the grade for that assignment. In addition the student may be asked to stay in at recess to complete all missing work. Conduct points may also be issued for missing work. No extra credit work will be permitted at any time to replace or offset missing homework unless approved by the teacher and principal for extenuating circumstances. If a student cannot complete homework due to an emergency, or illness, a parent should write a note to the teacher explaining such matters. Acceptance of the excuse is at the discretion of the teacher. **How late an assignment will be accepted, and any deductions are completely at the teacher’s discretion.**

If a student is absent, he/she will be given one day, for each day absent, to make up missed homework. This does not include tests or long-term assignments or projects. Tests must be taken on the date assigned unless other arrangements are made with the teacher. Long-term assignments and/or projects must be turned in on the assigned date in order to receive full credit. If a student arrives to school late or leaves early, it is his/her responsibility to turn in the homework that was due that day.

All homework must be completed using the student’s own words. If an assignment has been plagiarized, the student may receive 4 conduct points and a possible zero on the assignment (report, homework, test, quiz, etc.). The assignment will be sent home for a parent’s signature.

Each student in grades 2–8 will be given a planner, which he/she is required to use daily. Since as adults, we use calendars and lists to help us complete tasks, it is an important life-skill for students to learn to use their planner.

HONOR ROLL

An honor roll is provided to recognize those students in grades 4-8 who have earned First, Second, and Spirit Honors for the quarter. Honors will be determined by the following criteria:

First Honors “A” Average 3.7

- No “X” or negative comments under "Personal Development" or the first six categories in “Work/Study”
- No negative comments under the "Teacher Comments" section of the report card
- No grade below a "C"
- No “X” under “Completes Assigned Work”
- No detentions (due to conduct)

Second Honors “B” Average 3.0

- No “X” or negative comments under "Personal Development" or the first six categories in “Work/Study”
- No negative comments under the "Teacher Comments" section of the report card
- No grade below a "C"
- No “X” under “Completes Assigned Work”
- No detentions (due to conduct)

Principal Award Student works to maximum ability

- No “X” under “Completes Assigned Work”
- No negative comments under the "Teacher Comments" section of the report card
- No detention (due to conduct)

Note: Any "D" on a student's report card prevents a student from receiving First or Second Honors. Students may receive the Principal Award if this is their maximum work.

In determining grade point average:

A = 100-93 4 points

B = 92-85 3 points

C = 84-77 2 points

D = 76-70 1 point

F = 69 or below 0 points

LIBRARY

Library books may be checked out for one week. Books may be renewed for another 1-week period, but this renewal must be done on or before the original due date. The overdue book fine will be assessed at \$.05 per day. Overdue notices are given to each student at the end of each week. They should be paid promptly. If library fines are not paid, library privileges will be suspended.

Proper care of library books is the responsibility of the student checking them out. Books are to be returned in the same condition as they were checked out. Students and parents are responsible to pay for any damaged or lost books. Until the payment is made, library privileges will be suspended.

Students are expected to be respectful to all library staff and volunteers, use polite manners and treat all library materials properly. Students will sit at an assigned library table. Students may not save seats at tables and should include any person that wants or needs a place to sit. As a Christian school community, we want to be welcoming and open to all of those around us.

LITURGIES

All-school Morning Prayer service is scheduled for 9:30 a.m. every Thursday, followed by Liturgical Catechesis.

*There will be all-school Masses throughout the school year on special feast days and holidays. School Masses will begin at 8:15 a.m.

LOST AND FOUND

Lost and found items are kept on the main floor of the school. Unclaimed items from the lost and found box will be cleared out monthly. **Please write your child's name on coats, sweatshirts, lunch boxes, etc.**

LUNCH ROOM AND FOOD SERVICE

Students may eat a lunch served from the cafeteria or may bring lunch from home. Students will be placed on a rotating schedule to help clean-up during lunch periods. Service hours can be earned for these duties.

Students are expected to be respectful to all lunchroom staff and volunteers, use polite manners, and eat a well-balanced meal. Students will sit at an assigned lunch table. Students may not save seats at lunch tables and should include any person that wants or needs a place to sit. As a Christian school community, we want to be welcoming to all of those around us.

The price for lunch is \$3.50, milk is included. Students who pack their lunch may purchase an 8 oz. milk or juice for .40 cents. Lunch payments are to be made ahead of time. Payments may be made on OptionC or by check or money order. Any outstanding balances must be paid at the end of the week. We understand that life happens and students may have to purchase lunch rather than pack. If this happens, please send monies (cash or check) in with your child to be given to the school office. Lunch orders are taken each morning immediately after attendance is taken. Therefore, if your child is going to be late please contact the school office by 7:45am so that lunch can be ordered for him/her.

Family accounts will be updated daily to the student(s) profile(s) in Option C. We ask that parents check this on a regular basis to ensure that students are buying lunch when they are supposed to be. If you notice an issue with your child's account, please contact the school office.

It is important to make sure that your child only packs what he/she will eat. Also please make sure that if your child is buying lunch, he/she will eat whatever is on the menu that particular day. We want to be mindful of those less fortunate and waste as little food as possible.

Lunch Room Volunteers

Volunteers are an important part of our lunch program and we need and appreciate their dedication. In addition, for safety reasons we ask that volunteers with small children avoid doing lunch duty.

MEDICATION

According to the Cincinnati Archdiocesan Policy on Administration of Medication and Medical Care children are not permitted to carry medication on their persons, with the exception of inhalers for asthma and other respiratory conditions. It is the responsibility of the parents to discuss with their physicians an arrangement in which the need to give medication at school can be avoided.

If the administration of medicine at school can absolutely not be avoided, the medication must be brought to the school office by the parent/guardian. Receipt of the medication will be logged into a confidential medical log. Prescribed medicine must be sent in the original pharmaceutically dispensed and labeled container with instructions for administration. The medication must also be accompanied by written permission from the parent/guardian allowing non-medical staff to oversee administration of the specific medication. The permission note must include:

- ❖ Name of child
- ❖ Name of medication
- ❖ Diagnosis or the reason the medication is to be taken
- ❖ The appropriate dose, method of administration (i.e. by mouth) and specific instructions (i.e. take with food, etc.)
- ❖ The time or times a day medication should be taken
- ❖ The start date and number of days the medication is to be taken
- ❖ Any known side-effects of the medicine and/or symptoms of the condition being treated and known tolerance to medicine (i.e., previous side effects, etc.)

Medication will not be given without the above mentioned information.

Children are not permitted to carry non-prescription medications including vitamin supplements, acetaminophen, ibuprofen, cough drops, etc. All non-prescription medication must be delivered to the school office, in the container in which it was purchased, by parent/guardian. Receipt of the medication will be logged into a confidential medical log.

Annunciation Catholic School cannot stock and administer non-prescription medications to children other than those provided by the parent/guardian. Non-prescription medication must be delivered to the office by a parent/guardian and include a written note that contains the following information:

- ❖ Name of child
- ❖ Name of medication
- ❖ The reason the medication is to be taken
- ❖ The appropriate dose, method of administration (i.e. by mouth) and specific instructions (i.e. take with food, etc.)
- ❖ The time or times a day medication should be taken
- ❖ The start date and number of days the medication is to be taken
- ❖ Any known side-effects of the medicine and/or symptoms of the condition being treated or intolerance to the medicine (i.e., previous known side effects, etc.)

If it is necessary for a child to use an inhaler for asthma or other respiratory conditions, and he/she is responsible enough to self-administer the prescribed medication, as determined by a physician, he/she may possess the inhaler as long as the following conditions are met:

- ❖ A written request is received from the parent/guardian documenting the order of a physician
- ❖ A statement from the parent/guardian acknowledging that the school/parish/archdiocese is not responsible for ensuring the medication is taken and relieving the school/parish/archdiocese and its employees of responsibility for the benefits or consequences of the child using or not using the prescribed medication.
- ❖ A written statement from the physician that states:
 1. Name of child
 2. Name of medication
 3. Prescribed dosage, exact method of administration and any specific instructions
 4. Time or numbers of times a day medication is to be taken
 5. State date and length of time medication is prescribed
 6. Reason medication is needed
 7. Potential serious reaction or side effects of the medication
 8. Emergency responses that may be necessary
 9. If a child is qualified and able to self-administer the medication
- ❖ The child shall be made aware that the inhaler is intended for his/her use only and may not be shared with others.
- ❖ The child shall notify the teacher or other staff members immediately following each use of an inhaler in case follow-up response is needed
- ❖ Violations of these conditions by the child may result in a reversion to staff-monitor use of the inhaler.

Parents of children with chronic conditions (severe allergies, severe asthma, epilepsy, diabetes, etc.) requiring specific treatment or possible emergency responses must follow all guidelines for prescription medication and shall annually file a health care plan with the school that has been approved by a physician.

If a child becomes ill at school, the parent will be notified to come and get the child as soon as possible.

NON-CUSTODIAL PARENTS

Buckley Amendment

"The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school related information of his/her 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".

MA Shaughnessy, 2002

PARENT/TEACHER CONFERENCES

Good communication between parents and teachers is essential in the education of our children. There are scheduled Parent/Teacher conferences each year in the fall. Other conferences are arranged when desired by parents and/or teachers. If you would like to schedule a conference, call the school office and ask to have the teacher contact you. Every teacher has a school e-mail address. Parents are encouraged to contact teachers through e-mail first. Parents

should address all classroom concerns and questions directly with the teacher. You can find e-mail addresses in the front of this handbook or on the school website (www.school.annunciationbvmparish.org).

PARENT-TEACHER ORGANIZATION (PTO)

The Annunciation Parent-Teacher Organization (PTO) assists the school administration in carrying out the mission and vision of the school. This group supports the Pastor and School Principal in the management of seven pillars of organizational growth: curriculum, facilities, finance, marketing, spirituality/student retention, technology, and volunteerism.

The PTO Board meets on the first Wednesday of each month at 6:00 p.m. in the Fr. Klug Center when school is in session. These meetings are open to parents, parishioners, and staff. In order to be on the agenda, you must contact the PTO president at least one week in advance of the meeting. Any changes in meeting times will be announced via the school newsletter and church bulletin. Bylaws are available upon request.

2018-2019 PTO Officers:

President: Jill Novak	haustejm@hotmail.com	513-325-5721
Vice President: Lissa Gapultos	lurrigap@gmail.com	513-417-0229
Secretary: Kelly Williams	kellymwilliams10@gmail.com	513-446-3854
Treasurer: Devin Namaky	devinnamaky@me.com	513-260-7175
Past President: Meredith Turner	meredithturner@zoomtown.com	513-379-4463

PHYSICAL EDUCATION

Grades K-5 have P.E. class two days per week on Tuesday or Wednesday. Grades 6-8 have P.E. class one day per week and always on Tuesday or Wednesday. All students must wear tennis shoes on the days that they have P.E. class. Students are not required to change for P.E. class. However, girls should wear shorts under their jumpers. If a student is not dressed appropriately, or in clothing that may be unsafe for P.E. class, they will be required to sit out during that class period. The student will also have points deducted from their class participation grade. **An out-of-uniform day does not excuse students from having the proper clothes or shoes for class.**

**A student will be excused from P.E. class only with a written doctor's excuse.*

PLAYGROUND RULES

Outdoor Recess

1. Students are to be involved in constructive playground activities.
2. Students are to remain on the playground during recess.
3. Students may only re-enter the building with permission from the playground supervisor.
4. The following activities are prohibited on the playground:
 - Fighting
 - Tackle games of any kind
 - Throwing dirt, rocks, snowballs, and other dangerous objects
 - Playing on or near the entrances and exits to the playground
 - Hardball, softball, football and games involving bats of any kind
 - Any activities that involve riding on the back and shoulders or carrying of other students
 - Sliding on ice
 - Swearing or spitting
 - Chewing gum or eating food while on the playground
 - Climbing on fences or poles
5. Use playground equipment safely.
6. Playground supervisors have the right to stop any game that will endanger or interfere with the play of other students.
7. Line up when the bell rings.

If anyone comes to the playground to pick up a student (other than school personnel), he/she will be escorted with the student to the office to talk to either the principal or the office staff.

Indoor Recess

Students are to adhere to the above rules that apply. Students do not have permission to run or jump in the gymnasium, classroom or halls during indoor recess. Students are to stay in the gymnasium/classroom unless they have permission from the supervisor to go to the restroom or get a drink.

PROMOTION AND RETENTION

It is the policy of Annunciation School to retain a student in the primary and intermediate levels (Grades K - 5) when a student lacks appropriate development or has an average of a failing grade (N OR F) in the two major subjects of Language Arts and Math.

It is the policy of Annunciation School to retain a student in junior high (Grades 6 - 8) when a student has a failing grade of F (below 70) as the final average in two of the core subjects on the final report card. Any junior high student who fails for the year may not be permitted to return to Annunciation School.

The parents of students who are at risk will be notified in writing at the end of the 2nd and 3rd quarters. Plans for intervention will be discussed under the normal operation of the Intervention Team.

Failure or unsatisfactory progress in any subject for the year will necessitate the student being tutored or attend an accredited summer school program (at the expense of the parent) during the summer months in the subject(s) failed. No final report card, or in the case of an eighth grade student, graduation certificate will be issued until written documentation from a certified tutor or accredited summer school is received indicating that the student has successfully achieved the objectives as outlined by the student's teacher. Twenty hours of instructional time with a certified tutor and ten hours of independent work in the subject(s) the student has failed are required for summer tutoring. The tutor or summer school must be approved by the principal.

RECESS

All children are expected to go outside weather permitting. Students will only have indoor recess if the temperature or wind chill is below 32 degrees. Please make sure students are dressed appropriately for outdoor play, especially in colder temperatures.

RELIGIOUS EDUCATION & FAITH FORMATION

As a Roman Catholic institution, Catholic Identity is central at Annunciation School. All policies and curriculum guidelines of the Archdiocese of Cincinnati are followed. All students, preschool-eighth grade regularly attend religion classes, using a curriculum/religion textbook series in compliance with guidelines of the Archdiocese of Cincinnati. All students preschool-eighth grade attend regularly scheduled weekly celebrations of Morning Prayer, followed by Liturgical Catechesis. On major Catholic Feast Days, students in grades PreK-8 also attend the celebration of Mass. We do acknowledge and respect the various Christian denominations and other religious backgrounds which make up our student body. However, by choosing a Catholic School in which to enroll your child, it is understood that a Catholic curriculum and calendar is followed at Annunciation School.

Sacramental preparation for practicing Catholics for the sacraments of Reconciliation, Eucharist (First Communion), and Confirmation, is parish-based and family-based, with full parental participation, and does not take place in the school classroom. Annunciation parishioners with children enrolled at Annunciation School who are eligible for sacramental preparation should contact Father Grogan or Dr. Chakeres at 861-1295 for further information. Catholic parents who have children enrolled at Annunciation School but who are not Annunciation parishioners, should contact their parish pastor for their parish guidelines regarding sacramental preparation.

Sacramental preparation is age-based not grade level-based. Children must be a baptized Catholic and at least seven years of age to enroll in sacramental preparation for Reconciliation and Eucharist Preparation. Children must be baptized Catholic and have celebrated First Communion, and must be at least 12 years of age to enroll in Confirmation Preparation. If a student has never been baptized, and the parent is requesting baptism in the Catholic Church for their child, the parent should contact Father Grogan at 861-1295. The same is true if a child was baptized in another Christian denomination and the parent is now inquiring into the possibility of the child becoming Catholic.

For complete information on Religious Education/Faith Formation at Annunciation School, please refer to our "Annunciation of the Blessed Virgin Mary Parish & School Religious Education/Faith Formation Parent/Student Handbook." You may also contact either Father Grogan (Annunciation Pastor) or Dr. Sandra Chakeres (Annunciation Director of Faith Formation) at 513-861-1295. More information is also available at the Annunciation Parish web site, www.annunciationbvmparish.org.

RESPONSIBILITY FOR PERSONAL ITEMS

Annunciation Catholic School is not responsible for personal items brought to school. Cell phones, iPod's, personal tablets, iPads, MP3 players, laser pointers, radios, electronic games, other electronic devices and other toys have no

place in the classroom and are not permitted on school property. These items will be taken to the school office and may only be returned to a parent. Use of personal electronic devices during school hours will result in disciplinary measures.

SCHEDULES

Daily Schedule (Grades K-8)

7:20am – Student arrival, no drop-offs prior to 7:20am (all students must be in homeroom by 7:45am)

7:45am – Prayer and announcements

7:50am – Classes begin

11:00am-11:25am – Group 1 (Gr PreK-2) Lunch

11:25am-11:45am – Group 2 (Gr 3-5) Lunch

11:40am-12:00pm – Group 3 (Gr 6-8) Lunch

2:45pm – Dismissal

Specials Schedules

- **Art** – Grades K-8, Friday
- **Music** – Grades K-8, Mon & Fri
- **Physical Education** – Grades K-8, Tues & Wed
- **Foreign Language (online)** – Grades K-8, days to be determined (homeroom teacher will provide schedule)
- **Library** – Grades K-5, Wednesday (PreK by appointment and Grades 6-8 on either Wed or Fri)

Two Hour Delay Schedule (Grades K-8)

9:20am – Student arrival, no drop-offs prior to 9:20am (all students must be in homeroom by 9:45am)

9:45am – Prayer and announcements

9:50am – Classes begin

11:00am-11:25am – Group 1 (Gr PreK-2) Lunch

11:25am-11:45am – Group 2 (Gr 3-5) Lunch

11:40am-12:00pm – Group 3 (Gr 6-8) Lunch

2:45pm – Dismissal

Thursday

- **Book Buddies** – 8:00-9:00am (*Third Thursday of each month*)
- **Morning Prayer & Liturgical Catechesis** – 9:30-10:20am
- **Choir & Enrichment** – 10:20-11:10am

Thursday Two Hour Delay Schedule

- **In the event of a Two Hour Delay, there will be NO Book Buddies**
- **Morning Prayer & Liturgical Catechesis** – 9:50-10:40am
- **Choir & Enrichment** – 10:40-11:10am

SCHOOL CLOSINGS

In the event of snow or other severe weather conditions that cause school to be closed or delayed, families will be notified via automated call and email. An automatic message with the necessary information will be sent to each phone number that a family has provided. Information will also be broadcast on television (Channel 5, 9, or 12). In this case, ANNUNCIATION CATHOLIC SCHOOL will be announced.

If there is a two-hour delay, the school doors will not open until 9:20am, and school will begin at 9:45am. In the event that school is in session and needs to be dismissed early all efforts will be made to contact parents. Please make sure you have filled out the emergency sheet (given out at the beginning of the year) with the necessary backup information in case you cannot be reached at home or work.

****All School Closings and/or two-hour delays also apply to Preschool.***

SEARCH AND SEIZURE

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, books, and coat racks. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

SPORTS/CHEERLEADING

***Annunciation Catholic School follows the Archdiocese of Cincinnati Charter on Catholic Youth Athletics.**

All participating students are to display exemplary conduct and meet the following requirements:

- Be enrolled as a student at Annunciation School, or partner school as designated by PTO
- Meet academic and discipline eligibility
- Submit a current physical report
- Present proof of health insurance

For academic eligibility in any non-academic extracurricular activity, a student must be passing every subject with a 77% or higher. Should a student be absent from school due to illness or an unexcused absence on the day of a scheduled extracurricular activity, he/she may not participate in the activity.

Annunciation Catholic School invites all students to participate in their sports programs.

TELEPHONE USE

Students are permitted to make telephone calls from the school office only in emergencies. Forgotten homework, projects, books, or gym clothes/shoes, arrangements to visit classmates after school, etc. are not considered emergencies. Neither teachers nor students will be called to the phone during school hours. If an emergency arises, the school office will relay a message to the student or teacher.

TESTING

The State of Ohio requires each school to have a Competency Based Education (CBE)/Testing Program. CBE at Annunciation has the goal of enabling each student to acquire or exceed the competencies set forth in the Cincinnati Archdiocesan Graded Courses of Study. The program includes the following elements: graded courses of study, instruction, assessment, testing, and intervention for remediation if needed.

The IOWA TESTS are the tests for standardized testing in Grades 2 and above. For Kindergarten admission, a screening is also required. The testing program strives to improve the quality of instruction in the school. These tests provide a basis for curriculum development, a measure of pupil progress, and indicate the educational service provided by the school. If a parent has any further questions about the testing, please call the principal.

The Ohio Department of Education (ODE) requires all participating EdChoice schools to complete their assigned standardized tests. This currently includes a Math, Language Arts, Science and Social Studies test, as well as the assigned assessment for the Third Grade Reading Guarantee. As an EdChoice Provider School, Annunciation will participate in these assessments. The assessments are administered through an online portal. Unless a student is physically unable to test online, all state tests will be administered on a computer.

TEXTBOOKS

Proper care of textbooks is the responsibility of the student. Books are to be returned in the same condition as they were distributed. Students and parents are responsible to pay for any damaged or lost books. Until the payment is made, school account privileges will be suspended and report cards will be held.

TUITION

**Kindergarten – 8th Grade
Preschool**

\$4,600/year

Full-time – Five Days (M-F) all day, 7:45am-2:45pm

\$5,100/year or \$510/month

Part-time – Three Days (MWF) all day, 7:45am-2:45pm

\$3,060/year or \$306/month

Tuition is paid monthly via Automated Clearing House (ACH) transactions. Families paying out of pocket are to submit an ACH Transfer Authorization Form to the Accounts Manager no later than June 30 each year to have payment transfers set up. Families who fail to submit this form may be excluded from the first day of school. Tuition payments are processed on or near the 15th of each month starting in August and ending in May. Tuition includes textbook rental and workbooks as well as provides the preschool students with lunch.

A late fee of \$30 will be added to all payments more than 15 days late. A charge of \$50.00 will be assessed for all returned checks as well as for any failed transfer. If monies are not paid by the due dates, the student's report card and/or interim grades will not be issued. Conferences will not be scheduled. The school reserves the right to exclude a child from school if tuition is more than thirty days late.

VACATIONS

Vacations taken during the school year are strongly discouraged. If a student will be absent due to a vacation, it is the parents' responsibility to notify the principal and the teachers at least one week in advance and to make arrangements for how missed work/tests will be completed upon return from the vacation. Teachers are not required to provide assignments prior to the vacation.

In addition, if a family chooses to leave town prior to the last day of school before a scheduled break, all assessments and work missed on that day will not be counted toward a student's grades unless prior arrangements have been made with the teacher and principal has approved the arrangements.

VISITORS

Visitors must report to the office prior to visiting classrooms. For security reasons all visitors must sign in at the school office and pick up a badge/sticker before going to a classroom, kitchen, playground, or library. This allows the staff and teachers to know who is in the school building in case of an emergency.

Meetings with teachers are encouraged however; such meetings must be scheduled at least one day in advance. Out of respect for all students, parents are not to visit the classroom during the school day unless arrangements have been made with the teacher, and approved by the principal.

VOLUNTEERS

School volunteers must report to the office. For security reasons, all volunteers must sign in at the school office and pick up a badge/sticker before going to a classroom, kitchen, playground, or library. All volunteers are required to participate in the Archdiocesan Child Protection program before they begin their work as volunteers. The Child Protection program involves:

1. A Decree on Child Protection orientation session and subsequent completion of monthly bulletins through VirtusOnline.org
2. A criminal background check done through Selection.com (Positive results from the background report must be on file in our office before contact can be had with students as a volunteer.)

Any questions regarding this policy or the Decree on Child Protection program, please contact Kelsey Schneider at 513-861-1295.

WELLNESS POLICY

Annunciation Catholic School & the Archdiocese of Cincinnati in accordance with Section 204 of Federal Public Law 108-265 have established a school wellness policy. A wellness committee, consisting of school and parish administrators, school staff & parents, has developed this wellness policy. It is reviewed, updated and published on an annual basis. The Archdiocese of Cincinnati is committed to supporting school environments that promote and protect the health, well-being, and ability of students to learn by supporting access to healthy foods, nutrition education, and participation in physical activity. Goals include the following:

Nutrition Education

- All students will participate in Annunciation's science and health education program.
- Annunciation will implement the health objectives relating to diet, nutrition and exercise as stated in the Archdiocesan Graded Course of Study for Science and Health throughout the curriculum.
- Students will be offered a variety of fresh fruits and vegetables for lunch daily.

Physical Activity

- All students will participate in Annunciation's physical education program.
- The PE program will implement the objectives of the Archdiocesan Graded Course of Study for Physical Education.
- All classes will have access to recess according to the school's schedule.
- Students will be encouraged to participate in school and community sports/fitness programs, and to be physically active outside of school.

Other School Based Activities

- Students will not be permitted to purchase soft drinks.
- Candy, soft drinks, and food snacks will not be used as rewards for student behavior.
- Celebrations that involve food will be limited. Healthy food choices will be encouraged as will other means of celebrating.

Nutrition Promotion

- Post signs that promote healthy eating.
- Seek out nutrition experts in the community to provide lessons for students and families.
- Write healthy-eating tips for the school newsletter and/or distribute an existing newsletter/flyer.
- Find and promote organizations in the community that offer nutrition workshops, assemblies or events that they can bring to your school.
- Develop and maintain a school garden.

Parents are encouraged to include fresh fruits and other healthy items, rather than packaged chips, etc. in lunches brought from home. Soft drinks may not be brought to school.

WITHDRAWAL FROM SCHOOL

Parents are to notify the office prior to the withdrawal date. All textbooks and materials belonging to the school must be returned to the homeroom teacher before date of withdrawal. Tuition and fees should be checked with the parish office, school office, cafeteria, and library.

We ask parents to sign a "Record Release Form" before student records can be sent to the new school. This release form should be signed at the school to which the child is transferring. When an elementary school student transfers to another school, a copy of the Permanent Record Card will be sent to the school that the child is entering after all outstanding debts are paid. Outstanding debts for students are the responsibility of the parent/guardian

OTHER MATTERS

Policy Regarding Gender Identity

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine. Catholic Schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 - i) What is the specific request of the student and/or parents?
 - ii) Is the request in keeping with the teaching of the Catholic Church?
 - iii) Is the school reasonably able to accommodate the request?

No book can cover all situations.

Information not in this book is available by calling the office. If you have questions at any time of the year, please call the school office. The principal will be happy to meet with parents to answer any questions. Annunciation School administration hopes families will feel free to call anytime there is a concern; your calls will be promptly returned.