



Annunciation Catholic School

2021-2021 Parent & Student Handbook

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Welcome

August 10, 2021

Dear Parents and Students,

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

The Parent/Student Handbook reflects the policies of Annunciation Catholic School for the 2021-2022 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Annunciation Catholic School during the 2021-2022 school year.

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

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

God is in Control,

Joni House

Joni House
Principal

General Information

ADMINISTRATIVE STRUCTURE

The **Bishop of the Diocese of Jackson** (Bishop Kopacz) is the head of the Diocesan System of Catholic Schools and Catholic Education in the Diocese of Jackson. He is the chief teacher of the Catholic faith in this diocese.

The **Staff of the Office of Education** are the official representatives of the Bishop in educational matters. The Superintendent is the professional administrator of the Catholic school system. The school recognizes the authority of the superintendent as delegated by the bishop to provide direction to ensure the Catholic identity of the school. <https://schools.jacksondiocese.org/education-overview/administration>

The school is governed at the local level. The Advisory Council, pastor (Father Jeffrey Waldrep) and principal (Joni House) are committed to respecting the policies and guidelines of the Diocese of Jackson.

The school abides by all state laws and regulations that apply to it.

The Principal will manage matters involving curriculum, discipline, professional development and growth, and conflicts with parents, students and faculty/staff. In the absence of Mrs. House, Heather Ford will be in charge.

The Office Manager (LaTricia Bishop) will manage the operation of the office and aid students when they need to return home or contact parents due to illness or injury. The Office Manager will dispense medication, except for cough drops, which will be kept in the classroom and dispensed by classroom teachers.

The Bookkeeper (Jennifer Schippel) will manage the school's finances.

Philosophy & Goals

Our Core Beliefs:

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

Mission Statement

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

History of Our School

The final arrangements for the establishment of the area's first parochial school and convent were made on the Feast of the Annunciation, March 25, 1962, by Father Jeremiah Harnett. On this date Father Harnett received word that the Sisters of St. Joseph would extend their missionary endeavors to Columbus, MS. This would mark the first time the Sisters of St. Joseph would extend their school commitments outside the Chicago and Joliet Catholic archdiocese. Bishop Gerow told Father Harnett, "We shall name the school St. Mary's."

Early planning embraced the idea that the structure would be built next door to the Rectory, but growth in the Columbus area at that time indicated that the area would be inadequate for future needs. The 10 acre tract on which the school is located was purchased in July, 1961.

The school opened its doors September 3, 1963, under the supervision of Principal, Sister Lucia Marie. Initially the school enrolled grades kindergarten through 5th with the addition of 6th in 1964, 7th in 2010, and 8th in 2011.

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

Today, Annunciation enrolls over 235 students in grades pre-kindergarten (4 years old) through 8th grade. In January 2013, Annunciation began a bus service from Starkville, Mississippi, where a quarter of its students live.

Accreditation

Annunciation Catholic School is accredited by the Southern Association of Colleges and Schools through Cognia, formerly AdvancEd and Midsouth Association of Independent Schools (MSAIS).

Parents Role in Education

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

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

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

Parent/Guardian

Sending your child to school on time
Upholding the rules and policies of the school
Sending your child to school in the proper uniform

Supporting the authority of school personnel by refusing to criticize them negatively in the presence of children
Consulting the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly
Being available for conferences
Assisting your child to establish a specified time and place to complete homework

Signing planner every night indicating that homework has been completed and behavior has been noted

Seeking professional counseling and/or diagnostic evaluation when recommended by school personnel
Supporting the spiritual development of your child by attending Sunday Mass/Church Service
Fostering in your child a Christ-like attitude and concern for all classmates and their reputations

Student

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

Teacher

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

Parents as Partners

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

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

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

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

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

To set rules, times, and limits so that your child:
gets to bed early on school nights
arrives at school on time and is picked up on time at the end of the day
is dressed according to the school dress code
completes assignments on time
has a nutritional lunch and snack every day;

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

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

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

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

To meet all financial obligations to the school;

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

To complete and return to school any requested information promptly;

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

To support the religious and educational goals of the school;

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

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

Policies

Admissions Policy

Non-Discrimination Statement

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

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

Admissions Testing & Acceptance Policy

Prior to enrollment, all new students must submit an application for admission. Students transferring from another school must submit a copy of a current report card. If a student has an accommodation plan, 504 plan, IEP, or service plan from their previous institution that paperwork must be submitted also. After the application is submitted prospective students and their parent(s)/legal guardian(s) will meet with the principal. Acceptance of a student to Annunciation Catholic School will be determined by the principal. Those applying for kindergarten must be 5 years of age by September 1st of the current school year and will be administered a Kindergarten Readiness Test. Students applying for prekindergarten must be 4 years of age by September 1st of the current school year. Under State Law, it is mandatory that all pre-k, kindergarten, first grade, seventh grade and transfer students from outside the state of Mississippi furnish CERTIFICATE OF IMMUNIZATION COMPLIANCE (form MS 121) from a physician or from the County Health Department.

Tuition Schedule



Tuition Schedule [◇] 2021-2022 Academic Year

Non Refundable Fees (FACTS-downpayment) (Due by July 1, 2021)

Resource/Book Fee:	\$175.00 per child
Building and Maintenance Fee:	\$300.00 per family
Technology Fee:	\$160.00 per child
Parent School Association (PSA) Yearly Dues	\$25.00 per family

Optional Fees

Fundraiser Fee	\$100.00 per family (due July 1, 2021 and includes one Drawdown ticket that admits two adults)
Lunch Program	\$ 5.00/day
Milk Program	\$ 25.00/year (due with financial contract)
After Hours Registration Fee	\$ 30.00 per child (due with financial contract)
After Hours fees are billed monthly as follows:	
One Child	\$140.00 (20 hours or more a month)
Each additional child	\$ 6.00 per hour (20 hours or less a month) \$ 70.00 (20 hours or more a month)

Required Participation/Fees: (not included in bundled tuition)
10 services hours *per semester* per family or \$100 fee *per semester*

Tuition (Based on 180 days in school) (does not include non-refundable fees)

Tuition may be paid in full (**FACTS FEE \$20 per family per year**)- on or before July 1, 2021
or paid in 9 monthly installment payments (**FACTS FEE \$50 per family per year**)-
(beginning August 1, 2021 and ending on April 1, 2022)

	<u>Annual</u>	<u>Half Day Pre-School</u> Annual
Catholic Tuition Rate:		
One Child	\$ 5,265.78	\$2,632.89
Two Children	\$ 8,796.22	
Three Children	\$11,922.38	
Four Children	\$14,125.11	
Non-Catholic Tuition Rate:		
One Child	\$ 5,828.97	\$2,914.49
Two Children	\$ 10,202.29	
Three Children	\$ 13,734.00	
Four Children	\$ 16,622.43	

Other Required Non Refundable Fees:

Registration Fee	
New students (FACTS FEE \$20)-	submitted with enrollment paperwork once accepted \$200.00 per child**
Returning students (FACTS FEE \$10)-	submitted with re-enrollment paperwork \$210.00 per child**

****The yearly registration fee for returning students is due by February 28 and will increase as follows:**

Paid March 1 —March 21	\$320.00
Paid After March 21	\$420.00

Required Participation/Fees: (not included in bundled tuition)
10 services hours *per semester* per family or \$100 fee *per semester*

◇Tuition and fees are set yearly by the School Advisory Council and are subject to change without notice.

Financial Assistance

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

Tuition Payment Options

Please see Tuition Schedule above for payment options.

Enrollment/ Registration

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

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

*All forms must be submitted prior to the beginning of school. Parents agree to cooperate with and follow all policies and procedures of Annunciation Catholic School as a condition for their child's enrollment and continued attendance.

Enrollment Priority follows this order:

1. Current students (Catholic and Non-Catholic) who comply with the yearly registration requirements. The family must be in good standing in regard to the finances and supportive of school programs. Catholic families must be supportive of the parish programs.
2. Siblings of families already in the school. The family must be in good standing in regard to the finances and supportive of school programs. Catholic families must be supportive of the parish programs.

3. Active members of Annunciation Catholic Parish. Decisions regarding parish membership are left to the discretion of the Pastor.
4. Active members of other Catholic parishes. Decisions regarding parish membership are left to the discretion of the Pastor.
5. Non-Catholic families who desire a Christian environment.

Tuition Management

Tuition is paid either in person at the school or online via FACTS Management System. Online payments is the preferred method of payment. All balances must be cleared before awards can be given out, exams can be taken, or final grades can be posted.

Withdrawal

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

Fees

Tuition is due on the first day of each month, and a nonrefundable \$25 late fee is assessed on the 6th and weekly thereafter until paid in full. All tuition must be paid by April 5th, 2022.

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

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

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

- Payment in full of delinquent tuition
- Payment plan to resolve the balance before the end of the school year
- Removal of student as a last resort

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

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

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

REGISTRATION, BUILDING AND MAINTENANCE AND RESOURCE FEES

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

SUNDAY ENVELOPE OBLIGATIONS

It is the expectation of Annunciation Catholic School that Catholic school families contribute to the Sunday collection at Annunciation Catholic Parish. Annunciation Catholic School receives a \$50,000 subsidy each year from the parish.

VOLUNTEER HOURS

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

Academic Policies

Absences

Annunciation Catholic School will comply with attendance requirements established by the State Department of Education and the Superintendent of Schools of the Diocese of Jackson. See Attendance section in handbook for further details.

Counseling

ACS has an onsite guidance counselor. Any student needing to see the guidance counselor will be referred by the homeroom teacher and parent(s) will be notified before any counseling is provided.

Curriculum

All instructional materials have been carefully chosen to align with the Diocesan curriculum. Enrollment and acceptance in Annunciation Catholic School indicate compliance with all choices of the instructional materials.

Dyslexia Therapy

ACS offers dyslexic therapy for students with a formal diagnosis of dyslexia/dysgraphia in 1st – 5th grades. All students in kindergarten and first grade are required to be screened for dyslexia using The Mississippi College Dyslexia Screener. Kindergarten students will be screened in the spring semester, and first grade students will be screened in the fall. Once your child has been screened, you will receive the results of

the screener in writing if no further testing is needed. If signs of dyslexia are revealed, you will receive a call from our licensed dyslexia therapist.

Homework

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

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

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

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

Kindergarten: 15 - 20 minutes

First: 30 minutes

Second: 30 minutes

Third: 40 minutes

Fourth: 40-50 minutes

Fifth: 15-20 minutes per subject assigned

Sixth: 15-20 minutes per subject assigned

Seventh: 20 – 30 minutes per subject assigned

Eighth: 20-30 minutes per subject assigned

Homework is assigned to help students become self-reliant and self-directed.

Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

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

Parents are urged to request assignments when a child is absent. Requests for assignments must be made before 9:30 a.m. Assignments will be available for pickup between 2:00 and 3:30 in the school office.

MIDDLE SCHOOL HOMEWORK GUIDELINES AND POLICIES

Many factors, however, can affect the actual time an individual student requires to complete homework. The key to a student's efficiency is time management, both in class and out of school. Students who do not use class

time efficiently often take home unfinished class work, adding to the time needed for actual homework and for preparation for the next day's classes. Procrastination on assignments given several days to complete or on long-term projects can also give the appearance that homework has been "piled on" on any given evening.

It is essential that students learn to effectively manage time before making the transition to high school. The use of the school-issued planner is mandatory. Organization is a fundamental skill that must be taught, practiced, and learned. Students are in error when they view homework as strictly the completion of "hard-copy" assignments. Students who say they "have no homework" are, in effect, telling parents that they have no unfinished work that will be collected the next day. While such may be true, time still should be devoted to study and review. The goal is to establish a routine and develop a work ethic that clearly marks school work as a student's top priority.

- Homework is the student's responsibility. The parents' responsibility is to provide a quiet study space for students.
- All homework must be complete and of acceptable quality. **Incomplete, sloppy, and/or quick work may be required to be redone and/or subject to lower grading.**
- Homework is expected to be complete when the student arrives for school. This is not a time to do homework that should have been done the night before, nor can students hope to find time in the course of a new school day to complete a previous day's assigned work.
- Homework that is not complete when the day begins is subject to a late grade. Students may not fill in answers for unfinished work if the assignment is reviewed in class before the teacher collects it (answers may be filled in, if the teacher permits). **To do so would result in the assignment receiving a zero.**
- Some assignments may not be eligible for accepted late credit. The teacher will communicate which assignments will not be eligible for late credit with the students.
- Students present for any portion of a school day are required to turn in all homework due that day, whether or not they attend all classes. Students are responsible for the work's delivery to teachers, and failure to turn in any homework will result in a 0M (zero, missing work) grade just as if the homework had not been done.
- Students present **for any portion** of a school day are also responsible for getting any materials or worksheets needed for that evening's homework in any class they miss due to late arrival, early dismissal, or mid-day pull-out.
- Students who will experience a planned absence on a stated due-date for a **long-term assignment (assignments that are given at least a week to complete)** are required to turn in all work before leaving school.
- In preparation for the rigors of high school, some homework may be assigned over weekends and on special event nights.
- Homework is due upon arrival at school.

- Homework that is not completed and turned in on the due date will result in a zero for the assignment until it is turned in.
- Late homework may be turned in the following day for 3/4 credit or for 1/2 credit any day after that day, until the Monday of the following week.
- Homework that is not turned in by the Monday of the following week earns a zero and is not eligible for any partial credit.

Homework policy excludes long-term projects.

MIDDLE SCHOOL MAKE UP WORK & HOMEWORK REQUESTS

When a student is absent, parents are urged to specifically request make up work when notifying the school office to report their child's absence. As a courtesy to teachers, special requests should be made by 9:30 a.m. Please understand that teachers cannot stop class to gather materials, so late requests frequently are not honored. Whether or not work is specifically requested, a "While You Were Out" sheet will be prepared and ready by the end of the day. Work will also be available for pick up by the end of the day. Requests for early pick-up generally cannot be accommodated.

Textbooks

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

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

Grading

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

The grading scale in prekindergarten through second grade (August- December in 2nd grade) is standards-based. An integrated standards-based assessment system should include: performance-based assessment; assessment integrated into instruction; work samples, and portfolios; checklists; rubrics; written tests; etc. Please keep in mind:

- Every standard will NOT be introduced the first nine weeks.
- Every standard will NOT be assessed every nine weeks.
- Skills that have been assessed once will continue to be developed throughout the year.

- The report card includes skills and knowledge students must master by the END OF THE YEAR. We strive for development and improvement.
- A Standards-Based Report Card uses numerical levels (rubrics) to indicate performance for each quarter.
- **A Standards-Based Report Card does not correspond to a traditional A-F grading scale.**

The Standards-Based Report Card rubric is as follows:

M – Has Met Objective

P – Acceptable Progress

I – Improvement Needed

NA – Not Applicable.

CATHOLIC SCHOOLS – DIOCESE OF JACKSON GRADING SCALE

A new grading scale was implemented in the 2011-12 school year in order to provide Catholic school graduates with opportunities to 1) compete fairly for college scholarships, 2) compete fairly for college admission, 3) remain eligible

for extracurricular activities including but not limited to athletics, and 4) maintain our current level of expectation for receipt of a passing mark (70) in individual coursework/subjects.

The grading scale as specified below will be used in the schools throughout the Diocese of Jackson. **2nd (January - May) thru 8th grade**

GPA

A = 90-100

B = 80-89

C = 75-79

D = 70-74

F = 69 or lower

Enrichment Marks (STREAM, P.E., art, music, library, Spanish)

E – Excellent

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

I – Incomplete

TESTING POLICIES

During a test, the student will:

- Face forward while sitting properly at the table/desk
- Sit with feet on the floor and hands on the table/desk
- Keep eyes focused on his/her own paper
- Come prepared with all tools/materials allowed for use during the test
- Clear the desk surface of all superfluous materials and place all other

personal possessions in the designated areas

- Remain seated at all times; permission to leave the table/desk must be granted by the teacher
- Raise his or her hand if assistance is needed

It will result in a zero grade, negative feedback on ClassDojo, and possible disciplinary action from the principal if a student:

- Looks on someone else's paper or allows another student to look at theirs
- Has in possession or on their person, notes or information pertaining to the test
- Leaves notes or other materials exposed within sight
- Uses information from any external source; all work during test time must be the product of the student's own brain

MIDDLE SCHOOL MATH COURSE CHANGE POLICY

A student may only change courses between Course 1 and Foundations of Pre-Algebra in the sixth grade year. Parents must contact math teacher **before the end of the first nine weeks** to inquire. The decision is made by the principal and the math teacher.

MIDDLE SCHOOL SEMESTER EXAMS

First Semester and Second Semester Exams will be given at the end of each semester. Second Semester Exams in some subject areas may be in the form of a project (Performance Assessment) with specific requirements, which will be detailed. There will be no exemptions given for Semester Exams.

AWARDS

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

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

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

End of year awards

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

Good Steward Award - Religion and citizenship – 1 per class

Greatest Growth - 1 per class

Special Class Awards – 1 per class – Based on merit with behavior as a factor.

PE – Best Sportsmanship and Most Improved

Art – Best Artist and Most Improved

Music – Most Musical Ability and Most Improved

STREAM – Best Overall and Most Improved

Library – Bookworm and Most Improved

Spanish – Best Overall and Most Improved

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

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

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

Presidential Academic (fourth – eighth grades)

- 90% overall average for the year (average year end grades together)
- No Cs
- No "U" in conduct or effort

SIXTH GRADE AWARDS

Knights of Columbus - Highest Grade Point Average (GPA)

Karen Pittman – School Spirit Award; student who most embodies the spirit of ACS; determined by faculty and staff vote (excluding family members of the nominees)

SEVENTH GRADE AWARDS

Knights of Columbus - Highest Grade Point Average (GPA)

St. Vincent de Paul Service Award - Service Hours to School, Church, and Community

EIGHTH GRADE AWARDS

Knights of Columbus - Highest Grade Point Average (GPA)

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

Student Support Committee (SSC)

This committee is designed and implemented to address the "whole child" while recognizing their unique qualities and differences. These services are aimed toward helping students achieve to their greatest potential with a focus on academic achievement, spiritual growth, social/emotional issues, physical development as well as prevention and intervention strategies. The committee consists of the principal, testing coordinator, elementary teacher, and middle school teacher.

When a classroom teacher becomes aware that a student is struggling and/or in danger of not meeting appropriate benchmarks or objectives for their grade-level they should first contact the parent to notify the parent of the student's performance, ask for support from the parent, and work together to outline a plan for improvement. If adequate progress is not made the student is referred to the SSC for additional support. Parents must be notified if a student is to be discussed by the SSC. When the parent is notified the teacher will summarize the complete process.

Issues that require specialized professional knowledge are referred through the parents to outside sources, which include our pastor, Catholic Charities, St. Vincent DePaul society, Ochsner Clinic Foundation, or Social Services. Annunciation Catholic School is fortunate to have a cooperative relationship with the Columbus

Municipal School District, which serves as a contact resource for outside agencies and professionals qualified to assist with student issues. Mississippi State University is located within 30 miles of the school and provides intervention resources for students and/or teachers.

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

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

Promotion, Transfer, & Retention

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

1. Mastery of essential Diocese of Jackson curriculum.
2. Teacher's judgment of:
 - overall classroom performance
 - level of maturity
 - number of previous retentions
 - age
 - attendance requirements as set by policy
 - successful completion of prescribed reading series at each grade level
 - have a D or better in three of the four major subjects (reading, math, science and social studies) in grades 3-8

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

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

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

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

Graduation Requirements

Students who fail one or more major subjects for the year will not be promoted to high school without completing summer school. Students must attend promotion practice in order to be a participant in the Promotion Exercises.

Academic Probation

Whenever the student's conduct is such that it endangers the health or safety of others or disrupts the learning environment, action may be taken to restrict his/her privileges and the rights of school attendance. Such action may be of three kinds: Probation, Suspension, and Expulsion. Probation is conditional attendance during a trial period. Probation may, but need not always, precede suspension. It is hoped that, through probation and notifying the student and the parents or guardian, suspension can, at times, be avoided. Probation may be imposed by the principal for continued infractions of school rules which do not warrant the necessity of removal from school at that time.

Academic Dishonesty

The American Heritage Dictionary defines plagiarism as "the use and passing off as one's own the ideas or writings of another." Plagiarism is a serious offense. Middle School students generally understand that copying directly from published works constitutes plagiarism, but frequently they mistake other acts as permissible. Plagiarism also occurs when:

- text is cut from a web site or document and pasted into one's own document
- an author's words are simply rearranged and placed into one's paper
- the student substitutes a few synonyms for an author's original word choices
- ideas found elsewhere passed off as original ideas
- answer keys or other online resources are unethically utilized

Students are taught how to acceptably paraphrase, cite sources, and attribute credit. As such, students who cheat or plagiarize will be subject to disciplinary action, which may include the nullification of any grade earned on the assignment found to be plagiarized. Students caught cheating automatically receive a zero, a "U" in conduct, and a Disciplinary Incidents Report.

HOMEWORK INTEGRITY ISSUES

Generally, homework is assigned to promote independent mastery of content and skills. During the learning phase of any content or skill, however, it is reasonable for students on the road to mastery to require help from others. As such, cooperative learning can be an effective teaching strategy. What students need to understand, however, is that there is a world of difference between cooperative learning and simply exchanging answers. Students are encouraged to:

- seek out partners who will truly help facilitate learning
- discuss processes that lead to solutions
- teach others methods that will enable them to solve problems on their own

Students earn a zero and negative feedback in ClassDojo if the following occurs:

- a student copies answers directly from another person's work

- a student allows another person to copy their work
- a student gives or receives answers
- a student is in possession of another student's homework

ACS HONOR CODE

We, the students of Annunciation Catholic School, will commit ourselves to live our faith, to meet educational goals, to align our actions with the tenets of Catholic Social Teachings, and to practice proper discipline. We also pledge to THINK before we speak and act. We will ask ourselves the following questions:

- Is it True?
- Is it Helpful?
- Is it Inspiring?
- Is it Necessary?
- Is it Kind?

As a member of this community, I will be mindful of and led by the following Scripture: "Whoever walks in integrity walks securely." (Proverbs 10:9)

Library Policies

The ACS Media Center is designated as a place for research, to sign out books, and to use materials to prepare for a class. It is meant to be a place for quiet work and research. No student should be sent to the library from a class without a pass from a teacher that clearly states why the student needs to be in the library at that time. Students may check out books and materials for a specified period of time. If these are not returned on time, fines will be assigned. Outstanding fines can result in the loss of library privileges, detention, and loss of student privileges. Criticisms of books or other materials deemed objectionable should be brought to the attention of the librarian in writing. As needed, the librarian may bring the objection to the principal who shall review the materials in question and speak directly with the individual bringing forth the concern. The librarian and principal when then work together to determine a final disposition of the concern. The principal shall notify all parties involved in the decision regarding the decision.

MATURE READING SECTION

Only students in 5, 6, 7 and 8 grades may check out these books with parent permission.

Books will be placed in the Mature Reader section of classrooms and school library based upon American Library Association standards, as well as, Newberry and Caldecott Award criteria:

- Excellence of pictorial interpretation of story, theme, or concept; of appropriateness of style of illustration to the story, theme, or concept; of delineation of plot, theme,

characters, setting, mood, or information through the pictures.

- Interpretation of the theme or concept
- Presentation of information including accuracy, clarity, and organization
- Development of a plot
- Delineation of characters
- Delineation of setting
- Appropriateness of style

The following definitions will be utilized in our selection:

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

Acceptable Telecommunications Policy

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

Harassment Policies

Catholic educational institutions need to be havens where Gospel respect is paramount in the learning environment. Our schools and centers need to be places where students and employees feel safe and valued. The Diocese of Jackson, therefore, has a zero tolerance policy for harassment of any kind in its schools/centers. Harassment includes any physical, psychological (including threats of extortion) or verbal action reflecting a lack of respect for another. Because harassment oftentimes can be construed as creating a hostile environment for another person or group, it cannot be tolerated in a Catholic school where respect for the human dignity of each person is a basic value. Bullying is another form of harassment. It occurs when an individual takes advantage of another person. The bully perceives this individual as vulnerable and, by any of the actions noted above, seeks to gain control over his or her victim. Bullying/harassment complaints or threats of extortion will be immediately investigated by the appropriate adult (i.e. classroom teacher) and referred to the administrator. Individuals who make threats – seriously or in jest- either physically, verbally, in writing or on-line will be subject to immediate disciplinary action, up to and including expulsion or termination.

(Policy#4604, Diocese of Jackson Policies and Regulations)

Custodial Information

PARENTAL CUSTODY ISSUES

All subpoenas, requests for documents, court or administrative orders, and other legal documents received by the school must be reviewed by the Diocesan attorney. The school will bill the legal fees incurred to the parent, guardian, or party who sent the

document(s). These fees must be paid before the school will release the documents requested or appear for testimony.

CASES INVOLVING LEGAL ACTION

If a teacher (or other school employee) is subpoenaed to testify in a legal proceeding, or if the school or school employee is required to provide documents pursuant to a subpoena, request for documents, court or administrative order, or other legal document, the school will assess the parent, guardian, or party who sent the document the cost associated with obtaining a substitute teacher and/or all costs and attorneys' fees incurred by the school or employee in producing the documents and/or appearing in the legal proceeding. These costs and fees must be paid before the school will release the documents requested or appear for testimony.

Buckley Amendment/FERPA

Annunciation Catholic School chooses to adhere to the Buckley Amendment (Family Education Rights and Privacy Act) regarding privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child.

Non-Custodial Parents

In the absence of a court order, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

All Diocesan policies regarding custodial matters can be found in the 5000 series on the Diocesan Website.

Distance Learning Policies

Distance learning will not be an "option" this year that a family can elect to do. In the event of a crisis or emergency the following distance learning policy will apply. This is the policy for distance learning in the case that school is moved to online due to future issues. These details are subject to change depending on circumstances.

What to Expect from the Distance Learning Option:

- Distance learning is:
 - A collaborative effort between administration, teachers, students, and parents.
 - New content introduced through pre-recorded video-lessons with follow-up in live Zoom meetings each week.
 - Assignments posted and returned through the school's Learning Management System (LMS) platform.
 - Timely feedback and grading from your child's teacher.

- Distance learning is not:
 - A virtual version of the full, traditional school day.
 - One-on-one tutoring via Zoom.

Expectations of Annunciation Catholic School

As mentioned above, the distance learning experience will not be a virtual version of a traditional school day. To allow flexibility for families with more than one child and keeping in mind the number of staff available at our school, the number of live and in-person video sessions will be pre-scheduled each week. All students of each grade will meet with their teacher at the set time. These times will be determined by the student's classroom teacher at a later time.

When new concepts are introduced to the class, the teacher's lesson will be recorded. Once the recording is ready, it will be uploaded or shared through the school's LMS. A weekly outline will be posted each Monday and due dates for all assignments will be listed.

If questions arise, the parent or students may contact the teacher via email. Teachers will respond to all communication within 48 hours.

Parent/ Guardian Responsibilities:

- Will provide clear communication between home and school.
- Will respect the actions taken by the school.
- Will support Annunciation Catholic School in its goal of helping students to grow in moral values by encouraging academic honesty in students.

Student Responsibilities

- Will help establish an academic environment where all members of the school community view academic honesty as an obligation to themselves, their peers, and their school.
- Will uphold and sustain academic integrity at Annunciation Catholic School by serving as an example to all students.
- Will be accountable for my personal and academic actions in and out of the school.
- Will abide by all academic policies found in the student handbook. Faculty/

Administrator Responsibilities:

- Will provide clear communication between school and home.
- Will support Annunciation Catholic School in its goal of helping students to grow in moral values by encouraging academic honesty in students.

School Policy for Addressing Local School Issues

The Diocese of Jackson, in conjunction with the Office of Catholic Education and Annunciation Catholic School, seeks to resolve concerns and complaints of students and parents whenever possible.

The most efficient and timely way to resolve such issues remains at the level of issuance. Parents/students must first notify the school official wherein the conflict lies (i.e., teacher, teacher assistant, etc.). If there is no resolution at that level, the parent/student should speak with the school administration, who will make every effort to obtain a solution. Still, if the concern has not been resolved at the administrative level, the parent/student should contact in writing the pastor or canonical administrator for the school. Annunciation Catholic School's canonical administrator is Joni House.

If the avenues described above have not yielded a resolution, parents should contact the Office of Catholic Education.

Procedures

Arrival at School

Since the school day begins promptly at 8:00 a.m. for all students, students must arrive at school before that time. **Students should not arrive before 7:30 a.m.** Preschooler and kindergarten students should go straight to their classrooms. In good weather, school children in grades first through eighth gather on the blacktop until the assembly bell rings. In bad weather all children (except preschool and kindergarten) gather in the gym.

Attendance

Absences

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

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. For students to reach their full potential attendance is crucial. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

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

When a student is absent or checks out due to illness the day of a performance or event after regular school hours he or she cannot attend the performance or event. If a

performance is a form of assessment the student will take the alternate assessment. The required performances: Christmas Performance Prek – 5th grade TBD and middle school musical 6th – 8th grade TBD. Teachers are not required to give make-up tests or assignments for absences due to vacations. Assignments given in anticipation of the vacation is at the discretion of the teacher.

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

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

There are three types of absences at Annunciation:

- Excused Absence: illness, medical/dental appointments, attendance at a funeral. The student is allowed to make up all missed assignments for credit. The teacher at his/her convenience will assist the student in completing the work. A doctor's excuse must be turned in to the teacher or office. Regularly scheduled medical/dental appointments during the school day should be avoided.
- Excused Absence-Parent Request: The student will be allowed and is expected to make-up all missed assignments for credit; however, the teacher is not obligated to provide supplemental instruction. The parent is expected to assist the student in completing the assignments. Only the principal can grant an excused absence/parental request. Parents must contact the principal & teacher well in advance of the anticipated absence so make-up assignments can be arranged. The day of or day before the absence is not "well in advance." Please give teachers the courtesy of one week notice. Failure to consult the principal will result in the unexcused absence status.
- Unexcused Absence: suspension from school or from a specific class, and a parental request unapproved by the principal as stated above. The student is required to complete missed assignments but not for credit. The teacher will provide no assistance or instruction.

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

Tardies and Check-Outs

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

Pupils are not to be released from school during the day without the approval of the administrator. These requests should occur only in unusual circumstances and require a written note from the parent and prior approval of the principal. Parents/guardians

should not request to have their child released from school during the school day for activities which can take place after school (e.g., doctor's appointments, dentist's appointments, haircuts, dance class, sports...)

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

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

Consequences for Unexcused Tardy/Checkout

Tardy/Check Out #1-4 Warning

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

Leaving School Early

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

Communication

Cell phones and other electronic devices belonging to students are to be kept off during the school day. Students may not carry cell phones on their persons during the day. If a cell phone is an absolute necessity, students must keep cell phones in a designated spot in their homeroom classes.

Any use during the school day of any electronic device may cause the device to be confiscated. Students may use cell phones or other electronic devices on school property before or after school hours **ONLY IF GIVEN PERMISSION ON THAT DAY** by school staff. Failure to comply can result in the electronic device being confiscated.

Smart watches may only be used for telling time during school hours. All messaging, calling, etc. capabilities typical of a smart phone must be disabled. Violators' watches will be confiscated, must be retrieved from Mrs. House's office, and are no longer allowed at school.

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

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

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

When parents have questions or concerns:

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

Conferences

A Parent-Student-Teacher conference will be scheduled in the fall for all preK students. Teachers will be responsible for scheduling conferences. Conferences will be scheduled during teachers' planning times and/or in the morning or evening.

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

Emergency Communication

Annunciation Catholic School utilizes FACTS ParentAlert system for emergency communication. This will override any preference due to the emergency factor of a situation. Emails, text messages, and phone calls will be utilized.

Health

Immunizations

Annunciation Catholic School implements and follows regulations of the Mississippi Department of Health regarding medical examination and immunizations.

Food Allergies

Food from restaurants or other outside sources is not allowed to be brought into the school building. The administration may allow exceptions for special rewards, class projects, and certain celebrations.

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

Environmental/ Asthma

Immediate access to reliever inhalers and Epi-Pens® is vital. Children trained in use and administration of their medication are strongly encouraged to carry their own reliever inhaler/ Epi-Pen®. Students (PK – 1st, etc.) who are not trained must have access to their medication at all times via teacher or other responsible adult. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

Medication

All medication must be brought to the office. Please furnish the proper information for dispensing the medication. Forms are available in the office. See appendix for sample. Children must have written permission from a physician to take prescription medication at school. Over the counter medication requires parent/guardian signature and instructions on a Diocesan 36 Form which needs to be filled out yearly. NO MEDICATION WILL BE DISPENSED WITHOUT THE REQUIRED FORMS.

Please do not send a sick child to school. A child should be free of fever (without medication) for 24 hours and should return to school ready to resume a full schedule of activities including physical education, unless there is a medical excuse. No child should be sent to school with a contagious illness such as pink eye.

FIRST AID First aid will be administered for *minor* injuries that occur at school. If a child is seriously injured or becomes ill while at school, parents will be notified immediately. If neither parent can be contacted, the person listed on the emergency form will be contacted. Please inform the person listed of their contact status. Emergency information should be current and accurate.

LICE PREVENTION AND CONTROL Environmental Control:

- School children should not be allowed to share hair ornaments, brushes or combs.
- Hats, coats, scarves and the like should be hung or placed individually for each child and not stacked or hung on top of those belonging to other children.
- Wall hooks, if used, should be far enough apart that garments hung on adjacent hooks do not touch.
- Sometimes plastic bags with draw strings are hung to contain garments if hooks are not far enough apart
- Headgear, including headsets, should be removed from use if lice or nits are present in the class. If this is an ongoing problem, headgear and headsets should be stored in an air-tight plastic bag for 2 weeks and not reused until the problem is resolved.
- Carpeted areas in classrooms should be vacuumed frequently and thoroughly.
- Lice killing sprays are generally unnecessary. Fumigation of classrooms or buses is not indicated.

Detection of Lice or Nits:

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

Handling of Students with Lice:

If a student is found to have lice or nits:

1. The student should be sent to the office and the parents should be notified and asked to pick the student up. The parent letter and information pamphlet should be sent with them.
2. The notification letter should be sent to the parents of the affected classes.

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

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

The distribution of medication in the school setting must follow Diocesan Policy 5602: Administration of Medication to Students.

Child Abuse Laws

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

Non-Custodial Parent rights to Student Records

In the absence of a court order, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Behavioral Expectations

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

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

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

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

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

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

School-Wide rules include:

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

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

PLAYGROUND

1. If a child encounters a problem on the playground, (s)he should report immediately to the teacher on duty.
2. Share all equipment and return it to its proper place in good condition. Lost/damaged balls or other equipment should be reported to the teacher on duty who will then report the loss to the physical education teacher.
3. Place trash and garbage in appropriate containers. Help keep the playground looking neat; pick up litter even if it is not yours.
4. Students are not to leave the playground area without the permission of the teacher on duty.

5. The picnic tables are used for eating or class activities. Take your things with you when you leave the tables.
6. Students are expected to take turns in games and include all those who wish to play. Display good sportsmanship at all times. Please note that a child who wishes to join in a game after teams have been chosen should find another student to join with him/her in order to keep the teams even and facilitate play.
7. Pushing, shoving or tackling is not allowed.
8. Do not run with sticks.
9. Respect the property of others.
10. Swing on the swing in a back and forth motion only. Only students who are swinging are allowed in the swing area.
11. Standing or sitting on top of the parallel bars is not allowed.
12. Be courteous.
13. Foul language will not be tolerated.
14. Fighting is not allowed. Students will be sent to the principal.
15. Arguing will result in a time out. Repeat offenders will be sent to the principal.
16. All games must stop the first time the teachers calls for students. All students line up. Shirts should be tucked in and shoelaces tied. All equipment should be returned to its proper place.
17. An accident report should be filed promptly by the teacher on duty.

MASS

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

MORNING PROCEDURES

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

LIBRARY

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

LUNCHROOM

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

Detention

Detention may be issued to 4th-8th graders for a breach of classroom and/or school rules. Parents are provided with a Detention Form with advance, written notification of the detention.

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

Suspension

Suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed when all other school resources are unable to constructively cope with pupil misconduct. A student may be suspended for up to five (5) days by the principal for the commission of gross or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. When the principal deems it necessary, a suspension from school may be for an indefinite time with reinstatement conditioned upon a joint conference between school authorities and parents upon the completion of educational or psychological testing and observation. Students must complete all class work and tests from the days of suspension.

Expulsion

Expulsion is the removal of a student from the school program and possibly denial of permanent access to the program. The expulsion of a student from a Catholic school is

such a serious punishment that it would be invoked only as a last resort. Nevertheless, there may be situations which demand the removal of a student from the school. The entire Policy

#5403 is available in the office upon request. Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Annunciation Catholic School.

Bullying, Harassment, & Cyberbullying

(Policy#4604, Diocese of Jackson Policies and Regulations)

Annunciation Catholic School is committed to providing a learning environment that is free from harassment and bullying. Harassment or bullying of any student by any other student or school employee or volunteer is prohibited. The school treats allegations of harassment or bullying seriously and will promptly investigate such allegations and take appropriate corrective action.

A complaint of harassment or bullying does not, in and of itself, create a presumption of wrongdoing. Substantiated acts of harassment or bullying, however, will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges may also be subject to disciplinary action, up to and including dismissal.

Harassment or bullying occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating by a real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, such actions as verbal taunts, name-calling and put-downs—either ethnically- or gender-based, derogatory written words, drawings or gestures, and extortion of money or possessions. Such conduct is disruptive of the educational process and the Christian and spiritual environment. Therefore, harassment and bullying are unacceptable behaviors at Annunciation Catholic School.

Annunciation Catholic School is also concerned about cyber-bullying and its impact on children. It causes emotional harm, and can result in children's depression, anger, school failure and physical harm to themselves and others. If in the judgment of school officials any cyber activity occurring off-school premises could result in the harassment, intimidation or bullying of an ACS student, such cyber activity may be treated as an offense under the School's Bullying Policy. Examples of prescribed cyber activity, though not exhaustive, are:

1. Sending or posting harmful materials online or through a cell phone that, in the judgment of school officials, might pose a threat to another;
2. Posting threatening statements or distressing material about others either online or through a cell phone;
3. Disclosing personal or intimate information (whether or not true), including photos, addresses and phone numbers, about another in an "imposter" website (a website created by a person other than the person depicted on the website).

This policy shall apply to activities on school property, all school-sponsored events whether at school or away from the school, and to activity (whether on school property or not) which causes harassment or bullying to be suffered by an ACS student. The following components are part of this policy:

- A procedure for pupils to confidentially report to school officials incidents of harassment, intimidation, or bullying
- A procedure for parents and guardians of pupils to submit written reports to school officials of suspected incidents of harassment, intimidation, or bullying
- A requirement that school employees or volunteers report suspected incidents of harassment, intimidation, or bullying to the appropriate school official
- A formal process for the documentation of reported incidents of harassment, intimidation, or bullying, except that no such documentation shall be maintained unless the harassment, intimidation, or bullying has been proven
- A formal process for the investigation by the appropriate school officials of suspected incidents of harassment, intimidation, or bullying
- Disciplinary procedures for pupils who have admitted or been found to have committed incidents of harassment, intimidation, or bullying
- Disciplinary procedures for pupils who have submitted false reports of incidents of harassment, intimidation, or bullying

School Safety

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

Search

Annunciation Catholic School administrators have the right to search a student and/or their belongings including backpacks, purses, etc. on school property.

General Regulations & Procedures

AFTER HOURS RULES

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

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

CHILD PICK-UP

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

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

DROP OFF/DISMISSAL

DROP OFF/DIMISSAL

At 3:15 p.m., if your ride has not arrived, the supervising teacher will take you to the After Hours Program. DUE TO SAFETY CONSIDERATIONS, THE DISMISSAL LINE IS A NO PASSING ZONE.

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

Dismissal times are as follows:

2:00 - Wednesdays

3:00 - Mondays, Tuesdays, Thursdays, and Fridays

If someone other than the usually authorized person is to collect a child, we must have written permission from the parent.

Parents are asked to follow the directions for picking up their child from the dismissal line. Students will be called from classrooms and proceed to the South Awning. Students will then be directed to a color where a faculty/staff member will assist. Individuals picking up a student must have a Carpool Tag, provided by the school, visible. The tag will hang from the rearview mirror. If a tag is not visible by faculty/staff the individual will have to report to the office and sign the student out for the student to be dismissed. Identification may be asked for if office personnel do not recognize individuals signing out a student. The safety of our students is a priority! Please do not get out of the car and walk up to the dismissal line to collect your child. Parents are asked to park if they have school business to take care of at the end of the school day.

Children who are not picked up within fifteen minutes of dismissal time will be taken to the after-school program. If a child is not collected by 3:25 PM, the parents will be billed for After Hours.

LOST ARTICLES

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

JEANS FOR GREEN

Held on the last Friday of the month or specified date, students may wear blue jean shorts, pants, skirts, or skorts with their uniform shirt, or ACS tshirt for a \$1 donation to charity. If not participating in Jeans for Green, regular uniform will be worn. Each month a different class receives this money for their charity group. Charities are subject to change based on needs in our community, society, etc.

ANIMALS

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

Alcohol, Drugs, and Weapons

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

Alcohol & Drugs

NO SMOKING Annunciation Catholic School is a smoke-free environment. E-

cigarettes, chewing tobacco, and vaping are considered part of this category.

SUBSTANCE ABUSE

The local Advisory Council voted to accept and implement the Diocese of Jackson Substance Abuse Policy 5607 and regulations 5607R(a), 5607R(b), 5607R(c), and 5607R(e) as their own. The below policy and regulations will be implemented if faculty/staff have reasonable suspicion (as defined below) of substance abuse.

Diocesan Policy 5607

The purposes of the Diocesan policy on substance abuse are:

- a) To provide the highest quality education by ensuring that no students are users of illegal drugs or are under the influence of drugs, chemicals or alcohol;
- b) To maintain a safe, healthy learning environment for all students;
- c) To reduce absenteeism and tardiness;
- d) To prevent injury to participants of school extracurricular activities;
- e) To prevent injury to those who drive vehicles on campus;
- f) To prevent injury to those who participate in work/study programs

The use, possession, transportation, sale of illegal or non-prescribed drugs, chemicals, and/or alcohol, or the transfer of prescribed drugs is prohibited on school/parish property or at school sponsored functions. It is also a violation to be under the influence of illegal or non-prescribed drugs, chemicals, and/or alcohol.

This policy applies to all students on school property, all students in school vehicles, and all students off school property attending a school function.

The school shall require follow-up testing if: 1) at any time during his/her enrollment a student's drug/alcohol test indicates use of illegal or non-prescribed drugs, or alcohol or 2) a student admits to the use of illegal or non-prescribed drugs or alcohol. For procedures regarding follow-up testing see 5607R(c).

Possession of any controlled substance on school property subjects a student to automatic expulsion as stated in Mississippi Code § 37-11-18.

Any student involved in the use and/or abuse of drugs, chemicals and /or alcohol must receive counseling and continued assessment from a licensed drug/alcohol counselor PRIOR to and after readmission to the school. The student will be placed on probation and required to sign a contract approved by the Superintendent of Schools.

All elementary and secondary schools in the Diocese shall provide programs for prevention of substance abuse in their curriculum

Diocesan Regulation 5607R(a) The following are the Diocesan regulations concerning substance abuse:

(1) The sale, possession, transfer, use, or purchase of illegal drugs, controlled substances, or non-prescribed drugs will be reported to appropriate law enforcement officials.

(2) No prescription drug will be brought on school premises by any person other than the student or the parent/guardian of the student for whom the drug is prescribed. Prescription drugs may be used in the manner, combination, and quantity prescribed only with the administrator's knowledge and the required form.

(3) Non-school related use, possession, transportation, or sale of illegal or non-prescribed drugs, chemicals, and/or alcohol resulting in investigation, arrest and/or conviction, excessive absenteeism, tardiness, inferior performance, an accident, or a failure to meet school expectations is a violation of this policy.

(4) Any student who refuses to take or cooperate with the procedures for the administration of a drug, chemical and/or alcohol test within one hour of leaving the school with his/her parents will be subject to discipline, including immediate expulsion.

(5) Any student who refuses to comply with testing, who tampers with a drug, chemical and/or alcohol test or who in any way fails to cooperate with an investigation into possible violations of the Diocesan Substance Abuse Policy will be subject to immediate removal from school premises.

(6) If a student's mental or physical abilities are impaired in such manner that the school determines the student is unable to function in a safe or responsible manner,

the student must have a parent or guardian pick him/her up and transport the student from the premises to the testing facility. If no relative is available within a designated time period school officials will make appropriate provisions for testing. If the student is hostile and/or leaves the premises against the better judgment of school personnel, appropriate law enforcement officials will be notified.

(7) The school reserves the right to conduct personal searches of a student's locker, vehicle and effects located on school property or when attending a school-sponsored event when it reasonably believes its substance abuse policy has been violated. Entry upon the school's premises by students will be deemed to constitute consent by students to personal searches. A copy of these regulations, and the Mississippi Drug and Alcohol Testing law can be obtained from the Superintendent's office.

Any violation of the aforementioned regulations will subject a student to

discipline, up to and including immediate expulsion.

Diocesan Regulation 5607R(b)

(a) Reasonable suspicion is defined under this policy as the belief by the school that a student is using or has used drugs, chemicals, and/or alcohol in violation of Diocesan policy. Reasonable suspicion testing may be based upon:

(i) Observable phenomena, such as direct observation of drug, chemical, and/or alcohol use

and/or the physical symptoms or manifestations of being under the influence of any of the above;

(ii) Abnormal conduct or erratic behavior while at school, absenteeism, tardiness, or deterioration in school performance;

(iii) A report of drug, chemical, and/or alcohol use provided by reliable and credible sources

and which has been independently corroborated;

(iv) Evidence that an individual has tampered with a drug, chemical and/or alcohol test

during his/her school enrollment with the school;

(v) An accident or injury at school or while attending or participating in a school related function, or information that a student has caused or contributed to an accident while at

school or while attending or participating in a school related function, regardless of the extent

of personal injury or property damage; and

(vi) Evidence that a student is involved in the use, possession, sale, solicitation, or transfer of drugs, chemicals, and/or alcohol while on school premises or while operating its vehicles, machinery, or equipment, or while participating in a work-study program.

(b) If there is reasonable suspicion that a student is using or has used drugs or chemicals or consumed alcohol in violation of Diocesan policy, that student will be required to submit to a drug, chemical and/or alcohol test.

(c) In all but extenuating situations, the Superintendent of Schools must approve, in advance, all reasonable suspicion drug testing. In instances when the Superintendent cannot be reached, the principal and/or the pastor has the authority to initiate testing. In the case of reasonable suspicion of alcohol use, the principal has the authority to initiate breath analysis or saliva testing.

(d) Any student whose test results indicate any use of drugs or alcohol or whose

test results are confirmed positive for drugs, chemicals, and/or alcohol will be subject to disciplinary consequences, up to and including expulsion.

Diocesan Regulation 5607R(c)

If during the course of his/her enrollment a student's test indicates any use of illegal drugs or alcohol or if the student enters a drug, chemical and or alcohol rehabilitation program, the student will be subject to periodic testing at the parent's expense as a condition of continued enrollment in a Catholic school. Refusal to submit to follow-up testing will result in expulsion. All follow-up testing procedures adopted by the school must meet the prior approval of the Superintendent of Schools.

Diocesan Regulation 5607R(e)

(1) All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the school through its drug and alcohol testing program are confidential communications, and will not be released except under circumstances allowed pursuant to the aforementioned drug and alcohol testing law.

(2) Before testing, a student will be allowed to provide notice to the school of any current or recent use of prescription or nonprescription drugs.

(3) The following include some of the types of drugs or chemicals for which the school might test: Amphetamines, Barbiturates, Cannabinoids (Marijuana), Cocaine, Opiates, Phencyclidine (PCP), Methadone, Methaqualone, Propoxyphene, Benzodiazepines and other drugs/chemicals that the student is suspected of using.

(4) All initial positive drug test results will be confirmed by a gas chromatography/mass spectrometry test of the same sample originally tested. All initial alcohol tests will use breath analysis or saliva testing. Confirmatory alcohol testing will be completed by blood sample analysis.

(5) Any student who receives a positive confirmed drug chemical and/or alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the Superintendent of Schools. A student, at his or her own cost, also may request that the specimen be retested at a certified laboratory.

(6) Any student who receives a positive confirmed test result and who fails to present a satisfactory explanation for the result, or who fails to present a contrary result from a certified laboratory of the student's own choosing, will be subject to

discipline, up to and including expulsion.

Procedures for the school to follow if reasonable suspicion (as defined above) occurs. • Faculty/staff member will contact the Principal.

- Principal will contact the Pastor
- Principal will contact the Superintendent
- Principal will contact parent(s) or guardian(s)
- Student will be taken to LabCorp by the parent(s) or legal guardian(s) at 543 Bluecutt Rd Columbus, MS 39705 with the required paperwork. The student will be tested for the following: Amphetamines, Cocaine, Marijuana, Opiates, PCP, Barbiturates, Benzodiazepines, Methadone, Propoxyphene

Implementation of Drug Testing Program

If a school reasonably suspects that a student is under the influence of drugs, chemicals, or alcohol either on the premises or at school-sponsored functions, it may require students to submit to a drug, chemical and/or alcohol test (see 5607R(b)). Regulations 5607R(a) through (e) apply to any drug, chemical and/or alcohol testing required by the school. See above section for details.

Weapons and Violence in Schools Act

Absolutely no weapons or objects portrayed as a weapon are allowed on the ACS campus.

Lunch Program

Please do not bring any FAST FOOD to school. This includes ANY KIND of restaurant food. If parents would like to join their child for lunch they may bring fast food for themselves, but not their child. Lunch orders will begin Monday, August 16th.

For the convenience of our families we are offering lunch from Zachary's. The following is the menu: Monday – spaghetti, green beans, fruit cup; roll; Tuesday – hamburger steak, mashed potatoes, fruit cup, roll; Wednesday – chicken tenders, chips, fruit cup, roll; Thursday – hot dogs, chips; fruit cup; Friday – fish sticks, macaroni and cheese, fruit cup, roll. Orders can be placed online several weeks in advance. Orders for the following week must be submitted by the **THURSDAY** before 8 a.m. for the next week. Daily lunches will be \$5.00 per child and do not include a beverage. Menu is subject to change.

Children who do not participate in the lunch program should bring lunch from home. Students without a lunch will be provided a Lunchable and fruit cup from the cafeteria, and the parents billed \$3.00 per day to defer additional service requirements.

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

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

Pandemics

The health and safety of our students, faculty, and staff is a top priority. In the event of a pandemic the administration works in consultation with the Diocese of Jackson of Catholic Education to determine the necessary actions regarding the closure and/or reopening of the school. ACS and diocesan administrators makes decisions relating to school environment, models of learning, and procedures in considerations of state and local government directives, as well as, recommendations and guidelines issued by the Mississippi Department of Health and the Centers for Disease Control and Prevention (CDC).

Field Trip Policies & Forms

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

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

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

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

MIDDLE SCHOOL FIELD TRIPS & CHAPERONES

School field trips are an extension of classroom learning, and are considered a privilege. All field trip permission forms, payments, etc. are due by the specified date. Failure to bring any of these items will result in the child's absence from the field trip. Students will also be required to complete provided assignments in lieu of the field trip experience. These assignments will be due on the following school day.

Due to the nature and size of our middle school and the amount of teachers we have, chaperones are not always required. Should the need for chaperones arise, however, you will find this information on the permission slip for that field trip.

8th GRADE RETREAT

The "8th Grade Retreat" is an event that is scheduled year by year, and is calendared by the principal only after it is determined to have sufficient parental support. The itinerary for the trip itself may vary from year to year for myriad reasons.

Parents and students should note that individual attendance on the class trip is a privilege, not a right. A student may lose the privilege to attend the class trip as a consequence related to administrative disciplinary action. Any decision to revoke a student's travel privileges rests with the principal.

Parents and students must understand that the fees set for a class trip are based upon the number of travelers who commit to the excursion. The loss of even one student who commits to the trip can impact the costs for the other travelers. As such, any student who loses the privilege to travel as a result of disciplinary action, may forfeit fees already paid and be asked to pay in full if their removal from the roster would force classmates to pay higher fees.

It is the policy of ACS that only teachers and school administrators/staff may serve as chaperones for the class trip.

Uniform & Dress Code

All students at Annunciation Catholic School wear uniforms. The uniform code is not set up to restrict student's individualism, but rather to promote the traditions of a Catholic education and provide a standard for our students that fosters an environment conducive to learning and respectful behavior. It is the responsibility of each parent to ensure that the dress code is followed by his/her children. Final decisions regarding the

school uniform rest with the Principal/Administration. If there is any question as to whether the article is within dress code or not, do not wear it.

Rule of thumb is if you have to question it, we will have to question it.

School Uniforms

- Hair must be clean and well groomed. The principal may request that the hair be cut or trimmed. Students are not allowed to come to school with dyed hair. Hair or hair accessories cannot distract the learning environment.
- Parents are asked to write their child's name on all articles of clothing, outerwear, and lunch box.
- Uniforms should be clean and pressed with all buttons attached, no holes in clothing, and hem intact. Shirrtails should be tucked in while a student is on campus unless the shirt is a no-tuck shirt. Belts must be worn at all times when a shirt is tucked into pants or shorts with belt loops. All uniform items in bold must only be purchased from our approved uniform company Uniforms and Accessories, Inc with the exception of belts, socks, shoes, hair accessories, outside wear, leggings

Physical Education Uniforms

Annunciation Catholic School does not have physical education uniforms at this time. Students will participate in P.E. classes in their regular school uniforms.

Retired Uniform Items

Retired uniform items will still be available in the uniform closet and students will be allowed to wear them as long as they are in good condition. Retired uniform items include: white knit shirt with logo, navy and khaki a-line skorts, girls' navy shorts, navy knit shirt with logo, crew neck sweatshirts with logo, nylon anorak jacket.

Uniform Guidelines

PRE-K STUDENTS

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

BOYS

Shirts

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

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

- Navy regular uniform shorts or pants

Footwear

- Tennis shoes or casual shoes/loafers (closed heel & closed toe) with rubber soles
- Primarily neutral colors - white, brown, grey, black, navy or red.
- No sandals, clogs, or crocs Socks –REQUIRED
- Solid red, white, black, or blue. (socks must be able to be seen with shoes)

Jewelry

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

No makeup or fingernail polish

GIRLS

Shirts

- Red knit shirt with logo
- 3/4 sleeve (no tuck) blouse
- White round-collared (Peter Pan) shirts

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

- Plaid regular uniform shorts or pants

Skorts (no higher than 2 inches above the knee)

- Plaid skort or navy knit skort

Plaid jumper (solid colored shorts may be worn underneath jumpers)

Red Polo Knit Dress with logo (solid colored shorts may be worn underneath jumpers)

Footwear

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

Socks/Hosiery - REQUIRED

- Socks: solid red, white, black or blue (socks must be able to be seen with shoes)
- Tights: Solid white, navy, red or natural
- Leggings: Solid white, navy, red or natural

Jewelry

- Only one pair of small, unobtrusive earrings may be worn.
- No makeup

Fingernail polish – neutral colors only

OUTERWEAR

Only the following are allowed in the classrooms/assemblies:

- sweatshirts and pullover with logo
- Red/Navy fleece jacket with logo
- Red/Navy Nylon Anoraks (retired item)

Outside/Recess

- All other outerwear should only be worn outdoors.
- No hats may be worn in any of the buildings.

GRADES KINDERGARTEN THRU 5th

BOYS

Shirts

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

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

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

Footwear

- Tennis shoes or casual shoes/loafers (closed heel & closed toe) with rubber soles
- Primarily neutral colors - white, brown, grey, black, navy or red.
- No boots.
- No sandals, clogs, or crocs Socks –REQUIRED
- Solid red, white, black or blue (socks must be able to be seen with shoes)

Jewelry:

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

No makeup or fingernail polish

GIRLS

Shirts

- Red knit shirt with logo
- White round-collared (Peter Pan) shirts
- 3/4 sleeve (no tuck)
- All shirts except the no-tuck blouse must be tucked in.

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

- Navy pants or navy knit skort
- Plaid shorts or skorts
- Belt required with pants or shorts (solid black, brown, blue, or red) Jumpers and skirts (no higher than 2 inches above the knee)
- Plaid jumpers and red knit polo dress with logo (generic, solid colored shorts may be worn underneath jumpers/skirts.)

Footwear

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

Socks/Hosiery - REQUIRED

- Socks: solid red, white, black or blue (socks must be able to be seen with shoes)
- Tights: Solid white, navy, red or natural
- Leggings: Solid white, navy, red or natural

Jewelry

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

No makeup

Fingernail polish – neutral colors only

OUTERWEAR

Only the following are allowed in the classrooms/assemblies:

- sweatshirts and pullover with logo
- Red/Navy fleece jacket with logo
- Red/Navy Nylon Anoraks (retired item)

Outside/Recess

- All other outerwear should only be worn outdoors.
- No hats may be worn in any of the buildings.

MIDDLE SCHOOL UNIFORM POLICY (6th-8th graders)

Regular School Day

BOYS

Pants

- Khaki shorts or long pants
- Belt required – solid brown, black, red or blue

Shirts

- Navy dri fit polo shirt
- Shirts must be tucked in.

Socks – REQUIRED (socks must be visible)

- Solid color white, navy, or black socks

Footwear

- Tennis shoes or casual shoes/loafers (closed heel and closed toe shoes)
- Primarily neutral colors – white, brown, grey, black, navy, or red.
- No boots.
- No sandals or clogs allowed (including Crocs)

Jewelry

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

No makeup or fingernail polish

GIRLS

Skort (no higher than 2 inches above the knee)

- Khaki skort

Shirts

- Navy dri fit polo shirt
- 3/4 sleeve (no tuck)
- All shirts except the no-tuck blouse must be tucked in.

Socks – REQUIRED (socks must be visible)

- Navy blue knee socks, navy/white tights, or solid color white or navy socks
- Tights: Solid white, navy, red or natural

- Leggings: Solid white, navy, red or natural

Footwear

- Tennis shoes or casual shoes/loafers (closed heel and closed toe shoes with rubber soles)
- Primarily neutral colors – white, brown, grey, black, navy, or red
- No boots
- No sandals or clogs allowed (including Crocs)

Jewelry

- Only one pair of earrings may be worn
- Small and unobtrusive studs or 1 inch dangles
- Necklaces are limited to a single chain/strand, single drop/medallion.

Makeup

- Light application (no heavy eyeliner)
- Neutral colors only

Fingernail Polish

- All colors allowed with the exception of black
- All fingers must display the same color
- Must be well-manicured with no chipped polish

OUTERWEAR

Only the following are allowed in the classrooms/assemblies:

- sweatshirts and pullover with logo
- Red/Navy fleece jacket with logo
- Red/Navy Nylon Anoraks (retired item)

Outside/Recess

- All other outerwear should only be worn outdoors.
- No hats may be worn in any of the buildings.

- MASS AND SPECIAL DAYS (Mandatory) 6th-8th grade only
- **Students will wear this uniform all day

BOYS –

- Khaki long pants with brown or black belt
- White Oxford short or long sleeve shirt
- Navy and red striped tie or bow tie (purchased at ACS for \$10)
{a fee of \$5 will be charged if a tie is borrowed from the office}

Brown or black socks

Brown or black “church” dress shoes

GIRLS

- Navy and red plaid kick pleat skirt (no higher than 2 inches above the knee)
- 3/4 sleeve white Oxford blouse (no tuck)
- Navy cross-tie (purchased at ACS for \$10)
{a fee of \$5 will be charged if a tie is borrowed from the office}

Navy or white knee socks or navy or white tights; NO LEGGINGS

Brown or black closed-toe "church" dress shoes – flat or low heel

Out of Uniform Policy

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

Non-Uniform Days Guidelines Students may wear:

Jeans
Tennis shoes
Short socks
Shorts (no higher than 2 inches above the knee)
Skorts
Dresses
Sweatshirts
Jogging suits
Nail polish
Jewelry
Hoop earrings
Large earrings
Dresses
Boots – below the knee

Students may NOT wear:

Flip-flops
Tank tops
T-shirts with inappropriate writing
Tennis shoes that convert to roller skates
Biker shorts
Pajama pants
Low cut blouses/tops
Clothing that is extremely tight
Artificial Nails

Emergency Procedures

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

Fire Drills

Fire drills are held in compliance with state and local regulations. Fire drills are held regularly. Evacuation plans are displayed in each room in the school building.

Tornado Drills

Tornado drills are held in compliance with state and local regulations. Students are trained to respond to local and school tornado warnings.

Unknown Persons on Campus

A drill for this scenario will be conducted once a semester

Inclement Weather Closings

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

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

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

After hours will be closed whenever the school is closed.

After Hours will not be held Friday, December 17th, Wednesday, May 25th, or Thursday, May 26th.

Off-Campus Conduct

Students must conduct themselves off campus in a manner consistent with their status as a member of ACS community and with the philosophy, policies, goals, and commitments of ACS as established in this handbook. Any off-campus behavior, which subjects the school to negative publicity or perception by the public, is considered a serious infraction and will be disciplined on an individual basis as determined by the administration.

Lockers

Middle School students will be assigned lockers by the middle school teachers. Lockers at Annunciation Catholic School are the property of the school. Lockers will not be locked at any time. Faculty and staff may open and search lockers at any time if there is reason. Lockers should always be maintained and kept in good housekeeping. A minimum \$25 locker damage fee will be collected from students whose lockers are damaged.

Student Directory

Annunciation Catholic School will provide all families with a Student Directory at the beginning of the year including family names, addresses, and contact information. A student directory is also located on FACTS for school personnel.

Class Parties and Celebrations

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

Birthday Parties

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

Visitors

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

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

Parent Organizations

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

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

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

The objectives of this association are:

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

Photo & Video Release

Photos and videos of students will not be shared without parent/guardian consent. Consent is given during online enrollment.

Schools Right to Amend

Due to unforeseen events, some aspects of this handbook may be changed or be modified during the year. Any changes made will be communicated to parents in a timely manner.

Student Records

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

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to Annunciation Catholic School for distribution. Completed forms will be sent via the U.S. Mail.

Appendixes

[Link to Diocesan Website](#)

[Mississippi Codes used in Diocesan Policies](#)

[Mississippi Immunization Requirements](#)

Telecommunications Use Agreement

[Medication Administration Authorization Form](#)

[Diocesan Field Trip Form](#)

[Parent Signature Page](#)

Annunciation Catholic School

223 North Browder St. • Columbus, • 39702 • 662-328-4479 • 662-328-0430

MEDICATION ADMINISTRATION AUTHORIZATION FORM

Medications should be administered to students by their parents/guardians at home whenever possible. In the event this is not possible, consent must be given, and the following form completed.

For Prescription Medications, written authorization from parent/guardian and licensed health care provider are required.

For Over the Counter Medications, written authorization from parent/guardian is required. Authorization from a licensed health care provider may be required for repeated usage or at the discretion of the school administrator.

Parent/Guardian Authorization

1. I request that the above medication be given to my child during school hours as ordered by his/her licensed health care provider.
2. I will immediately notify the school of any change in the medication or licensed health care provider order, dosage change, frequency, or duration of administration.
3. I will provide the prescription medication in the original container from the pharmacy with label affixed: student's name, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the prescription and/or medication expires.
4. I will provide over the counter medication in the original manufacturer's bottle and include: student's name affixed to the bottle, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the medication expires.
5. I will pick up any unused portion of medication within 30 days of discontinued date or by the last day of school.
6. I give permission for designated school personnel to administer the medication.
7. I give permission for designated school personnel to administer the medication on a field trip or school activity as ordered.
8. I release all school personnel harmless for any and all liability for damages or injury resulting directly or indirectly from the presence of medication in the school or its use by my child.

(Parent/Guardian Signature)

(Date)

(Phone)

Licensed Health Care Provider Completes This Section (Please Print):

Student's Name: _____

School: _____

Birthdate _____ Age: _____ Grade: _____ Allergies: _____

Name of Medication: _____ Dosage to be given: _____

Time/frequency to be administered: _____

Method of Administration (i.e. oral, inhale) _____

Other recommendations/Side Effects/Special Considerations: _____

Diagnosis/Medical reason for medicine: _____

X

(Licensed Health Care Provider Signature)

(Date)

(Phone)



**CATHOLIC DIOCESE OF JACKSON OFFICE OF CATHOLIC EDUCATION
FIELD TRIP AUTHORIZATION AND RELEASE FORM**

We, the undersigned parent(s) or legal guardian(s) of _____
do hereby

(Name of Child/Youth)

authorize and voluntarily request that my child participate in the following field trip experience:

_____ on _____
(Activity and Location) *(Date)*

We understand and agree that our child will be transported via _____
(Transportation Service)

We will depart from _____ at _____
(Name of School or Church) *(Time Leaving)*

and return at _____
(Time Returning)

We understand that adequate supervision will be provided. We authorize the adult in charge to administer medical attention as needed in the event that the persons listed below cannot be reached.

In consideration of these and other things, I release, indemnify and agree to hold _____ Catholic School, _____ Catholic Church, the Catholic Diocese of Jackson, teachers, chaperones, priests, bishops, administrators or any of their employees, agents or contractors ("Released Parties") from any liability for my child's physical or mental injuries that might occur during this field experience.

I also authorize and agree to my child's release, indemnity and agreement to hold harmless the Released Parties from all claims arising out of, occurring or accruing during the trip. I agree on behalf of my child that this release, indemnity and hold harmless agreement shall be binding upon me as a parent, guardian, next friend of my child, and upon my child's estate, heirs, personal representatives and assigns.

Signature of Mother/Legal Guardian

Signature of Father/Legal Guardian

Date

Date

In case of emergency call:

1. _____ at _____
Name/Relationship

Phone Number

2. _____ at _____
Name/Relationship

Phone Number

My child, _____, has the following medical concerns: _____

Parental Cooperation Agreement

All parents/ guardians of students at Annunciation Catholic School are required to sign below and return this page to the school showing their support and understanding of the policies of the school and Diocese. Parents must sign this form in order to keep their children enrolled at Annunciation Catholic School.

I, _____, have read, understand, and agree to abide by the policies and regulations in this handbook and the policies of the Catholic Diocese of Jackson, Office of Education.

Student Names: _____

Parent Signature: _____ Date: _____