

Annunciation Catholic School



2025-2026 Student Parent Handbook

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ACS QUICK REFERENCE GUIDE

This reference guide contains a brief overview of school policy contained within the ACS Handbook. This information is included in the handbook, but this is an abbreviated version to the most sought-after policy questions.

DISCLAIMER

The Archdiocese of Santa Fe Catholic School Policy Manual (ASFCSPM) governs all Parish/Regional preschools and elementary schools and the Archdiocesan high school (ASF Policy No. 1300). Additional, school specific information is included in this handbook. Not all situations can be covered in a handbook. Annunciation Catholic School reserves the right to add or delete policy as necessary to accommodate extraordinary situations that may arise during the school year. Parents and students will be made aware of changes.

Simply through enrollment at Annunciation Catholic School parents and students enter into a covenant with the school and agree to the terms of its handbook.

AFTER CARE

After Care Hours

3:15 – 5:45 p.m. on regular school days

1:15 – 5:45 p.m. on early dismissal days*

After Care services can be used on an as needed basis. After Care fee is \$7.00/hr. prorated to the minute. After Care is located in the Community Center, but occasionally in St. Francis Hall. A parent alert will be texted and/ or signs will be posted of any location change.

*There may be days that aftercare will close early (3:30 pm) due to special school events, such as the ACS Benefit and Halloween Happening. Look for schedule changes on the FACTS calendar.

ATHLETICS

Annunciation Catholic School is a member of the Albuquerque Parochial Independent Athletic League (APIAL). The League makes decisions at the beginning of each school year as to the competitive sports to be made available to all member schools.

APPEARANCE, ATTIRE & UNIFORMS

Student Hairstyles

Only natural hair color is acceptable. **Noticeable highlights are not permitted. Shaved images or designs, drastic/extra dramatic cuts are not allowed.** Hair should not hang over eyes - bangs should be at or above the eyebrow.

Shoes

Shoes must have a closed toe and heel. Athletic shoes or appropriate dress shoes (i.e., Mary Jane's, Uggs, loafers) are acceptable – sandals, foam slides, and slippers are not acceptable for safety reasons. **Boots (knee-height and below) may only be worn on Spirit Days. Athletic shoes MUST be worn for PE.**

Socks/Tights

Socks must be worn and need to be white, navy, grey, black or hunter green. Socks must be ankle, knee or crew length. Solid white, navy, black or hunter green tights (with no rips or tears) may be worn under jumpers or skirts. **Pants or leggings are not to be worn under skirts or jumpers.**

Spirit Wear

Spirit wear consists of the following:

- any or all uniform items
- appropriately fitting blue or black denim pants – without holes, rips, or tears.
- **More detailed information is noted later in this school handbook. Use this information as a general guideline.**

CONDENSED UNIFORM GUIDE FOR 2025-2026

Boys: Kindergarten – 5th Grade

Mandatory

- Navy-blue pants (or navy-blue pants- docker style (straight leg) with a button and zipper- no stretchy fabric or tight/ skinny-fitted pants allowed)
- Light blue pique or dry-fit polo or button down

Mass Dress

- Navy-blue pants
- Light blue polo or button-down shirt
- Optional hunter green sweater or vest

Girls: Kindergarten – 5th Grade

Mandatory

- K -3rd grade - Blackwatch plaid jumper, navy-blue pants (or navy-blue pants- docker style (straight leg) with a button and zipper- no stretchy fabric or tight/ skinny-fitted pants allowed)
- 3rd, 4th & 5th grade - Blackwatch plaid skirt or navy-blue pants
- White pique or dry-fit polo or white button-down blouse

Mass Dress

- Blackwatch jumper/skirt, navy-blue pants
- White polo or blouse
- Optional hunter green sweater

Boys: 6th – 8th Grade

Mandatory

- Navy-blue pants (or navy-blue pants- docker style (straight leg) with a button and zipper- no stretchy fabric or tight/ skinny-fitted pants allowed)
- Monogrammed hunter green or white, pique or dry-fit polo shirt

Mass Dress

- Navy-blue pants
- Tucked in monogrammed white button-down shirt **or** white monogrammed polo shirt
- Optional hunter green sweater/vest

PE Uniform

- Students will change into PE attire in the locker room/dressing room
- Clothing must be athletic-appropriate, with shorts of modest length (no spandex/volleyball shorts)
- ACS spirit shirts are encouraged; however, school polos are also acceptable
- Athletic shoes are required

Girls: 6th – 8th Grade

Mandatory

- Blackwatch plaid skirt, navy-blue pants (or navy-blue pants- docker style (straight leg) with a button and zipper- no stretchy fabric or tight/ skinny-fitted pants allowed)
- Monogrammed hunter green or white, pique or dry-fit polo

Mass Dress

- Blackwatch skirt or navy-blue pants
- Tucked in monogrammed white button-down shirt **or** white monogrammed polo shirt
- Optional hunter green sweater/vest

PE Uniform

- Students will change into PE attire in the locker room/dressing room
- Clothing must be athletic-appropriate, with shorts of modest length (no spandex/volleyball shorts)
- ACS spirit shirts are encouraged; however, school polos are also acceptable
- Athletic shoes are required

ATTENDANCE

If your child is absent for any reason, please notify the school office by 8:30 am by calling 505-299-6783 or emailing croybal@acsabq.org .

LUNCH PROGRAM

Lunch Schedule

Grades Jr.K - 1	11:19 – 11:41
Grades 2 – 3	11:41 – 12:03
Grades 4 – 5	12:06 – 12:26
Grades 6-8	12:30-12:50

Lunch Choices

Students have the option of bringing lunch from home or ordering online ahead of time for catered individual lunches. If students are bringing lunch from home, please know that

- Soft drinks or energy drinks should not be included in sack lunches.
- Microwaves are not available to heat student lunches.

The catered lunch service is provided by The Lunch Lady 505, LLC. Please look to the school's website for the link to the monthly menu calendar, and to order lunches online.

SCHOOL HOURS

Regular School Hours: 8:00 a.m. - 3:15 p.m.

Tardy: 8:05 a.m.

Early Dismissal Hours: 8:00 a.m. - 1:15 p.m.*

*On occasion, there may be earlier dismissal for teacher in-service, or before a holiday break.

DRIVER & PEDESTRIAN SAFETY

DO NOT PARK & LEAVE YOUR CAR ON Utah, Vermont or Phoenix. If you want to park and walk up to a gate, you must use a parking lot.

- Do not double park.
- Although it is not marked as a one way, it is best if cars enter the church parking lot from the west (Utah) and exit on the east side (Vermont). This keeps the flow running smoothly.
 - Students, even when accompanied by a parent, are only permitted to cross streets within the designated cross walks. **DO NOT ALLOW** your children to cross in the middle of the street.
 - Parking lot speed limit is 5 mph.
 - Please be cautious and courteous.

Drop Off/Pick Up Zones

Drop off/pick up zones are located for each entrance. **Parking is not permitted in drop off/pick up zones** – simply pull up to the curb, stay in your car and wait for your children to come to you. If you would like to park and walk up to a gate, please use either the church parking lot, or the parking lot next to the playground (for families with more than one student, siblings/ family members will be picked up at the youngest student's assigned gate).

Building	Drop Off/Pick Up Zones NO PARKING ON STREET
Middle School (6 th -8 th) and Morning Care Gym/CC	• Furthest south lane in the main parking lot • Flow of traffic west to east • If possible, enter at Utah and exit at Vermont.
Primary (Jr.K-K)	• Along Utah in front of the Jr.K playground • Flow of traffic south to north • Park and walk up- parking lot by playground across the street
Primary (1 st -2 nd)	• Along Phoenix • No parking on street • Flow of traffic east to west
Annex & 5th (3 rd – 5 th)	• Along Vermont in front of the Annex • No parking on street • Flow of traffic north to south

GRADING

Grading Procedures

Reports cards are issued every nine weeks (4 times per year) (progress reports will be issued mid-quarter for grades 6-8).

Effort & Conduct Grades/SLE (Schoolwide Learning Expectations) Grades Jr.K – 8

3 = consistently meets expectations

2 = sometimes meets expectations

1 = rarely meets expectations

Grading System Jr.K – 8

Standards Based Grading Scale

4 = independently and consistently demonstrates a complex, advanced understanding of the standard – this score is difficult to obtain and not the norm

3 = consistently demonstrates mastery of skill

2 = progressing towards mastery of skill with some teacher assistance

1 = area of concern - demonstrates no mastery of skill even with teacher assistance

0 or NE = no evidence to assess

NA = Not assessed at this time

Letter Based Grading Scale

A = 90-100%

B = 80-89%

C = 70-79%

D = 61-69%

F = 60% and below

HEALTH

Illness /Medications

If a student is ill, it is best to keep the student home. This prevents other students and teachers from getting sick and allows a student to recover more quickly. If a student is treated with antibiotics, do not send them to school until 24 hours after the first dose to minimize the spread of infections. The Health Department recommends students stay home until they are fever free (less than 100.4) for at least 24 hours without the use of fever-reducing medication. ACS follows guidelines set forth by the NM Department of Health and the Public Education Department.

1:1 IPAD PROGRAM

Access to this technology is designed for educational purposes and is to be utilized within a supervised classroom environment. iPads are subject to inspection at any time without notice. Students must report any loss, theft or damage to ACS administration immediately. Families will be responsible for the replacement of iPad for things that not covered by Apple Care. Apple Care does not cover protection against normal wear and tear, theft, misplacement, reckless, abusive, willful or intentional conduct associated with handling and use of the iPad. **A fee of up to \$400 will be charged to replace an iPad, and a \$40 fee will apply to replace an iPad charger.** These charges will be applied on the family's FACTS Incidental Billing Account. Students return their leased iPad to ACS at the end of each school year. Non-return of iPad for any reason will result in the withholding of student transcripts and all other school documentation.

Violations may result in a loss of school technology access as well as other disciplinary or legal action. If you mistakenly access inappropriate information, you should immediately **contact your teacher**. The school has the discretion to determine what is considered offensive or inappropriate.

SCHOOL CLOSING - SEVERE WEATHER PROCEDURES

Annunciation will follow the APS (Albuquerque Public Schools) severe weather procedure as aired over local radio and television stations. Parent Alert will be sent to confirm closure or delay. On a two-hour delay school will begin at 10:00 a.m.

USE-OF-NAME

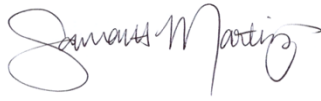
Faculty members, staff, students, parents, and parish members may use or authorize the use of the school's name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity), in print or for social media purposes **only with the written approval of the Principal or Pastor.**

INTRODUCTION

This handbook has been compiled and published for parents and students under the authority of the Pastor of Annunciation Parish. It has been written to answer frequently asked questions regarding the operation of the school. This handbook was enacted on August, 2025.



Mrs. Cindy Shields
Principal



Mrs. Samantha Martinez
Assistant Principal

As questions arise throughout the school year, please refer to your handbook. If additional information is needed, contact the school at 505-299-6783.

Particular regulations may be modified if determined necessary by the Pastor who is the final arbiter in all matters pertaining to the operation of Annunciation Parish and School. For any difficulties or problems encountered with policies or school regulations please see the section titled, Appeal Process.

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Simply through enrollment at Annunciation Catholic School parents and students enter into a covenant with the school and agree to the terms of this handbook.

ACADEMIC STRUCTURE

Mission Statement

Annunciation Catholic School's mission is to provide a Christ-like and learner friendly environment to better serve God and community.

Vision Statement

Annunciation Catholic School's vision is to provide a Catholic Education that recognizes and respects each student's uniqueness as a member of the Body of Christ. We awaken, recognize and honor the God-given abilities of each student by providing active learning experiences using innovative techniques and cutting edge technology. We challenge students to accept responsibility to continue Jesus' mission by being people of prayer, service, wisdom and compassion.

School-wide Learning Expectations (SLEs)

School-wide Learning Expectations (SLEs) are what is expected to be embodied, demonstrated, understood, and lived by graduating 8th grade students but will be addressed from Jr.K – 8th grade. These are not only expectations for students but should be embraced, learned, modeled and guided by the entire adult community: parents, teachers, staff, administration, pastor, volunteers, coaches, etc.

Annunciation students will be faith-filled, active Catholics who

- Value that prayer is an integral part of their lives
- Participate in the sacraments and liturgical experiences
- Are knowledgeable and active in the social justice teachings of the Catholic Church
- Use their God-given talents to build meaningful relationships within our school community

Annunciation students will be engaged learners who demonstrate proficiency in:

- Communication
- Collaboration
- Critical Thinking
- Creativity
- Curiosity

Annunciation students will be self-aware, well-rounded people by demonstrating

- Empathy
- Gratitude
- Integrity
- Optimism
- Perseverance
- Self-confidence
- Self-Control

Leading the Way as Parents

The home is the first and most important school. No teacher can ever substitute for you. Your children are cheated if you shift your obligations of home training to the teachers. School staff members recognize your responsibility to:

- Praise the role of teachers and priests. Avoid the danger of prejudicing your mind and the minds of others against those who play such a major role in shaping the lives of your children.
- Support a curriculum which gives due preference to the essentials of intellectual achievement and Catholic faith, morals, and values.
- Live a full Catholic life by weekly Mass attendance, daily family prayer, Christ-like generosity and sharing of gifts and talents.
- Show a continuing interest in the progress of your children at school. Keep in touch with teachers and participate in school affairs through parent-teacher conferences and volunteer when possible.
- Impress on your children early in life that a complete education includes training the will as well as the intellect.
- Teach your children to cultivate their study habits through completion of homework and the effective use of their time. Make available a place in which to work without interruption.
- Encourage your children to view educational and/or quality programs which will broaden their educational scope. Programs subject to parental discretion (i.e., independent reading) should be viewed by an adult and child to ensure the opportunity of discussing questionable material.
- Help your children to learn how to communicate the knowledge they have acquired. Ask them to start thinking about how they will put their education to use in later life. Encourage their voluntary involvement in their parish. Lead by example.

Religious Education

The school has developed a program of religious education that begins with the Jr.K students. As students continue, they are prepared in third grade for the Sacraments of First Reconciliation and First Eucharist. Classroom curriculum supports this preparation but the formal processes are Parish directed activities. Proceeding into middle school, the program begins to deal with forming Catholic values and focusing on the challenges adolescents must confront. Students attend Mass weekly during the school year and actively participate in planning and conducting these liturgies. Not only does this religious education program impart knowledge about the Catholic Church and its teachings to the students, but it also supports the parents in instilling and developing the values, spirituality, and faith of their children. Students participate in the various ministries of the Church by serving at Masses and participating in the music and liturgy planning. Students are actively engaged by participating in Adoration of the Blessed Sacrament with their class on the First Friday of each month.

Evangelization

How can we as Annunciation Parents Evangelize?

- By receiving the gift of the Eucharist as often as possible in order to be nourished and strengthened in spreading the Word of God.
- By reflecting on and communicating the importance of Catholic education and sharing the reasons we have chosen it for our children.
- By letting people know that we send our children to Catholic schools primarily for the catholicity.
- By feeling strongly about Catholic Education and being an example by centering our families around God and Church.
- By believing that Catholic education and prayer in class are special gifts and privileges not ever to be taken for granted.
- By knowing that the way to ground our family in God daily is through school involvement, church attendance and participation in school activities.
- By reminding our children that seeing pictures and statues of Jesus, Mary, and the saints throughout the Catholic school is important and serves as a great reminder of what is important.

So, *evangelize* and let people know why you feel so strongly about Catholic education.

History

Annunciation Catholic School has served Albuquerque families since 1959, providing an excellent Catholic education for students in Jr. Kindergarten through 8th grade. Rooted in faith, tradition, and academic excellence, ACS continues to nurture the spiritual, intellectual, and social growth of every child. What began with a small group of students meeting in borrowed classrooms has grown into a thriving school community, supported by the dedication of parishioners, parents, alumni, and friends. Over the decades, their generosity has helped ACS expand facilities, strengthen programs, and provide students with the resources they need to succeed.

- **1959** – ACS founded; temporary classes held at St. Pius X High School.
- **1961** – New school dedicated; 560 students enrolled (K–8).
- **1965** – Enrollment grew to 690; WWII barracks used for extra space.
- **1981** – New primary building dedicated to replace barracks.
- **1992–1997** – Added portables, renovated old church for classrooms, new library, computer lab, and science lab.
- **1999–2001** – Major facility upgrades: HVAC, carpeting, gym floor, bleachers, automated library, and re-roofing.
- **2006–2009** – Technology upgrades, playground improvements, fire alarm/PA system, new tile floors, lockers, playground equipment, and kiln.
- **2013–2014** – Perimeter fencing, Annex renovation, and gym repaint.
- **2009–2015** – Fall Benefit and Jog-a-Thon events funded science, technology, art, PE equipment, and library remodel.
- **2016–2019** – Science lab upgrades, new iPads, interactive boards, security systems, LED lighting, water bottle fillers, and turf replacement (60th Jubilee).

- **2020–2021** – Adapted to COVID-19: remote learning, CSP upgrades, new iPads, small cohorts, and expanded classrooms.
- **2023** – Focus on school safety: taller fencing, window film, enhanced procedures, and an additional Jr. Kindergarten class.

Present Operation

The school currently consists of the main school building which houses grades five through eight, the library, the Student Success Center, two labs for STEM instruction, and the administrative offices. The primary education building houses grades Jr.K through 2nd. The Gym/Community Center houses physical education, school athletics, social programs, meeting space for larger activities, cafeteria space, and storage areas. Two portable buildings house four classrooms that are being used for music, art, 3rd grade, and elementary science lab. during the school day and for the parish's adult religious education classes in the evenings. Six classrooms in the renovated church building (now known as the Annex) house students in grades three, four, Elementary Spanish and OT/SLP.

Accreditation

Annunciation Catholic School is always seeking the best and most effective ways to educate children for their futures, infusing this education with a strong and vital Catholic identity, while supporting parents in their role as the primary educators of their children. Every six years we have the opportunity for a very specific Self Study process leading to the re-accreditation of the school. In the spring of 2023, a visiting committee from Western Catholic Educational Association (WCEA) reviewed our Self Study and Action Plan for ongoing improvement. ACS received the highest accreditation level, which is valid through 2029.

General Curriculum

In order to best serve the students, Annunciation Catholic School uses a variety of approaches for different ages. Elementary students in grades Jr.K through three, follow a traditional self-contained model. Jr.K – 2nd grade students focus on one teacher for all of the basic subjects - religion, reading, math, reading, language arts, social studies and science. 4th & 5th grades begin to switch classes between the grade level teachers. Spanish is offered twice a week for students in grades 2- 5 and one time per week for students in K-1. Jr.K and Kindergarten students attend STEM classes twice a week. 1st through 6th grade students attend STEM classes once a week. Physical Education classes are offered two times a week in Jr.K through 8. Elementary students attend science lab, library, music and art once a week.

The middle school (grades 6 – 8) is departmentalized into six major areas: religion, language arts, literature, math, science, and social studies. In addition, multiple times per week, students attend Spanish, physical education, STEM, music and art. 6th - 8th graders have four electives per week – giving students some choice in course offerings in the areas of art, music, drama, intramurals, and STEM. Students have the opportunity to participate in many programs which enhance and enrich the core program.

ADMISSION POLICIES

Annunciation follows the ASF Policy No. 2000 in reference to admission.

All Catholic preschools, elementary schools and the Archdiocesan high school shall admit only those students who sincerely seek a Catholic education.

For admission purposes, preference is given to students who are practicing Catholics, who have a basic knowledge and understanding of the Catholic faith, and who are registered members of a parish or mission within the Archdiocese.

By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents or legal guardians acknowledge and agree that their student will participate in religious instruction and formation in the Catholic faith.

By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents or legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings. No student will be refused admission to a Parish/Regional school or the Archdiocesan high school because of race, color, national origin, or gender.

Additionally:

- A. All students must be in compliance with the minimum age requirements of the State of State of New Mexico in order to enroll; students entering Kindergarten must be 5 by September 1st and students entering Jr.K must be 4 by September 1st.
- B. Locally set admission priorities and/or preferences including:
 1. Dates for application, registration, testing, admission acceptance and parent/student commitment procedures and deadlines;
 2. An interview with the parent or legal guardian and student, when possible; and
 3. A statement regarding application, tuition and other fees.
- C. If a student applies to transfer from one Parish/Regional school to another (except in the case of a student who is entering high school), the Principal/Preschool Director of the school to which the student wishes to transfer may request that the parents or legal guardians of the student provide a reason for the requested transfer.
- D. If a student applies to transfer from one Parish/Regional school to another (except in the case of a student who is entering high school), the Principal/Director of the school to which the student wishes to transfer should confer with the Principal/Preschool Director of the school from which the student wishes to transfer.

Home-Schooled Students

Parents or legal guardians who seek admission to a Parish/Regional school, or the Archdiocesan high school for children who have been home-schooled shall provide proper documentation to the school that will allow the school to properly evaluate and place the student. Such documentation shall include, but not be limited to: immunization records, samples of student work, report cards (if applicable), recommendation from the leadership of the home school, copy of curriculum used by the home school with the student, and grade level/subject testing. At the school's discretion, the student may be required to undergo standardized testing or admission testing prior to admission. In the event of such testing, and if it is administered by a third party or agency, the parents or legal guardians of

the student may be asked to pay for the testing. The school reserves the right to place the student in the grade or course that the school deems appropriate.

Admittance of Non-Catholic Students

Parish/Regional schools and the Archdiocesan high school may admit a student who is not Catholic, provided that this student will not displace a Catholic student, and provided that the student and his/her parents/legal guardians clearly understand that the student will be required to participate in Catholic religious instruction and school activities related to the Catholic identity of the school. Parents/legal guardians of non-Catholic students acknowledge and agree that students will participate in religious instruction and formation in the Catholic faith. By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents/legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings.

Students with Special Needs

Annunciation is not equipped to meet the needs of students who have special needs beyond the regular curricula. However, with diagnostic evaluations Annunciation can address the needs of students who require accommodations to meet academic needs. If a teacher observes that a student is having academic or social difficulty, he/she will discuss the matter with the principal and the parent and/or guardian. By federal law all children with an identified need have access to evaluation services by the local public school district.

AFTER CARE

After Care Hours

3:15 – 5:45 p.m. on regular school days

1:15 – 5:45 p.m. on early dismissal days

After Care services can be used on an as needed basis. After Care fee is \$7.00/hr. prorated to the minute. After Care is located in the Community Center, but occasionally in St. Francis Hall. A parent alert will be texted and/ or signs will be posted of any location change.

*There may be days that aftercare will close early (3:30 pm) due to special school events, such as the Benefit and Halloween Happening. There may be days when ACS dismisses at noon and still holds aftercare. You may pack a lunch or pizza will be provided. Look for schedule changes on the FACTS calendar.

Fees & Payments

After Care services can be used on an as needed basis. After Care fee is \$7.00 per hour, prorated to the minute. Billing occurs through FACTS and is due monthly.

Information & Registration

The primary focus is always the safety of your child/children which is why it is imperative that within our program we are aware of who is using it and that it is adequately staffed with supervising personnel. All students must check in with After Care personnel. Parents must inform personnel that they are checking their child out when they pick them up. If the child is not signed out properly, the family will be charged until 5:45 pm. A late fee may be charged if a child is picked up after 5:45 pm. Students are required to follow school rules. Specific and varied activities are planned each day including study time. Snacks are provided each day. It is recommended that an extra snack be sent with your child if they stay past 5:00.

Emergency Use of After Care

Parents who find themselves in an emergency situation should call and inform the school office to ensure that your child is taken to After Care.

APPEAL PROCESS

ASF Policy No. 1310 clearly outlines the appeal process.

Any appeal concerning any matter relating to Parish/Regional preschools and elementary schools and the Archdiocesan high school shall be processed in accordance with the following regulations:

A. Resolution of Ordinary Differences within the School Community

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed:

1. In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
2. If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school principal/director. The specific provisions for a fair process are to be contained in the local school handbooks.
3. If the Principal/Preschool Director is believed to be acting contrary to Archdiocesan or local school policy, or if there is a disagreement regarding the principal's or preschool director's decision affecting a student, then the student (18 years or older), the student's parent or legal guardian may request that the Pastor/Rector in the case of a Parish/Regional school or the Superintendent in the case of the Archdiocesan high school review the matter or the decision.
4. If the conflict cannot be resolved in an elementary school or preschool following steps one through three above, then a parent, student (18 years or older) or employee may have recourse to the Superintendent.
5. If an aggrieved party requests that the Superintendent review a matter or a decision arising out of a local school, the Superintendent may (at his or her sole option) assign a hearing officer to

review the matter and take testimony if necessary. The Superintendent may consider evidence obtained by the hearing officer in reviewing the matter and in making his/her final decision.

B. Recognition of Local Authority

In cases involving Principal and Pastor discretion, the Catholic Schools Office recognizes the local administrations' authority to exercise discretionary rights within the parameters of local and Archdiocesan policy.

C. Appeal of Required Withdrawal of a Student

If a Principal/Preschool Director requires, for whatever reason, that a student withdraw from school, the student (if 18 years or older), or the parent or legal guardian may appeal the principal's/director's decision following the steps in A. 3 and 4 above.

D. Appeal of Other Serious Decisions

There shall be no right of appeal for a student, parent or legal guardian if a Principal/Preschool Director takes some disciplinary action toward a student other than required withdrawal from the school. There shall be no right of appeal, for example, for the suspension of a student, or for detention. There may be occasions; however, where a Principal/Director's decision has serious consequences and the student (if 18 years or older) or the student's parent or legal guardian requests a review by the Pastor/Rector or Superintendent. It shall be within the sole discretion of the Pastor/Rector or Superintendent to determine whether to review the decision.

E. Process of Appeal

When a parent, an employee or a student (18 years or older) believes his/her rights have been violated and/or the Principal/Director and/or Pastor/Rector is believed to be acting contrary to Archdiocesan or local policy, the person may submit an appeal in writing to the Superintendent with the following information, provided steps one through three above have been followed:

1. The subject of the appeal.
2. Any factual data, other than hearsay, the person considers appropriate.
3. The efforts that have been made to resolve the issue
4. The decision of the Principal, Preschool Director and/or Pastor/Rector must be appealed within ten (10) working days of the communication of that decision by the aggrieved party.
5. The Superintendent may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on the Superintendent's behalf.
6. If the Superintendent accepts the appeal, the Superintendent (or his or her designee) shall have the discretion to review documents and take testimony (if necessary) from any witness who may have knowledge or information regarding the subject of the appeal. Should a hearing be necessary, the Superintendent may hear the appeal alone or form a hearing committee, if s/he deems appropriate.
7. The decision of the Superintendent is final and binding and concludes the appeal process. There shall be no further right of appeal.
8. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process may the parent, employee or student (18 years of age) be represented by an attorney.

APPEARANCE, ATTIRE & UNIFORMS

Please enforce the appearance and attire requirements in your own home. Do not leave that responsibility to school personnel as it interferes with the learning of your child and other students. A neat and clean appearance is to be maintained by all students. Clothing is to be clean and in good repair.

Hairstyles

Hair is to be neat and clean. Only **natural hair color** is acceptable. **Noticeable highlights are not permitted.** Shaved images, drastic/extra dramatic cuts are not allowed. Hair should not hang over eyes - bangs should be at or above the eyebrow. No hats or bandanas may be worn inside the school buildings.

Jewelry

Jewelry is easily broken, lost or misplaced and should be avoided - wear at your own risk. Jewelry must not be a distraction. Jewelry may not pose a risk to safety. Students may not wear facial jewelry of any kind, other than non-distracting earrings worn in the ear (no large hoops or large earrings that dangle). Gage earrings are not allowed. Multiple earrings in each ear are not allowed. No wallet chains or similar items are allowed. Students may not wear visible chokers or chains around their necks. Sunglasses are not to be worn inside school buildings. Body piercings are not allowed. Appropriateness of jewelry is left to the discretion of the administration.

Make-up

Make-up may not be worn by any students in grades Jr.K-7th. 8th grade girls are permitted (with parental permission) to wear minimal, tasteful, neutral colored make-up. If at any time this privilege is abused, the privilege will be revoked. Make-up may not be brought to school.

Nails

Nails should be kept short and clean. Nail polish is permitted unless it becomes a distraction. Nail polish may not be brought to school. Artificial nails are not permitted.

Shoes

Shoes must have a closed toe and heel. Athletic shoes or appropriate dress shoes (i.e., Mary Jane's, loafers) are acceptable – sandals, foam slides, and slippers are not acceptable for safety reasons. **Boots may only be worn on Spirit Days. Athletic shoes MUST be worn for PE.**

Socks/Tights

Socks must be worn and need to be white, navy, grey, black or hunter green. Socks worn with jumpers/skirts **must be ankle, knee or crew length.** White, navy, black or hunter green tights may be worn under jumpers or skirts (free of holes, rips, or tears). **Pants or leggings are not to be worn under skirts or jumpers.**

Spirit Wear

Spirit Wear can usually be worn on early dismissal days unless noted differently. Please see the monthly calendar posted on our website and FACTS. Additional Spirit Wear days may also be announced in the same manner, by email, or Parent-Alert. Spirit wear consists of the following:

- any or all uniform items
- appropriately fitting (not too loose not too tight) blue or black denim pants - full or capris length (mid shin) with **no rips or tears/ distressed**
- Spirit Shirts - can be purchased from *Sterling Outfitters* or any shirt from any Annunciation School related event.

Uniforms

Uniforms and dress code help to identify our students. They are to be kept neat, clean and in good repair, and should be worn with pride. If uniforms are not within acceptable guidelines the following steps will be taken for the given grade levels.

K – 4th Grade

1. Parents will be sent an e-mail reminding them of the requirements.
2. Parents will be called to bring suitable uniform/attire while the student returns to class.

5th – 8th Grade

1. Student will be reminded of the requirements
2. Student will call parents to bring a suitable uniform/attire while the student returns to class.
3. Parents will be called to bring change of clothing while the student waits in the office.

To avoid this situation and the ensuing waste of time to obtain the correct attire, please monitor your child's dress before he/she leaves for school.

UNIFORM GUIDE FOR 2025-2026

The Blackwatch plaid, monogrammed items (middle school polos, Mass dress shirts, outerwear, and sweatshirts) need to be purchased from **Sterling Outfitters** www.sterlingoutfitters.net

Boys: Kindergarten – 5th Grade

Daily Uniform - Mandatory

- Navy-blue pants (or navy-blue pants- docker style (straight leg) with a button and zipper- no stretchy fabric or tight/ skinny-fitted pants allowed)
- Light blue pique or dry-fit polo or button-down shirt (short or long sleeved). **If undershirt is worn it must be white, light blue or navy and not extend beyond the uniform shirt sleeve.**

Mass Dress - Mandatory

- Navy-blue pants, light blue polo or button-down shirt
- Only school sweaters may be worn in Church.

Optional (K–5 Boys continued)

- Monogrammed hunter green V-neck/cardigan sweater/vest purchased through *Sterling Outfitters*

- Monogrammed hunter green or navy blue sweatshirt purchased through *Sterling Outfitters*
- Belt (brown, black, navy or white)
- Spirit shirt
- Annunciation jacket or other fan wear (no hoodies)

Note: Only official uniform sweaters, vests, sweatshirts or jackets may be worn in classrooms.

Girls: Kindergarten – 5th Grade

Note: Skirt length may vary, but at a minimum, skirt length must be NO shorter than three (3) inches above the kneecap.

Daily Uniform - Mandatory

- K -3rd grade - Blackwatch plaid jumper or navy-blue pants purchased through *Sterling Outfitters* (or navy-blue pants- docker style (straight leg) with a button and zipper- no stretchy fabric or tight/ skinny-fitted pants allowed)
- 3rd, 4th & 5th grade - Blackwatch plaid skirt or navy-blue pants purchased through *Sterling Outfitters*
- White pique or dry-fit polo or white button-down blouse (short or long sleeved). **If an undershirt is worn it must be white, navy or black and not extend beyond the uniform shirt sleeve.**

Mass Dress - Mandatory

- Blackwatch jumper/skirt (as per grade level) or navy-blue pants, white polo or blouse
- Only school sweaters may be worn in Church. (No other outerwear may be worn in Church.)

Optional

- Monogrammed hunter green or navy blue sweatshirt purchased through *Sterling Outfitters*
- Spirit wear shirt
- Annunciation jacket or other fan wear (no hoodies)

Note: Only official Annunciation sweaters, vests, sweatshirts, or jackets may be worn in classrooms.

Boys: 6th – 8th Grade

Daily Uniform - Mandatory

- Navy-blue pants purchased through *Sterling Outfitters* (or navy-blue pants- docker style (straight leg) with a button and zipper- no stretchy fabric or tight/ skinny-fitted pants allowed)
- White button-down monogrammed shirt purchased through *Sterling Outfitters*
- Monogrammed hunter green or white, pique or dry-fit polo shirt purchased *through Sterling Outfitters*. **If an undershirt is worn it must be white, navy or black and not extend beyond the uniform shirt sleeve.**

Mass Dress - Mandatory

- Navy-blue pants, tucked in monogrammed white button-down shirt (clean and ironed) or monogrammed white polo.
- Only school sweaters may be worn in Church. (No other outerwear may be worn in Church.)

PE Uniform

- Students will change into PE attire in the locker room/dressing room

- Clothing must be athletic-appropriate, with shorts of modest length (no spandex/volleyball shorts)
- ACS spirit shirts are encouraged; however, school polos are also acceptable
- Athletic shoes are required

Optional

- Monogrammed hunter green V-neck/cardigan sweater/vest purchased through *Sterling Outfitters*
- Belt (brown, black, or navy)
- Spirit shirt
- Annunciation jacket or other fan wear (no hoodies)

Note: Only Annunciation sweaters, vests or jackets may be worn in classrooms. Annunciation sweatshirts are only permitted on Spirit Wear days.

Girls: 6th – 8th Grade

Note: Skirt length may vary, but at a minimum, skirt length must be NO shorter than three (3) inches above the knee cap.

Daily Uniform - Mandatory

- Blackwatch plaid skirt or monogrammed navy-blue pants purchased through *Sterling Outfitters* (or navy-blue pants- docker style (straight leg) with a button and zipper- no stretchy fabric or tight/ skinny-fitted pants allowed)
- Monogrammed hunter green or white, pique or dry-fit polo shirt purchased *through Sterling Outfitters*.

Mass Dress - Mandatory

- Blackwatch skirt or monogrammed navy-blue pants, tucked in monogrammed white button-down shirt (clean and ironed) or monogrammed white polo.
- Only school sweaters may be worn in Church.

PE Uniform

- Students will change into PE attire in the locker room/dressing room
- Clothing must be athletic-appropriate, with shorts of modest length (no spandex/volleyball shorts)
- ACS spirit shirts are encouraged; however, school polos are also acceptable
- Athletic shoes are required

Optional

- Monogrammed hunter green cardigan/V-neck sweater/vest (purchased through *Sterling Outfitters*)
- Spirit shirt
- Annunciation jacket or other fan wear (no hoodies)

Note: Only Annunciation sweaters, vests or jackets may be worn in classrooms.

Used Uniform Sale/Swap

Used uniform swaps/sales will take place prior to school starting or shortly after. If stock allows, a sale may occur in January of each year. Please look to the school website for announcements. Lightly used plaid uniforms, sweaters and jackets will be sold through the sale. Please do not donate pants or polos to the donation collection. If at any time, you have any of these items that you would like to donate to the sale, please drop them off at the school office.

ATHLETICS

Annunciation Catholic School is a member of the Albuquerque Parochial Independent Athletic League (APIAL). The League makes decisions at the beginning of each school year as to the competitive sports to be made available to all member schools.

Eligibility

- Any student who is failing or receiving two 1s may be placed on academic probation. To ensure this, students will have a quarterly grade check.
- Any student in mid-school who receives three 1s in conduct or effort is cause for concern. That student will meet with the principal or Athletic Director and an improvement plan/ contract will be developed. It will be the responsibility of the student to get teacher signatures on a weekly basis. If a student does not meet the requirements of the plan/contract, he/she will be ineligible for the rest of that season.
- All players are required to pay a sports activity/participation fee.

Team Sports Guidelines

- The student shall display conduct which reflects the mission, objectives, and philosophy of the school.
- The Athletic Director will determine which students are assigned to the varsity, junior varsity, or other groupings of teams based on numbers.
- The student's parents must accept full responsibility for any injuries sustained during practice or participation in all team or squad activities. Insurance is the responsibility of the parent.
- When a student is absent from school due to illness, he/she may not participate in practices or games scheduled on that same day.
- A student may not practice or play if they have been suspended. They may return to practice/ games on the date they return to their classes.

Sports Equipment

Students may bring their own sports equipment to school for use during recess hours; however, softballs, hard baseballs, bats, skateboards, scooters and roller blades/skates are excluded. Label all equipment. Annunciation is not responsible for broken, lost or stolen items.

ATTENDANCE, SCHOOL HOURS, ARRIVAL & DISMISSAL PROCEDURES

Attendance Guidelines

Regular attendance is necessary if one is to be successful in school. Absentees miss valuable class instruction, discussion, continuity of work, as well as social interactions. Because of this, leaving school for sport related trips or a vacation is discouraged because these absences may result in lowered achievement levels. It is the student's responsibility (with parental guidance) to ensure work is made up and turned in to each teacher.

It is the responsibility of each family to have students in regular attendance. If it is necessary for a student to be absent for an entire day or a portion of a day, the PARENT is to contact the school by 8:30 a.m. You may also leave a voice mail message prior to the office opening at 7:00. Otherwise, for the safety of the students, a call will be placed to the student's home to ensure their well-being.

If books or assignments need to be collected prior to the students returning, please call the school office to make arrangements. Students will have a reasonable amount of time to complete make-up work (typically one day for each day absent). Tests or long-term projects assigned prior to an absence are due or are to be taken on original assigned dates.

Any time a student is not in school, with the exception of a school-related function, the absence will be counted on the class attendance record, the report card and the Permanent Student Record. The school has the right to request that any absence be substantiated by an official document, such as a letter from a physician, etc.

School Hours

Regular School Hours: 8:00 a.m. - 3:15 p.m.

Early Dismissal Hours: 8:00 a.m. - 1:15 p.m.*

Tardy: 8:05 a.m.

**On occasion, there may be earlier dismissal for teacher in-service, or before a holiday break.*

If a student is tardy (after 8:05) he/she must report to the school office to be signed in for the day. A tardy slip will be issued for admittance to class. **Please remember that a student arriving late to class is disruptive and should be avoided.** Excessive tardiness will be dealt with on an individual basis.

The length of school day is depicted in ASF Policy No. 1420: Instructional time on all regular school days in all Parish/Regional elementary schools and the Archdiocesan high school will be at least that required by the State of New Mexico. Minimal school days may be taken for the purpose of professional development or for extended faculty meetings. On minimal school days, schools must be in session a minimum of either one-half period more than half the total number of periods or 3.5 hours. Parental notice of minimal school days should be given well enough in advance for parents to make arrangements for after school care. Whenever possible, minimal school days will be noted on the

annual school calendar. The Superintendent must approve requests for exceptions to the minimal school day requirements.

In order to provide the safest environment possible, an arrival and dismissal plan is in place. Keep in mind that your child's safety is our first and foremost concern at all times.

Arrival & Dismissal Information

Arrival

1. Students are not to be on campus before 7:30
2. Students arriving between 7:30 and 7:50 a.m. are to report to Before Care in the gym, 6—8th graders may come to the hallway of the main building. Students will be dismissed to their classrooms at 7:50 a.m. Jr.K – 2nd grade students will be escorted to their classrooms by an adult.
3. Students arriving after 7:50 a.m. should be dropped off in a designated drop off zone. NO PARKING is permitted in drop off zones. If a parent wishes to walk his/her child into the classroom, they need to park in a parking lot. NO PARKING is permitted at the curb of any street bordering the school. Further, a parent may not double park (even to drop off a child) as this is a danger to both our students and other drivers.
4. Students arriving after the tardy bell (8:05 a.m.) are asked to report to the school office for a tardy slip.

Dismissal

1. At the end of each school day, car pool/ sibling students will be allowed to go directly to the youngest child's pick-up gate to meet with their other car pool/sibling students. Please notify the teachers involved.
2. At 3:15 all Jr.K through 5th grade teachers will dismiss students from their designated gate until a parent, guardian or car pool parent arrives to take them home. Teachers will stay with their class until all students have been picked up or until 3:25/1:25.
3. At 3:25/1:25 p.m. any remaining elementary students remaining will be escorted by their teacher to After Care.
4. By 3:30 ALL remaining Middle School students must be in Homework Club, working with a teacher, in After Care, or participating in a practice/game. No student is allowed to go off campus without adult supervision including those waiting for practice or games unless permission has been given by parents and approved administration. If students do not follow these rules, parents will be asked to ensure they are picked up at 3:15 daily and the privileges of Homework Club and After Care will be revoked.

Crossing Guards/Cross Walks

Crossing guards are employed through the City of Albuquerque. Crossing guards are stationed at both intersections along Phoenix. For everyone's safety it is imperative that their directions are followed. It is expected that they will be treated with respect and courtesy.

Driver & Pedestrian Safety

- **DO NOT PARK & LEAVE YOUR CAR ON UTAH, VERMONT OR PHOENIX.**
- Please observe school zone speed limit of 15 MPH on the streets surrounding the school.
- Be respectful of the neighborhood, following traffic rules and being safe drivers.
- Do not double park.
- Although it is not marked as a one way, it is best if cars enter the church parking lot from the west (Utah) and exit on the east side (Vermont).
- Students, even when accompanied by a parent, are only permitted to cross streets within the designated cross walks. **DO NOT ALLOW** your children to cross in the middle of the street.
- **Parking lot speed limit is 5 mph.**
- Please be cautious and courteous.

Drop Off/Pick Up Zones

Drop off/pick up zones are located for each entrance. Parking is not permitted in drop off/pick up zones – simply pull up to the curb, stay in your car and wait for your child to come to you.

Building	Drop Off/Pick Up Zones NO PARKING
Middle School (6 th -8 th) and Morning Care Gym/CC	• Furthest south lane in the main parking lot • Flow of traffic west to east • If possible, enter at Utah and exit at Vermont.
Primary (Jr.K-K)	• Along Utah in front of the Jr.K playground (Kindergarten pick-up in front of Main Building on Utah) • Flow of traffic is from south to north • Park and walk up- parking lot by playground across the street
Primary (1 st -2 nd)	• Along Phoenix • No parking on street • Flow of traffic is from east to west
Annex (3 rd – 5 th)	• Along Vermont in front of the Annex • No parking on street • Flow of traffic is from north to south

Gate Etiquette

Perimeter fencing and gates have been installed for safety purposes. It is imperative that these be treated as such. **DO NOT** jump the fence, reach over to open the fence, etc. Model the behavior expected of students. Perimeter gates will be locked at 8:05 each morning. Gates will be opened by teachers at the end of the day in order to dismiss students to their families. During the school day visitors are to enter the main building near the flag pole and **check in at the main office.**

Student Departure from Campus

Students in grades Jr.K-8 of the Archdiocesan School System are not allowed to leave campus during school hours on their own accord. Additionally, students are not allowed to walk off campus at any time without adult supervision. Students who walk home from school need to make individual arrangements with the office.

A student needing to leave before the day has been completed or who leaves for a scheduled appointment is to observe the following.

1. The parent/guardian must physically present himself/herself at the office to request that the student be dismissed.
2. The parent/guardian is to sign their child out.
3. The student will be called to come to the office or if necessary, a parent/guardian will be sent to pick their child up from the classroom with verification that the student has been signed out.

If a student returns to school following an appointment or other business, the parent/guardian is to sign them in through the main office.

In the event that some person other than the parent/guardian requests a student, the following is observed:

1. The individual is to fully identify himself/herself to the school office and state the reason for his/her presence. The individual's identification will be examined and the parent/guardian will be called to assure that the individual meets with approval (unless the parent/guardian has previously called the school or presented a written statement giving advance permission which is already on file in the office).
2. If the individual meets the established criteria, the student will be released following the procedure stated previously.

In the event that law enforcement officers request an interview or the release of a student, the following is observed:

1. The principal, assistant principal or pastor are notified immediately;
2. The law enforcement officers will identify themselves and provide the proper identification. The law enforcement officers' home office and/or supervisor is to be contacted in order to assure the legitimacy of the authorities' presence and purpose;
3. The parent/guardian will be contacted if allowable by law.

Truancy

Truancy is defined as being absent from school without permission.

1. Truancy is a violation of the New Mexico Education Code.
2. Truancy will not be tolerated.
3. No truant student will be readmitted until a conference with parent(s)/guardian(s) and the principal has been held.
4. Truancy may cause a student to be dis-enrolled.

BEHAVIOR

This handbook contains general rules for behavior, but cannot cover every single situation that requires discipline. Situations that are not specifically detailed in this handbook will be handled individually according to the norms of acceptable behavior.

Restorative Practices

Restorative Practices are a shift from traditional rule-based punitive discipline systems to a system that focuses on building, maintaining, and when necessary, repairing relationships among all members of a school community. The restorative approach is a set of guiding principles, which includes respect, relationships, responsibility, repair, and reintegration practices for the school community, which sees relationships as central to learning and the development of an inclusive, respectful and safe culture. Using restorative practices to foster positive interpersonal and intergroup relations and to address inappropriate behavior when it occurs is a cornerstone of a progressive approach to discipline. Restorative Practices give priority to repairing harm done to individuals and school communities and providing student accountability by assuming responsibility and taking action to repair the harm they caused. It aims to keep students in school and to create a safe environment where learning can flourish.

Each teacher is responsible for maintaining order within his/her classroom. The enforcement of general school regulations as well as classroom rules is within the authority and responsibility of all staff members. Assigning corrective measures for misbehavior is at the discretion of the teacher or administrator.

Code of Christian Behavior/Classroom Rules

All classrooms must have rules of conduct that the students are expected to follow to ensure that a learning atmosphere is maintained for all students. All classroom rules will reflect the general Code of Christian Behavior (stated below) that is expected of all students at all times.

- Students are expected to conduct themselves in such a way as to bring credit to their school, their classmates, and to themselves.
- Students are expected to be polite and courteous to all adults in our school community. Correction for misconduct by any staff member is to be accepted.
- Respect for all gifts from God is to be shown at all times. All students are expected to have a concern for the property of the school/parish as well as the property and person of their peers.
- Willful disobedience, disrespect, and defiance of proper authority will not be tolerated.
- Cursing, abusive language, slander, lying and cheating are not acceptable.
- Use of alcoholic beverages, tobacco, and other drugs or any actions which may reduce or impair the effectiveness of the human body or mind are considered to be an abuse of God's gifts.
- Possession of any weapon which could endanger the life or safety of others is unacceptable.
- Respecting the feelings and the needs of others is a Christian goal and is expected of all.
- Activities and actions are to be guided by the all-inclusive rule that we respect one another.

Please note that Annunciation Catholic School recognizes that every student has a right to learn, and any act by a classmate which interferes with that right will be addressed.

The true goal of any disciplinary measure is to assist the student in achieving self-discipline which will manifest itself in clear and logical reasoning and in action which is consistent with good moral principles. As citizens in a democratic society, students must be given the opportunity to participate actively and responsibly in school life. When a student's behavior infringes upon the rights of others or against the educational process, the student must be corrected and given the reason(s) for any corrective measure administered. Corrective measures are intended to be positive acts rather than punitive. When punitive measures are necessary the following may be used by teacher/administrators.

Public Display of Affection

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Cool down/Time Out

Occasionally students will be removed from the classroom setting to reflect upon misbehavior and/or to regain self-control. Depending upon age and the severity of the situation time out will range from 10 - 45 minutes. In some cases, middle school student may spend the remainder of the school day in a designated time out area, and student work will be gathered for which they are to complete.

Detention Policy Grades 1-4

Students may be kept after school by individual teachers for 15 minutes to discuss ways to make more Christ-like decisions or to complete missing work.

Detention Policy Grades 5-8

Minor infractions will be handled by classroom teachers. Forty-five minute long after school detentions may be issued by classroom teachers for an infraction that compromise the learning process/environment, is a safety concern or to complete missing or incomplete work. Students will notify parents of detention prior to the end of the school day.

Suspension Policy

Suspension as depicted in ASF Policy No. 2450 refers to the isolation of a student from some or all classes and/or school activities. Suspension is defined as a temporary dismissal of a student from the school. Suspension is a serious consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success.

Major offenses or a serious interruption to the learning atmosphere undermining the standards and morals of our school may lead to suspension, probation or permanent dismissal as determined by the administration are:

- serious fighting involving actual or potential bodily harm to another student (e.g., rock throwing and punching that cannot be attributed to accidental injury);
- deliberate and open verbal and/or physical defiance of an authority figure which includes the clergy, administration, teachers, staff or volunteers;
- vandalism - defacing school or parish property, graffiti or arson;
- theft;
- unauthorized leaving of the school grounds or excessive absenteeism;
- possession of pornographic material (electronic or printed) or other unsuitable material;
- possession of weapons, alcohol, tobacco, drugs, drug paraphernalia or items deemed as inappropriate;
- smoking on any parish property or during school-sponsored events or having in their possession matches/and or a lighter;
- any act deemed by faculty or administration to undermine the Christian values of community, social concern, fellowship, charity, etc., which are essential to the Christian training provided at Annunciation;
- parental harassment or undermining of clergy, administration, faculty and staff or continued non-cooperation with stated school rules.

A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation.

The student may be required to attend school, but be separated from classes (in-school suspension) or remain at home (out-of-school suspension). The suspended student will be expected to continue schoolwork on an independent basis either at school or at home. Whether a student is in or out of school, suspension may not exceed three days, except in extraordinary circumstances or to allow time to complete and investigation or inquiry pending expulsion.

Suspension may encompass extracurricular activities subject to the school's handbook. School officials shall make reasonable efforts to notify the student's parents or legal guardians prior to imposing any suspension upon a student. In situations where immediate suspension is warranted, school officials shall notify a student's parents or legal guardians about the suspension as soon as is practicable under the circumstances.

The school shall keep a written record including date of the suspension, reasons, notes relating to the conference with the parents and terms and conditions of the suspension that shall be signed by the parent and Principal/Preschool Director. A copy of the record must be kept in a file separate and apart from the student's Permanent Record.

The Principal/Preschool Director must approve any suspension of a student.

Probation

Probation as described by ASF Policy No. 2440 refers to the careful supervision and evaluation of the student's conduct or academic progress for a specified period, at the end of which a determination is made concerning whether the student has corrected the misconduct or made appropriate academic progress.

A student may be placed on probation by the Principal/Preschool Director. Probation may be imposed in accordance with rules established by the school. At Annunciation probation may be imposed when a student's behavior or academic progress are a grave concern to teachers or administrators. A student may be put on probation when all other interventions have not been successful.

Probation shall include an agreement in writing between or among the student, parents or legal guardians and the school administrator addressing the student's misconduct or academic deficiencies, duration of probation, corrective measures to ensure compliance with applicable rules or requirements and the consequences of any violation of the terms of the probation. Parents must be notified in writing when the probation is terminated or if it is to be extended.

Subject to compliance with the terms of the probation agreement, a probationary period shall not exceed two semesters.

Expulsion

Expulsion is defined by ASF Policy No. 2460 and is the permanent dismissal of a student from school which is an extreme measure to be taken only as a last resort:

1. after all other efforts of motivation and counseling have failed or
2. where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or
3. as set forth in Policy 2470 regarding student withdrawal on grounds of parental behavior. Local schools should publish in the parent/student handbook a non-exclusive list of those actions that may constitute expulsion.

Procedures for Expulsion

- A. A record shall be kept of previous measures of remediation, counseling, probation, conferences and/or suspensions. This documentation should include written communication between the school and the family. **In the case of serious circumstances as described in "A" above, the student shall be immediately suspended until the process described in numbers B-H can be completed.**
- B. Parents MUST be informed by WRITTEN notice that expulsion is contemplated.
- C. A conference shall be held with parents, student, Principal/Preschool Director, Pastor/Rector, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
- D. Expulsion should be determined only after consultation with the Superintendent (and the Pastor/Rector in Parish/Regional schools and preschools). The final decision to expel a student rests with the Principal/Preschool Director and Pastor/Rector with the knowledge and consent of the Superintendent.

- E. Once the decision has been made to expel a student, WRITTEN notification of the decision must be sent to the parents and a copy forwarded to the Superintendent.
- F. The Principal/Preschool Director shall notify the parents in writing of the appeal process. (See Policy 1310)
- G. The Principal/Preschool Director shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a file separate and apart from the Student Permanent Record.

Student Harassment and Bullying

The ASF Policy No. 2410 strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), whether verbal, physical, visual or environmental. Any student who violates this policy will be subject to disciplinary action, up to and including required withdrawal.

Each Parish/Regional school and the Archdiocesan high school shall develop and disseminate a policy, in the context of the school mission and Catholic identity, which addresses student-to-student bullying and harassment. This policy shall state that it prohibits any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile or offensive, education environment.

In addition to this statement, the policy shall contain the following: descriptive behaviors; procedures for reporting; investigative procedures; consequences and penalties; discretion statement that allows the Principal/Preschool Director and Pastor/Rector (Superintendent for the high school) to review individual situations and waive any or all penalties. The policy should also state if the school provides a bullying/harassment prevention program for staff, students, and parents and how individuals may access that program.

Withdrawal due to Parental Behavior

According to ASFCS Policy No. 2460 normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for ANY of the following reasons:

- A. Refusal to cooperate with school personnel; or
- B. Refusal to adhere to Archdiocesan or local policies and regulations; or
- C. Interference in matters of school administration or discipline.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The Principal/Preschool Director must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or Policy 2470 would be enforced. If such effort does not correct the situation, then after consultation with the Superintendent, the Pastor and the Principal the parents may be required to withdraw their child. Documentation

signed by the principal/ and parents as well as any other information or evidence of consultation with the parents on the matter must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion shall be followed as outlined in letters B - G in ASF Policy No. 2460.

Registration for the following school year may be denied on the basis of this policy but is not limited to the actions specified herein.

Annunciation's Peaceable Approach to Aggression

It is our aim to minimize conflict and promote the safety of students. We believe that the following approach to aggression is in the best interest of our student's well-being and campus culture. It is based on the example of Jesus Christ, and researched-based psychological principals for responding to aggression and resolving relational conflict. We partner with families in teaching your student(s) how to appropriately handle conflicts while promoting peace at school, at home, and in the community. Through our united efforts, we can raise young citizens to be great leaders. Thank you for joining us as we work together to build a safe, productive, and peaceful educational environment.

A Logical View of Aggression and Conflict

Since the beginning of time, conflicts between people have occurred. Both history and modern-day narratives show a consistent display of aggressive behavior as individuals attempt to gain power and dominance over one-another. Despite countless attempts to achieve peace, man has not been able to create an environment void of conflict or disagreements. Such a task is truly impossible. Unfortunately, friends and enemies exist in all areas of the globe.

In the present day, it has become common for schools to issue parents a guarantee that their child's educational experience will be free of aggressive behavior, conflicts, and social challenges. While we strive to be our best, we understand that this expectation is unrealistic, as this has never been achieved. In the home, parents battle with conflicts such as sibling rivalry where children fight for dominance over one another. Schools face many of the same behaviors seen in the home on a larger scale. Promising that the school environment will be void of all conflict and perfectly peaceful is a promise that cannot be kept. Instead, we should all strive for peace and hold each other accountable, in a spirit of friendliness and Christ-like behavior. In our efforts to maintain a peaceful and safe environment, we have crafted the following plan on how we will handle aggression in a way that is both realistic and helpful.

As a Catholic educational institution, we see conflict as a teaching opportunity. We believe that we play an integral role in helping our students grow not only academically but also socially, emotionally, and spiritually. ACS has dedicated instructional time and resources to support social and emotional learning efforts. As with other subjects, like math, science, social studies, and religion we know that some students will find these lessons and life's tests in these areas to be especially challenging.

Despite its importance, time dedicated to this topic must be balanced with other learning objectives within the school day. Students that find significant struggles in this area may be best served through additional supports. Our staff is committed to equipping students with skills so that they might be empowered to navigate these situations effectively and over time, master the ability to solve social problems on their own. By reducing the number of social conflicts and the time spent intervening, our staff can spend more time teaching and students can spend more time learning, therefore bettering each child's educational experience.

Discerning Types of Aggression

The word "bullying" is a confusing term to discuss aggression. It is often misunderstood, misused, and the definition is ever-changing. While ACS abides by archdiocesan policy, we are also committed to using clear language to describe specific behaviors so that we might better communicate with one another and find practical solutions to any problems that exist. We encourage you to use specific language (such as name-calling, rumors, jokes, etc.) to describe behavior commonly referred to as "bullying" with your student and school staff. This helps us better identify and address these behaviors.

An Overview of Our Efforts

ACS employs initiatives and programs that foster social and emotional learning along with resilience education. It is our hope that these efforts will help prepare students for adversity and equip them with skills so that they might be empowered to make a positive difference.

Training resources will be available for students, parents, and staff to assist in providing solutions to the problem of aggression. We believe that we are stronger together and seek to involve students, parents, and staff in this educational effort. For more information about our current efforts and resources, please contact the school office. We encourage all students, staff, and parents to 'take action' when they see social aggression in a way that follows Christ's example and encourages peace, civility, and friendliness.

Handling Social Aggression

Social aggression that causes subjective harm (behavior that is aimed at hurting someone's feelings) is a violation of our Student Code of Christian Conduct, which promotes moral behavior. We ask that students treat others in a way that is friendly to build a positive campus culture and Catholic identity.

Giving consequences for non-criminal acts of social aggression (like name-calling) has been proven to raise hostility, increase victimization, and perpetuate negative behavior. Therefore, staff will work with students to replace negative behaviors and cope with any negative emotions in a way that is healthy and productive while supporting those effected by negative behavior.

Handling Physical Aggression

Acts and threats of physical aggression (behavior that causes objective harm to someone's body or property) are a violation of our Student Code of Christian Conduct. Behavior that does not cause pain

(such as horseplay or pushing and shoving) will be addressed by staff members on duty and consequences may be given, if it is deemed to be in the best interest of both students.

Discipline for Aggressive Behavior

Any aggressive behavior that causes a repeated disruption to the learning environment will be addressed by staff members and/ or the administration, and consequences may be given based on the severity of the incident(s). Our Code of Christian Conduct and discipline approach is governed by the Golden Rule which states to "Treat others the way that you want to be treated." In the spirit of the Golden Rule, we will do our best to work with parents to "Discipline in a way that we would like to be disciplined." In other words, our focus will be on promoting healthy behavior and learning from mistakes not attempting to cause a student strife via punishment. We will do our best to give consequences that match the severity of the behavior (are fair and just), offer opportunities for students to solve their own problems and fix mistakes (to promote relationship skills), and encourage positive behavior while deterring students from making a poor choice in the future (to improve responsible decision-making). We strive to provide disciplinary action that is in the best interest of the student and the overall learning environment.

Because of the legal requirements regarding confidentiality of student records, **the principal, cannot report specific information to another student's parents about the disciplinary action taken.** Parents, teachers, and staff have the responsibility for teaching our children to be civil to one another and to promote understanding of and respect for diversity and difference. We are all role models at all times to those children in our care. If we act in an accepting, patient "Christ-like" manner our students will do the same.

Annunciation's Harassment Policy

Harassment by supervisors, employees, students, and parents/guardians is prohibited.

The Archdiocesan School System of Santa Fe prohibits harassment of employees by other employees, supervisors, students or parents. Harassment is unacceptable conduct and WILL NOT be tolerated. All supervisors, employees, students and parents should exercise due care to see that the school is free from ALL forms of harassment. HARASSMENT IS PROHIBITED BY LAW.

For purposes of this policy, the term 'harassment' consists of knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person and which serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress. Harassment may constitute a form of employment discrimination when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student;
- submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual's employment or status as a student;

- such conduct has the purpose or effect of unreasonable interference with an employee's work performance or a student's school performance; or
- such conduct has the purpose or effect of creating an intimidating, hostile or offensive work or school environment.

Sexual Harassment includes, but is not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcomed comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display of sexually suggestive objects or pictures; and unwelcomed sexual advances by vendors or other visitors if the advances are condoned explicitly or implicitly by the school.

Parental/Guardian Harassment, under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the attitude of parent/guardians; nevertheless, it is recognized that a situation could arise in which the uncooperative or disruptive attitude of parent/guardians might so diminish the effectiveness of the school in acting loco parentis (in place of parents) that continuation of the student could be impossible. Such situations include, but are not limited to:

- any parent, guardian or other person who insults, character assassins or abuses any clergy, teacher, administrator or coach of the school in the presence or hearing of a student.
- any parent, guardian or other person who insults or abuses any teacher in the presence of other school personnel or students and at another school sanctioned activity located off campus requiring teacher participation.

Be respectful of Annunciation clergy, administrators, teachers, staff and students on all social networks. What you do on social media, your child may also do.

Harassment on the basis of race, color, religion, gender, national origin, age or disability - Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that has the purpose or effect of:

- creating an intimidating, hostile, or offensive work environment;
- unreasonable interfering with an individual's work/study performance; and/or
- otherwise adversely affects an individual's employment opportunities.

Tobacco, Alcohol and Other Drugs

In accordance to ASF Policy No. 2330 All Archdiocesan and Parish/Regional schools shall promote and maintain a smoke-free, alcohol-free and drug-free environment. All students are prohibited from possessing, using, or being under the influence of tobacco, vaping, alcohol or illicit drugs while on the school premises and at all school-sponsored activities. If a student possesses, uses, or is under the influence of tobacco, alcohol or illicit drugs while on school premises or at any school-sponsored activity, the school shall immediately contact the student's parents or legal guardians, and the school may, at its discretion, contact local law enforcement and Annunciation's policy will be put into effect.

The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs by a student may result in the required withdrawal or expulsion of the student from the school.

School personnel shall immediately report any incident involving the presence of any person on school campus or at any school-sponsored activity for purposes of possessing, using, manufacturing, selling or transferring marijuana, prescription, dangerous or narcotic drugs, to the Principal/Preschool Director. The Principal or Preschool Director shall in turn report the incident to local law enforcement. Possession of alcohol, other illegal drugs or inhalants is defined as: on a student's person, in a student's body or blood stream, in an item belonging to a student, such as but not limited to, a backpack, locker, purse, or car, or being held by another person. Under the influence of alcohol, other illegal drugs or inhalants is defined as having alcohol or drugs in the bloodstream or the body and/or suspicious behavior.

Alcohol, other drugs, inhalants and drug paraphernalia may be described as:

- alcohol is any liquor, wine, beer or other beverages containing alcohol;
- drugs are illegal drugs (marijuana, cocaine etc.) inhalants, legal prescription and over the counter medications, mood altering herbs and look-a-likes used, possessed or distributed for unauthorized purposes;
- drug paraphernalia is any equipment/apparatus designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.

We encourage and support our students in their efforts to be drug and alcohol free. Any student seeking help for himself/herself or for a friend from a teacher, administrator or other member of the staff will be given help without penalty. When a student is seeking help for a friend or acquaintance, a request for anonymity will be honored.

When we, as a Catholic School, deal with substance use and/or abuse, we want our actions and decisions to reflect Jesus. We are interested in promoting the well-being of each student, and we try to create a safe environment that is free of the pressures and fears that arise in the presence of drugs, alcohol or inhalants. Our goal is to support our students in making healthy choices. When a student is making unhealthy choices and is abusing drugs, alcohol or inhalants, we would like to be a vehicle for supporting this student and the family in getting the help that is needed. Therefore, the following disciplinary actions shall be enforced.

First Violation - The school may ask that a drug test be taken if there is reasonable suspicion of use. Failure to comply with this request shall result in immediate expulsion. Payment of the drug test shall be the responsibility of the family if the drug test is positive. If the drug test is negative payment will be the responsibility of the school. If positive, the student shall be expelled unless he/she and parents agree to follow the substance abuse Probation Policy for the remainder of the school year. If the student is unwilling to admit that he/she is using drugs, alcohol or inhalants or is unwilling to participate in the provisions of the probation, the student's expulsion shall stand.

Substance Abuse Use Probation Policy

1. The student shall be placed on three-day out-of-school suspension.
2. A police report of the incident may be filed with the proper authorities.
3. The student shall be required to attend a minimum of two counseling sessions with a certified counselor. Counseling shall be at the family's expense.
4. Reports of the student's drug testing and proof of counseling shall be submitted to the school administration.
5. While on probation, any serious violation of school policy shall warrant immediate expulsion.
6. The pastor and/or principal have the right to require additional provisions of a student's Substance Abuse Use/Probation.

Second Violation - The student shall be immediately dismissed (expelled) with no possibility of reinstatement to any Archdiocesan Catholic School.

COMMUNICATION

In order to foster greater parent and teacher communication, parent/teacher conferences are offered twice during the year. Please refer to the school calendar posted on FACTS and/ or the school website.

Teachers communicate with parents on a regular basis through notes, e-mails and their individual class web pages. Teachers are available to discuss individual children after school or by appointment. **Teachers are not available to discuss individual children before school as this is a necessary time to prepare for the day.** A conference may be requested so that teachers may plan their schedules as before and after school time is dedicated to other duties.

An Office Manager will deliver telephone messages or put notes in the mailboxes of teachers who are to return calls within 24 hours. Staff members may also be e-mailed. E-mails will be returned in a timely manner. If more than two business days have passed without a reply, please contact the teacher again. If a lack of communication persists, please contact the administration.

No class may be interrupted or disturbed while in session without very serious reason (fire evacuation drills, etc.). Items forgotten at home should be brought to the school office. Office personnel will deliver these items to the student(s) at a convenient time.

Administration may be contacted by phone, e-mail and in person at any time. An open-door policy is available to all parents. If administrators are busy at a particular time, an appointment can be made.

School wide communication is done through various means. The bulk of all school communications and individual teacher communications will occur by email. Occasionally information is sent home with students in their backpacks and/or folders.

CONFIDENTIALITY GUIDELINES

Your confidentiality as a student is important to us! In our school counseling office, what is said here, stays here, with the following exceptions, as required by law and/or ethical standards:

1. Harm to self or others: This could include things like a suicide attempt or plan, cutting or other self-injury, eating disorders, addictions, fighting or other physical violence, illegal behaviors, threats, etc. -- anything that puts your health or safety, or someone else's health and safety, at risk.

2. Abuse or neglect: If you talk with one of us about abuse (physical, emotional, verbal, sexual, or other abuse), whether to yourself or to another minor, we are required by law to report it to Child Protective Services, and possibly the police. If you tell us about an abuse case that's already been addressed by CPS or the police, we still may need to make a call to double check.

3. Court or other legal proceedings: By law, if we are subpoenaed (required by law to attend a hearing or other court proceeding), we cannot guarantee that your information will be kept confidential. We will always do our best to reveal as little as possible in a legal setting, but we must cooperate with the police, CPS, and the courts.

If there is ever a need to reveal information, we will let you know in advance, and work with you to handle the situation in a way that respects you, your feelings, and your needs.

CUSTODIAL RIGHTS OF PARENTS

In the absence of a certified court order/custody agreement limiting or terminating the rights of a parent or appointed guardian, such persons shall be assumed to have all legal rights pertaining to parenthood with respect to access to a student's educational records and participation in school activities relating to the student. In the event a parent or guardian claims that the other parent's rights have been limited or terminated at the time a student is enrolled or while attending a district school as an enrolled student, it shall be the claimant's obligation to produce the certified court order/custody agreement to support such claim. The claimants are responsible to provide the school office with the most recent agreement. The school shall maintain a copy of each such court order/custody agreement in the student's records. ACS staff shall remain objective and not take sides in child custody disputes.

EMERGENCY PLANS

Annunciation follows the ASF Policy No. 1520 in relation to emergency and crisis plans.

Crisis Plans

- A. All principals/preschool directors in cooperation with the faculty shall develop written general and specific crisis procedure plans, which shall be reviewed annually. These plans should provide specific procedures for emergency situations including, but not limited to intruders from within, intruders from outside, fire, tornado, and earthquake.
- B. They should also include, at a minimum, information regarding evacuation, notification of police and other appropriate authorities, signals/codes for personnel, a system to contact parents or responsible parties, a system for release of students, provisions for site isolation, methods of

communication, both internal and external, first aid, faculty and staff assignments, closing of school and early dismissal of students.

- C. In the event of a natural disaster, the school shall respond to directions given by the Catholic Schools Office or local governing authority.
- D. The responsibility for determining whether the building should be evacuated rests with the principal. In the absence of the principal, the assistant principal, or the principal's designee, who shall be a certified teacher, shall be responsible for carrying out the emergency procedures.
- E. Copies of the procedures are to be distributed to all school personnel and families. All school personnel, including those involved in coaching and before and after school programs, shall be instructed in these procedures. Any emergency, disaster, or dangerous situation shall be reported to the pastor and to the Superintendent as soon as possible.
- F. In the event of a lockdown the Pastor/Rector of parish preschools and elementary schools and the Superintendent must be notified. In the case of a lockdown at the Archdiocesan high school the Superintendent must be notified. S/he will provide for notification of Catholic Center personnel.

Emergency Drills

- A. Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building. All occupants of the building shall be made aware of the emergency procedures as posted.
- B. According to New Mexico law, private schools must conduct an emergency drill at least once a week during the first four weeks of the school year and at least once a month thereafter. Two drills during the year must be shelter-in-place (as opposed to evacuation) drills and one must be an evacuation drill, as directed by the State Department of Education. The remainder of the drills must be fire drills.
- C. Fire extinguishers shall be placed in appropriate locations, clearly identified, and checked annually or more frequently, if required by local fire regulations.
- D. The fire marshal must prescribe reasonable rules, regulations and programs for teaching proper methods of fire prevention and control to all children in the state, whether in public or private schools.

Non-Authorized Persons

All Parish/Regional preschools and elementary schools and the Archdiocesan high school shall establish procedures to register visitors on campus and monitor non-authorized persons. Persons with no legitimate reason or written authorization to be on the school grounds should be asked to leave by any school personnel. If the person does not leave, the police should be called.

ENVIRONMENTAL SUSTAINABILITY

Every effort is being made in continuing our journey towards meeting Pope Francis charge to be more environmentally aware and help sustainable. We are encouraging the use of reusable lunch packaging and water bottles v disposable. A recycling program including worm composting is in place. The bulk

of school wide and classroom communications will be electronic in order to reduce trash and use of paper. Please check the FACTS home page and the ACS website on a routine basis.

FIELD TRIPS

- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- A telephone call will not be accepted in lieu of the proper field trip permission slip.
- Parents who sign up to **chaperone** must be there the entire time students are at the location of the field trip.
- If a bus is the form of transportation taken, parents will not ride on the bus with the students.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home per parent request with the parent and will be marked absent for the day.

Annunciation follows the ASF Policy No. 4340 in regard to field trips.

- A. A field trip is defined as a school sponsored educational activity supervised by school personnel and adult volunteers that occurs off-campus and is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce Archdiocesan curriculum guidelines and justify the time, distance and expense involved.
- B. The Principal/Preschool Director must give approval and sanction all field trips. Since field trips are a privilege, conditions for participation in an activity should be established and communicated to parents and students.
- C. The following guidelines must be followed:
 1. The teacher should provide adequate preparation and follow-up for students.
 2. Parental approval must be obtained in writing on the form provided by the Archdiocese of Santa Fe (*Appendix: Field Trip Authorization*). Students who do not have the signed authorized permission form shall be excluded from participation in off-campus activities. Verbal permission or permission communicated through e-mail is not acceptable. Permission forms that have been signed and faxed in their entirety are permissible.
 3. Parents should be informed of the date, purpose, departure time, destination, expense (which will be billed through incidental billing on FACTS), means of transportation and probable time of return.
 4. Careful arrangements should be made to provide for students' safety. When students travel on foot, they should be instructed and supervised regarding the crossing of streets, etc. When students travel by vehicle, it is preferable that the travel be on a bus with a professional driver, proper licenses and insurance. In all cases, field trip transportation shall meet local, state and federal laws and Archdiocesan policy regarding the transportation of children.
 5. If volunteer drivers are used, they must first sign the Archdiocesan volunteer driver's agreement certifying the driver's auto liability insurance, provide proof of current driver's license and willingness

to provide adequate safety measures in transporting students. Additionally, volunteer drivers must complete on-line driver's safety course at www.CMGconnect.org – look to announcements on FACTS or by email for more information. Documentation of participation in the Archdiocesan Safe Environment training is required.

6. School personnel may not transport students in personal vehicles.
7. The field trip must be adequately supervised. Ordinarily, one adult should accompany every ten students. The nature of the trip and age of the students may require additional supervision. If parents assist in the supervision, they should receive instructions regarding their responsibilities.
8. Field trips for preschool and elementary school students (PS-8) shall be limited to day trips, unless approved in advance by the Superintendent.
9. Archdiocesan schools may not sponsor field trips outside the continental United States, unless approved in advance by the Superintendent.
10. For field trips involving overnight stay, the school authorities shall obtain from the parents of each student a special written authorization on a form approved by the Archdiocese and in addition to previous forms, obtain emergency medical care information for the student in the event of an emergency. These authorizations shall be in the possession of the person supervising the field trip.
11. All overnight or out-of-state field trip requests must be submitted to the Superintendent in writing using the authorized field trip forms
12. Schools must take all original signed permission forms on the field trip. A copy of all signed field trip forms should be kept in the school office for a period of one year from the date of the field trip.

GRADUATION

Annunciation follows the ASF Policy No. 2600 regarding graduation.

Graduation exercises from either elementary or secondary schools shall take place no earlier than one week preceding the closure of school.

- A. Graduation from elementary school should be kept appropriately simple and inexpensive. A Eucharistic liturgy shall be central to the graduation ceremony and should be followed by a simple, dignified exercise that recognizes the unique value of the Catholic education just completed.
- B. A student must meet the minimum requirements established by the school, as set forth in the parent/student handbook. An elementary school may withhold a student's diploma until that student or the student's parents or legal guardians satisfy their educational, financial and/or disciplinary obligations to the school. A student's participation in graduation exercises is a privilege, not a right.
- C. Parish/Regional schools shall notify a student's parents or legal guardians in writing if a student in danger of not graduating. Such notice shall be given as soon as reasonably possible, but at least prior to final examinations.
- D. Parish/Regional schools may exclude a student from participating in graduation exercises for reasonable cause (i.e., discipline, failure to meet financial obligations) even if the student is to receive a diploma. The principal shall have the discretion to exclude a student from participation

in graduation exercises after consultation with the Pastor/Rector and the Superintendent of Schools.

Throughout the school year, the Annunciation eighth grade class is involved in many activities which culminate in their graduation exercises.

These exercises will include an awards assembly held prior to graduation to recognize the special accomplishments of the students. On Graduation Day, a special Mass is celebrated during which diplomas are conferred upon the graduates. Graduation gowns will be worn during the Mass.

For these above-mentioned functions, an eighth-grade student graduation fee has been designated to provide graduates with a simple, appropriate graduation. Eighth grade teachers, in cooperation with the school principal, will guide and approve all graduation activities and expenditures. Any monies collected must be approved, receipted and directed through the school office. (All checks need to be made out to Annunciation).

HEALTH

Communicable Diseases

Communicable Diseases as described in ASF Policy No. 1510 states, any student, teacher or other staff member having a communicable disease will be dealt with on a case-by-case basis. The Superintendent must be consulted prior to any action on the part of the Pastor/Rector or Principal/Preschool Director.

In all cases, due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need-to-know basis only.

Where required by law, the school will report a communicable disease to the New Mexico Department of Health and Human Services (505) 827-0006 and proceed according to their directives. The Superintendent must be notified immediately of any action directed by the Department of Health and Human Services.

Accidents or Illness at School

Annunciation follows ASF Policy No. 2340.

- A. Each school, preschool, and extended day care program must have readily available, updated and completed emergency forms for each student.
- B. When a student becomes ill or is involved in an accident, the Principal/Preschool Director (or designee) shall immediately contact the student's parent or legal guardian.
- C. In case of serious injury, the Principal/Preschool Director (or designee) should call the paramedics. If the Principal/Preschool Director (or designee) cannot reach the student's parent or legal

guardian, an attempt shall be made to contact any other person listed on the student's emergency contact record.

- D. All Parish/Regional schools and the Archdiocesan high school must require that the parents or legal guardians of all students sign a statement authorizing the school to seek medical attention for the student if they or other persons cannot be contacted.

Immunizations

State Law requires that you supply your child's immunization records to the school. These will be required at registration time and updates supplied as necessary.

Illness

If a student is ill, it is best to keep the student home. This prevents other students and teachers from getting sick and allows a student to recover more quickly. If a student is treated with antibiotics do not send them to school until 24 hours after the first dose to minimize the spread of infections. The Health Department recommends students stay home until they are fever free (less than 100.4 according to the CDC March 2017) for at least 24 hours. Make-up work can be picked up at the office if necessary.

Medications Given at School

Annunciation follows ASF Policy No. 2320.

School personnel may not administer medications of any kind to any student without appropriate consent forms. The following requirements must be met for a student to receive medication at school:

- A. The medicine must be in a prescription bottle or original container.
- B. There must be a written request, signed by the student's parent or legal guardian, and by the student's doctor, specifically authorizing school personnel to administer any medication sent to school. That request must contain the following information:
- The dates and times when the medication is to be administered;
 - Instructions as to proper dosage; and
 - The original signature of the student's parent or legal guardian and the original signature of the prescribing doctor.
- C. Principals/Preschool Directors may not accept general, on-demand or standing orders for students to take over the counter (OTC) medications for non-specific conditions.
- D. All medications must be kept in a secure place to which students do not have access. (Exception: School personnel may keep back-ups of inhalers or Epi-pens in the classroom, as well as in the school office, if such inhalers or Epi-pens are properly secured.) Because of the risk of students sharing medication, no student may carry his or her own medications on school campus or at any school-related event. If a student would be seriously at risk if they were not able to personally carry an Epi-pen or inhaler, and the student's parent or legal guardian requests that the student be permitted to do so, the school may grant an exception to this policy if the student's parent or legal guardian, and the student's doctor document the following:

1. That there would be a risk to the student if the student were not able to personally carry the medication; and
 2. That the student has been instructed on the indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the student's responsibility to notify the teacher of the use immediately after such use.
- E. The person designated by the Principal/Preschool Director to administer medication to students shall keep a log of all medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the Principal/Preschool Director (or designee).
 - F. Glucose testing and insulin administration is to be coordinated by the student's parent or legal guardian, in collaboration with the school's Principal/Preschool Director (or designee).
 - G. At the end of each school year, all medications shall be returned to the students' parents or legal guardians, or disposed of in an appropriate manner.
 - H. These requirements apply to over-the counter drugs as well as to prescription drugs. Other than as specifically permitted above, school personnel shall not furnish any medication, including acetaminophen, cough drops, medicated lip balm, etc. to any student, at any time, for any reason.

Students With Food Allergies

Parish/Regional schools and the Archdiocesan high school do not have a legal obligation to accept a student with a food allergy. It is acceptable for a Parish/Regional school or the Archdiocesan high school to deny enrollment to a student if the school cannot reasonably accommodate the student's food allergy. If a Parish/Regional school or the Archdiocesan high school knowingly accepts a student with a food allergy, the school should follow the following guidelines provided by the Food Allergy & Anaphylaxis Network ("FAAN").

Family's Responsibility

- A. Notify the school of the child's allergies.
- B. Work with the school to develop a plan to accommodate the child's needs.
- C. Provide written medical documentation, instructions and medications as directed by the child's physician.
- D. Provide properly labeled medications and replace medications after use or when expired.
- E. Provide the school, at the minimum, with at least two (2) Epi-pens for school or student use.
- F. Educate the child in the self-management of the food allergy. This would include strategies for avoiding exposure; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when having allergy symptoms; and how to read food labels (age appropriate).
- G. Provide up-to-date emergency contact information.

School's Responsibility

- A. Notify parents and the student that the school cannot guarantee an allergy-free environment.
- B. Ensure that all staff understand food allergies; can recognize symptoms; know what to do in case of an emergency; and work with other school staff to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc.
- C. Create and review the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient.
- D. Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for epinephrine. If student is seven (7) years old, or older, the student may carry an Epi-pen on his/her person if properly trained.
- E. Designate and properly train school personnel to administer medications.
- F. If a student needs or has self-injected with an Epi-pen, call 911, the parents and the student's doctor in that order.
- G. Ensure that a trained staff member is available during school operations.
- H. Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.
- I. Discourage children from "trading" food.
- J. Ensure all surfaces such as tables and toys are washed clean of contaminating foods.
- K. If needed, designate a specific table in the cafeteria for children with food allergies. Encourage all students to wash hands after handling food.

Student's Responsibility

- A. Do not trade food with other students
- B. Do not eat anything with unknown ingredients or known to contain the food allergen.
- C. Be proactive in the care and management of food allergies and reactions (age appropriate).
- D. Notify an adult immediately if they believe they have eaten or been exposed to the food allergen.

First Aid Kit

All Parish/Regional schools and the Archdiocesan high school shall keep essential first aid supplies available at all times. First Aid kits must be the standard Red Cross First Aid kit (WITHOUT the OTC medications) and must be taken on all field trips. First Aid kits may be purchased or developed using typical first aid supplies. First Aid kits must be regularly checked and refilled as necessary. Gloves must be included and worn when there is a possibility of exposure to blood or body fluids in administering first aid.

HOMEWORK

Annunciation follows the ASF policy No. 4200 for Homework. A reasonable amount of homework is assigned in grades K - 8 at Annunciation Catholic School. Many times, homework will be the result of an absence and will require extra time and effort.

The frequency of assignments and the level of difficulty are determined by the teacher. If the work assigned appears on a regular basis to be too hard for the student's capacity or takes too much time to complete, please contact the teacher to inform them and to design a positive plan for completion. Students who must be given an incomplete grade at the end of any quarter have two weeks after the end of the quarter to make up their work or a grade of 'F' or '1' will be given. Only a doctor's excuse may affect the time period allowed to make up work.

Homework Guidelines Grades for K

To foster the home-school connection, kindergarten parents are asked to participate in special family activities with their children. These may be 10-to-15-minute daily activities.

Homework Guidelines Grades for 1st, 2nd, & 3rd Grade

To strengthen basic skills, first and second grade students will be given some written homework. Teacher will ensure the assignments can be completed in less than a half-hour plus daily reading.

Homework Guidelines for Grades 4th & 5th

Homework will be assigned at individual teacher's discretion in grades 3 - 5 to reinforce basic skills and help develop solid study habits. Work at home should not exceed 45 minutes plus reading.

Homework Guidelines for Middle School

Middle School students can expect 60 minutes of homework a night plus reading.

Faculty will coordinate long term assignments and/or projects to avoid multiple assignments and/or projects due on the same dates.

Homework Club

Homework Club is a free service provided by Annunciation teachers for students in grades 5 - 8. This study hall like setting is open from 3:15 - 4:00 Monday - Thursday and is meant to provide an opportunity for assistance in completing homework and/or a place to do so. Students may be sent to homework club by their teachers in the event that they come to school with incomplete or missing assignments.

LIBRARY

Student in grades Jr.K-5 will have the opportunity to visit the library once a week with their class to check out books, hear stories, work on library related projects, etc. The students are responsible for all materials checked out of the library, and fines will be charged for overdue books. If a book is lost or damaged, the parents will be contacted to help the student take care of the matter. The library is open to middle school students to check out books either before or after school and can be arranged during the school day in coordination with their English teacher.

LOCKERS

The granting of locker space to middle school students is a privilege which will be rescinded if abuse occurs in any manner. Lockers are to be kept neat and orderly and are subject to inspection by school administration and faculty. The placing of a student's belongings within a locker with a lock will constitute an agreement to abide by the school locker regulations. Students will be allowed locker privileges during passing periods as directed by homeroom teachers. Tampering with student locks is not acceptable as it delays a student from getting needed materials and getting to class in a timely manner.

LOST AND FOUND

Any items that are found should be turned in to the school office for the owner to claim. Eye glasses and other valuable items are kept in the office. Clothing, school supplies, lunch boxes etc. are placed in *Lost & Found*, which is located in the hall just outside the office. To help prevent the permanent loss of items, please label belongings with student's name. Items not claimed after a reasonable time will be donated to various Catholic Charities. Annunciation Catholic School is not responsible for loss of personal items or unclaimed items.

LUNCH PROGRAM

Lunch Schedule

Jr.K & K	11:19-11:41
1, & 2	11:43 - 12:03
Grades 3, 4, & 5	12:06 – 12:26
Grades 6, 7, & 8	12:30 – 12:50

Lunch Choices

Students have the option of bringing lunch from home or buying at school.

If students are bringing lunch from home, please know that

- Soft drinks or energy drinks should not be included in sack lunches.
- Microwaves are **not** available to heat student lunches.

The hot lunch program is provided by LunchLady LLC. Ordering is done through their website – <https://lunchlady.ahotlunch.com/login> Please update your account each year, with the correct grade level assigned to your student.

MOBILE DEVICES

ALL personal electronic devices are brought at your own risk. Annunciation is not responsible if they are lost or stolen. They should remain locked in lockers (6th – 8th) or in student backpacks (elementary) during the school day (**including aftercare and homework club**). If a student uses a cell phone, smart watch or other electronic device during the school day, it will be taken to the school office and will **ONLY** be returned to that STUDENT'S parent/guardian. Repeat offenders will have to check their devices in and out of the office each day.

School issued iPads are to be handled with care and attention. Replacement of an iPad/ iPad accessories are a family responsibility. **There will be a \$50 replacement fee for iPads and a \$40 replacement fee for iPad chargers.** These charges will be applied on the family's FACTS Incidental Billing Account. Students return their leased iPad to ACS at the end of each school year. Non-return of iPad for any reason will result in the withholding of student transcripts and all other school documentation.

PHYSICAL EDUCATION PROGRAM

Annunciation Catholic School has two separate physical education programs. The first program is designed for grades Jr.K through third and concentrates on developing physical and motor potentials in each student. The second program is designed for grades four through eight and concentrates on developing good leadership skills and participation in sports and games.

Students are scheduled for physical education two to three times a week. All students must wear athletic shoes.

RELEASE OF STUDENT INFORMATION

Annunciation follows ASF Policy No. 2370 in regards to release of student information.

A. Student Directories

Before printing or publishing any student directories, Parish/Regional schools and the Archdiocesan high school shall obtain verifiable permission from each student's parents or legal guardians to publish information regarding the student or the student's family (such as names, addresses, telephone numbers). Parish/Regional Schools and the Archdiocesan high school must retain these permissions in the student file for the duration of the school year.

B. Other Publications and Media

Parish/Regional schools and the Archdiocesan high school shall not publish or use a student's name, picture, voice or likeness in any form of publication or media unless a signed photo/publicity release is obtained from the student's parents or legal guardians or from the student (if the student is over

the age of majority). Absent a signed photo/publicity release, Parish/Regional schools and the Archdiocesan high school shall not use a student's name, picture, voice or likeness in any publications or media, including but not limited to photographs, films, motion pictures, audio, DVD, videotape, websites, class pictures, school yearbook, or the school newspaper, whether in connection with the student's education or participation in school activities or events or otherwise. The signed release must be kept on file for the entire length of time that the student is at the school.

RELIGIOUS OBSERVANCES

As described by ASF Policy No. 4120, the faculty and students of all Parish/Regional preschools and elementary schools and the Archdiocesan high school shall participate in daily prayer, regularly scheduled liturgies and other devotions. Schools must provide liturgy on Holy Days and at a minimum of once a month. Traditional devotions including but not limited to the Rosary, Stations of the Cross, Benediction and May Crowning should be provided.

No principal, teacher or student will be exempted from participation in religious observances that are deemed part of the school program.

REPORTING STUDENT PROGRESS

Annunciation follows the ASF policy No. 4400 for Reporting Student Progress. Academic grades are to be based solely on scholastic achievement as defined by the individual school. Behavior is evaluated separately. Report cards, standardized test scores and parent-teacher conferences shall provide parents with tangible evidence of student progress.

Teachers have the primary responsibility to confer with parents about the progress of their children. The principal has responsibility to oversee this process. In cases involving ongoing problems or serious concerns that may lead to action beyond the scope of the teacher's responsibilities, the principal must be included in the conference with the parents. Additionally, when it appears that semester and/or quarter grades may show no mastery of skill even with teacher assistance in a particular subject seems likely, parents shall be promptly notified in advance of the probable failure.

Grading Procedures

Reports cards are issued every nine weeks (4 times per year).

Grading System Jr.K – 8

Standards Based Grading Scale

- 4 = independently and consistently demonstrates a complex, advanced understanding of the standard – this score is difficult to obtain and not the norm
- 3 = consistently demonstrates mastery of skill
- 2 = progressing towards mastery of skill with some teacher assistance
- 1 = area of concern - demonstrates no mastery of skill even with teacher assistance
- 0 = no evidence to assess

Letter Grading Scale (6th-8th only)

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% and below

Effort & Conduct/SLE Grades Jr.K – 8

3 = consistently meets expectations

2 = sometimes meets expectations

1 = rarely meets expectations

Middle School Retake, Redo, Missing & Incomplete Assignment Policy

Annunciation teachers are committed to take the steps necessary to help students succeed. One of the methods utilized to ensure success is the ability and expectation for students to Retake and Redo tests and major assignments. The procedure in place for Retakes, Redo, Missing and Incomplete Assignments helps instill a positive work ethic, grit, organization and time management. If a student earns below a C/2 on a test or major assignment, they are required to Retake the test or redo the assignment. A Test Retake or Assignment Redo Form is used to develop a teacher approved action plan with evidence, parental signature and test Retake date or Redo due date. If a student turns in an incomplete assignment or fails to turn in an assignment, they will be required to turn it in or to complete it correctly using the appropriate form and procedures. If a student fails to turn in the specific required form by the date specified by the teacher the student will stay after school for 45 minutes on the day it was due.

Parent Teacher Conferences

In accordance with ASF Policy No. 4410, the teacher is expected to meet periodically with the parents of each student for the purpose of discussing the student's development and academic progress in school. The student may be present for all or part of the conferences at the discretion of the teacher.

Conferences should take place at the designated school conference times and at other times deemed necessary by the teacher or parent.

Designated conference days may be considered contact days, provided students are required to attend all or part of the conference.

Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent

Promotion and Retention

Annunciation follows the ASF Policy No. 2240 for Promotion and Retention.

- A. Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.
- B. Retention - All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s). In cases of inadequate progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school. The following are minimum procedures for retention:
 - 1. Consultation between teachers and principal,
 - 2. A conference is held with the parents no later than the end of the first semester to advise them of the possibility of retention and to discuss possible remedial actions,
 - 3. Follow-up conferences with the parents are held to evaluate the progress of the student,
 - 4. Evaluations and reports to parents must indicate lack of student progress,
 - 5. Ordinarily, a decision will be made by the end of the third quarter regarding retention.
- C. No student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school (grades K-5) and once in middle school (grades 6-8).
- D. Local school policy should define the extent to which the school can serve students with special needs. Schools may accommodate students with learning challenges who require curriculum modifications. Adaptations and modifications should be regularly discussed with parents and use of significant modifications should be noted on the report card and in the permanent record. Such a record should say, "Grade indicated by an asterisk denotes progress made based on a curricular program adapted to the needs and abilities of this student."

SCHOOL CONSULTATIVE COUNCIL

In accordance with ASF Policy No. 1090 Annunciation will have a local school Consultative Council that reports to the Principal and Pastor/Rector. The Consultative Council provides support to the Principal and Pastor/Rector in matters designated by the Council's Constitution and Bylaws or as requested by the Principal and Pastor/Rector. Areas for Council consultation and support include: planning, public relations, marketing, enrollment management, advancement, development and other areas identified in the strategic plan and approved by the Pastor/Rector and Principal.

Annunciation has four Consultative Council Committees: Leadership, Operational Vitality/ Marketing, St. Gabriel and Innovation & Safety. Consultative Council of Annunciation Catholic School [CCACS] works in collaboration with the Administration to create and carry the Strategic Plan, with the approval of the Pastor.

SCHOOL CLOSING - SEVERE WEATHER PROCEDURES

Annunciation will follow the APS (Albuquerque Public Schools) severe weather procedure as aired over local radio and television stations. If APS announces a partial school closing, the following abbreviated schedule will be in effect for Annunciation.

9:45 a.m. Staff members reports to school

10:00 a.m. School begins

Every effort will be made to post our specific information on social media, FACTS, and to send out a parent alert text via FACTS.

Annunciation follows the ASF Policy No 1430 in regards to the closure of school. Ordinarily, a school will close for snow if the local public school district is closed or if local conditions or faculty absences warrant closure. The principal should consult with the Pastor/Rector regarding closure due to weather or facility conditions.

When closures exceed a reasonable number of days, the Office of Catholic Schools may require that days be added to the calendar in order to maintain the level of instruction.

Ordinarily, students should not be released early. Emergency conditions that may warrant early release require the permission of the Pastor/Rector in Parish/Regional preschools and elementary schools and consultation with the Superintendent prior to the dismissal of the students. The Archdiocesan high school requires the permission of the Superintendent prior to the dismissal of students.

SEARCH OF STUDENTS AND SCHOOLS

As per ASF Policy No. 2420, a student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are the property of the school. Authorized school personnel may make periodic checks of lockers and desks, and their contents, at any time for any reason.

The Principal, Pastor/Rector, Assistant Principal and high school Dean of Students, Superintendent or professional staff of the Catholic Schools Office may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be reasonable and related to the school official's responsibilities.

Normally, inspection of personal property, e.g., pockets, handbags, book bags, cars, etc. should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the principal should contact the Catholic Schools Office for further instructions.

After consultation with the Catholic Schools Office, inspection of personal property, e.g., pockets, handbags, book bags, cars, etc. may be made if the school official has a reasonable suspicion that

such an inspection will reveal possession of objects or any substance which is prohibited on school property.

SERVERS

Students in grades 4-8 who have made their First Eucharist are encouraged to become altar servers and assist in serving weekly school and weekend Masses. Servers typically serve twice a month. Training classes are held periodically throughout the year. Other activities the altar Servers are involved in include a year-end party. Training classes are announced in the classroom, on FACTS, and the Parish Bulletin.

STATE OF THE SCHOOL

An annual document will be published each year noting specific accomplishments of the previous school year. Additionally, this document includes some specifics regarding goals, curriculum and finances.

STUDENT PROGRAMS

As per ASF Policy No. 2200 regarding Student Programs, Parents who wish to enroll their children in special programs outside the school, academic or otherwise, during the school day, may do so only with the written consent of the Principal and Pastor/Rector; and the approval of the Superintendent. Such requests shall be judged on a case-by-case basis and if granted, shall be for a period of no more than one academic year.

Granting this type of enrollment is solely at the discretion of the Principal and Pastor/Rector and is subject to the approval of the Superintendent.

STUDENT RECORDS

Annunciation follows ASF Policy No. 2110 pertaining to student records.

Each Parish/Regional school and the Archdiocesan high school shall maintain the required records of each student enrolled in the school.

A. Permanent Records

B. Parish/Regional schools and the Archdiocesan high school shall keep the following student records (hereinafter the "official records") in a permanent fireproof file or digital format for a period of no less than 99 years:

1. Academic transcripts (including attendance);
2. Academic test results; and
3. Immunization records.

C. Guidance Department and disciplinary records are not part of the student's official records and shall not be kept in the permanent file. Those records shall be destroyed four years after the student graduates, transfers or withdraws from the school.

D. All health records (except for immunization records) are not part of the student's official records and shall not be kept in the permanent file. When a student graduates, transfers or withdraws from

the school, the school may give the student's health records to the student (provided s/he is emancipated or above the age of majority) or the parents/legal guardians.

E. Transcripts

1. When a student transfers to another school, a Parish/Regional school or the Archdiocesan high school shall send a copy of the student's official records (as defined above) directly to that new school if requested to do so (in writing) by the student's parents/legal guardians or by the student (if over the age of majority and not dependent on the parents/legal guardians).
2. The official record, including the official transcript, shall only be sent to the transferring school; it is not to be given to the student or his/her parents/legal guardians.
3. When a student transfers to another school, a Parish/Regional school or the Archdiocesan high school must record the date and reason for the student's transfer on the student's permanent record card

F. Report Cards will be issued in accordance with the guidelines set forth in their Parent/Student handbooks. Report cards, standardized test scores and parent-teacher conferences shall provide parents/legal guardians with an opportunity to review and discuss student progress and achievement.

G. Privacy of Student Records Principals and Preschool Directors shall take particular care to preserve both the integrity and privacy of official school records.

H. Access to Student Records

1. Parents/legal guardians of Parish/Regional schools and the Archdiocesan high school students, as the primary educators of those students, shall have the right to inspect and review the official records of their child in the presence of a school official. Parents/legal guardians of students who are enrolled in the high school and who are listed as a dependent on the parents'/legal guardians' most recent Federal Income Tax form(s), shall have the right to inspect and review the official records of their child in the presence of a school official. Once a student attains the age of majority and is no longer a legal dependent of his or her parents/legal guardians, the student shall have the sole right to inspect and review his or her official records in the presence of a school official. All requests to review a student's official records shall be made in writing, and shall be directed to the Principal or Preschool Director.
2. Unless otherwise provided by a court order, both parents and legal guardians of a student are entitled to inspect and review the student's official records in the presence of a school official, regardless of who has legal custody of the student. Unless otherwise provided by court order or by law, both parents and legal guardians of a student shall have equal access to school documents and other information concerning the student's education.
3. Parish/Regional schools and the Archdiocesan high school shall not release any personal information concerning a student to any person who is not the student's parent or legal guardian, unless the school is authorized to do so by the student's parent or legal guardian, or unless the school is compelled to do so by court order or by other operation of law.

STUDENT SUCCESS CENTER

ACS Student Success Learning Center services are individualized or small group supplementary instruction that cannot otherwise be provided during the student's regular instructional time.

Students come or are pulled to the Learning Center for a variety of reasons. Most commonly, they come to access the educational materials in a manner that better suits their learning styles and capabilities. More specifically, the center is designed to provide supplementary Literacy and Math core instruction for gaps in foundational skills. Students also come to the center to complete assessments and tests, whether for a learning difference, standardized testing, or an academic exam as the center provides a less distracting environment and thus a better chance at success. Teachers who want students to test in the center who are not on the Student Success Learning Center Roster must schedule with the intervention teacher ahead of time.

ACS Student Success Learning Center provides students with learning differences or skill gaps assistance in developing strategies, which allow them to learn through their strengths and to circumvent their weaker areas. The Learning Center assists students, parents, and teachers as they work together to identify areas of need, develop a course of action, and monitor progress. The center also provides a safe, no pressure place for students to master skill deficits. Students will never be pulled from core instruction or recess. The intervention teacher will work very closely with core subject teacher to ensure this.

Description of the Learning Center Set-Up

- Students work individually or in small groups with the intervention teacher at least 2-3 times a week for 40 minutes.
- Class sessions focus on developing and practicing skills and strategies to help students be more successful in their studies.
- Students learn to recognize their own learning styles.
- Students learn to advocate for themselves.
- The intervention teacher will consult regularly with classroom teachers to discuss progress of all students and to offer strategies and suggestions.

ACS Student Success Learning Center Placement

- Formal SSP
- Teacher Referral (Student must score 25%ile or below on STAR Reading and/or STAR Math)
- Students will not receive Learning Center support without administrative and/or parental permission.

Intervention Teacher's Role

- Design all instruction to meet the specific needs of the individual student to maximize their learning potential. Quarterly progress reports will be provided to students and parents.
- Work closely with the student's core subject teachers, and parents to ensure support is indeed helping the student to reach their full potential.

- Follow students' SSP (both formal and informal) and will take part in SSP review meetings.
- Begin relevant instruction following initial assessments for the year to allow time to disaggregate data and create a personalized learning plan.
- Offer learning opportunities are multi-sensory, and employ various forms of visual, auditory, tactile/kinesthetic methodologies shown to be effective with all learners.

Intervention Teacher's Commitment

- Create a positive, safe learning environment
- Identify student's strengths and areas for growth
- Track student's progress
- Provide timely evaluations
- Provide differentiated, specialized, instruction
- Research and develop best practices for success

TECHNOLOGY

It is believed that technology can be a powerful tool to enhance learning; enabling students to access information and collaborate with others across the school, community and the internet. We believe all students, staff and parents must be good digital citizens by following standards of acceptable use when using either school owned technology (software, hardware, and network) or their own personal electronic device for school purposes. Annually all students are to agree to and sign a *Technology Use Agreement*. This was part of the registration process in FACTS for the 2025-2026 school year.

TELEPHONES

Students will be permitted to use the office phone when needed. The office staff will notify parents in the event of illness or injury.

TESTING

All Parish/Regional preschools and elementary schools and the Archdiocesan high school shall follow the basic program of standardized testing determined by the ASF Policy No. 4430. In elementary schools, grades three through eight shall be assessed yearly. Each school is responsible for ordering tests, providing teacher in-service regarding test administration, maintaining test security, recording the results, utilizing test scores for instructional improvement, and reporting results to parents. Additional achievement and/or diagnostic testing may be done at the recommendation of the teacher and/or at the discretion of the principal.

- Achievement Testing - Catholic Schools Office will make public each year the Archdiocesan average test scores. The Catholic Schools Office will not make available individual school or classroom results to anyone except other appropriate officials of the Archdiocese. Individual student's test scores will be made available to their parents and teachers. Individual schools may publish their own test scores as part of their marketing initiatives. School test scores may only be compared to published Archdiocesan average test scores or public-school scores.
- The Catholic Schools Office will use an individual school's test scores for the purpose of monitoring and improving instruction within that school.

- C. ESL students will be tested; however, accommodations may be made to assist them in taking the test in their own language.
- D. All students will participate in the assessment program and all students will be included in the class and school averages. Accommodations for test taking for students with accommodations may be made at the discretion of the local school principal.

TEXTBOOKS

Textbooks are purchased by the school to support the curriculum. Any damage to these will be the responsibility of the person to whom the book was assigned. Students are expected to return ALL books in good condition. Loss or excessive damage to a book will result in the student paying the replacement cost for the book. These costs must be paid before a report card can be issued or participation in graduation exercises.

TUITION

Parish Subsidy

The entire fiscal burden cannot simply rest on tuition. Therefore, like all Archdiocese of Santa Fe Catholic Schools, Annunciation collects a \$500.00 per student operational subsidy from parishes in which students are registered. It is the responsibility of the family, however, to present the complete Parish Subsidy form to be presented to each individual parish. If the \$500.00 operational fee is not paid by the student's home parish, this fee becomes the responsibility of the family.

If your Parish Subsidy form has not been received from your parish by April 15th noting their willingness to pay the parish subsidy, this amount will be added to your invoice. Should the completed form be returned after April 15th stating that they will pay the subsidy, this amount will be refunded to you when the subsidy is received from your parish.

Registration Fee

A registration fee of \$500 per returning student is required and nonrefundable. Registration opens in November for the following school year. Please look to FACTS for additional or modified information. Registration fees are collected through FACTS.

Student Enrichment Fee

A \$200 Student Enrichment Fee will be assessed for each student. This fee will be charged to your FACTS account for automatic withdrawal on June 10, 2025. The Student Enrichment Fee supports enhanced learning through enriching programs, including Art, Music, STEM, Technology, PE and a variety of electives.

Tuition for the 2025-2026 School Year

	Tuition in Full 5% Discount	FACTS Monthly Payment
1 Child	\$7,243.75	\$7,625
2 Children	\$13,038.75	\$13,725
3 Children	\$18,471.56	\$19,443.75
4 Children	\$23,542.19	\$24,781.25
5 Children	\$28,612.81	\$30,118.75

Tuition is collected through FACTS in full on May 15 or monthly payment plan set up during the registration process. Registration will be considered cancelled if tuition is not paid by the due date or arrangements made in writing with the business manager.

Tuition rates are established by the pastor, principal and business manager in January of each year so that parents might be advised of those new rates prior to registration for the upcoming school year.

Tuition Assistance

Definition: The objective of tuition assistance is to provide financial assistance with Annunciation School tuitions payments, not to exceed one year without re-application. This tuition assistance is available to Annunciation parishioners with demonstrable need up to a maximum of 50% of their child/ren's tuition. The parish recognizes that financial situations vary considerably. The amount budgeted will be apportioned as follows:

- Regular Assistance: 80% of the budgeted amount will be for those families which know before the school year begins that they will be in need of tuition assistance. The money available for regular tuition assistance will be apportioned among the qualifying applicants
- Emergency Assistance: 20% of the budgeted amount will be kept in reserve for those families who are faced with an emergency financial situation arising during the school year. Families applying for emergency assistance must show that their need for assistance developed after the deadline for applying for regular assistance.

All information obtained is kept confidential. The families applying for tuition assistance must meet the requirements listed.

Requirements: Regular Assistance

- Application: The application form (with documentation) must be submitted by the specified deadline. Most recent IRS tax returns, pay stubs are necessary for application.
- Annunciation Parishioners: The family must be registered and contributing members of Annunciation Parish for at least one year.
- Payment Obligation – The family is responsible for remaining current in its payments of the portion of its tuition not covered by tuition assistance.

Requirements: Emergency Assistance

- Application: The family must complete the application form.
- Emergency Status: The family must provide documentation that the need for assistance occurred after the regular assistance application deadline.
- The requirements found in Regular Assistance will also be followed under Emergency Assistance.

Notification of Assistance: The Tuition Assistance Committee will notify the applicant in writing if they have been approved or disapproved for assistance and the amount of assistance they will be receiving.

Tuition Insurance

Parents must understand that the mandatory Tuition Refund Plan is made available to them to protect their yearly financial obligation. This program enables them to obtain a partial refund in the event of absence, withdrawal, or dismissal.

USE-OF-NAME

According to ASF Policy No. 1540 attaching the school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather, the activity, program or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school's name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) in print and for social media use only with the written approval of the Principal and Pastor/Rector in Parish/Regional schools and the Principal and Superintendent in the Archdiocesan high school.

In appropriate cases determined by the Principal and Pastor/Rector or Principal and Superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given. The only Annunciation Catholic School approved website, Facebook, Instagram, X (formerly Twitter) account etc. will be titled Annunciation Catholic School (ACS).

VISITORS

ALL visitors are to enter campus via the main doors to the main building (near the flag pole along Utah). ALL visitors are expected to sign in and pick up a visitors' badge.

VOLUNTEER OPPORTUNITIES/PARENT ORGANIZATION

As depicted by ASF Policy No. 1095 parent organizations assist the school in achieving its mission. These groups shall be subject to the supervision and control of the Principal/Preschool Director. The primary functions of the Parent Organization shall be hospitality, classroom activities, parent education/information and small fundraising events for the purpose of funding the organization's activities or projects as directed by the Principal/Preschool Director.

St. Gabriel Committee

St. Gabriel Committee is Annunciation's parent volunteer organization. The greatest and by far the most joyous message ever communicated to an angel from the beginning of time, was the one brought by the Archangel Gabriel to the Virgin Mary announcing to her the incarnation of the Word of God and the birth of Christ. Hence, he is the patron saint of communication workers. Involvement at Annunciation includes communicating this message. As we ask for St. Gabriel's guidance in doing this work, we have named our parent involvement organization St. Gabriel Committee.

Principles for Involvement at Annunciation Catholic School

1. Actively embrace the teachings and precepts of the Catholic Church and work to promote the Gospel of Jesus Christ.
2. Demonstrate respect for the rights, dignity and worth of each person from conception to natural death.
3. Accept personal responsibility to protect, children, youth, and adults, especially those who are physically or mentally challenged from all forms of abuse or neglect.
4. Refrain from making false accusation against another or revealing the faults and failings of another to those who have no right to know.
5. Be responsible stewards of Church resources, human and financial.
6. Examine own actions and intentions objectively to ensure behaviors promote the welfare of the community and exemplifies the strong moral tradition of the Church.
7. Show respect for the leadership of the Church and encourage prayer for them.

The St. Gabriel's Committees include all of our parent volunteer groups/organizations. St. Gabriel's Committees are dedicated to the goals of:

1. Enhancing Parent-Teacher communications
2. Encouraging parental involvement in school functions and the life of the parish
3. Educating Parents
4. Enriching Spirituality
5. Building Community

Parents volunteering their time and talent fulfill a two-fold function wherein the genuine needs of the parish/school are met, and the benefits for contributing one's talents and labor are rewarded as well by a grateful and enriched community! Being of assistance to others is in, and of itself, a good which never goes without rewarded. We do need your help.

Parent Volunteers are required to have a certificate of completion on file for Virtus. Virtus is an on-line course offered by the Archdiocese prior to working with students. NO EXCEPTIONS! See the ACS website for helpful links to the training.

Opportunities for Involvement

The St. Gabriel Committee consists of different opportunities within the school and they are listed below. A brief description and committee chairperson contact information will be posted on the ACS website Family Portal. If you are interested on serving on one of these committees please attend the Back-to-School Picnic, Welcome Back Coffee, contact the chair person or the school office. St. Gabriel's Volunteer Opportunities:

- Room Parents
- Welcome Back Coffee
- Back to School Cookout
- ACS Benefit
- Halloween Happening
- Monthly/Weekly Rosary/Bible studies
- Art Classroom Volunteers
- Art Fair
- Teacher Luncheons
- STEM Clubs/Science Fair 101
- Future City
- Science Fair
- Prayer Requests/ Prayer Partners
- Uniforms Sale/Swap
- Coffee and Donuts
- Library Classroom Volunteers
- Sports Banquet
- Parent Education
- Family Fun Nights
- Thanksgiving Food Drive
- STEM Volunteers
- Catholic Schools Week Lenten Soup Suppers
- Jog-A-Thon
- Box Tops
- Field Day

Please look to the family portal on the ACS website for links to committee descriptions and sign ups.

Additional Parish Ministries

There are many ministries sponsored by Our Lady of Annunciation Parish which also seek adult volunteers.

- Eucharistic Ministers
- Bereavement Assistance
- Boy Scouts
- Youth Groups
- Senior Adults
- Lectors
- Social Concerns
- Religious Education
- Choirs
- Outreach
- Knights of Columbus
- St. Vincent de Paul
- Lenten Soup Suppers
- Adult Education
- Ushers
- Liturgical Ministries

WITHDRAWAL FROM SCHOOL

Families often times must move during the course of a school year due to a job change. If this should happen or if for any other reason students must leave, please follow these steps:

1. inform the classroom teacher well in advance;
2. schedule a visit with the bookkeeper;
3. turn in books, iPad, and charger at the office; and to leave a forwarding address

JUNIOR KINDERGARTEN ADDENDUM

At Annunciation Catholic School (ACS), we believe that Junior Kindergarten children learn best through play. Play fosters confidence, creativity, and a lifelong love of learning. Our program encourages self-expression through language, daily prayer, and engaging, hands-on activities. We guide students to follow the example of Jesus by treating others as they would like to be treated. By creating a nurturing, family-like environment, we help students achieve their developmental and academic goals.

Program Information

- Location: 2610 Utah St. NE, Albuquerque, NM 87110
- License Number: 25799025

Hours of Operation

Regular Days: Monday–Friday, 7:45 a.m.–3:15 p.m.

After Care:

- Monday–Friday, 3:15 p.m.–5:45 p.m.
- Early Dismissal Days, 1:15 p.m.–5:45 p.m.

Celebration of Birthdays, Holidays, and Graduation

Birthdays

Birthdays are a special time for celebration! Families may bring cupcakes, doughnuts, or other treats of their choice (no candles, please). Your child will be celebrated as King or Queen for the day!

Holidays

We celebrate the following holidays and events in Junior Kindergarten:

- **Halloween:** Includes a classroom party and participation in the evening *Halloween Happening*.
- **Thanksgiving:** A family meal in the gym.
- **Advent and Christmas:** Festive activities and reflection on the season.
- **Valentine's Day:** A celebration of friendship and love.
- **St. Patrick's Day:** Fun, themed activities.
- **Lent and Easter:** Observance and celebration of these important seasons.
- **End-of-Year Celebration:** Includes Field Day activities.

Graduation

Junior Kindergarten graduation will take place on the Monday of the last week of school. This will be the students' final day in the program.

Note: The licensee does not carry liability or accident insurance coverage.

Appearance and Attire

Uniforms

Uniforms are not required for Junior Kindergarten students.

Dress Guidelines

- **Boys:** May wear pants, shorts, and shirts with sleeves. Closed-toe shoes are required.
- **Girls:** May wear dresses with shorts underneath, shorts, and shirts with sleeves. Thin-strap shirts or dresses are not allowed. Closed-toe shoes are required.
- **All Students:** Each child must bring a labeled change of clothing to be kept in the classroom. This should include underwear, pants, shorts, a shirt, and socks.

Safety and Emergency Policies

- **Facility Security:** Doors and gates will remain locked during school hours for the safety of our children.
- **Sign-In/Out Procedures:** Children must be signed in and out daily. If someone other than a parent is picking up the child, they must be listed on the parental authorization form. The preschool will verify their identity with a photo I.D. if they are unfamiliar.
- **Missing Child Protocol:** In the unlikely event a child is missing, 911 and the parents will be contacted immediately, and the school will be placed on lockdown.
- **Emergency Drills and Evacuation:** Routine fire and lockdown drills will prepare children and staff for emergencies. In the event of an evacuation, children will be relocated to *Christ the King Anglican Church* across the street (south side). Parents and guardians will be contacted, and children will be reunited with their families. Emergency preparedness plans are posted in the classroom next to the main door and in the office.
- **Covid-19 Protocol:** The ACS Covid-19 safety plan is posted in the hallway near the PreK classroom. The program will adhere to all state and ECECD Covid-19 protocols.

Expulsion

Expulsion is defined by ASF Policy No. 2460 and is the permanent dismissal of a student from school which is an extreme measure to be taken only as a last resort:

1. after all other efforts of motivation and counseling have failed or
2. where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or
3. as set forth in Policy 2470 regarding student withdrawal on grounds of parental behavior. Local schools should publish in the parent/student handbook a non-exclusive list of those actions that may constitute expulsion.

Procedures for Expulsion

- A. A record shall be kept of previous measures of remediation, counseling, probation, conferences and/or suspensions. This documentation should include written communication between the

school and the family. In the case of serious circumstances as described in "A" above, the student shall be immediately suspended until the process described in numbers B-H can be completed.

- B. Parents MUST be informed by WRITTEN notice that expulsion is contemplated.
- C. A conference shall be held with parents, student, Principal/Preschool Director, Pastor/Rector, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
- D. Expulsion should be determined only after consultation with the Superintendent (and the Pastor/Rector in Parish/Regional schools and preschools). The final decision to expel a student rests with the Principal/Preschool Director and Pastor/Rector with the knowledge and consent of the Superintendent.
- E. Once the decision has been made to expel a student, WRITTEN notification of the decision must be sent to the parents and a copy forwarded to the Superintendent.
- F. The Principal/Preschool Director shall notify the parents in writing of the appeal process. (See Policy 1310)
- G. The Principal/Preschool Director shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a file separate and apart from the Student Permanent Record.

Note: In the event a child with special needs requires removal from the classroom or school, a designated adult will be assigned to assist the child. This individual will be responsible for escorting the child to a safe space while ensuring their safety and well-being.

Liability and Accident Insurance Disclosure Annunciation Catholic School operates as a licensed institution under applicable state and local guidelines. However, we would like to inform families that the school does not carry liability or accident insurance coverage for students. Parents and guardians are responsible for any medical expenses or liabilities incurred as a result of accidents or injuries while their child is participating in school-related activities, whether on or off campus.

By enrolling your child at Annunciation Catholic School, you acknowledge and accept this policy. We encourage families to ensure their own medical and accident insurance coverage is adequate to meet their needs.

Sample Daily Schedule for Junior Kindergarten (Jr.K) **Subject to Change*

- **7:45 - 8:08: Ready Set Go**
 - Put up backpacks
 - Bathroom (if needed)
- **8:11 - 8:55: Morning Routine**
 - Prayer
 - Attendance
 - Pledge
 - Calendar
- **8:58 - 9:42: Literacy**
 - Snack
 - Recess
 - Bathroom break
- **9:45 - 10:29: Enrichment Class**
- **10:32 - 11:16: Learning Center**
 - Bathroom break
- **11:19 - 12:03: Lunch**
 - 11:19 - 11:41 (Lunch)
 - 12:06 - 12:50 (Bathroom)
 - 11:45 - 11:50 (Recess)
 - 11:50 - 12:25 (Lunch continuation)
- **12:53 - 1:37: Rest Time**
 - 12:25 - 1:25
- **1:40 - 2:24: Religion**
 - Snack
 - Bathroom break
- **2:27 - 3:11: Math**
- **3:10 - 3:15: Prayer & Dismissal**

Parent/Guardian Acknowledgment and Agreement

By signing below, I acknowledge that I have read, understood, and agree to all the terms and conditions outlined in the Student Parent Handbook and Junior Kindergarten Addendum for Annunciation Catholic School. I further agree to abide by these policies and support their implementation.

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____