

# **ANNUNCIATION BVM CATHOLIC ELEMENTARY SCHOOL**

## **STUDENT HANDBOOK 2023-2024**



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Annunciation Student Handbook  
Last Updated: 09/18/2023

# Student Handbook

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Dear Parents,

In an effort to reduce costs and paper consumption, the Student Handbook should be read on the school website at [www.annunciationbvm.org](http://www.annunciationbvm.org). If you do not have access to the internet, please call the school office and we will provide a hardcopy for you. The purpose of the handbook is to make you aware of the mission statement, philosophy, policies, and procedures of the school.

The policies are based on those from the Diocese of Rockford, the pastor, and the school administrators. The purpose of these policies is to provide safety and efficiency in the management of our school. Your support helps the school in providing your children with the spiritual and academic formation they need for their future.

As in the past, there may be times in the course of the school year when it becomes necessary to make handbook additions and/or revisions. Should this happen you will be informed promptly through the school newsletter. If at any time you have questions regarding the handbook, please feel free to give me a call.

Sincerely,

Mrs. Mavis DeMar  
Principal

## **Mission Statement**

The mission of Annunciation BVM School is to inspire our students to follow Christ's example and approach the world with a servant's heart, while striving for academic excellence.

## **Philosophy**

We believe that Annunciation BVM Catholic Elementary School of the Rockford Diocese, is centered in God. We believe that every student at Annunciation is a unique and special child and we value their diversity. Along with parents, who are the primary catechists of their children, religious truths and values are demonstrated by the presence of pastor, principal, teachers and volunteers who give daily examples of their love of God and others. In this atmosphere of love and academia, our children learn to trust in Christ's teachings, act on His principles, and lead by His example.

Therefore, the Goals of our school are as follows:

- To develop a sense of the presence of God as well as a personal commitment to strong values and morals.
- To provide opportunities to participate in liturgies.
- To encourage a sense of respect to self, family and community.
- To instill a motivation and love of learning and respect for high academic achievement.
- To encourage pride and unity within our school.
- To develop appreciation of cultural diversity.
- To encourage compassion through service to parish, school and our local and world communities.

## **Religious Formation**

The following are the statements of religious formation:

1. Religion and values are a very important part of our school. Christianity and Catholicism are modeled and taught to our children by their parents, peers and teachers.
2. All-school Mass is celebrated on Wednesday at 8:45am. (Grades 1 – 8)
3. Each child is expected to attend mass on Saturday evening or on Sunday. Masses at Annunciation Church are on Saturday evening at 5:15 and Sunday mornings at 7:30, 8:45, 10:00 and 11:30.
4. Formal religion classes and prayers are part of the daily schedule.
5. The Sacraments of Reconciliation and Eucharist are received in the second grade.
6. The Sacrament of Confirmation is received in the eighth grade.
7. The Sacrament of Reconciliation is celebrated during Advent and Lent.

## **Faculty and Staff**

The following are the faculty and staff of Annunciation School:

Fr. Patrick Gillmeyer, O.S.B.	Pastor
Mrs. Mavis A. DeMar	Principal
Mrs. Patti Brouch	Administrative Assistant
Mrs. Kim Becker	Office Assistant
Mrs. Susan Mazur	Grade 8
Mrs. Chris Eversole	Grade 7
Mr. Nick Litow	Grade 6

Mrs. Bridget McCormack	Grade 5
Miss Alyssa Betlejeski	Grade 4
Mrs. Heather Ruffalo	Grade 3
Miss Meghan Johnson	Grade 2
Mrs. Audra Rizzo	Grade 1
Mrs. Jennifer Kopin	Kindergarten
Mrs. Marie Bill	Preschool
Mrs. Diane Hinterlong	Primary Building Aide/Morning Care Supervisor
Deacon Ken Gay	Technology Coordinator
Mrs. Dawn Vogt	Technology Teacher Grades 4-8/STEAM Facilitator
Mrs. Jacquie Jungels	Kindergarten Aide
Mrs. Michele Sojka	Preschool Aide
Mrs. Clare Sweet	Primary Building Librarian
Mrs. Angie Eilermann	Upper Building Aide
Mrs. Kim Swann	Physical Education
Mrs. Laura Kubicek	Art
Mrs. Heidi Van De Voort	Music
Mrs. Amara Fata	Aftercare Supervisor
Mrs. Sherry Frieders	Morning Care Supervisor
Mr. Manny Juarez	Campus Facilities Manager
Mrs. Laura Valdes	School Maintenance

## Daily Schedule

Students in both buildings will follow this schedule:

7:00	Before school care begins in gym
8:15	Playground supervised, drop off begins
8:25	School doors open
8:30	Classes begin
8:45	All School Mass (Wednesday)
11:55	Half-day Preschool dismissal M/W/F
11:59	Lunch Period/Recess begins
12:39	Classes resume (12:45 for grades K-3)
2:55	Preschool dismissed
3:00	Classes dismissed (Grades K-5)
3:05	Classes dismissed (6-8)
5:30	After school care ends

## Admissions Policy

Students are accepted into the school in this order:

1. Children of families who are in the school (including preschool) will first be offered the opportunity to enroll for the next school year.
2. Children of families which are active, registered parishioners of the parish.

3. Children of non-parishioner families who belong to another parish which does not have a parish school system or is not affiliated with another parish school system.
4. Non-Catholic students.

Students enrolling in preschool must turn four before September 1 of the start of preschool. Preschool students must be completely toilet-trained and able to handle their own clothing. Staff are not allowed to provide bathroom assistance to students. Kindergarten students must be 5 before September 1 of the kindergarten year.

Students transferring from local public schools will generally not be accepted at the junior high levels. Exceptions may be granted to the children of families who are moving into Annunciation Parish, are active, registered parishioners and who have previously attended Catholic schools. Exceptions may be granted to children whose families are Annunciation parishioners if the children have regularly attended Annunciation's Religious Education Program.

Annunciation School does not discriminate against students with disabilities nor against individuals based on their status as immigrants.

## Absences

The following are the attendance, absentee, and excuse policies for Annunciation School:

- A. Parents must call the school office **before** 8:30 to report a child's absence. This call serves to discourage truancy and to protect your child from possible harm. If parents do not call the school, the school will call the parents at home or work.
- B. It is imperative that the school office has an up-to-date emergency form. We must know whom to contact if we are unable to reach the child's parents. **Please contact the office during the school year if any changes occur.**
- C. Requests for dismissal for doctor or dental appointments should be made by the parents in writing or by email a day prior to the appointment. This correspondence should indicate who will be meeting the child at school. The child should take the note to the homeroom teacher. These are recorded as excused absences.
- D. Children may be released from school early, however, only by personal or written requests of the parents or guardian. Please keep these requests to a minimum.
- E. Authentic identification must be supplied by the parent or guardian if pupils are to leave school with strangers.
- F. No pupil will be sent home, for any reason whatsoever, unless the parents have been notified.
- G. At the discretion of the principal, in the event of severe weather, dismissal from school may be delayed until it is safe for the children to proceed to their homes or until the arrival of parents providing transportation.
- H. **Unexcused absences/Vacations:** Unexcused absences such as vacations and non-school sponsored extracurricular activities, during the school year are strongly discouraged. If a student will miss school because of a family vacation, wedding, etc. the teacher and principal must be notified in advance. **No work will be given in advance**, but absent students may work with classmates to obtain the assignments given while he/she is out of the classroom. The student will have 48 hours (unless the student is absent for only 1 or 2 days, in which case he/she will have 24 hours) to complete all missing assignments, quizzes, tests etc.
- I. It is the responsibility of the child to make up the work that was missed in case of any absence. In case of illness, the child will be given the number of days absent to make up missed assignments.
- J. Children will not be excused from school to attend sibling's classroom activities.

- K. The time before school is precious to teachers for planning purposes and tutoring. We ask that you respect arrival and departure times. If you are not using the extended day care program, students should not be on the school premises before 8:15 a.m. and after 3:05 p.m. Teachers will make arrangements to visit with individual students outside of school hours if that is deemed necessary.
- L. **When a child is diagnosed with strep throat, is running a fever, or has vomited, he/she may not return to school for at least 24 hours after symptoms have passed. All cases of strep throat are to be reported to the office. If a child is diagnosed with COVID, please contact the office for current guidelines. All cases of COVID must be reported to the office. Please adhere to that recommendation of your health care provider in order to serve the interests of the other children and staff.**
- M. If a student is absent (not including funerals or doctor appointments) the day of a school sponsored evening event, the student may not attend the evening event. This includes but is not limited to: athletic games and practices, scout meetings and events, band, drama, variety show.

## Allergies

### Parent Responsibilities

The school has a policy to work with parents of children with life threatening allergies. If your child has a life threatening allergy, contact the principal to make the necessary accommodations as determined by your child's doctor. The parent of a child with a severe allergy must provide the school with an Emergency Action Plan signed by the child's doctor. The parents will also provide at least two sets of EpiPens (one for each building). Students will be excluded from school until an Action Plan signed by the child's doctor and two EpiPens are provided to the school. Additional EpiPens may be provided at the parents' discretion. If a severe allergy is identified in a class, the school reserves the right to be more restrictive on allowed foods and treats.

### School Responsibilities

Every school employee will be trained on the use of an EpiPen. All teachers with students with allergies will be given a copy of each student's Emergency Action Plan. All sub folders will have a list of students with life-threatening allergies placed on the first page of the sub folder. Inside the folder will be the student's Emergency Action Plan and daily procedures.

Accommodations for peanut-free seating in the primary lunchroom will be made based on the child's allergy action plan and consultation with parents and school administration.

Teachers on occasion may serve food as long as it is directly related to the curriculum. Notifications describing what will be served must be sent to all families.

Food (not brought by individual students) may be served during the extended day care program. Notification forms describing what will be served must be sent to all families.

### **Birthdays, Parties (Graduation and Holiday), Snacks:**

- Non-food items are strongly encouraged for birthdays and parties.
- No homemade treats are allowed to be distributed during the school day nor to be sent home for consumption.
- Please do not send variety packs.



- Treats should be distributed without the need for preparation, i.e. cutting, etc.
- If your child has allergies and may not be able to consume treats brought to the classroom, you may provide the teacher with snacks approved for your child. A supply of these snacks can be kept in the classroom for your child's consumption.
- Classroom pizza parties/lunches require all parents be informed of the selected food items.
- In classrooms where daily snack is allowed, snacks should be healthy, easy to consume, and need no preparation.

### **Hot Lunch/Other School Events**

For hot lunch and other school sponsored events such as Grandparents' Day, Parent/Teacher Conferences, bake sales, Sporting Events/Extra-Curricular Activities, etc. in which food is provided (homemade or commercially made), the school cannot guarantee that the items provided will be peanut/nut or allergen free. Parents assume responsibility as participation is voluntary.

### **Lunch Period**

If needed, a peanut free table/desk will be designated in the lunchroom or classroom. This will be determined by the school and parent in conjunction with the allergy action plan.

### **Field Trips**

The teacher will make sure that all medications (EpiPens, inhalers, Benadryl, etc.) are brought on the trip. If your child needs special accommodations on a field trip, please contact your child's teacher.

### **Athletics**

The Athletic Committee is made up of an Athletic Director and parent volunteers. Sports are provided for all students in 5<sup>th</sup>- 8<sup>th</sup> grade throughout the year. Visit the school's website for more information. A separate Athletic Handbook is required for participation. See ["Athletic Eligibility."](#)

### **Bullying**

Any action, word, or behavior which harasses, intimidates, or causes physical, emotional or psychological harm to another student or students is strictly prohibited, whether the action, word, or behavior is based on a person's characteristic(s) or other matter. This prohibited conduct also extends to the use of technology ("cyber bullying") as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school on school property, on school buses or other school vehicles, at designated school bus stops waiting for a bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information a computer, a computer network, or other similar electronic device equipment. from a school computer or a school computer network. However, this policy is not limited to conduct that occurs on the premises of the Diocese school or during school hours or school activities.

“Bullying” means any severe or pervasive physical or verbal act or conduct, including made in person, in writing, or electronically (“cyber bullying”), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- a. Placing the student or students in reasonable fear or harm to the student’s or students’ person or property.
- b. Causing a substantially detrimental effect on the student’s or students’ physical or mental health.
- c. Substantially interfering with the student’s or students’ academic performance.
- d. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyber bullying” include but are not limited to the use of email, websites, text messaging, posting or sending of “Apps” (i.e. Facebook, Twitter, Instagram, WhatsApp, Snapchat, etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Any school employee who is made aware of conduct which violates this policy, or who receives a report of bullying, shall promptly report this information to the School administrator and, in the administrator’s absence, to the administrator’s designee, assistant principal, or dean of students. Any parent/guardian who has information that bullying involving a student(s) of the School is occurring shall promptly notify the School of this information.

Within 24 hours of the school being made aware of a reported bullying incident, the school administrator shall notify the parents/guardian of each of the students reportedly involved. The School administrator shall make diligent efforts to notify a parent/guardian using all contact information available to the school or which the school within that 24 hours can reasonably obtain.

### **Cell Phones/Electronic Devices**

Cell phones must remain in backpacks and turned off during the school day. Children are not allowed to take their cell phone from their backpack during the school day, including lunch time. Cell phones must be left in a student’s locker or backpack. If a child needs to use a phone during the day, he/she must come to the office. Cell phones may be turned on after 3:00 p.m., once outside the building, to help a child facilitate his/her after school transportation. Cell phones are PROHIBITED from being used in a restroom or locker room. Cell phones are not to be used at aftercare. Students having phones with them during the school day will receive an automatic detention and the phone will be confiscated until a parent can pick it up in the office.

Electronic devices, including Apple Watches or similar watch devices, are prohibited from use during the school day so as not to distract students from the learning environment. Many watch devices have a cellular feature that performs like a cell phone.

### **Change of Name, Address, Phone**

Parents are asked to notify the school immediately when a change of name, address, email, or phone occurs.

## **Chromebooks**

Students in grades 6 – 8 will be issued a Chromebook for use at school and at home. Each family is charged a technology fee of \$170 through their FACTS account. A separate acceptable use policy agreement is required of the parents of each student in grades 6 – 8. The school provides a monitoring system to control the use and search history of the Chromebooks both at school and at home. Failure to follow the school's policy will result in disciplinary action and possible loss of the use of the device. [See the Chromebook Policy for more information.]

## **COVID-19 Health Protocols**

All children with suspected COVID-19 symptoms (fever, shortness of breath, headache, cough, sore throat, vomiting, abdominal pain, diarrhea, lack of taste or smell) should be evaluated by their physician or health care provider in order to determine if COVID-19 diagnostic testing is required. Confirmed cases of COVID must be reported to the school office and all protocols as determined by the diocese and state in effect at the time of illness must be observed.

## **Custody**

In the absence of a court order to the contrary, both parents have the right to inspect and receive a copy of school records and report cards. Ordinarily, the school will release a student to either parent unless the school has a copy of a court order giving one parent the exclusive custody. The school abides by the provisions of the Family Education Rights and Privacy Act with regard to parents' right to access their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parent to his or her child's school records.

## **Discipline**

The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities – whether during regular school hours, on school premises, in connection with school activities or otherwise. In the event of a violation of those standards, the school reserves the right to invoke appropriate disciplinary steps including but not limited to detentions, suspensions, and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis in the school's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record and other similar criteria. It is the policy of the Annunciation Education Commission to strongly support the school administration in the enforcement of school discipline.

We believe that each child deserves respect as an individual and, in turn, should respect all with whom s/he comes in contact. Helping the child to grow in self-discipline and a respectful attitude toward authority should be the constant aim of both parents and teachers. Children who have been taught these principles learn more readily and make the task of teaching more effective. Students are expected to obey those in rightful authority, i.e., administration, teachers, staff members and lunch supervisors and daycare staff.

## ***Drugs and Alcohol***

Students are prohibited from using or being under the influence of alcohol or drugs while at school and at any school-related function. Included within the prohibitions set forth in this policy are the following:

- use, possession, manufacture, distribution, dispensation, or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities.
- storing in a locker, desk, automobile, or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia, or alcohol.
- being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A “reasonable suspicion” of drug and/or alcohol use may be based upon the observation of the student’s behavior, information received regarding alleged alcohol or drug use and/or other indication giving rise to suspicion of a violation of this policy. A student’s failure to cooperate in testing required by this policy or other violations may result in disciplinary action up to and including expulsion from the school.

### ***Tobacco/Smoking/Vaping/Marijuana Regulations***

Students are prohibited from possessing, smoking, vaping, or using tobacco or marijuana products at school or in the proximity of Annunciation or at any school sponsored activity. Possession and/or use of matches or lighters are also prohibited. Use or possession of electronic cigarettes or vaping devices in any form is prohibited and subject to the same disciplinary action as stated in the section above on drugs and alcohol.

### ***Inspection Policy***

Individuals entering upon the premises of the school-whether students, employees or guests are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthy environment, the school reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors on the school’s premises. Included in this policy is the right to inspect the following: lockers, knapsacks, purses, backpacks, briefcases, bags, gym bags or similar such devices brought onto or existing on school premises, vehicles on school premises, clothing (with appropriate safe guards for the individuals personal privacy), desks, other property (whether school, student, or visitor) existing on school premises. A student’s failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

### ***Discipline Consequences***

All discipline situations will be handled by the principal and/or the teacher on an individual basis. A detention system is used for some discipline matters. Detentions are held **before school** on Wednesday from 7:45 – 8:15 am in the Principal’s Office. Some specific, but not inclusive discipline areas are:

1. Disrespect to any teacher, staff member, lunch monitor, student, or guest in the building
2. Harassment/fighting
3. Foul or inappropriate language
4. Failure to comply with classroom rules or procedures
5. Failure to return signed homework/tests
6. Violating the cell phone policy

In detention cases, the detention slip is to be signed by a parent/guardian and returned to the teacher who issued it. If the slip has not been signed, or if the signature is in question, a phone call will be made to the home or place of employment. A skipped detention will result in a double detention. A tardy detention will result in the student serving another detention the following week. No excuse will be accepted for missing detention without a note. Sports/cheerleading/youth music group is not a sufficient excuse. Classroom consequences will be set by teachers in consultation with the principal.

### ***Policy on Suspensions/Expulsions***

In order to maintain an optimal learning atmosphere in our school while respecting the rights of students and parents, it is our policy that a student may be suspended or expelled for gross disobedience or misconduct which are defined as follows:

- A. Behavior, including threats, which is injurious to persons or property.
- B. Behavior which substantially or materially disrupts the educational process or discipline of the school.
- C. Continued minor incidents of misbehavior or disregard for the published regulations of the school after warning about repeated minor incidents of misbehavior or disregard for the published regulations of the school.
- D. Gross disrespect to school personnel or gross disregard for school policy/mission. Some examples of gross disrespect or misconduct are:
  - fighting, assaulting or intimidating another individual
  - throwing snowballs, stones, stink bombs or other objects when in or out of school
  - possession and/or use of a weapon, possession and/or use of alcohol, narcotics, or other intoxicants, etc. at school or at a school function/activity
  - possession and/or use of matches, lighters, or firecrackers or other explosive materials
  - setting off a fire alarm without evidence of a fire or emergency
  - taking of school property or another's property without permission, defacing or damaging school property or another's property
  - lying or insubordination to a staff member
  - cheating or plagiarizing
  - truancy
  - possession or distribution of immoral pictures or literature
  - unauthorized access to buildings

The decision to suspend for three school days or less is at the discretion of the principal. The parents/guardians of the student shall be notified of the reason for any immediate suspension for three school days or less at the time the suspension begins. Work assigned during the time of suspension may NOT be made up for credit. The final decision to suspend for more than three school days or to expel will be a decision of the Principal, Pastor, and a member of the faculty. The parents/guardians and the students will be notified, in writing, of the time of the hearing and of the reasons for the possible suspension/expulsion. The parents/guardians and student shall be requested to attend the hearing. At the hearing: (1) The reasons for the possible suspension/expulsion shall be given. (2) The parents/guardians will have the opportunity to respond and present their version of the incident. A record of the hearing and resulting action of the Student Conduct Hearing Board, shall become part of the student's permanent record.

Students on suspension are not eligible to participate in any school associated activities. Students on suspension are responsible for all learning work assigned during the period of suspension. However, written work, tests, etc. missed will not be allowed to be made up. Counseling is one option that may be required before readmission after suspension and/or expulsion.

### ***Possession of Weapons***

It is a violation of the school's policies for a student to possess a weapon on school premises or at any time in connection with school-related activities. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or any other object, which, in the school's discretion, may reasonably be considered to constitute a weapon. Violations of this policy may result, in the school's discretion, in disciplinary action up to and including expulsion from the school.

### ***Corporal Punishment***

Corporal punishment is forbidden at Annunciation School.

### ***Gangs and Gang-Related Activities***

This school is a gang-free environment. Gangs, as defined in this policy, include individuals who associate with each other primarily for criminal, disruptive, and/or activities prohibited by law and/or by the school's rules and regulations. Gangs, gang-related activities, and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline and also may foster anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of all students. Students are prohibited from any activity related to a gang or secret society while on school property or in connection with school-related activities including the following:

1. wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or any item commonly associated with membership in or affiliation with a gang or secret society
2. Engaging or failing to engage in any activity where such is intended to promise or further the interest of any gang or any gang activity or secret society including, but not limited to distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society.

Violations of this policy may result, at the School's discretion, in discipline up to and including expulsion from the school.

## Dress Code

Pride in our school takes so many different forms – pride in academic achievement, pride in the learning and practice of the Gospel, pride in the way staff and students act and look, so that the appearance of our students can continue to be a source of pride.

Dennis Uniform is our uniform supply store. They can be reached at (800) 854-6951 or [www.dennisuniform.com](http://www.dennisuniform.com)

- All students must be dressed and groomed in such a way as not to be a source of distraction to other students and teachers while attending school. Any fashion trend or hairstyle deemed distracting or inappropriate by the administration will be subsequently prohibited. Uniforms are worn the first day of school. Because of the many lost articles, all clothing and shoes should be marked in some way.
- Students who are not in uniform or have no reasonable excuse written by a parent/physician will be given a uniform violation. A student receiving three uniform violations in one quarter will be issued a detention. Each additional violation during that quarter will result in a detention. If the uniform code is not followed after the detention the parent will be contacted to bring proper attire to school or take their child home until the uniform code can be met.
- There should be NO tears or holes in any part of the uniform.
- Students should not wear temporary tattoos to school.
- Students may wear any kind of sunglasses outside, but must remove them when they enter the building. All sunglasses are the responsibility of the student, and should be kept in a backpack when not worn.

## Shoes

- All children must wear either solid-colored dress shoes or solid black athletic shoes that reach no higher than below the ankle. No high tops. Boys' dress shoes must be black, brown, or navy. Girls' dress shoes must be black, navy, or brown. *Two-toned Sperry shoes may be worn if the 2 tones are of the same color – brown on brown or black on black.* Shoes must have a full back (no straps or clogs) and a reasonable heel height of no more than 1 inch. If shoes have logos and symbols, the logos and symbols must be of the same color as the shoes. *If athletic shoes are worn during the school day, they must be solid black, including logo and sole.* If wearing solid black athletic shoes during the school year, children must wear other non-marking athletic shoes to physical education class. No slippers with rubber soles may be worn by boys or girls. If the shoes have laces, they must be of a solid color, the same color as the shoe, and must be tied. Crocs are not acceptable.

## Girls

- Grades K - 5: Blackwatch plaid jumper, white polo shirt (school logo not required with jumper), if wearing an undershirt it must be white. The length of the jumper must be at most 3 inches above the knee.
- Grades 6 – 8: Blackwatch plaid skirt, green polo shirt with logo. The length of the skirt must be at most 3 inches above the knee.
- Solid black or navy knit or polyester long pants or “leggings” may be worn during school hours as weather dictates (no capris or short pants, no lace). Sweat pants, jeans, etc. are not to be worn during school hours.
- Solid white, solid blue, or solid dark green cardigan or pullover sweater is optional; school logo sweatshirts, purchased through Dennis Uniform, are also optional.
- Solid white, solid blue, solid dark green, or solid black crew socks, knee socks or tights are to be worn (no logos, no ankle socks).

- Headbands may be worn if they are solid navy, white, black or dark green, or the uniform headband from Dennis Uniform.
- Solid color scrunchies may be worn in hair but not on wrist.
- No make-up may be worn. No colored or flavored lip gloss may be used.
- Only post earrings (no hoops or dangling) may be worn.
- No bracelets,
- No facial piercings
- No costume jewelry may be worn.
- No fake nails. Natural nails must be short enough to be able to type with the fingertip not the nail.

### **Boys**

- Grades K – 8: Light blue polos with school logo. Shirts must be tucked in and not rolled over at all times. If an undershirt is worn, it must be white with no logo.
- Navy blue dress pants or dress shorts. Elastic waistband dress pants/shorts are allowed. If pants/shorts originally have belt loops, belts must be worn. Belt loops cannot be cut off. Belts must be a solid color black or brown. Pants must be hemmed at the cuff and not rolled up. Faded or torn pants may not be worn. Cargo pants or shorts are not permitted. (Boys pants do not need to be purchased through Dennis Uniform.)
- Solid blue or solid dark green sweater vest, pullover or cardigan sweater is optional; Sweaters do not need the school logo. School logo sweatshirts, purchased through Dennis Uniform are the only acceptable uniform sweatshirt, and are also optional.
- Solid white, solid blue or solid black crew socks are to be worn (no logos, no ankle socks).
- Must be clean-shaven, if necessary.
- No earrings may be worn.

### **Hair Policy – Girls and Boys**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Any student's appearance that disrupts the educational process or compromises health and safety standards must modify their appearance. (Diocesan Policy 2435)

Hair should be clean and neatly styled. Boys' hair is to be off the collar, not touch the ears, and not touching the eyebrows. The hair is to be tapered or faded on the sides and in the back (layering of hair will be accepted if it is not too drastic). The neckline is to be clean and cut neatly straight across. Shaved designs are not permitted and must not entail significant contrasts of longer and shorter hair. Gels are acceptable to keep hair out of the eyes. Hair coloring of any type will not be permitted.

Girls' hair is to be neat and kept out of the face. Bangs should not touch the eyebrows. Simple hair accessories and/or gels are acceptable for girls to keep hair out of the eyes and face. Shaved designs are not permitted and must not entail significant contrasts of longer and shorter hair. Hair coloring of any type will not be permitted.

If in violation, students will have seven days to comply with this policy. Administration reserves the right to suspend students for blatant disregard of the hair policy.



**Boy Scouts and Girl Scouts:**

- Students enrolled in the scouting programs may wear scout uniforms as described below on the day of their meetings.
- Boy Scouts may wear their scout shirt and scarf with their school uniform pants and school uniform shoes.
- Girl Scouts may wear their scout uniform vest or sash over their school uniform. Daisies may wear the Daisy apron over their school uniform. No other scout uniform pieces may be worn to school.

**April 1 through October 31:**

- Boys may wear knee-length navy blue shorts. No cut off uniform shorts, shorts must be hemmed.
- Girls may wear Blackwatch plaid or navy blue dress shorts and if wearing shorts must wear a brown or black belt.

**Dress Code for Physical Education**

In order to help develop responsibility in the child and enhance his/her ability to participate in the physical education program, children in kindergarten through third grade will wear their school uniform and change into gym shoes for gym class. These gym shoes will remain at school for the year. Children in fourth through eighth grade will be required to wear the school established gym uniforms and gym shoes during class. Students not wearing the school established gym uniform and/or shoe three times during one quarter will be issued a detention. Each additional violation that quarter will result in a detention.

**Dress Code for Dress-Down Days**

Dress-Down days are usually sponsored on the first and third Fridays of the month. Typically, the first Friday of the month is \$1.00 Dress Down Day. During dress-down days, students are allowed to wear jeans, T-shirts, tennis shoes, shorts, or sweatpants. Typically, the third Friday of a month is “Spirit Day”, where the students wear Annunciation spirit apparel or blue/white shirts/sweatshirts. Children must have the spirit wear or school colors displayed all day, i.e. cannot wear a red sweatshirt over a spirit shirt.

However, student attire must still be appropriate and not interfere with the educational process and adhere to the following stipulations:

- Clothes with rips, tears, or holes may not be worn.
- In addition, students are not permitted to wear spaghetti-strap tank tops, strapless tops or halter tops, excessively short skirts or shorts, torn jeans, or tight-fitting shorts, skirts, or jeans.
- If girls are wearing leggings, they must wear a shirt or sweatshirt that falls past the length of their middle finger when arms are at the side.
- Shorts and skirts must extend past the student’s middle finger while their arms are at their side.
- When wearing shorts, the top must not extend past the shorts.

Clothing should be comfortable and discreet. If a student is found to be in violation of this policy, the principal will notify the student and the student’s parents. The student may be asked to return home and change into more appropriate attire.

**Dress Code for School Dances**

Student Council sponsors school dances for sixth, seventh, and eighth grades. The same guidelines that apply to dress-down days will also be in effect for school dances. Discreet and comfortable should be the guiding characteristics for non-uniform clothing.

### **Eligibility Policy (for Athletics)**

Annunciation places a high priority on academic success. Athletic activities are offered to enhance a student's total educational experience but not at the expense of their academic success. We expect student athletes in grades 5-8 to maintain academic and behavioral standards in keeping with Annunciation's Parent/Student Handbook and the teachings of the Catholic Church. These regulations and procedures apply while on school premises, during practices and competitions, and in the public arena.

Parents are and need to be their child's greatest advocate. Parents have the best vantage point to determine how much effort their child is exerting toward academic success and the impact their child's involvement in athletic activities has on their child's academic motivation. The school is obligated to let parents know periodically the academic standing of any student involved in athletic activities. If a student does not have a passing grade (70% or higher) in all classes at the time of Progress Reports or Report Cards, it may impact their participation in the Annunciation BVM Athletic Program. After a discussion with the principal, parents will determine their child's eligibility in athletic activities. The parents need to notify the principal if they decide to make their child ineligible. The principal will contact one of the Co-Athletic Directors who will then contact the child's coach.

### **Emergency Closings/Late Start**

School closing and late starting times are announced on [www.emergencyclosings.com](http://www.emergencyclosings.com) or [www.annunciationbvm.org](http://www.annunciationbvm.org) and the school's Facebook page. A message will also be sent to parents via text and FACTS email. This would usually be announced early in the morning and would ordinarily be related to a winter storm. In case of a severe thunderstorm or tornado, shelter will be taken at school.

### **Education Commission**

The Education Commission is established by the pastor, in accordance, with the Diocesan policy, to assist him and the principal in the governance of the parish school. When the Commission meets as pastor, principal, and members and agrees on a policy matter, the decision is effective and binding on all. The Commission is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions binding for the parish without the approval of the pastor and principal. The areas in which the Commission functions and will be consulted in major matters include but are not limited to:

1. Planning – The Education Commission must look ahead to the educational needs and see how they will be addressed.
2. Policy-making – The Education Commission supports policies as appropriate to meet educational program needs and provide for the execution of the policies.
3. Financing (including budgeting and policies for financial management).
4. Public Relations
5. Selection of a principal
6. Evaluation of the principal's relationship with the Commission
7. Self-Evaluation – The Education Commission must review its own performance periodically.

## **Electronic/Remote Learning Day**

Annunciation School follows the allowable policies of the state and diocese policy on E-Learning/Remote Learning days. In the event of a presumed inclement weather day, teachers will assign lessons to be completed at home in order to continue the learning environment. If the school closure will last indefinitely, teachers will employ a combination of video lessons and daily synchronous learning opportunities. Daily attendance will be required.

## **Extended Day Care Policies and Procedures**

Annunciation School provides extended day care as a service for families attending our school who desire additional, quality supervision for their children before and/or after school. The AM and PM programs are offered to children in Preschool through 8th grade. The PM program meets in the Primary building and will allow time for snacks, play outdoors (weather permitting), homework and/or study, interaction with other students, crafts, games, and puzzles. The AM program meets in the Gymnasium will allow time for some of the above. The students will be supervised by paid employees who have met all diocesan requirements for employment including a State Police background check and attendance at a Protecting God's Children class.

- **Hours of Operation**

- AM program: 7:00 a.m. – 8:15 a.m. Upper Building
  - PM program: 3:00 p.m. – 5:30 p.m. Primary Building
- There is NO PM program on half days of school (11:55 Dismissal Days). The AM program will be available on half days.
  - Children may be dropped off or picked up at any time during operating hours; however, parents will be billed for a full day of care, regardless of the length of time they are in extended day care.
  - Children must be picked up promptly. If parents are late picking up children after closing time, an additional fee of \$1 per minute per child will be charged. Continued late pick-up may result in the child(ren) being dismissed from the program at the discretion of the supervisors in consultation with the Principal.
  - Children will only be released to the parent or individual who has been designated by the parent as the pick-up person unless the supervisors are notified in writing by at least the morning of the change in the pick-up.
  - Families that only plan to use the extended care program on an occasional basis, should send a note to school or call the office, so the staff knows to expect your child(ren).
  - Parents must sign their child(ren) in each AM on the sheet outside the upper building. In the PM, parents must ring the bell at the primary building and someone will meet you with the sign out sheet.
  - If you plan on using the program at any time during the year, a registration form must be completed.
  - Any student not picked up from the Upper Building by 3:10 p.m. or any student not picked up from the primary building by 3:10 p.m. will be sent to after school care. If not picked up by 3:15 p.m., the parent will be charged for the entire day. Any student dropped off at school prior to 8:15 a.m. will be sent to before school care, and the parent will be billed for the day.
  - Parents will be sent an invoice every three weeks. The invoice will be emailed through FACTS. Parents whose payments are more than 3 weeks late will forfeit the use of extended day services. Payments should be paid through FACTS.
  - Students should bring their own snack and/or beverages for the PM program. Snacks should be simple and healthy. Students will not be allowed to use the microwave, oven,

or refrigerator. Students may bring something to eat at the AM program. Food items should be simple and require no preparation or clean-up.

### **Fees**

Before school care: \$5.00 per child per day

After school care: \$10 for the first child and \$5 for each additional child per day

The custodial parent will be responsible for the extended day care account. Any correspondence or communication with regard to this account will be with the custodial parent.

### **Special Procedures**

- **Illness or Accident:** The same procedures followed during the school day will be followed when your child is participating in the extended day care program. Parents are expected to make provisions for taking sick children home.
- **Medication:** Medication will only be dispensed when absolutely necessary and permission for extended day care personnel to dispense medicine must be in writing.
- **Homework:** Some time will be given for completing homework. It is the student's responsibility to bring all books and materials to the extended care program. Students will not be permitted to return to desks, classrooms, or lockers to retrieve materials.

### **Extended Care Rules**

- All school rules as noted in the Student Handbook apply.
- No student is to leave the supervision of the supervisor without permission.
- Each child is expected to participate in all activities to the best of his/her abilities.
- Each child is expected to help clean up toys, craft supplies, etc.
- Each child assumes responsibility for any toys or games brought from home. No electronic devices are allowed. Chromebooks can be used for homework assignments.
- Cell phone use during PM care is not allowed.
- No gum at any time.

### **Extracurricular Activities**

There are a number of extracurricular activities students may join during the year. Athletics, yearbook, scouts and student council are some of these activities. Different organizations will set specific guidelines for students to follow. Students are encouraged to join these activities as long as they do not negatively affect their academic standing in any class.

### **Field Trips**

Field trips are scheduled in order to help supplement learning activities that cannot be duplicated in the classroom. All students are required to attend field trips. Sixth, seventh, and eighth grade students must have all service hours completed by April 30<sup>th</sup> to attend any field/class trip scheduled during the month of May. Parents/guardians will be sent a permission form which must be signed and returned. All drivers must have a Driver Information Sheet on file in the office before taking students from the building. Seat belts (and car seats when necessary) must be available for and worn by all students. All chaperones must have volunteer clearance by completing all diocesan paperwork.

Chaperones for field trips are responsible to the teacher in charge and for their group of students going to and returning from the site. The number of chaperones attending field trips and assigning of groups is left to the teacher. Chaperones are prohibited from consuming alcohol on field/class trips and from

making any unscheduled stops to or from the site. Please do not provide snacks/treats for the students under your supervision. At times private vehicles are used for field trips.

**Any chaperone that violates this policy will be prohibited from driving on any/all field trips or events for the remainder of your child/ren's time at Annunciation.**

### **Fire, Severe Weather and Lock Down Drills**

Throughout the year we practice fire, severe weather and lock down drills as prescribed by state and local law. Students are to be completely quiet while these drills are being held.

### **Gum**

NO gum is allowed in any building on campus, including the Gymnasium.

### **Health Examinations and Immunizations**

Proof of health examination and proof of immunization against preventable communicable diseases in accordance with the Illinois School Code are required as follows:

- Within one year prior to entering preschool
- Within one year prior to entering kindergarten
- Within one year prior to entering sixth grade

Proof of dental examination is required as follows:

- Within one year prior to entering kindergarten
- Within one year prior to entering second grade
- Within one year prior to entering sixth grade

Proof of eye examination is required as follows:

- Within one year prior to entering kindergarten
- Within one year prior to enrollment for any new student

If a child does not submit proof of having had either the health examination or immunizations as required, then the child shall be examined or receive the immunization, as the case may be, and present proof by October 1 of the current school year. If the child does not comply by October 1, the school Administrator shall exclude that child from school until such time as the child presents proof of having received those required immunizations which are medically possible to receive immediately. During a child's exclusion from school for noncompliance with this ruling, the child's parent(s) or legal guardian(s) shall be considered in violation of Illinois School Code Section 26-1 (105 ILCS 5/26-1) and subject to any penalty imposed. If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the performance of the health examination shall endorse that fact upon the health examination form.

Additional examinations, including vision examinations, may be required when deemed necessary by school authorities. Tuberculosis examinations are required by the Department of Health when the child involved resides in an area which has a high incidence of tuberculosis.

Report cards will not be issued to students who have not submitted the required medical forms including vision and dental forms.

## Home and School Association

The Home and School Association is established by the pastor to assist the Education Commission in the educational mission of the parish. A representative from Home & School needs to attend all education Commission meetings or send a report through the principal. This Home and School Association is responsible to the Commission through the principal, and is consultative in the following sense: the members cannot make decisions binding on the school without the approval of the principal, pastor, and the Education Commission. As parents, you are strongly encouraged to attend all Home and School activities. The areas in which the Association functions include but are not limited to:

1. Social – the planning of social events which will bring together students, parents, volunteers, and faculty to enjoy recreational activities.
2. Educational – selecting speakers who can address the parents and faculty on issues that are pertinent to parenting, pertinent to families that have chosen a Catholic education for their children.
3. Public Relations – strengthening the image of the school both within the parish and outside the parish, and to the attention of the principal issues that should be addressed concerning school morale, academic improvement, extracurricular needs, etc.
4. Financial – The Home and School Association, with the approval of the principal, shall organize activities that will bring in revenue for school wants/or needs that may be in the school budget or have not been included in the school budget.

## Homework

It is highly recommended that work done at home be for reinforcement of materials already taught, completion of incomplete assignments, and/or make-up work. Long-range assignments may also be given as long as the children understand the assignment. Teachers are highly encouraged to provide rubrics (explanation of grading requirements) for all long range projects. Recreational reading should be a daily habit.

The suggested daily length of homework is figured by adding a “zero” to the grade level: 20 minutes for 2<sup>nd</sup> grade, etc. Some days there may be more work assigned. The times are minimum requirements. When a student is absent from school, the student must find out what the assignments were, and is required to make them up. Incomplete assignments will affect grades.

Corrected work will be sent home at regular intervals. Many times the teachers ask for parents’ signatures on assignments so the teacher knows that the parents are knowledgeable of the child’s work, needs, and progress. Students should always do their own work; copying is never acceptable and is considered a serious discipline offense! The student’s responsibility is to complete assignments on time and to schedule after-school activities so that they do not interfere with the completion of assignments. Before/after school help is available from teachers.

## Honor Roll (6th-7th-8th)

The Honor Roll is determined on a point scale. For students to earn the privilege of Honor Roll, they must attain a certain number of points. Honor Roll is based on a total of 60 points. Grades in six subjects are used to determine Honor Roll: Religion, English, Math, Literature, Science, and Social Studies. P.E., Art and Computer do not enter into Honor Roll.

Grades of A+, A, and A- receive 10 points each

Grades of B+, B, and B- receive 9 points each

Grades of C+ receive 8 points each.

Grades of C or C- and below do not receive any points.

Points are totaled and Honor Roll is determined accordingly:

60 points – High Honor Roll

54 - 59 points – Honor Roll

### **Late Entrance/Early Dismissal**

In order to accurately account for student arrivals and departures, we require a parent or guardian to sign their child(ren) out and/or in before the child leaves or arrives at the individual buildings.

#### **Grades 4<sup>th</sup> – 8<sup>th</sup>**

Parents must sign their children in, when arriving late, and out, when departing early. A clipboard is provided outside the school office. Please ring the bell outside the school office to be buzzed inside to sign your child in or out.

#### **Grades Preschool – 3<sup>rd</sup>**

When arriving late for school in the morning or picking up for an early dismissal, a parent must first phone the school office at 630-851-4300 to state their purpose. The office will then contact the primary building and direct the parent to drop off or pick up their child at the PB.

#### **Grades K-8**

Students tardy to school (arriving after the bell rings – both buildings) cause disruption to others. Students earning 3 tardies per quarter will be issued a detention on their 4<sup>th</sup> tardy (this procedure subject to change). A note will be sent home for parent signature to notify the parent on the 2<sup>nd</sup> tardy. Each subsequent tardy in that quarter will also result in a detention.

### **Library**

The library in both buildings is available to all students. Students are expected to pay for lost or damaged books and no report cards at the end of the year will be issued until books are returned or fines are turned into the office.

### **Lost and Found**

Lost and Found containers are placed in both buildings. Items left in these containers for a month are usually donated to Hesed House.

### **Lunch**

Students must bring a sack lunch with them every day except on hot lunch days or on pizza days. All lunch bags and boxes must be marked with the child's name. Milk fees are payable at the beginning of each semester. No one may leave the school premises, especially during the noon hours, without written permission. A student should remain seated while eating and clean up the room before leaving for recess. If parents occasionally need to bring a lunch to either building, please take it to the school office and it will be distributed. Students may NOT use the microwave ovens or refrigerators. No fast food is to be delivered to school for students.

## **Medication**

Annunciation School has the following standard policy regarding medication:

- A. Rockford Diocese Policy #5130: "It is our policy that no medication is administered except by the school principal/DRE/CRE or their designee. Such medication will only be administered provided the child's parent or legal guardian submits in advance such documentation as is required by any administrative regulation issued under this policy."
- B. The office will provide a *Medication Authorization Form*. "The parent must fill in seven numbered areas before any medication will be distributed to their child. Physician orders/prescriptions must be attached. I hereby authorize (name of school, etc) to administer the following medications to my child." No medication is given without all of the procedures being followed. Parents should write a note for students to take cough drops, etc.
- C. The school shall provide a secure space for safe storage of medication.
- D. This information shall be placed in the student's health file along with the parental request for administration of medication.
- E. Students are not permitted to keep medications anywhere but in the school office where it will be safely stored.
- F. Asthma inhalers are permitted and encouraged to be with the student at all times.
- G. If a student is taking any sort of medication, even if it is not taken at school, for a long term, the medication should be noted on the emergency information form and on the health history form. If your son/daughter begins taking a new medication, please contact the office.
- H. If students bring in their own cough drops, they are to be delivered in their original box/bag with a permission slip from their parent.

## **Money Collections**

No donations or money collections are to be taken without the approval and permission of the principal. Monetary fines are not permitted without permission from the principal.

## **Non-discrimination in Schools**

Annunciation BVM Catholic Elementary School admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school. Annunciation does not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of its educational or employment policies, athletic or other school administered programs. If an individual believes that he or she is a victim of unlawful discrimination by the school, the individual should report this to the Principal or Superintendent of the School. If the complaint of discrimination is against the Principal or Superintendent, the individuals may instead report the matter to the Superintendent of Catholic Schools of the Diocese of Rockford. All complaints of unlawful discrimination will be investigated and treated seriously. The report will be investigated, and the investigation may include a review of the documentation as well as interviewing the alleged victim, potential witnesses and the alleged accused. Upon completion of the investigation, a determination as to the merits of the allegation of discrimination will be made. The individuals involved will be informed of the results of the investigation. Catholic Schools in the Diocese of Rockford shall be in compliance with all the relevant case law interpreting the Illinois School Code, including *Phyller vs. Doe*.

## **Parent Procedures**



During the course of a normal school year, questions, problems, or misunderstandings may occur with regard to classroom activities/personnel. The Education Commission has set forth a procedure which the parent(s) shall follow in the event that the parent(s) had/have a concern. The parent(s) of the student shall meet with the student's teacher. In the event that the concern is not remedied to the satisfaction of the parents, then the parents shall next meet with the teacher and principal. In the event that the concern is not remedied to the satisfaction of the parents, then the parents shall next meet with the teacher, principal, and pastor. Parents may not bring "support" personnel to a meeting with a teacher, principal, pastor, etc. without obtaining permission first. Neither parents nor administration/faculty are allowed to record a meeting without permission from all parties at the meeting. No teacher, principal, pastor, or Education Commission member shall have to meet with any group of parents.

### **Parent-Teacher Conferences**

To strengthen closer cooperation between home and school, parent-teacher conferences are held at the end of the first quarter. Additional conferences may be held at the suggestion of the parent or teacher. Please make an appointment in advance. Preschool conferences are held at a later time.

### **Parking Lot**

Parents may not park or drive through the Primary Building parking lot before or after school. Curb service will be provided for the Primary Building from 8:15-8:25 a.m. at the front door of the building. Children should proceed to the back playground. Parents must use the circle drive in front of the Upper Building to drop off their children. Students should proceed immediately to the back of the building. There is no parking in the circle drive before school. Parents should refrain from using the upper building parking lot unless attending mass or entering the building. Because of the many cars coming into our parking lot and the busy traffic on Church Road, we ask that students NOT play in front of school after school.

For the safety of our students, all primary students can be picked up at the Primary Building parking lot by an adult at 3:00, or the child(ren) can be picked up at the Grotto by an older sibling or adult at 3:10. These students will be accompanied by a teacher to the Grotto. Primary Building students are not allowed to walk by themselves to vehicles. By using these procedures, it ensures that the primary students are safe when walking through the busy upper building parking lot.

If you have children in the Upper Building only, you are encouraged to use the circle drive at dismissal time. If using the Upper Building parking lot, we ask that you park so you can pull out of your parking space and not have to back up. Again, this is for the safety of all students.

### **Plagiarism Policy**

Plagiarism can be defined as claiming another's published or unpublished thoughts, ideas, or words as one's own. This can be word for word use or rearranging words without acknowledging the author. Examples of plagiarism may include:

- Submitting work that was written by someone else.
- Failing to use a citation to give credit to another author.
- Failing to cite materials on a works cited page or bibliography.
- "Cutting and pasting" or using material from internet sources without crediting the source.
- Failing to reference an author when quoting him/her in an oral presentation.

- Presenting another person's ideas as your own.

Plagiarism may result in a failing grade for the plagiarized work, detention, suspension, or expulsion.

## Playground/Recess

The playground period is an excellent opportunity for training the child in good sportsmanship, thoughtfulness, and consideration for others. Every child, unless excused for reasons of health with a doctor's note, is expected to participate in playground activities with his/her own class. Please do not ask that a child stay indoors because he/she prefers to do so. Children should be sent to school dressed warmly enough to withstand the weather. When it is raining or severely cold, (wind chill below 10°F) the children are kept indoors. Specific rules will be set, if needed. Children should obey the playground supervisors whether they are volunteers or staff members. Children are expected to treat each other with respect: no fighting, no name calling, no stone throwing, no snow throwing. The playground equipment should be properly used. Equipment should be returned to the container at the end of recess. **Students may bring balls (no hard balls) from home provided they are brought to and from school in a closed bag. Balls must remain in the bag except during recess. Balls may not be used anywhere on school grounds after school. Any violation will result in the ball being confiscated.** Students may lose the privilege of using the playground if the rules established cannot be followed. The Staff Members who are supervisors are responsible for the behavior of the children during recess and lunch. Misbehavior will be reported to the teacher on-duty and the principal at the end of the lunch period.

## Property

Any school property used by the students, such as books, desks, athletic equipment, etc., shall be treated with care and respect. Textbooks must be covered the first week of school and kept covered at all times. Parents are financially responsible for the condition of any school property entrusted to their child (ren). Defacing school property could result in fines and/or discipline consequences.

**Lockers and/or desks are not to be decorated for birthdays, special occasions, or sports.**

## Records

No records will be sent to another school until all financial obligations have been satisfied. Students must have accurate, up-to-date medical records on file. Students not following these requests for health records may be suspended until the records are made available to the school. All students must have a certified birth certificate on file – students may be suspended if 2 requests for the birth certificate are ignored.

## Report Cards

Parents will access and view their child's progress and report cards online, via FACTS for students in Kindergarten through 8<sup>th</sup> grade. Report cards will no longer be sent home.

Letter grades and symbols shall be interpreted as follows per the Diocesan's grading scale:

A+	99-100 %	D+	75-76%
A	95-98 %	D	72-74%
A-	93-94%	D-	70-71%
B+	91-92%	F	69% and below
B	87-90%	P	Pass
B-	85-86%		

C+	83-84%
C	79-82%
C-	77-78%

## **Safety Measures**

The following are safety procedures for students.

1. Parents are urged to remind children not to accept rides or gifts from strangers and not to accept literature or handbills from anyone but their parents and school personnel.
2. The Safety Patrol is composed of 6<sup>th</sup>-8<sup>th</sup> graders. Children are to give them their wholehearted cooperation. They are on-duty from 8:15 – 8:25 a.m. and 3:00 – 3:15 p.m. daily.
3. No cars may enter the Primary Building lot except those belonging to teachers. Please do not make U-turns on Church Road in front of the Primary Building.
4. Children should cross streets only at designated areas.
5. Bicycles should be kept locked on the bicycle racks in the parking lots.
6. Snowballs are not to be thrown on school/parish property.
7. Possession and/or use of matches and lighters are also a violation of school rules.
8. Children should not be dropped off at the stop sign in front of the Primary Building. Please drop children off directly in front of the Primary Building.
9. Children in the upper building should be dropped off in front of the building using the horseshoe driveway in front of the building. Students should proceed to the back of the building. Parents should refrain from using the upper building parking lot unless attending mass or entering the building.
10. Dogs can be unpredictable around people, especially children. To protect our students, dogs are not allowed on school property or in classrooms. Dogs should remain in vehicles at all times.
11. Parents are NOT allowed past the fence gate at the primary building. Younger siblings are not to play on the playground equipment at any time.

## **School Security**

No parents or visitors are to enter the school during school hours except through the Main Entrance, this includes coaches and committee members who have a building key. All parents and visitors to the school are to first *CALL* the School Office at 630-851-4300. Parents are not allowed in the hallways or in classrooms during the school day or lunch hour without an appointment. If a parent needs to speak to a student, the student will be called to the office. Parents are not to assemble in the school lobby or hallway of the Primary Building.

## **FACTS Online Grade book**

Homework, assignments, quiz and test grades for children 4<sup>th</sup> through 8<sup>th</sup> grade can be accessed online through FACTS [www.FACTS.com](http://www.FACTS.com). Fourth and Fifth grade will publish grades every 3 weeks. Sixth through Eighth grades will publish every Wednesday beginning the third week of each quarter. Report cards are viewed on FACTS; therefore, it is required that you sign up for FACTS. Each parent may have their own login. To enroll in FACTS or change your email address that is already in the system, you must complete a FACTS enrollment form from the school office.

## **Sex Offender Registry/Illinois**

Illinois law requires us to notify parents that they may review the information available to them at the Illinois Sex Offender Registry. This information is available through a link on the Illinois State Police website at [www.isp.state.il.us/](http://www.isp.state.il.us/). Individuals may search the database by name, zip code, or county and access is free.

## **Service Hours**

Annunciation School has a comprehensive Community Service Program that enables 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students to put their faith into action by sharing their talent and time with the school, parish, and their local communities. 6<sup>th</sup> grade students are required to serve a minimum of 12 hours to the school or parish and 4 hours to their local community. 7<sup>th</sup> grade students are required to serve a minimum of 15 hours to the school or parish and 6 hours to their local community. 8<sup>th</sup> grade students are required to serve a minimum of 18 hours to the school or parish and 8 hours to their local community. Service hour forms are available on the principal's office door. All services to others must be unpaid and regular chores assigned around the house are not acceptable. Parents and relatives cannot sign for service hours. Community hours are acquired by providing valuable services to local NOT FOR PROFIT agencies. Many opportunities are available around school and parish to complete the requirement. Service hours completed must be turned in two weeks after the service is completed. All service and service hour forms must be completed and turned in by April 30 of each year. Failure to complete the minimum requirements may result in the student not attending his/her class field trip in May. A separate service hour brochure is given to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. Annunciation sponsors a Community Service Day in the fall for all sixth, seventh, and eighth graders. Students, teachers, and parent volunteers will go into the community to serve for a half day.

## **Social Networking**

An elementary school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, an elementary school may conduct an investigation, and may require a student to cooperate in an investigation, if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, an elementary school or high school may require the student to share the content that is reported, in order to make a factual determination. A student's failure to cooperate in such investigation may lead to disciplinary action up to and including expulsion. Elementary and secondary schools are required under the law to notify its students and parents of this policy, by publishing it in the school's disciplinary rules, policies, or handbook, or communicating it by similar means. Right to Privacy in the School Setting Act (105 ILCS 75/1, et al.)

## **Special Services**

### ***School Counselor***

Catholic Charities of Rockford has contracted the services of a qualified school/home social worker to service the needs of our students and their families. The social worker visits our school at regular intervals. If you desire this service, please contact the school office.

### ***Exceptional Child***

If a parent and/or teacher become aware that a child may have learning and/or speech and/or behavior problem, referrals may be made to the local public school. Please contact the child's

teachers or the principal first to discuss the matter.

### ***Student Success Plan (SSP)***

Some children require an SSP be written to outline what steps the child, parent, and teacher/school will take to support the child so he or she can be more successful in school. An SSP is written in collaboration with all three parties.

### **Technology Fee**

Each family will be charged a Technology Fee of \$150 (\$75 for families with only a preschooler) through their FACTS account. This fee covers the following:

- Headphones for incoming Preschool and fourth grade students, new students, and replacements
- Shell/protective cover for 6-8 grade Chromebooks
- Damages, repairs, replacement parts for Chromebooks in both buildings (Only have one-year warranty)
- Shipping for repairs during first year of warranty
- All subscriptions (Go Guardian, Smart Learning Suite, McAfee, Adobe convertor, Microsoft Office Licensing, Kahoot, etc.)
- Faux leather bag for upper building headphones
- Toner for all printers (color and black and white)
- \$600 per year for school website
- Lamps and upkeep for projectors, Elmos, and Smartboards

This list is not exhaustive.

### **Telephone**

Messages will be left for teachers who will return calls when time permits. Please allow a reasonable amount of time for teacher response to telephone call. No child will be called to the telephone during class time unless the call is sanctioned by the principal. If urgent messages are necessary for the children, please call the school office. Please do not call the school office with “reminder” messages for the students, such as attending Scouts or other after school activities. In an emergency, the child may use the phone in the school office with the permission of the principal, teacher, or secretary.

### **Testing**

The Iowa Test of Basic Skills (ITBS) is given to students in grades 3 through 8. Students take this test during the *spring semester*. Other standardized tests may also be given.

### **Textbooks**

Textbooks are provided to all students. Adoption of new textbooks is handled by the principal and a committee composed of teachers. A registration/book fee is due each year so that consumable materials and updated books may be purchased.

## **Tradition of Excellence**

The major fundraiser for the school is the Tradition of Excellence event held once a year. It is the responsibility of the fifth grade parents to organize this event. All fifth grade parents must help with this event or pay the full educational cost of educating their children i.e. the non-parishioner tuition. This event helps to keep tuition costs down. This is an opportunity for the entire parish to get together for an eventful evening. Non-fifth grade parents and friends are cordially invited to assist with this event.

## **Truancy**

Any student that misses more than 10% (17 days) of the required school days in an unexcused manner will be considered truant. The child's parents will be notified by the principal and a truancy officer. Please understand that removing your child from school for a vacation is an unexcused absence. As a school, we strongly discourage this practice due to its effect on a student's academic performance.

## **Tuition**

Since Annunciation BVM Catholic Elementary School heavily depends upon tuition to meet its current obligations. Tuition may be paid by semester, quarter or monthly using the FACTS Tuition Management system. All families must create a FACTS account and choose a payment plan and date of payment (1<sup>st</sup>, 10<sup>th</sup>, or 15<sup>th</sup>). The first payment of tuition must be paid by September 15th. If you are not up to date on your tuition by December 31<sup>st</sup>, your child(ren) will not be permitted to continue Second Semester unless arrangements have been made with the pastor or principal. All tuition must be paid by May 15<sup>th</sup> or your child(ren)'s registration for next year will be forfeited unless arrangements have been made with the pastor or principal. Report cards will not be distributed to the students of families who have outstanding tuition or fees.

FACTS accepts payments using electronic check or credit/debit card (3% fee applies to credit/debit). Tuition payments made with a money order should be brought directly to the school office and a receipt obtained for that payment. No other form of payment will be accepted in the school office.

Families with graduating eighth graders must have all tuition and fees paid by May 15. Eighth graders will not be allowed to participate in graduation activities (practice, luncheon, ceremony) unless all tuition and fees are paid in full. Test scores and letters of recommendation will not be sent to prospective high schools unless tuition accounts are current.

Any family having severe difficulty meeting school expenses must contact and make arrangements with the pastor or principal. Tuition payment is the responsibility of the custodial parent and we will only discuss tuition concerns with that parent.

## **Tuition Rates**

The tuition rate will be as follows:

	Parishioner	Non-Parishioner
First Child	\$4229	\$4769
Two Children	\$6012	\$7092
Three Children or More	\$7828	\$9448
Preschool	\$2304 MWF Half day	
	\$3122 MWF Full day	

- Registration/Book fee is \$175 (preschool \$100 for all except 5-day full day) and payable at the time of registration. Registration/book fees are non-refundable after April 1st of the current academic year. Tuition will be refunded on a prorated basis if the family moves out of the parish.
- Fundraising fee of \$175 per family required, except preschool families.
- Technology Fee of \$170 per family required. Families with only a preschool child pay \$85.

### **Use of School Grounds**

Students are not to arrive before 8:15 a.m. unless prior arrangement has been made with a teacher or the principal. If an arrangement was not made, the child(ren) will be sent to Before School Care and charged. When there is no school, students are not to be on the property unless they are present for a school activity. If a student is waiting for practice, etc., he/she should be accompanied by an adult.

### **Visitors (see also School Security)**

All visitors must first call the office. Any items being delivered for a student in either building must be dropped off at the main office. The item will be forwarded to the child.

### **Volunteers**

Parents and other adults from our parish community are most generous in assisting with the school's programs. Volunteers who wish to work in the building must undergo a State Police background check, complete the Protecting God's Children program and complete the required Diocesan Forms.

### **Withdrawals**

Parents are asked to notify the principal as soon as they know that they are withdrawing from our school. When it is possible, they are asked to give the name of the school the children will attend so that the school information and records may be forwarded as soon as possible. The new school must request the records.