



Annunciation Catholic School

2025-2026

PASTORS

Rev. Philip Timlin, Administrator in Charge
Rev. Mason Wiggins
Rev. Marek Dzien

St. Luke, Middleburg
St. Catherine of Siena, Orange Park
Sacred Heart, Fleming Island

PRINCIPAL

Mr. Stephen Eiswert

ANNUNCIATION'S MISSION STATEMENT

Inspired by the Annunciation of Our Lord, and rooted in our Catholic Faith, the Mission of Annunciation Catholic School is to develop the potential of every child, to promote academic excellence, and to foster the Christian ideals of love, witness, and service, in partnership with our families and parishes.

ST. LUKE'S MISSION STATEMENT

St. Luke Catholic Church is a Eucharist-centered parish, loving God, serving others and transforming the culture by our witness to the message of the Gospel in the way we live our lives and generously share our gifts.

SACRED HEART'S MISSION STATEMENT

Compelled by the Gospel we, the parish family of Sacred Heart, promote and support Christian Life by serving our parish and community through the celebration of the sacraments, educational programs, and other parish ministries.

ST. CATHERINE'S MISSION STATEMENT

Be the face of the Catholic Church in Orange Park.

INTRODUCTION

Guiding our students to rely on our faith as their guideposts in all that they do, we have developed a student handbook that promotes making informed behavioral decisions based on our Catholic-world view. It is our mission to provide a firm foundation for students' decision-making processes in all that we choose. We hope that their lives will model the Christian ideals of love, witness, and service.

What is Virtue?

The Catechism defines virtue as a "habitual and firm disposition to do the good. It allows the person not only to perform good acts, but to give the best of himself" (CCC 1803).

It is our goal to partner with our families to promote a healthy, safe, and loving learning environment. Please review this handbook with your student(s) to familiarize yourselves with school policies. Your partnership is the keystone for your student's success.

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DISCLAIMER

ACS reserves the right to amend this document at any time.

ADMISSION

Registration begins in January for the following school year. We open re-registration to our current school families first; open registration for new families begins in March. Priority is given to current students and their siblings, then to registered and supporting members of St. Luke, St. Catherine, or Sacred Heart, and then to others.

Annunciation admits students of any race, religion, and ethnic background.

Children entering Pre-Kindergarten must be 4 years old before September 1; Kindergarten 5 years old, First Grade 6 years old with documentation of completion of kindergarten. (*Florida Statute 232.04*)

Kindergarten enrollment requires the successful completion of a pre-kindergarten program. Enrollment in the VPK programs at Annunciation or St. Luke Childcare does not guarantee a spot in kindergarten at Annunciation Catholic School in the next academic year.

Florida state law also requires that immunizations must be up to date before the start of school. Students are required to have the appropriate immunization and school entry health forms in their school files. The Diocese of St. Augustine does not recognize any immunization exemptions, including those based on religious grounds.

The following items must be on file in the school office by the beginning of the school year:

- *Florida Certificate of Immunization (blue DH 680)
- *School Physical within the past 12 months. (Yellow DH 3040)
- Birth Certificate (clear certified copy)

- Social Security Card (clear copy)
- Baptismal Certificate (for any faith)
- Student's last two years' report cards (Grades 1-8)
- Most recent standardized test scores (Grades 3-8)
- IEP/504, Psycho-Edu Evaluations, etc. (if applicable)

**Originals required if beginning or entering school for the first time in Florida.*

The Catholic Church and Annunciation Catholic School recognize parents as the primary educators of their children. As part of our mission, the education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irreparably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

New students will be accepted for a quarterly probationary period with periodic evaluations to determine continued enrollment. This includes ALL current PK and K students and new students to our school in grades 1-8. This will be for discipline as well as academic reasons. A student/parent conference with the administrator and teacher may be scheduled during this time to communicate any problems. A meeting of the administrator, teacher, and parents should be scheduled as early as possible if it appears the student is improperly placed, or the possibility exists that the student should not continue at ACS. New students may be un-enrolled anytime during their probationary period. At the end of the next quarter, a determination will be made as to whether the student will need to continue a probationary period for the next quarter.

IMMUNIZATION GUIDELINES

All students entering school for the first time are required to have proof of immunization against diphtheria, pertussis,

tetanus, polio, mumps, measles, Hepatitis B, Varicella (or date of disease), and rubella. Children entering, attending, or transferring to 7th or 8th grade are required to have a second measles vaccination (preferably MMR), and a tetanus-diphtheria booster. Children entering PK must have the Hib immunization.

Annunciation follows the immunization guidelines of the State of Florida and the Bishops of the Province of Florida. The Diocese of St. Augustine does not recognize any religious immunization exemptions. Medical exemptions must be submitted to the Superintendent of Schools for approval.

EDUCATIONAL NEEDS

The Catholic School community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually. Individual schools establish admission policies for their own schools, which enroll students who can manage in a general education setting. We have limited exceptional education service resources and are not able to provide accommodations for students who receive educational services outside of the general education classroom. A parentally-placed private school student with a disability does not have an individual right to receive some or all of the special education and related services that the students would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA).

ATHLETICS

Annunciation is a member of the Catholic Elementary School Sports Conference comprised of the Catholic elementary schools in the Diocese of St. Augustine. We follow all diocesan Catholic elementary school rules. The purpose of this Conference is to schedule games among school teams and to provide opportunities for healthy athletic competition among the schools.

Students in grades 5-8 are eligible to try out for certain school sports, including basketball, cheerleading, soccer, softball, cross country, and volleyball teams.

Team membership is determined at tryouts; the level of skill, motivation, and attitude are factors in the selection of the team.

Each student athlete must have the Diocesan health form completed and on file in the school office before being allowed to try-out. Forms dated after June 1st are good for all sports during the entire school year. This form consists of:

- Diocesan physical exam form signed by physician and dated *after June 1st* for the upcoming year
- Medical history form completed by parent
- Parent consent form

The school charges a fee for each sport in which the student participates to cover the cost of uniforms and equipment, game officials, and membership in the Catholic Elementary School Sports Conference.

Sports uniforms issued by the school must be returned if a student is removed from a team due to academic or behavioral ineligibility. All sports uniforms must be returned cleaned within a week of the end of the sports season. Report cards/student records may be held until uniforms are returned in good condition or the school is reimbursed.

PRACTICES: All players will report to the gym for practice right after school.

GAMES: All players go home after school or to extended day. Players report to their athletic game 45 minutes prior to the scheduled start time. The exception would be if a home game starts at 4:00 pm. The players would then report to the gym to change for their scheduled game.

A student may not attend a practice, game, dance, or any school activity on the day of a school absence. **Students must be present more than 3-1/2 hours to attend any extracurricular activities that day or night.**

Non-participating students (including siblings) are not allowed at sports practices or games unless accompanied by an adult. If unaccompanied by an adult, they will be sent to Extended Day and will be charged accordingly.

RULES OF ELIGIBILITY

1. A student is academically ineligible if he/she receives two (2) grades (or more) of 69 (D) or below in a major subject. If he/she receives one (1) 59 (F) or below, that student is also academically ineligible. The major subjects include Social Studies, Math, Science, Religion, Reading/Literature, and English/Spelling.
2. A student may not receive two or more detentions in a quarter.
3. Students' grades are evaluated at mid-quarter and at the end of the quarter (report cards) for eligibility.
4. If the student is academically ineligible or conduct-wise ineligible, the length of suspension from team activities is five (5) academic school days for suspension at mid-quarter: ten (10) academic school days for suspension at report cards. The suspension begins on the day following distribution of mid-quarter and quarterly grades. Eligibility may be regained following the suspension if the current grades adhere to the rules of eligibility.
5. All students shall be given equal opportunities to try out for all teams and eligibility rules shall apply when a student is part of the team.
6. If a student is ineligible at his/her school and then transfers to another school, the eligibility status will be carried over to Annunciation.
7. The Pastor or Principal may at any time declare a student, by lack of school attendance or improper conduct, ineligible.

"All Star" selections: Players who are suspended from athletic teams due to grades or conduct will not be eligible to be selected for "All Star" teams.

SAFETY PATROL RULES OF ELIGIBILITY

- A student becomes academically ineligible and will be removed from safety patrol if he/she receives a grade below a C on a report card or receives two detentions student in a quarter.

ATTENDANCE REQUIREMENTS

Regular and punctual attendance is the first step toward school success.

1. A minimum attendance requirement of 37 days per grading period should be maintained to qualify a student for a passing grade for that quarter. Both excused and unexcused absences are included in this calculation. Under conditions that warrant special consideration, the principal will make the final decision concerning promotion after discussions with the parents, teachers, and the Pastor. After excessive absences, a student may be placed on an attendance probation and a conference with the parents may be required

to address the impact the absences are having on the student's learning and how to resolve this impact.

2. Absences – EXCUSED ABSENCES include only illness, accident, family emergency, or death in the immediate family. Any other absences are UNEXCUSED. **Parents are asked not to take students out of school for family vacations. Teachers are not required to provide assignments prior to UNEXCUSED absences.**

Lengthy absences require a doctor's note approving the child's return to school. An absence of 4 consecutive days requires a doctor's note to receive credit for makeup work.

Students are required to make up all missed work upon their return. A student will be allowed one day per each EXCUSED day of absence to make up required work and tests. For extended absences of more than two days, parents should consider coordinating the make-up schedule with teachers.

An absence note or email is required when the student returns to school. This note must state the student's name, the date and reason for the absence, and must be signed by a parent. Parents may be notified in writing after the fifth day of absence requesting cooperation in preventing further absences.

If it will result in an absence or tardiness, parents are required to provide written documentation if their child receives educational services off campus. (e.g., speech or occupational therapy).

3. Tardies – Tardies are disruptive to school routine and should be avoided. The school day begins promptly at 7:45 am. If a student arrives at school after carline ends at 7:45a.m. or does not arrive in homeroom by the second bell at 7:48a.m., he/she is tardy.

- If a student arrives at school after 7:45 a.m., parents/guardians must park in a parking spot and walk their child(ren) to sign in at the front office.
- After 3 unexcused tardies in a quarter, parents may receive a letter from ACS to remind families of the school policy. After 5 unexcused tardies in a quarter, a \$5 fine per student will be assessed per tardy. After 7 unexcused tardies, a conference will be required. Each quarter will begin anew.
- Doctor, dentist, and orthodontist appointments are considered excused tardies. Students arriving late due to such appointments must have a parent sign them in at the school office and bring official documentation from the doctor.
- Students who arrive after 8:45a.m. or miss more than one hour of the school day will be marked as a half-day absence.
- Students who arrive after 11:15a.m. or are not present more than 3-1/2 hours will be marked absent for the whole day and may not attend a practice, a game, a dance, a club, or any extracurricular school activity that day or night.

Note: Attendance issues such as excessive tardies or absences will be addressed by the school's administration on an individual basis.

4. Early dismissals – Parents are asked not to take children out early unless it is an emergency. Appointments should be scheduled for school holidays or after hours. Early dismissals should be conducted **before 2:15** so as not to interrupt the carline at the regular dismissal time. Parents must park in a parking spot and dismiss their child(ren) from the school office providing a picture ID.

Teachers ask to be notified in writing and well in advance so they can have the student packed up on time. A student who arrives late or leaves early must be signed in or out of the office by a parent/guardian.

During the school year, office hours are 7:15am - 3:30pm. If parents are not able to pick up a student at dismissal time, the student is taken to Extended Day for supervision until the parent arrives and fees charged as applicable.

HOURS

- Pre-Kindergarten 7:45 am - 10:45 am
- Grades K – 3rd 7:45 am - 2:35 pm
- Grades 4th – 8th 7:45 am - 2:45 pm
- Extended Day 7:00 am - 7:15 am
and 3:00 - 6:00 pm
- Early Dismissal Days..... 11:35 am and 11:45 am
(No extended day or wraparound on early dismissal days)

Children may arrive at school as early as 7:15 am with no charge.

Teachers are not on duty until 7:15am. Diocesan safety policies require that students be supervised by an adult while on campus. Parents may wait with their children until the gates are opened, bring them at 7:15am, or drop them as early as 7:00am to go to the morning Extended Day at the morning charge per child. If a student is outside school before 7:15am without a parent, the student will be taken to morning Extended Day and charged accordingly.

Students not picked up at dismissal are brought to Extended Day and charged accordingly.

BOARDS

HOME & SCHOOL ASSOCIATION

The Home and School Association is a vital part of our school program. All parents/guardians are members and are asked to take an active role. A successful school depends on the volunteer services of the HSA. General meetings are held during the year.

The purpose of the organization is to promote the welfare of the school and its students by coordinating parental involvement in fundraising, communication, and social activities in agreement with the policies and procedures set forth by the Pastors and Principal. This very essential organization functions as a support for the teachers allowing them to devote their time to planning and the education of their students. It also serves to support and encourage parents in their most important and increasingly demanding role. The HSA links the school and family together in its efforts to provide a quality education and positive learning environment for the children of Annunciation.

HSA meetings follow an agenda and are intended to be constructive. Suggestions for the agenda may be given to the Principal or an HSA officer at any time in advance of the scheduled meeting.

Members of the Home and School Association have access to a Student Directory and are entitled to voting privileges.

SCHOOL ADVISORY BOARD

The Board is established by the governing Pastors and Principal, in accord with diocesan policy, to assist them in the governance of Annunciation. The Board is advisory in that the members cannot make decisions binding on the school without the approval of the Pastors and the Principal. The Board will advise in the formation and implementation of the policies governing operations and finance of the school. The

Board will engage in activities that promote the good of the entire school community.

CELL PHONES & ELECTRONIC DEVICES

Students are not to bring any electronics, including smart watches, to school.

Any exceptions must be communicated to the homeroom teacher and the device checked in each day to the teacher upon arrival and collected at dismissal.

If any of these devices are seen or heard during the school day and during after school activities on campus, they will be confiscated and turned into the office where they may be only claimed by a parent. Detention will also be a consequence. A second violation during the same school year will result in the student checking the phone in with administration.

CLASS PLACEMENT

Homeroom requests are not accepted. Consideration will be given to placement of twins, triplets, documented learning needs, or documented medical/emotional needs.

Requests must be submitted to the principal in writing. Teachers, along with the Administration, are responsible for student placement.

COLLECTIONS

Neither students nor their parents may collect money from parents and/or students without the principal's permission. While there are many worthy causes for soliciting funds, any requests for collecting money for gifts or donations for individuals, groups, or organizations must be submitted to the principal for approval.

COMMUNICATION

Open communication and cooperation between the home and school is essential if students are to develop a positive attitude toward learning and school. Parents are encouraged to meet with teachers to discuss concerns about their child's progress. Conferences can be easily arranged by contacting teachers by email. The teacher will respond to your request as soon as possible to schedule an appointment.

Any communication sent home via Wednesday folders from the HSA, school clubs, sports or homeroom parents must first be approved by the principal.

Students are not to communicate with teachers over email per Diocesan policy.

Problems and questions should be discussed first with the teacher. If further clarification is needed, a conference with the principal should be arranged. Lastly, if necessary, a conference may be scheduled with the Pastor. Families are emailed a weekly newsletter. All information is posted on the school website at annunciationcatholic.org.

The following sources are examples of ways ACS communicates with parents, students, and the community:

- School and class newsletters
- Calendar
- Parent Night in August
- Open House in January
- Conference by appointment
- Home and School Association meetings
- Parish bulletins
- Student tests and projects sent home for parent review and signature in Wednesday folders
- Notes from the teacher in the student planner
- Family Portal

WEDNESDAY FOLDER

A folder will go home weekly with student work, school notices, and other important papers. Parents must sign each individual piece of work inside the folder as well as the folder itself. Please return the signed folder and signed work to your homeroom teacher on Thursday morning. Missing or unsigned folders may result in a disciplinary consequence until the folder and signed papers are returned.

DISCIPLINE CODE (Colossians 3:12-14)

It is necessary for a child to exercise self-discipline in order to learn responsibility and to make academic progress. Christian behavior is expected from all students. Parents are expected to cooperate with the teachers and administration to maintain this standard throughout the year.

The school's discipline policy is based on choices and consequences. Using the virtues of discernment and deliberation, students who choose the action choose to accept the consequences of that action. **It is each student's responsibility to know and follow all school and classroom rules.**

A SAMPLE OF INFRACTIONS

- Disrespect shown to any faculty/staff member, authority, or peer
- Bullying or harassing
- Unacceptable physical contact (fighting, roughhousing, or public displays of affection)
- Stealing from teachers, staff, or peers
- Cheating, plagiarism, or talking during tests
- Forging or altering teacher/parent communication
- Leaving teacher supervision without permission
- Inappropriate or disruptive behavior or language
- Repeated uniform infractions
- Possession of materials that represent ideas or groups contrary to the teachings of Jesus Christ
- Repeatedly coming to class without homework or supplies
- Chewing gum in classrooms and on school premises
- Possession of cigarettes, tobacco, vapes, alcohol, drugs, or weapons of any kind
- Damaging or defacing school property or uniforms; Interfering/tampering with school or teacher settings on computers
- Inappropriate use of electronics
- Any inappropriate behavior, during either school hours or non-school hours, that would be contrary to our Catholic school philosophy, the teachings of the Catholic Church and/or moral standards, and which might negatively affect or influence the moral character and development of other students attending Annunciation.

Racially charged, discriminatory, or hateful speech - whether spoken, written, or conveyed through gestures or symbols - will not be tolerated under any circumstances. Such behavior undermines our human dignity and will result in appropriate disciplinary action, such as parent/guardian contact, detention, ISS/OSS or other disciplinary action depending on severity and repetition.

Threats of any nature directed at another student or member of the school community are taken seriously and will not be tolerated. This includes any statement or action that implies harm, intimidation, or violence, regardless of intent. Consequences may include parent/guardian notification; detention, suspension, or expulsion; and/or law enforcement involvement.

PDA/DATING

Annunciation Catholic School promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which denote 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, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

CONDUCT CHECKS AND STRIKES (Grades 5-8)

Inappropriate conduct on the part of a Middle School student will result in a "conduct strikes." Grade specified conduct strikes in a week will result in detention. Conduct strikes accumulate over the quarter and affect the conduct comments earned on report cards. Some examples of conduct that will result in a strike follow: uniform violation, disruption of class, disrespect.

Conduct checks are given for organizational concerns. Being prepared will help you avoid conduct checks. Part of being prepared includes having all supplies, assignments, a silent reading book and having a red ballpoint pen.

CONSEQUENCES

Grade appropriate consequences will be administered according to the virtues of mercy and forgiveness. The following are examples and are not limited to:

- Verbal reprimand
- "Time out" from recess/class activity
- Removal from classroom
- Working lunch
- Note home signed by student, teacher
- Note home signed by student, teacher, Principal
- Phone call to parents alerting them to infraction
- Required parent / teacher / student / Principal conference
- Loss of field trip privileges
- After school detention
- Student placed on Behavior Plan
- School property damage should be repaired or paid for by parents. Accidental damage must be reported to the homeroom teacher immediately. Parents will be notified of the cost of repairs.

The school reserves the right to decide the proper course of action for each individual incident. Student behavior calling for immediate administrative action will be dealt with accordingly. ISS (In-School Suspension) or OSS (Out-of-School Suspension) may be used for serious or repeated infractions. Multiple detentions could result in parent supervised written/ research assignment, service work to the school, ISS, or OSS. Any grievous infraction or repeated infractions of the school's discipline code may result in a parent being asked to withdraw the student from the school.

DETENTION (Middle School Students)

It is assumed Middle School students understand appropriate behavior and will not need to serve any after-school detention. However, if a student commits an act of serious misbehavior or accumulates conduct strikes, he or she will be required to stay for detention Wednesday after school. A notice will go home for parent signature and return. A missed detention will result in serving two. **Any middle school student earning two detentions in a quarter will automatically earn an *Unsatisfactory Conduct* comment on their report card.**

Repeat offenders may incur additional or more stringent consequences. To follow are only a few examples of conduct which would result in a detention: talking during a safety drill, getting out of your seat when the teacher is out of the room, chewing gum, using foul language, throwing objects, or defacing school property. Because your physical safety is a priority, roughhousing — any time your hands and feet are not kept to yourself — will result in a detention.

DISPUTE RESOLUTION

(Diocese of St. Augustine)

Students and parents are presumed to be aware of established school rules and regulations in effect at the time of registration and as subsequently amended.

Students and parents shall have the right to be informed either orally or in writing of the school rules, which have been violated and of the specific grounds for disciplinary action.

DRESS CODE

In accordance with the virtue of modesty, students are expected to adhere to uniform regulations and to wear the full official uniform daily. Uniforms should be neat, clean, **in good repair**, and the proper size. Shirts and blouses must be tucked in neatly; pants and skirts must be worn at waist level and waistbands must be visible. Label all uniform articles with student names in permanent marker.

Consequences for Dress Code Violations (DCV):

1. A DCV notice will be sent home requiring *teacher* and *parent* signatures with the next day return.
2. If the DCV is not corrected, the parent will be contacted by administration.

Girls and boys school uniform items are to be purchased from: Risse Brothers Uniform Store
8695 Beach Blvd. #324, Jacksonville, FL 32216
(904) 374-5317 www.rissebrothers.com

Used uniforms may also be purchased from the school office. PE uniforms are available for purchase from the school office. Shoes, socks, and belts may be purchased anywhere. **A parent note must accompany any exceptions to the following uniform policy to prevent a DCV.**

GIRLS

1. **Grade 8:** Red, logo, polo with uniform skirt. Navy uniform pants may be worn.
2. **Grades 5-7:** Uniform skirt and **white oxford blouse or green shirt** with school logo. Blouses must be tucked in neatly with waistbands visible. Undergarments should not be visible through uniform blouse or at the neckline.
3. **Grades K-4:** Jumper with white blouse with school logo.
4. **Grades K-8:** The length of the skirt must be two inches from the floor when the student is kneeling. Skirts must be hemmed and worn at the waist, not at the hips. Waistbands may not be rolled. Shorts are to be worn under skirts and jumpers for modesty.
5. Socks **MUST COVER** the ankles and be solid white, black, or navy blue. On cold days, navy tights or leggings may be worn. Sweatpants may not be worn under the uniform unless extremely cold weather conditions warrant it.
6. Appropriate **SOLID COLORED** leather school shoes with low heels that are brown, black, or navy blue, must be worn. **Not acceptable:** crocs, boots, athletic shoes, dress shoes, open-toed, sandals, and platform shoes. Shoelaces must match shoes. Only non-marking shoes are acceptable.
7. Turtleneck shirts/long sleeve shirts may not be worn under the uniform unless a doctor's note recommends it.

8. Only fleece pullovers or sweaters with the school logo from Risse Brothers Uniform (or our previous uniform store) may be worn with the uniform. No other sweater, jacket, or sweatshirt may be worn **INSIDE** the classroom, except for the school sanctioned "talents" sweatshirt. Hoodies may be worn on campus during a dress down day, but hoods must remain off heads while at school. No hats may be worn in the classroom. Outerwear may not be worn tied at the waist.
9. The school discourages the wearing of jewelry and accepts no responsibility for any that is lost or broken. If worn, jewelry and hair clips must be simple. Girls may wear one pair of earrings, on the earlobe (no larger than the earlobe), one watch, one religious necklace with a simple chain. No rings, bracelets, anklets, or smart watches.
10. Hair should be worn out of the eyes so that it does not interfere with vision. No fad haircuts, fad hairstyles, or extreme changes to hair color are permitted; streaks of color are also prohibited. No scarf headbands or headbands with large bows, animal ears, flowers, horns, etc. Athletic hair bands may be worn but with no company logos. No headbands wider than 2 inches. All hair accessories should remain simple and not a distraction to self or others. One hair tie may be worn on the wrist.
11. Makeup, nail polish, false nails, hairpieces, body glitter, fragrances, body sprays, or tattoos are not allowed. No body art of any kind, including self-drawn. Medication for blemishes is allowed, with the approval of the principal.

BOYS

1. **Grade 8:** Red, logo, polo with uniform pants.
2. **Grades K-7:** Uniform navy-blue pants and white or green knit collared shirt with school logo. Undergarments should not be visible through uniform shirts. Shirts must be tucked in neatly with waistbands visible. Uniform navy-blue shorts may be worn all year. Shorts must be at the knee. Belts must be worn with the uniform and may be solid black, brown, or navy blue.
3. Socks **MUST COVER** the ankles and be solid white, black, or navy blue.
4. Appropriate **SOLID COLORED** leather school shoes that are brown, black, or navy blue must be worn. Not acceptable: crocs, boots, athletic shoes, open toed dress shoes, and open-heeled shoes. Shoelaces must match shoes. Only non-marking shoes are acceptable.
5. Turtleneck shirts/long sleeve shirts may not be worn under the uniform unless a doctor's note recommends it.
6. **Only** fleece pullovers or sweaters with the school logo from Risse Brothers Uniform (or our previous uniforms store) may be worn with the uniform. No other sweater, jacket, or sweatshirt may be worn **INSIDE** the classroom, except for the school-sanctioned "talents" sweatshirt. Hoodies may be worn on campus during a dress down day, but hoods must remain off heads while at school. No hats may be worn in the classroom. Outerwear may not be worn tied at the waist.
7. The school discourages the wearing of jewelry and accepts no responsibility for any that is lost or broken. If worn, jewelry must be simple. Boys may wear one watch and one simple religious neck chain. No rings, earrings, bracelets. No smart watches.
8. Hair must be neat, clean, and well-groomed when a student arrives on campus. Strands of hair may not be longer than four inches and must not touch the ears or collar; hair must not extend below the eyebrows when in its natural state.

The bulk of the hair, defined as the "distance that the mass of hair protrudes from the scalp" cannot exceed approximately two inches. Hair accessories and

ponytails or buns for boys are NOT permitted. Completely or partially shaven style haircuts are not permitted. Hair may not be colored different from a "natural look"; faddish styles and unnatural streaks of color are also prohibited. Students must be clean shaven with no facial hair.

12. Fragrances, body sprays or tattoos are not allowed. No body art of any kind, including self-drawn. Make-up is not permitted. Medication for blemishes is allowed, with the approval of the principal.

PHYSICAL EDUCATION UNIFORMS GIRLS & BOYS

PE is an integral part of the instructional program, and all students are required to wear the PE uniform on scheduled PE days and participate. Doctor's note and occasional parent notes will be accepted without penalty. Grades are based on participation, and non-participation will result in a lower grade.

PE uniforms for all students:

- Annunciation hunter green gym shorts and heather blue PE shirt. Students may also wear the most recent Jog-A-Thon t-shirt for PE. Uniforms must be neat, clean, and the proper size.
- Athletic shoes that tie or Velcro with school uniform socks.
- Navy blue, gray, or hunter-green sweats (no logos other than the ACS logo) may be worn to school on PE days on cold days **in addition to** regular PE uniform. Crew neck sweatshirts only (no hoods, zippers, or buttons). No leggings or tights may be worn under gym shorts.
- Shorts and sweatpants (when worn) may not be rolled at the waist.
- Grades 3-8 only - solid or roll-on deodorant (no fragrances or body sprays).

Sharing of PE uniforms is not permitted. Shorts and shirts may be purchased in the school office; sweats may be purchased anywhere.

NON-UNIFORM DAYS DRESS CODE GIRLS & BOYS

On non-uniform days the following dress code guidelines are in effect: No political statements, no jeans with holes, no yoga style or spandex shorts/long pants, tops must have at least a cap sleeve, necklines need to be no lower than the collar bone and must be long enough to be tucked in. Tops must conform to the "4 finger rule" (no halter-tops, tank tops, bare midriff, or spaghetti straps). Leggings may only be worn with a skirt, dress, or a long shirt that is at least fingertip length. No makeup may be worn and "uniform" jewelry only. Pants, shorts, and skirts must be worn at the waist and may not be "form-fitting" or skintight. Shorts/skirts must be fingertip length. Girls may wear mid-calf capris. No crocs, open heeled, open toed, sandals, or high heeled shoes.

Students must arrive in dress down clothes; students will not be called out of class to change once school begins.

ACS reserves the right to decide on the appropriateness of clothing for non-uniform days.

EMERGENCY SCHOOL CLOSING

The decision to declare an emergency closing due to inclement weather will be made by the Superintendent of Catholic Schools in the Diocese of St. Augustine.

The superintendent will remain in constant contact with the county's emergency services to determine the safest course of action for all the schools. When a decision is made to

close the school, you will be notified by email and through our Parent Alert System.

Updates on closings and re-openings will be communicated through email, the Parent Alert system, and on the Diocesan website.

EXTENDED DAY

Extended Day (**including the PK Extension formerly known to some as Wraparound**) is offered as a safe and convenient service for school families whose schedules prevent them from dropping off and picking up during Annunciation's regular arrival and dismissal times. School personnel supervise students after school for snack time, homework time, outside play, and quiet indoor games. All school policies apply to this part of the students' day.

These services are available only on regular school days, from 7:00-7:15am and from dismissal to 6:00pm. Late fees will apply for students picked up after 6:00pm. For emergencies or extenuating circumstances causing delay to pick up, a call should be made to the school before 6:00pm.

After-school services are NOT AVAILABLE ON EARLY DISMISSAL DAYS. Families will be charged twice the daily rate if we must call the family to pick up students when carline is completed on early dismissal days. The Principal will wait in the office until your children are picked up.

Non-refundable full-year rates are detailed in the Registration Booklet and must be paid in the same manner as parent-paid tuition through FACTS Tuition Management. See the section titled "Tuition, Scholarships, and Payment Plans."

Full-year participation in the service requires the family's completion of the Extended Day Registration Form so that personnel have emergency contact and authorization-to-release information for each student. The form, available on our website and in the school office, also has a place to list medical concerns.

Occasional participation is available at a daily rate per child.

PLEASE NOTE: K-8 scholarship funds are not available to pay Extended Day charges.

FAMILY SERVICE HOURS (1 Peter 4:10)

Following the virtue of service, all K-8 families are required to complete 24 service hours each school year—12 hours by December 15 and 12 more by May 15. While additional hours are appreciated, the required hours must be completed each semester. At least three hours throughout the year must be served through our Golf Tournament or Festival of Angels.

Hours not served or recorded through the Family Portal each semester are billed to the Family Portal as an incidental charge, the first 6 hours at the rate of \$30.00 per hour and the remaining 6 hours at the rate of \$15.00 per hour.

We will have several ways listed on our website of ways to complete these hours. The hours (or payment for the hours) are due by December 15 and again by May 15. Families who have not completed the service hour requirement will be assessed \$15 for each hour not served. Families are responsible for maintaining their own service hours on the Family Portal. A \$25 late fee will be assessed for any hours added after we run the semester reports or fees not paid.

FEES & INCIDENTAL CHARGES

Fees for goods or services are billed and paid through your Family Portal account. Plan to pay your charges in full by the end of each month to avoid a \$25.00 late fee. K-8 scholarship funds are not available to pay any of these charges.

Charges to your Family Portal account may include bulk supplies requested at time of registration, occasional stays in Extended Day/PK Extension and billing fee, lunches, unrecorded Family Service Hours, field trips, yearbook advertising or personal greetings, lost or damaged school property such as library books or textbooks.

Annunciation merchandise including Bibles, club or society wearables, new PE clothes/PK uniforms, recycled uniform items, yearbooks, musical instruments like Recorders, and promotional items like magnets may also be charged to your Family Portal account at your request. Annunciation activities such as choir, drama, learning or skill clubs, sports camps, and sports participation fees can also be billed to your Family Portal account at your request.

Failure to keep all your accounts current will result in monthly late fees and a lock on your account. You will not be able to order lunches; you will not have access to student information like report cards; records are not transferred to a new school until all accounts are paid in full. Communicate hardships or payment delays to the Principal promptly at principal@annunciationcatholic.org.

FIELD TRIPS

Students will wear the school uniform announced on the field trip, either the dress uniform or PE uniform.

CHARGES

Field trips are booked and costs are divided by the number of students in the class. Costs include ticket charges and bus fees which are divided by the number of students in the class. Therefore, we cannot accept membership passes for venues nor can we provide a refund if your child does not attend. The field trip is the course of study for the day. Siblings/non-students may not be brought to field trips. Guests are not to be invited to "meet up" for field trips. Any student not participating in the trip will receive an unexcused absence.

PRIVILEGES

Any disciplinary action or school suspension may result in the loss of field trip privileges for students.

PERMISSION SLIPS

Permission slips are required for all field trips. Parent emergency phone numbers should be up-to-date and listed correctly for teachers.

PARENTS/CHAPERONES

In accord with Diocesan SAFE environment policy, only those who have been screened as volunteers may serve as chaperones on field trips. Volunteers must be screened through the SAFE Environment process and are asked to comply with the school and diocesan guidelines for field trips off campus. Teachers determine the list of chaperones, and others may not 'meet up' with the class.

FORGOTTEN ITEMS

Any items forgotten by students should be brought to the office. Please label or print a label for these with the child's name and grade. The office will not call parents or allow students to call parents for forgotten items. Teachers will allow children to pick up these items from the office at an appropriate time to prevent intercom interruption of classes.

LOST & FOUND

All articles of clothing, school supplies, and lunch boxes should be **clearly marked with the child's name**. Students are expected to be responsible for their own property. Unclaimed items will be donated to a local charitable organization or discarded at the end of every quarter. At those times, if a name is found in the item, it will be placed in their teacher's mailbox.

Lost items are in the "Lost and Found" bin located outside the office and the bin in the gym next to the trophy cases. Students are in the gym at least twice a week for class and may check for their items during these times.

GRADES

GRADING SCALE (Diocese of St. Augustine)

Grades K-2:

- S** Student is proficient in meeting grade-level skills
- N** Student shows a developing understanding of skills, assistance is required
- U** Student shows little understanding of skills, cannot complete task independently

Grades 3-8:

- A** 90-100
- B** 80-89
- C** 70-79
- D** 60-69
- F** 59 and below

Grades K-2 Skills scale:

- 4** Proficient
- 3** Developing Proficiency
- 2** Emergency Proficiency
- 1** Insufficient Proficiency
- N/A** Not taught OR not Assessed

Grades 3-5 Skills scale:

- 4** Exceeds expectations
- 3** Meets expectations
- 2** Working toward expectations
- 1** Not meeting expectations
- *** Not assessed

Enrichment classes are those that do not meet daily: Spanish, Music, PE, Art, and Technology.

Students may be placed on academic probation based on performance.

A student is academically ineligible for extra-curricular activities, such as sports or a club, if he/she receives two (2) grades (or more) of 69 (D) or below in a major subject. If he/she receives one (1) 59 (F) or below, that student is also academically ineligible. The major academic subjects include Social Studies, Math, Science, Religion, Reading/Literature, and English/Spelling.

Each teacher communicates the expectations for grades and schoolwork.

Middle School students have a commitment to continued moral excellence. We understand the importance of truth and honesty, especially regarding issues such as plagiarism and cheating. Junior high students will be asked to write and sign the honor code (below) when submitting tests and other work.

Honor Code

"I pledge I have neither given nor received help with this work."

Plagiarism is literary theft. Plagiarism occurs when a writer duplicates another writer's language or ideas and then calls the work his or her own. Copyright laws protect writers' words as their legal property. To avoid the charge of plagiarism, writers take care to credit those from whom they borrow and quote.

"plagiarism." *The American Heritage® New Dictionary of Cultural Literacy, Third Edition*. Houghton Mifflin Company, 2005. 21 Feb. 2008. <Dictionary.com <http://dictionary.reference.com/browse/plagiarism>>.

If any student is found to have plagiarized an assignment, the parent will be contacted, and grade appropriate consequences will be enforced.

For Middle School, if a student is found to have plagiarized an assignment, he or she will earn an automatic zero for the assignment. Students who plagiarize more than once will be required to complete all writing assignments at school after the school day has ended under teacher supervision. Plagiarism is an automatic detention and results in immediate removal from NJHS.

HONOR ROLL

Honor Roll begins in Grade 4 and takes into account the grades, skills, and comments received for the quarter in all major subjects, enrichment subjects, and conduct.

Honor roll for 4th -8th Grades:

First Honors: A 90 or above in all subject areas.

Second Honors: A 90 or better in at least one major subject (Math, English, Science, Religion, Social Studies, Reading); an 80 or better in all other subjects.

NOTE: Behavior is also a component of academic excellence. Any student who receives a conduct comment of unsatisfactory for any subject is ineligible for Honor Roll.

NATIONAL JUNIOR HONOR SOCIETY

General Criteria for NJHS selection:

- Honor Roll status previous year at least 3 of the quarters.
- 90% average (all major academic subjects) in the current year and a grade of "A" in at least half of the major subject areas, with no grade lower than an 85%.
- Evidence of outstanding scholarship, leadership, service, citizenship, and character
- Approval of faculty

The Chapter publicizes its criteria, application materials, and circumstances for membership probation each year.

HOMEWORK POLICY

Homework is used to reinforce the learning experience to promote academic excellence. It gives students the opportunity to practice the skills taught in class, to develop independent work habits, and to complete projects and long-term assignments accurately, neatly, and punctually.

Parental homework responsibilities:

1. Take an interest in the homework but realize that homework is only beneficial if **done by the student**.
2. Provide the child with a definite time and quiet place each day to do homework.
3. Develop organized study habits by teaching children to check off assignments from the student planner when completed and to pack all homework and books in the backpack before going to bed.

Incomplete homework will result in lower grades on report cards. Parents will be notified if a student repeatedly fails to turn in homework.

Students in grades 2nd - 8th will be required to write all homework assignments in their student planner, which is issued at the beginning of the school year. If lost, students will be charged accordingly for a replacement.

To allow enough time for both written work and study, the following daily time allotments of **uninterrupted, quiet time** are suggested:

- Grades 1-215-20 minutes
- Grades 3-430-45 minutes
- Grades 5-81 - 1½ hours

For Middle School students, homework is a credit/no credit assignment and a zero is earned and recorded in the Family Portal if incomplete. Homework assignments cannot be made up after the due date. Projects and long-term assignments are required on the due date. The assignment grade is reduced by 10% per day until turned in. ***PARENTS* Please check the Family Portal regularly to stay informed as no other notice will be sent home.**

FINAL EXAMS

Final exams are mandatory in grades 5-8 as part of the final grade for promotion. If exams are not taken, a grade of zero must be factored into the final average.

To preserve the integrity of the final exams, they are only given at the scheduled time to the entire class. If a student cannot take the exam as scheduled, a separate exam must be constructed which covers the same skills and concepts. Additional teacher time is required to construct and administer the additional final exam; parents should make every effort to ensure that students are present on exam days.

For any exceptions to the exam schedule, parents must notify the principal well in advance if a student will be absent.

REPORT CARDS

Report cards are issued quarterly at the end of each nine weeks. Grades are posted on the Family Portal for all students in Grades 3rd-8th. Teachers update grades weekly. Grades are based on class work, homework, class participation, extra projects, and test results.

Student grades are always available for viewing throughout each quarter on the Family Portal. At the interim point of each quarter, parents will be emailed a link to their student's interim report.

Parents should arrange for a conference with the teacher if grades are not within acceptable standards. Do not wait until it is too late for the student to improve the grades.

All report cards are emailed. **Report cards through the Family Portal and online accounts may be blocked until school accounts are up to date. This includes tuition, fees, returned sports uniforms, textbooks, and library books. Student records are not transferred to new schools until all accounts are current.**

PROMOTION AND RETENTION STANDARDS (Diocese of St. Augustine)

When a school accepts a student, it accepts the responsibility for educating that child. The performance of each child will be directed toward maximizing individual talents and abilities. The uniqueness of each student is a strong belief in the value system of our Catholic school, and every effort will be made to meet the varying individual needs among our students within the realm of local resources. The following factors will be considered in the **Promotion** of a student:

- Class performance according to the grade level requirements
- Student age and ability
- Student achievement on tests and examinations
- Successful achievement of the required passing grade average

Pupil progression shall be based primarily on achievement of appropriate grade level skills. Other factors to be considered are mental and physical development, work and study habits, and maturation. Most students will be able to follow the school's regular program of sequential learning. However, testing, diagnosis, and actual performance may indicate that a student cannot complete a year's work in that given time; therefore, it may become necessary to retain a pupil an additional year in a particular grade.

When the probability of retaining a student arises, parents are to be informed and a decision is to be made as soon as possible. All necessary documentation is to be kept on file in the office of the principal.

Criteria for Retention:

The list below indicates the specific failure(s) on each grade level that could result in retention:

Grades K-1... ..Lack of readiness in reading, math, and communication skills. At the primary level, special consideration in a decision to promote a student will be given to social, emotional and maturation levels. Consideration is also given to chronological age.

Grades 2-3 Failure in reading/language arts or math.

Grades 4-8 For promotion in Catholic school, a passing grade must be achieved in all major subjects: Religion, Literature, English/Spelling, Math, Social Studies, and Science.

Retention of a student is a serious responsibility and warrants a careful and complete examination of a student's performance and achievement. Not every academic problem can be remedied by retention.

SUMMER PROGRAM REQUIREMENTS (Diocese of St. Augustine)

For promotion for the next grade when a subject is failed:

- Any student failing one major subject must receive 30 hours of tutoring in that subject area.
- Any student failing two subjects must receive 50 hours of tutoring in those subject areas.
- The summer school tutor must be a certified teacher or program approved by the principal.
- Documentation of completed summer work must be provided.
- The student will be required to take an ACS created test to prove proficiency before school begins.

INTERNET ACCEPTABLE USE POLICY (Diocese of St. Augustine)

For a student to use the school's Internet connection, he or she must read these guidelines and sign the school's contract. Please read this document carefully before signing.

By virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school

by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive an Internet access privilege is that he or she **takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church.** Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of this Internet connection will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

Internet Terms and Conditions of Use:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that electronic mail (e-mail) is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Do not download any software without the prior consent of your teacher. Do not bring portable drives to school or use portable drives without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
7. The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.
8. Users may not post on personal Internet (ex. Facebook, Instagram) Site to which they have access away from school grounds, any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities.
9. All communication between faculty/staff and students/families should be done through the Family Portal, Google Classroom, or school email, not personal email accounts or social networking sites.
10. The use of diocesan or school logos and trademarks are strictly prohibited.

Directory Disclaimer:

Every year, Annunciation Catholic School provides parent directory information, including personal email addresses, in the Family Portal of FACTS SIS. This information is to be used

for school-related communication only. The misuse of family information found in the directory is prohibited.

It is not the intent of Annunciation Catholic School to allow other individuals—parents, relatives, parishioners, local businesses, etc.—to make use of the directory-provided information for anything other than school purposes. While directory information is considered public record, the sole reason we collect email information is to provide parents academic information, notify them in the event of an emergency, or to send them important reminders.

LOCKERS (Grades 5-8)

Students will get organized quickly and quietly upon arrival in the classroom. Shifts will visit the lockers before the first class, before lunch, and before dismissal. During class, students are not allowed to retrieve any materials or work left in lockers or in the hallway.

LOCKER AGREEMENT

The use of a locker is a privilege, and the following rules apply:

- Locks are to remain on the locker and locked at all times.
- Lockers are assigned to one student only and may not be shared.
- Switching of locks/ lockers is not allowed.
- All food and drink must go home every day.
- The inside walls and door of the locker will remain free of pictures, posters, magnets, and stickers.
- Students are responsible for the contents of the locker. The school will not be responsible for lost or missing items.
- The administration, faculty, and law enforcement officers have the right to open and check lockers at any time.
- Replacement of a broken or lost lock will cost \$15. Damage to the locker will result in a fine.

If the rules are disregarded, the following consequences will result:

- Verbal warning
- Strike
- Loss of locker privileges

LUNCH & SNACKS

It is important for all students to start their day with breakfast before coming to school. Students may have a mid-morning snack.

We encourage healthy eating habits and polite table manners in our students. We ask that parents cooperate with teachers by sending healthy finger foods only for snacks. If a spoon is required, the parent must provide it. Fruits, vegetables, dry cereal, and granola make good snacks. Water is available to children throughout the day, so a snack drink is not needed.

Please remove the following items from snack/ lunch boxes or fast-food lunches:

- ! carbonated drinks
- ! candy
- ! water bottles must only contain water (juice and Gatorade are to be kept separate in lunch boxes.)

Eating together should be a pleasant experience: courtesy and good manners are required. Children are expected to clean their own lunch area of paper and crumbs before leaving. **Students are not allowed to share another's lunch due to possible food allergies.**

Families are also reminded that any lunch for an entire class is restricted to school-based rewards by the administrators. This is due to the excessive work involved in addressing allergies, online lunch orders and credits, and logistics.

Forgotten lunches are to be left at the office, labeled with the child's name and grade. Students may claim them from the office before lunchtime. The office does not call for forgotten lunches. Students should notify the teacher promptly when they discover they have no lunch. Lunches are not kept over the weekend if a student is absent on a Friday.

Children are not permitted to receive their lunch via any food delivery services such as Door Dash.

ACS will follow the guidelines established by the Clay County School Board for eating outside in either extremely cold weather or extremely hot weather.

MEDICATION & ILLNESS

Parents/ guardians are informed promptly when a student is injured or becomes seriously ill while at school. This is logged in writing for school records. The school staff is prohibited from providing any medication, including aspirin, itch creams, etc. to any student. **Medications are to be taken at home when possible.** Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime.

The CDC recommends that people with influenza-like illness remain at home until **at least 24 hours after they are free of fever** (100 degrees F), or signs of fever **without the use of fever-reducing medications**.

Students may not attend or remain in school if they have *symptoms* of conjunctivitis, diarrhea, vomiting, undiagnosed rash, or a fever. Parents will be called to arrange immediate pick up of their children.

Students with a fever or other symptoms must be picked up within one hour of being called. Students should be symptom-free without medication 24 hours before returning to school.

The Diocese of St. Augustine has a "no nit policy" regarding re-admittance of students after head lice infestation. Students must be nit (egg) free before returning to school and must be accompanied by a parent/guardian before being allowed to return.

Students requiring medication, while at school must adhere to the following policies:

- The "Parent Permission for the Administration of Medications" form must be completed and signed by the parent/guardian. **Handwritten notes are not accepted.** These forms can be found under "Parent Resources" on our website.
- Changes in dosage or times of dosage must be communicated to the office by completion of a new "Parent Permission for the Administration of Medications" form.
- All medications must be brought in the **original container**. ALL medicines need to be labeled with the child's name and classroom. Prescription label must indicate the student's name, name of medication, physician's name, dosage, and times for dosage. Utensils must be provided for dispensing liquid medicines brought to school.
- **Medicine will remain in and be dispensed from the school office.** A note from the parent to the teacher should request that the student be sent to the office at the time medication is needed. (Note: to prevent intercom interruptions, medicine will only be dispensed

to children who report to the office for it.)

- Students may not have medication in their possession or in their lunch box during the school day. Students may keep **Chapstick and cough drops** with them **if** they have a **dated, signed note from the parent** stating when the child is allowed to use it.
- There is a separate form for students needing inhalers or epi-pens. **We require two Inhalers and/or two epi-pens** which are stored in the school office and with their homeroom that will travel with them to their other classes unless there are circumstances which warrant a special exception. These forms can be found under "Parent Resources" on our website.

PARTIES

Parties are scheduled for Christmas and for the end of the year and are planned by the staff and the HSA. Parents assist by donating items and supervising students.

BIRTHDAY TREATS

The day and type of treat **must be pre-approved** in advance when parents want to send in birthday treats for their child (this is so parents of children with special dietary conditions may bring in a substitute for their child). Birthday treats must be **pre-cut** and ready to be served by your child.

Parents should not send cakes, pies, or cupcake cakes, or order pizza or a party of any kind.

Please note that the school will only accept treats and napkins for birthday celebrations. Other celebrating items are to be kept at home (balloons, flowers, party favors, etc.). Parents should drop off birthday treats in the office unless the teacher requests otherwise.

Invitations to parties may only be distributed at school if the *entire* class is invited. No gifts should be exchanged between individual students. Deliveries to students are kept in the office until dismissal.

PETITIONS

School policy prohibits the solicitation of letters and/or petitions among parents and/or students without permission of the principal.

PETS/ANIMALS

Please do not bring animals of any kind onto school grounds or the soccer and baseball fields. Please be respectful of persons with allergies or fears. Animals are allowed in the classrooms at times if this coordinates with the curriculum and has been arranged by the teacher and approved by the principal. This includes before, during, and after school.

PHOTOGRAPHY/PHOTOGRAPHY CONSENT FORM

Photographs are often taken of students at various school functions by school personnel (for example, sports events, science day, spelling bees, classroom activities, etc.) and used in school brochures, submitted to the newspapers, or on the web page. The form signed on the registration application gives the school your consent to use photographs that may be taken of your child in this way. It also gives consent for the school to submit your child's artwork or essays to the various contests that are available to schools.

Parents who take pictures or videos at any school function are advised that extreme care should be taken about what is shared, especially on social media. It is preferred if parents only post images of their own children and not of other students.

In awareness of internet safety, all parents are asked to be sensitive to the privacy and welfare of our children.

RECORD REQUESTS AND MEDICAL EVALUATIONS

All requests for student records must be given in writing to the school office, not the teacher, and there is a minimum of a 72-hour weekday turnaround time to process requests. For records to be released there may not be any outstanding balance on the family's school account.

All requests for teachers to complete evaluations and student observation documents must be submitted to the office 72 hours weekday ahead of the date needed.

Requests of this kind must also be accompanied by a self addressed stamped envelope with the name and address of the medical professional **or** an email address. We do not have a fax machine. Diocesan policy states that the records be sent directly to the professional and not handed to the parent.

SACRAMENTAL PROGRAM (Diocese of St. Augustine)

One of the objectives of Annunciation is to foster the relationship of the child and family with the home parish community. With this intent the school provides the "core" religious education program while the parishes are responsible for the sacramental preparation program.

Implementation of the diocesan policy requires that each individual parish be responsible for the preparation of its sacramental candidates and the administration of the sacraments. Students will receive the sacraments in their own home parish among their own faith community.

Parents of 2nd graders and older students wanting to receive sacraments are required to register their child with the home parish to receive the sacraments and participate in the sacramental preparation program of the parish.

Annunciation is proud of the young people who are preparing to receive the sacraments of Reconciliation, Eucharist, and Confirmation. The school will do everything possible to support the students in their preparation and to encourage the spiritual formation and the bonding of the families with their home parish.

SAFETY

In today's world, all schools find themselves much more conscious of the necessity of being prepared for an emergency situation before it occurs. Annunciation parents may be reassured that we have an Emergency Management Plan in place and that teachers and staff have planned and practiced for a variety of emergency situations.

Visitors must state their name and reason for their visit when the intercom is answered. Please do not hold the gate for someone else. All visitors must buzz the intercom to enter the campus.

Children PK-6 are given outdoor recess. Outdoor rules are established and enforced by the classroom teacher with the approval of the principal. Rules are appropriate to the age and grade of the student and are made with the safety of the children as the primary goal.

DRILLS

Emergency codes have been established and every teacher, staff member, and student know how to react if a situation arises. Each classroom has a flip chart detailing procedures; drills for fires, bombs, tornadoes, and intruders on campus are practiced regularly. We maintain open lines of communication with authorities in the county and diocese. Our weather radio alerts us to severe weather conditions. Intercoms and telephones connect all school buildings with

the office. Everything possible has been done to plan for the safety and security of our students in an emergency.

Cameras mounted on the exterior of our buildings allow for the monitoring of our campus. Security gates discourage unauthorized access to our campus during the school day.

ARRIVAL & DISMISSAL

Your child's safety is a primary concern of the entire faculty and staff. Your cooperation with the following practices helps us assure the well-being of all our students. Students not picked up at dismissal time will be brought to Extended Day and charged accordingly.

Those needing to walk to the school at this time may park in the gym lot. Parking is not permitted on either side of the access road between Blanding and Old Jennings. Access road must remain clear to allow for emergency vehicles.

If a child arrives at school tardy or must leave early, drop off or pick up takes place **ONLY** at the school office. **Do not parallel park; use a parking space.**

Athletic Practices: all players will report to the gym for practice right after school.

Athletic Games: All players go home after school or to Extended Day. Players report to their athletic game 45 minutes prior to the scheduled start time. The exception would be if a home game starts at 4:00 pm. Players would then report to the gym to change for their scheduled game.

If there is ANY change in how students normally dismiss (picked up early or for after-school practice, rehearsal, or tutoring), please inform your student's homeroom teacher. Students may not attend a friend's or sibling's practice, rehearsal, or game unless a parent or guardian is present.

While on campus, after dismissal, an adult must accompany students, or they will be escorted to Extended Day where they will be safely cared for, and regular charges prevail.

Parents and visitors are not to go directly to the classroom without checking in at the office.

No one other than staff is permitted into buildings until dismissal is over.

TRAFFIC

Each vehicle in the pick-up carline is **required** to have a name sign rubber banded to the visor on the passenger side or visible in some way. A template can be found under "Parent Resources" on our website. **The sign should remain visible until your child(ren) is in the car.**

Keep your speed below 10 MPH on school drive and below 5 MPH as you near the covered school canopy.

Please, no cell phone use on school drive. Please make sure all children are using proper seatbelts while driving on school and church property.

- Follow directions of teachers and traffic volunteers and adhere to all rules of traffic safety.
- Cars may pull in/out of parking places between 7:45a.m. – 2:30 p.m. Visitor Parking spaces are designated for this purpose.
- Cars may not pull in/out of any parking spaces between 7:15-7:45a.m and between 2:30-3:15 p.m.

During morning arrival and afternoon dismissal, cars enter and exit through Blanding Blvd.

- Drop off / Arrival (7:15 - 7:45am)
- Pick up / Dismissal (10:45am, 2:35 & 2:45pm)
- Early Dismissal Days (10:45am, 11:35 & 11:45pm) Any student not picked up on time on an early release day will be charged a late fee of \$5.00 per minute, per child. On early dismissal days, PK students must be picked up at 10:45 am and then get back in line to pick up any older siblings.

ARRIVAL & DISMISSAL

All ENTER and EXIT Blanding Blvd.

7:15- 7:45 – Vehicles enter and form one line which circles the parking lot in front of the church and proceeds to the car line. At 7:15, car line may pull up in front of school to drop off students.

2:35 (K-3rd dismissal) and 2:45 (4th- 8th dismissal) A/B/C cars: Enter appropriate dismissal line (2:35 line to right; 2:45 line to left closest to parking lot) and proceed to the car line. Make sure your family name and number are clearly visible on visor.

Follow directions of school traffic volunteers for overflow when car lines exceed the lanes. When signaled to move forward, the car line pulls forward as far as possible. Children will be waiting on the school sidewalk under the canopy.

You must be in the carline by 2:55 pm. Pickups arriving after last car are required to park in a parking spot and get their children from the pavilion.

***ALL Cars: Identify your car by a visor sign with your family name and number and that of those in your carpool. Visor signs should be left visible until the child is in the vehicle. Please be prepared to merge with St. Luke’s Child Care Center traffic.**

PRE-KINDERGARTEN STUDENTS – Arrival & Dismissal (7:45 – 10:45 a.m.)

Students may be dropped off at 7:15. Students will be helped and escorted to their class as needed where the teachers will be waiting.

Students will be dismissed under the school entry canopy. Teachers will put children in their cars. Seat belts should always be buckled when on school grounds.

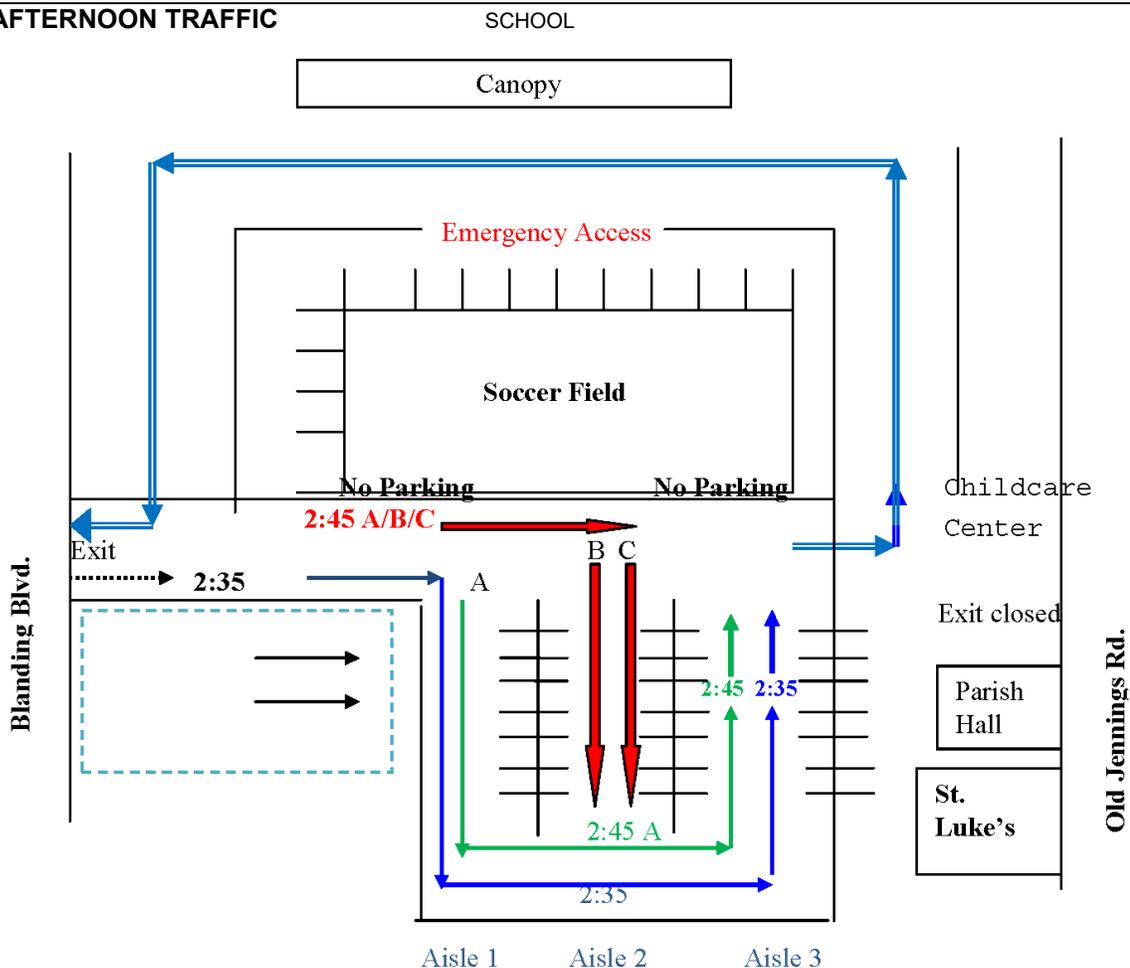
On early dismissal days, PK students must be picked up at 10:45 am and then get back in line to pick up any older siblings.

ACS AFTERNOON Traffic Pattern

2:35 and 2:45 A/B/C cars: Enter Aisle 1 drive around and line up in Aisle 3 (2:35 cars on right and 2:45 cars on left). When 2:45 (A) is full, begin filling Aisle 2 in the middle (B left/C right) When (A) line is finished, it is followed by (B), then (C) in that order.

***ALL Cars: Please identify the children in your car by placing in the windshield an 8 ½ x 11 pieces of paper with the children’s: LAST NAME & FAMILY NUMBER. Please keep the sign in the windshield until your child is in the car. * Template is on our website under “Parent Resources.”**

DIAGRAM 2: AFTERNOON TRAFFIC



SEXUAL HARASSMENT

(Diocese of St. Augustine)

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. Faculty and students alike from pre-kindergarten through twelfth grade should model this teaching.

PERSONAL & SOCIAL RESPONSIBILITY

Students in all grades are taught the importance of respect for their peers and teachers, just as they learn that they also are worthy of respect. Students are encouraged to report inappropriate behavior to an adult immediately.

Teachers create classroom environments that are safe and caring and develop classroom rules that promote respect.

Teachers investigate student reports and take seriously their obligation to investigate a situation thoroughly and to take proactive steps to resolve concerns in a timely manner. The school administration may become involved if the teacher deems the situation warrants this. Strategies are given to students, primarily in religion and Guidance Department lessons, to use in and out of the classrooms to help them deal with their concerns. Children learn how to handle situations from observing and listening to parents and teachers as they resolve conflicts. Guidance from adults helps children learn to deal with interpersonal relationships in healthy ways.

Parents are encouraged to discuss strategies for dealing with situations in appropriate ways with their children.

Annunciation Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies.

TEXTBOOKS

Textbooks remain the property of the school. Students are obligated to treat them carefully. **Textbooks must be covered at all times and kept free of writing and marks.** Failure to do this may result in disciplinary consequences for the student. Contact paper and tape are not to be attached to the cover of hardback textbooks. Students should cover books according to directions given by their grade level teachers. Textbooks are returned to the teachers at the end of the year, and allowances are made for wear caused by careful use. **Annunciation will charge full price for any book that is damaged or lost so that a replacement can be purchased. Damaged books remain property of the school.** Damaged or lost book charges must be paid before report cards will be issued or final records are transferred to any other school.

LIBRARY BOOKS & FINES

Library books are to be treated with care and respect. Students will be required to pay for books that have been damaged in any way or lost while checked out to them. Library books are to be returned to the Media Center when due. If the student has not finished reading the book, it may be checked out again.

The fine for a late library book is a non-perishable food item for the food pantry to feed the hungry. Damaged or lost library books must be paid for before report cards will be issued or final records are transferred to any other school.

THREATS AND HARASSMENT

(Diocese of St. Augustine)

This policy is available in the school office or online at the Diocese of St. Augustine website.

TUITION, SCHOLARSHIPS, AND PAYMENT PLANS

K-8 Tuition of **\$8,835.00** and the Grade 8 Graduation Fee of \$100.00 may be paid by families or by scholarships. Step Up for Students administers the scholarships accepted by Annunciation. Only one scholarship may be applied to a student's tuition, the Folds of Honor Scholarship (military/first responders) notwithstanding. Tuition, Graduation Fee, and Extended Day payments are not refundable. **Tuition gaps** (difference between scholarship award and school's tuition) will be billed to families by the end of August and at least half paid by December 1 and the remainder by April 30.

Parent-paid tuition (and full-year Extended Day/PK Extension charges) must be paid in one of the following ways through FACTS Tuition Management (online.factsmgt.com):

1. Prepaid in full by July 15 via check/money order/cash or FACTS
2. Paid in two equal installments by July 15 and by November 15
3. Paid in 10 or fewer monthly installments to be paid fully by April

Any annual FACTS fee will be debited from your account within two weeks of the final agreements for these options.

Tuition payments made by credit or debit card in the school office or over the phone will be assessed with a 3% card recovery fee.

Financial assistance for tuition may be available to those who qualify. To request consideration, please complete a request form through FACTS Grant & Aid at online.factsmgt.com/aid.

Scholarship tuition generally is paid quarterly during the academic year directly to Annunciation in the name of the individual student. Parents/guardians must approve for each of their students through Step Up for Students' scholarship management platform, EMA, the annual or quarterly billing by Annunciation in the time specified by Step Up for Students. The Florida State Legislature determines the actual award amounts for state scholarships each summer. These amounts vary because of student grade level, county of student's residence, or other special considerations as they deem appropriate. Scholarship funding not approved by the family in a timely manner will be billed to the family and may result in the loss of the scholarship and the student's place in Annunciation.

- **Step Up for Students** (State of Florida)
www.stepupforstudents.org/ema/
- **Folds of Honor** (Private funding organization)
www.foldsofhonor.org

Scholarship/grant funds are never given directly to families, but rather, are deducted from a student's annual tuition when funds are received. If a family fails to meet scholarship requirements at any time during the school year, the scholarship may be revoked.

VITAL INFORMATION CHANGE

For the security of your child, please help us maintain accurate records. **Notify the office if there is any change in phone number, address, work numbers, emergency contact numbers, or custodial status. Please also notify us of any medical needs, allergies, or medications.** You can also update this on your Family Portal.

VOLUNTEER/VISITOR REQUIREMENTS

Volunteers are greatly appreciated. The Catholic Dioceses in Florida requires all volunteers/visitors to complete the Safe Environment Program. Volunteers and Coaches must register a Virtus account at www.virtusonline.org. Online registration is required in order to register for a PGC class and for LiveScan fingerprint Instructions. Thank you for helping us comply with these requirements designed for the protection of our children.

Please complete your Safe Environment process as soon as you can if you want to be involved at the beginning of the school year. **Clearance may take up to several weeks.**

Volunteers/Visitors are required to sign in and out at the school office when arriving and leaving. The Visitor Passes must be worn on campus. This procedure enables us to be aware of all persons in our buildings during the school day and will alert our students to authorized visitors. As per Diocesan policy, **younger siblings or students not registered at ACS may not accompany parents** who are chaperoning field trips. All adults on campus are expected to behave in a respectful manner.

VOLUNTEER DRESS CODE

Volunteers are expected to dress appropriately while at school with students present and when attending diocesan events. Volunteers should avoid wearing immodest or revealing items, clothing that promotes alcohol or tobacco products, political statements, the use of controlled substances, depicts violence, witchcraft, is of a sexual nature, or any other anti-Christian or offensive symbolism. Due to the sensitivity of others, caution should be taken to avoid the use of heavy perfumes and deodorants.