

September 31, 2010

Dear Parent/Guardian,

To help ensure a cooperative and successful school year, please carefully read the *2010-2011 Annunciation Catholic School Student-Parent Handbook* with your child/children. After you have read through the *Handbook*, please sign and return the following forms found in the front of the *Handbook* by **September 13, 2010**: “Student/Parent Handbook Agreement”, “Public Relations-Photos and Press Releases”, and “Acceptable Use Guidelines and Computer and Internet Use Agreement for Elementary School Families”.

We look forward to working with you and your child(ren) this year. Thank you in advance for your continued support.

Mr. Gary Beckley, Principal

***ANNUNCIATION
CATHOLIC SCHOOL***

***STUDENT-PARENT HANDBOOK
AND CALENDAR 2010-2011***

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Administration

Msgr. V. James Lockman
Pastor

Mr. Gary Beckley
Principal

Mrs. Susan Farina
Assistant Principal

Ms. Soraya El-Baz
Administrative Assistant
Marketing Manager

Faculty and Staff

Ms. Kendall Maloney -
Pre-Kindergarten

Ms. Penny Tsipanitis - *Kindergarten*

Ms. Wendi Belk - *Gr. 1*

Ms. Mary Ann Kenealy - *Gr. 2*

Ms. Meghan Doyle - *Gr. 3*

Mrs. Joan Griffin McCabe- *Gr. 4*

Mr. Richard Kightlinger - *Gr. 5*
Gr.5-7 Math & K-Gr.8 Art

Ms. Theresa Hennessey-
Gr.5 Religion, Literature/Language
Arts, Gr.6 Literature, Gr. 8 Math

Mr. Michael Meagher - *Gr. 6*
Gr.6 Religion, Gr.5-8 Social Studies &
Gr.8 Algebra

Mrs. Lynn Crowley - *Gr. 7*
Gr.7 Religion & Gr.5-8 Science

Mrs. Patricia Harmon - *Gr. 8*
Gr.8 Religion, Gr.7-8
Literature/Language Arts & Gr. 6
Language Arts

Mrs. Peggy Fleury
Gr.5-6 Reading & Resource Teacher

Mr. Dennis Cassidy
PK-8 Computers
Extended Day Director

Mrs. Denyce Daniels
PK-8 Music & Choir

Mr. Cory Hudson
PK-8 PE

Ms. Venezuela
Kindergarten-Gr.2 Spanish

Mrs. Perla Castillo
Gr.3-8 Spanish

Mrs. Susan Farina
Gr.1 Religion & Librarian

Sr. Madonna Marie, IHM
School Counselor

Facilities and Maintenance

Mr. David Slusarczyk
Physical Plant Manager

Mr. Theo Bradley
Maintenance

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Annunciation Catholic School reserves the right to amend its policies, procedures, regulations, or activities in the course of time. Parents/Guardians will be notified when this becomes necessary.

ANNUNCIATION CATHOLIC SCHOOL 2010-2011 GUIDELINES FOR SCHOOL REGULATIONS AND CONDUCT

The education of an Annunciation student relies on the partnership between parents/ guardians and the school. In order to cooperate and communicate effectively and ensure the safety and security of each child, we ask that parents/guardians follow certain procedures. When in doubt regarding a particular policy, procedure, regulation or activity, please contact the Principal to clarify the issue.

The purpose of discipline at Annunciation Catholic School is to provide an atmosphere in which all students can attain their full potential. The rules and regulations are intended to promote the development of self-discipline, accountability, appreciation of learning, and respect for others.

Registration at Annunciation Catholic School presumes acceptance of and cooperation with the policies, procedures, and regulations of Annunciation Catholic School by students and parents/guardians. Conduct in or out of school by either student or parent/guardian that is detrimental to the reputation of Annunciation Catholic School is to be interpreted as a sign that the student or parent/guardian does not wish to be a member of the Annunciation community. Just as the parent/guardian has the right to withdraw a child, if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Annunciation Catholic School reserves the right to amend its policies, procedures, regulations, or activities in the course of time. Parents/Guardians will be notified when this becomes necessary.

**ANNUNCIATION CATHOLIC SCHOOL
STUDENT/PARENT HANDBOOK AGREEMENT**

Our family received and carefully read the *2010-2011 Annunciation Catholic School Parent/Student Handbook*. We hereby express acknowledgment and understanding of these policies, procedures, and regulations and accept them as conditions for the enrollment of our child/children in Annunciation Catholic School.

In cases where parent's/guardian's views and philosophical positions result in repeated noncompliance in regard to school policies, the administration reserves the right to request that said parent's/guardian's child/children withdraw from the school.

Please sign and return this acknowledgment to the School Office by **Monday, September 13, 2010**. A student may lose recess if this signed form is not returned.

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____

Child's/Children's Name (Print) (1) _____

(2) _____

(3) _____

Date _____

**ARCHDIOCESE OF WASHINGTON
& ANNUNCIATION CATHOLIC SCHOOL
2010-2011 PUBLIC RELATIONS - PHOTOS AND PRESS RELEASES**

Annunciation Catholic School and the Archdiocese of Washington have opportunities throughout the year to promote Catholic education through news stories in radio, TV, print and electronic media.

Permission is hereby granted to Annunciation Catholic School and the Archdiocese of Washington to use the voice/audio recordings, photographs, video and quotations of my child(ren) to assist in community awareness, educational efforts and related public relations purposes, including media coverage of school events and activities and public relations/advertising that may include brochures, posters, print, radio, TV or electronic media.

In exchange for the opportunity to participate in the community awareness programs, educational efforts and related publicity endeavors of Annunciation Catholic School and the Archdiocese of Washington, I hereby agree to release and hold harmless Annunciation Catholic School and the Archdiocese of Washington and their agents, servants and employees from any and all claims, demands, causes of action and/or liability of whatever kind or nature arising out of or connected to the use of said voice/audio recordings, photographs, video and quotations.

I hereby waive any right to compensation, fee or royalty for myself, the participant/ student or our successors, heirs or assigns in connection with the production or use of the aforesaid materials.

Parent/Guardian Name (Print) _____

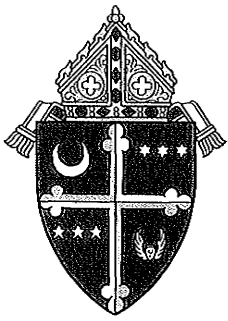
Parent/Guardian Signature _____

Child's/Children's Name (Print) (1) _____

(2) _____

(3) _____

Date _____



**Archdiocese of Washington
CATHOLIC SCHOOLS
Acceptable Use Guidelines and
Computer and Internet Use Agreement
for Elementary School Families**



I. GUIDELINES

Electronic information systems offer vast, diverse, and unique resources to students. It is the goal of the Catholic Schools to provide this service to promote educational excellence by facilitating resource sharing, innovation, and communication.

All diocesan schools that provide Internet access use Internet filtering software to help ensure the protection of students from exposure to objectionable or offensive materials. Student use of computing and network resources is intended to be a supervised activity. Staff members will guide and monitor student use of the Internet. If a student has a question about the appropriateness of an action with regard to the internet, the student should ask the supervising staff member before proceeding. Staff will not be responsible if a student accidentally or willfully proceeds to an objectionable site.

The benefits to students' educational experiences from access to the Internet can far exceed any disadvantages given the form of information resources and opportunities for collaboration now available. Ultimately, however, parents and/or guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, parents and guardians must read and discuss with their children the following terms and conditions for computer and internet use, sign the agreement in the appropriate places below, and return the signed agreement to the Principal.

II. STUDENT/PARENT/GUARDIAN TERMS

- Students will use all computer equipment with care and respect and will not type or use any inappropriate or unacceptable words or display inappropriate or offensive images, sounds or messages. A student may not use the School's computing and network resources in a manner which violates any local, state or federal laws. Students will print only that information approved by the teacher. If the student observes or becomes aware of any inappropriate material or misuse of equipment, he/she will immediately report it to the teacher or supervising staff member. Viruses are unauthorized computer programs that may destroy or damage computer files on an infected computer. Students should be aware of the possibility that a virus may be located in any file or disk obtained by a third party. Students must obtain the permission of a teacher or staff member before loading a file or disk onto a school computer.
- Most software is protected by both copyright law and contractual restrictions. A student may not use the School's computing and network resources to create, store, transfer or execute software in a manner which violates the rights of the holder of copyright in the software. Under no circumstances may a student load any software onto one of the School's computers without first obtaining the teacher's permission.
- While using a computer, whether in a classroom, lab, office, the media center or other locations in the school, we understand that students will use the Internet only for school-related projects and visit only the sites assigned by the teacher. Students will NOT 'surf' the Internet or visit 'chat rooms.' Students will never *log-on* to the Internet without permission from a teacher or supervising staff member. Students will not give out or post personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.
- If a violation of these guidelines is observed or reported, the School will conduct an investigation. During such an investigation, the user's privileges may be suspended. If the student is found in

violation of this policy, the user's privileges may be permanently revoked, and other disciplinary action may be taken by the appropriate authorities. During such Students and guardians understand that use of the Internet may be monitored. The School may, to the extent permitted by law, assume access rights to a student's computer files when required for the maintenance of the school's computer resources, in emergencies or in the course of investigation possible wrongdoing.

- Students and their parents/guardians may be held responsible for any liability damages and expenses resulting from any use of the School's computer resources in violation of this policy.

III. AGREEMENT

I understand that if I fail to honor all of the terms of this agreement, my Internet privileges may be revoked and disciplinary action may be taken by the Principal or other appropriate authorities.

_____	_____	_____
Student's Name	Grade	Teacher

_____	_____	_____
Student's Name	Grade	Teacher

_____	_____	_____
Student's Name	Grade	Teacher

_____	_____
Parent/Guardian Signature/Date	Student Signature/Date

PLEASE RETURN TO SCHOOL OFFICE BY SEPTEMBER 14TH.
Student(s) may lose recess if this signed form is not returned.

ANNUNCIATION CATHOLIC SCHOOL

Annunciation is a Catholic Elementary School originally administered by the Sisters of the Holy Child Jesus and with the spirit of Cornelia Connelly. We are currently staffed by professional lay teachers and a sister of the Immaculate Heart of Mary and are under the auspices of the Archdiocese of Washington and the Annunciation Parish.

MISSION STATEMENT

The mission of Annunciation, as a Catholic school, is the development of the complete student through a community based on the Catholic life values of message, worship, community, and service.

PHILOSOPHY

Cornelia Connelly, the foundress of the Sisters of the Holy Child Jesus, developed an educational system based on trust and reverence for the dignity of every human being. With the Sisters as our role models, we strive to create a nurturing environment that strengthens each child's faith in themselves and God.

We firmly believe that within a Catholic and Christian community:

- Each student, regardless of age, cultural or economic background, faith or achievement, will be embraced with the dignity worthy of one created in the image and likeness of God.
- Each student will be given the opportunity to grow and develop as a unique individual according to his/her talents and needs.
- Each student will experience an environment of truths and values, which will be integrated into the educational system as a whole.
- Each student will be challenged and encouraged to develop and use his/her own gifts for the service of others, his/her community, and the world.

NON-DISCRIMINATORY POLICY

Annunciation Catholic School admits students of any race, color, creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at our school. Similar policies apply to the school staff. Our school does not discriminate on the basis of race, color, creed, national or ethnic origin in the administration of its educational policies, its admission policies, or in any school administered program.

SPIRITUAL DEVELOPMENT PROGRAM

SCHOOL LITURGIES AND HOLY DAYS OF OBLIGATION

Monthly and/or on holy days of obligation, students attend Mass with our parishioners. Students actively participate by planning the liturgy, lectoring, bringing up the gifts, and altar serving. The Annunciation Roth Youth Choir provides music.

SACRAMENT OF RECONCILIATION

Catholic students have several opportunities throughout the school year to receive the Sacrament of Reconciliation. This is also an opportunity for our non-Catholic students to meditate or pray quietly in church.

SACRAMENTAL PREPARATION***

First Penance and First Holy Communion

After preparation during weekly religion classes, Catholic students in Second Grade and the CCD program receive the Sacrament of Reconciliation in the winter and First Holy Communion on the second Saturday in May. Meetings for parents/guardians are held prior to both sacraments to describe the preparation process and the parents'/guardians' role.

Confirmation

After preparation during weekly religion classes and completion of service projects, Catholic students in Seventh and Eighth Grades and the CCD program are Confirmed every other year in late winter or early spring. A meeting for parents/guardians is held prior to the sacrament to describe the preparation process and the parents'/guardians' role.

Although our non-Catholic students do not receive these sacraments, they are required to fully participate in the Reconciliation, Communion, and Confirmation classes as part of the religion curriculum.

UPPER SCHOOL RETREATS

Students in Grades 6-8 participate in a team building retreat at the beginning of the school year. This day allows students to see the interconnectedness of God's creations and develop respect for others.

During the week before Graduation, our Eighth Graders attend a day of reflection with their class and homeroom teacher. This is a time to not only recall and celebrate memories, but a time to examine all they have gained and what they will be taking with them.

*** Parents/Guardians interested in learning more about the Catholic faith for themselves or their children should contact the Principal by September 24th to make arrangements with the Pastor.

ACADEMIC PROGRAM

Annunciation Catholic School implements curriculum and selects textbooks based on the Standards and guidelines prescribed by the Archdiocese of Washington. Religion, Reading, Language Arts, Mathematics, Social Studies, and Science form the basis of our core curriculum. To encourage students to work to their full potential, each teacher strives to identify individual needs and incorporate them in instruction.

ADDITIONAL COURSES/SPECIALS

Algebra is offered to students in Grade 8 who have demonstrated an aptitude in mathematics (based on standardized tests and previous course work) and have successfully completed the Pre-Algebra course.

Art, offered to all Kindergarten through Grade 8 students, is designed to develop an understanding and appreciation of the subject through studying its principles and history. Students have the opportunity to create art using a variety of materials. The creative efforts of all students are displayed throughout the year and during the Spring Art Show.

Computer Education is offered to all students, Pre-Kindergarten through Grade 8. Students are taught how to use a computer, type, and work with graphic design. Software covering academic subjects is also incorporated.

Music, offered to all Pre-Kindergarten through Grade 8 students, is designed to stimulate interest in the subject. Students make discoveries about core music concepts through singing songs, playing musical instruments, and studying the lives of great composers. The musical talents of the students are showcased during the Christmas Pageant and Spring Concert.

Physical Education, offered to all Pre-Kindergarten through Grade 8 students, is designed to develop gross motor skills, physical fitness, and sportsmanship.

Spanish, offered to all Kindergarten through Grade 8 students, is designed to develop a basic understanding of Spanish vocabulary and grammar applied in reading and writing.

HOMEWORK POLICIES

Homework is a valuable tool helping students make the most of their experiences in school. Homework reinforces what has been taught in class, prepares students for future lessons, and helps students develop self-discipline, responsibility, and organizational skills.

Grades One through Four are assigned homework Monday through Thursday. Specific homework policies and routines are set by the homeroom teachers and given to the students the first day of school and to the parents/guardians on “Back to School Night”.

Grades Five through Eight are assigned homework Monday through Friday. Students should commit approximately 20-30 uninterrupted minutes, per subject, depending on grade level. This does not include studying for tests, long-range projects, and independent reading.

Annunciation Homework Book and Folder

Every effort is made to keep parents/guardians aware of their student's academic and behavioral progress. All students in Grades 1 through 8 are required to have the *Annunciation Homework Book* to record daily and long-term assignments. At the end of each class (Upper School) and the school day, all grades are given ample time to write down assignments, tests, projects, etc.

All students in Pre-Kindergarten through Grade 8 are required to have the *Annunciation Homework Folder* to store returned work as well as organize completed assignments to be turned in. Students are expected to place returned work in the *Annunciation Homework Folder* to be reviewed and signed, when requested, by parents/guardians.

For a student to be successful, parents/guardians need to check that the *Homework Book* and *Folder* are brought home every night to check on current, long-term, and completed assignments. Teachers and parents/guardians are also encouraged to use the *Annunciation Homework Book* for daily, weekly, and/or monthly communications.

Guidelines for completing homework assignments:

*Homework assignments, not typed, must be on lined loose-leaf paper unless there are other directions.

*Written homework is to be done neatly in blue or black ink. Students may do their homework on the computer if they wish. Math assignments and scientific drawings are to be done in pencil ONLY.

*All papers turned in have the following heading:

Name	Date
Grade	Subject
Topic	

*Answers to all questions must be in complete sentences unless there are other directions.

*In order to encourage creativity, improve writing skills, and develop self-confidence, all teachers expect assignments to be written by the student in his/her own words. Although students may receive help from parents/guardians and tutors and/or refer to textbooks and reference materials for information, at no time is it acceptable or permitted for a student to copy/paraphrase another person's (living or dead) words/work without proper documentation (quotes, footnotes, bibliography, etc.). **Plagiarism and/or failure to cite sources will result in a zero grade and Saturday Detention.**

*Homework will be turned in/collected only at the beginning of the class.

*All homework and/or projects must be completed on time. No credit will be given for late work unless the student was absent. By the deadlines set by the teachers, students are responsible for making up all work missed due to absence. **For every day absent, a student has the equivalent time to complete and hand in the missing work.**

- Long-term assignments and special projects are expected on assigned due dates. If a student is absent because of illness, these assignments are due the day the student returns and must be accompanied by a doctor’s note.
- Absences due to family vacations and/or trips while school is in session are not excused absences. **In such cases, long-term homework assignments will not be given.** Upon return, the student is expected to complete and hand in missed work within reasonable deadlines set by the teachers.
- No credit is given for work missed due to an unexcused absence.

If a student chooses not to do his/her homework, he/she will receive a zero for the missing assignment and risk consequences stated on page 11 of the *2010- 2011 Handbook and Calendar*.

GRADING AND EVALUATION

Grading Scales are set by the Archdiocese of Washington Catholic Schools Office and used by all Catholic elementary schools under their direction.

Kindergarten Scale

P = Progressing Satisfactory
 N = Needs More time
 N/A = Not Applicable At This Time

Grades 1-3 Scale

E = Excellent
 G = Good
 S = Satisfactory
 I = Improvement Needed
 U = Unsatisfactory

Grades 4-8 Scale

Academics

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

Specials

E = Excellent
 G = Good
 S = Satisfactory
 I = Improvement Needed
 U = Unsatisfactory

* With Accommodations
 / Area of Concern

Progress Reports, Report Cards, and Parent-Teacher Conferences***

Progress reports for Grades 3-8 are mailed home half way through each quarter when academic or behavioral concerns arise.

Pre-Kindergarten students do not receive Report Cards, the teacher keeps a portfolio of student work to monitor progress. Parents/Guardians are scheduled for the November Parent Teacher Conferences and are required to attend.

Kindergarten students receive 3 Report Cards (January, March and June). Parents/ Guardians are scheduled for the November Parent-Teacher Conferences and are required to attend.

Grades 1-8 report cards are issued four times a year. The first quarter report card in November is given in advance of Parent/Teacher Conferences; parents/guardians are required to attend. The second, third, and fourth quarter report cards are mailed home.

Teachers contact parents/guardians by phone between Progress Reports and Report Cards if concerns arise.

Conferences are also held throughout the year at the request of teachers, Principal, and/or parents/guardians.

*****REPORT CARDS CANNOT BE SENT HOME IF OUTSTANDING BALANCES FOR TUITION/EXTENDED DAY, HSA DUES/FUNDRAISING, AND/OR CYO FEES ARE UNPAID.**

Promotion and Retention

A child will be promoted according to his/her effort and achievement as evaluated by the teacher. Attendance, as well as, satisfactory work in relation to the child's ability will also be a basis for promotion.

In accordance with Archdiocesan policy, retention will be made on the recommendation of the teacher and the Principal, according to their evaluation of the child's maturity in relation to his/her motor skills, social adjustment, and mental achievement. This should happen only once in the elementary grades and preferably in the primary grades.

The Principal, after consultation with appropriate staff members and parents/guardians, shall make the final decision as to whether a child is retained. If it is necessary to retain a child, the teacher and the parent/guardian should make it understood to the child that this is an advantage for him/her and not a setback.

Quarterly Honor Roll (Grades 5-8) and Principal's Award (Grades 1-8)

Honor Roll: at least a 3.5 average in academic subjects (Religion, Reading, English, Spelling/Vocabulary, Math, Social Studies, and Science) with nothing lower than a "B" in any academic subject; nothing lower than a "G" in any special subject (Art, Computers, Music, Physical Education, or Spanish); and receiving no more than one comment code between #21 and #23.

Principal's Award: (for those students not on the Honor Roll) determined by the homeroom teacher with input from other teachers and the Principal for the demonstration of overall consistency in Christian values, effort, positive attitude, personal appearance, and attendance.

ACADEMIC ACCOMMODATIONS/EXTENDED TIME TESTING

For a student to receive any academic accommodations in/out of class, he/she must have current (within three years) and complete psycho-educational testing on file with the Principal. The testing must include specific recommendations for any/all accommodation(s).

ACADEMIC TUTORS

Tutors from organizations outside of Annunciation Catholic School may not be brought into the school. If a student requires tutoring, alternative options must be discussed with the Principal.

COMPUTER LAB

The Computer Lab functions as a media center, as well as a classroom. Both students and faculty have access to the computers. All students are supervised when using the Computer Lab. (Refer to “Archdiocese of Washington Acceptable Use Guidelines and Computer and Internet Use Agreement for Elementary School Families”.)

LIBRARY

The Library functions as an instructional materials center and a classroom. Both students and faculty have access to the books and materials. All students are supervised when using the Library. Proper care of books, periodicals, and A/V materials makes it possible for us to maintain our Library collection. Books should be checked out at the Librarian’s desk. Reference books are never removed from the Library. There will be a fine of \$.05 per day for overdue books/\$1.00 per week for overdue videos.

GUIDANCE COUNSELOR

The goal of the school counseling service is to support the healthy growth and development of the total child in his/her world of home, school, and community. Our counselor offers one-on-one and group counseling, classroom workshops, study skills classes, and referrals. Parents/Guardians who wish to contact our counselor, please call the School Office.

SCHOOL BAGS - NO ROLLER BAGS ALLOWED

All students are required to have a school bag labeled with their name.

FIELD TRIPS

Field trips are valuable educational experiences based upon curriculum objectives. In order to participate on a field trip, a student must have his/her parent/guardian complete both sides and submit the field trip permission form by the designated time. **Telephone calls and/or faxed permission forms will not be accepted in lieu of the proper forms.**

Field trips are considered an extension of the school day; the Annunciation Discipline Policy applies. The Principal reserves the right to postpone or cancel field trips and not allow individual students to participate if circumstances deem necessary.

Teachers plan field trips with all reasonable precautions for the safety of children as a priority; chaperones are needed to help ensure safety and supervision for every child. **The selection and number of chaperones is determined from an authorized list by the classroom teacher.** To be eligible to chaperone any field trip, the adult must be fingerprinted through the Archdiocese of Washington and have copies of his/her Volunteer Application and completed background check on file in the Principal's Office. Chaperones also must attend the Child Protection Workshop for Adults.

Chaperone Guidelines: Chaperones are an integral part of any field trip, as they are necessary to ensure the safety and supervision of our children. Chaperones, chosen by the homeroom teacher, must:

- 1) arrive 1/2 hour before departure time, and report to the Office before proceeding to the classroom.
- 2) commit to the entire time of the field trip, from departure until return to school.
- 3) remain with their designated class/group at all times and leave only after released by the teacher.
- 4) keep all children in assigned group with them at all times even if entering the bathroom. If group is same gender, entire group enters the restroom. If chaperone has both genders, chaperone remains outside the restroom.
- 5) not buy treats, gifts, etc. for any or all students in the assigned group before, during, or after the field trip.
- 6) not bring siblings or other adults.
- 7) not chew gum or smoke.
- 8) not conduct personal business or talk on cell phones during field trip.
- 9) keep children responsible for their own belongings - sweaters, jackets, etc.

STUDENT CONDUCT - POLICIES AND PROCEDURES

CLASSROOM EXPECTATIONS

The following expectations make up standard classroom policy at Annunciation Catholic School:

1. Students are expected to be seated, ready with all of their materials and prepared to work when class begins.
2. Students remain in the classroom during class time; no student should leave the classroom without permission from the teacher.
3. Students are to do their own work honestly and to the best of their ability. Students should neither ask to copy the work of others nor allow others to copy their work.
4. Students should participate fully in each of their classes. Students should not do written or reading assignments other classes.
5. Students should not interrupt teachers by talking out or to other students or by generally making noise.
6. Students should not interrupt class by disturbing other students, by disturbing the property of others, by disturbing desks, by passing notes, and so on.
7. Students are responsible for cleaning up paper, books, and other articles that are in, on, and around their desk.
8. Students should always respond politely to teachers and students in classroom exchanges. No classroom situation warrants rudeness or insults, vulgarity or obscenity, or disruptive remarks.
9. Students should not take up class time arguing with teachers about grades or write ups. Students should discuss these matters with teachers at a mutually convenient time after class.
10. In order to ensure the privacy of each student and the respect for the teacher, students may not read or touch anything on any teacher's desk.

DISCIPLINE POLICY

Annunciation Catholic School and its faculty and staff are dedicated to developing the whole student through a community experience that stresses solid academics, encourages an active faith life and follows God's laws. Students are challenged to learn how to respect the dignity of God's life, to develop themselves according to their God-given talents, to be aware of the truth of God's love for all and to live in God's faith.

To achieve these four life-long ideals - dignity, development, truth and faith - students at Annunciation are challenged to integrate these principles into their daily lives. These ideals are stressed as part of Annunciation's educational philosophy and are expressed through a lived life of faith by administrators, faculty, staff, students, and parents/ guardians. Each student is expected and challenged to show growth in these four life-long ideals as part of their education at Annunciation Catholic School.

A list of INFRACTIONS AND CONSEQUENCES follows this rationale. This list was compiled so that teachers, parents/guardians, and students have a better understanding of what is expected of them as members of the Annunciation Catholic School community. The prime purpose of our Discipline Policy is to maintain a sense of order within the school to ensure a safe and secure learning atmosphere.

Believing each student at Annunciation Catholic School is unique, we feel consequences for infractions must sometimes be unique. Each teacher knows his/her own students best and how to reach them. As these consequences are listed, they offer the teacher and administration a degree of latitude in handling each situation. There is a wide range of consequences: teacher/student conference, temporary removal, loss of recess, parent/guardian notification, Principal/teacher/student conference, Saturday Detention, Principal/teacher/parent/guardian/student conference, in-school suspension, out-of school suspension, and expulsion.

For repeated or severe incidents, parent/guardian notification, Saturday Detention, and/or suspension may result. Expulsion will follow Archdiocesan guidelines.

SATURDAY DETENTION

A student will be given a Saturday Detention Form at least the Wednesday before the detention is served. If a student has an urgent reason (**FAMILY EMERGENCY OR ILLNESS ONLY**) for rescheduling a detention, the parent/guardian must call the Principal the Friday before the scheduled detention.

Saturday Detentions are served on designated Saturdays from 8:00am to 11:00am in a classroom supervised by a teacher. Students are expected to arrive on time, in complete uniform, and complete three essay questions during the 3 hours.

If a student is late or fails to attend detention he/she will serve the next two Saturday Detentions. Three Saturday Detentions in one quarter may result in a suspension.

SUSPENSION

In serious cases of violation of school rules and regulations, it may be necessary to consider suspension in or out of school. In-school suspension means that a student is not permitted to attend class or school sponsored activities for the duration of the suspension. Assignments will be given and the student will be expected to meet deadlines. A conference with the student, parent/guardian, and Principal will be held before the student may return to class.

INFRACTIONS

Lunchtime Misbehavior:
shouting; throwing food; leaving
messes/food/drink behind.

Inappropriate Hall Behavior:
eating/drinking in halls;
disruption/noise in halls;
wandering the halls; lingering in
halls/bathroom; late to class.

Unprepared for Class: out of
uniform; not having materials,
books, assignments, etc.

Inappropriate Attitude:
insubordination; defiance;
disrespect of
faculty/staff/students.

Disruptive Classroom Behavior.

Skiping Class/School:
leaving school grounds without
permission.

Destroying/Defacing Property:
showing disrespect for school.

Theft.

Causing Intentional Injury to
Another.

Physical/Verbal Violence:
initiating a fight; fighting;
bullying; profanity; obscenity.

Bringing Dangerous Articles to
School: matches/lighters;
bangsnaps; fireworks; alcohol;
illegal drugs; toy weapons; etc.

Physical Assault.

Trafficking of Alcohol/Drugs.
Possession and/or Use of a
Weapon of Any Kind.

**MINIMUM
CONSEQUENCES**

Teacher conference with
student.

Teacher conference with
student.

Teacher conference with
student.

Teacher conference with
student.

Teacher conference with
student.

Teacher conference with
student. Principal and
parent/guardian conference.

Restitution required. Teacher
conference with student.
Parents/Guardian notified.

Teacher conference with student
and parent/guardian.

Principal and teacher conference
with student.

Teacher conference with
student. Student removed from
situation.

Confiscation of articles.
Principal, teacher, parent/
guardian, and student
conference.

**MAXIMUM
CONSEQUENCES**

Work Detail.

Saturday Detention.

Saturday Detention.

Temporary Removal.

Suspension.

Suspension.

Suspension.

Suspension.

Suspension.

Suspension.

Suspension.

Expulsion.

Expulsion.

Expulsion.

BULLYING AND HARASSMENT

Annunciation Catholic School maintains a firm policy that prohibits all forms of bullying behaviors including those using communication technology. We define bullying as unprovoked, repeated, deliberate, hurtful acts or statements toward another person that physically or emotionally hurt, frighten, or threaten. Bullying behaviors include, but are not limited to the following: name calling, teasing, deliberate exclusion from group activities, embarrassing or humiliating remarks, put-downs, physical acts of aggression, spreading gossip, physical or verbal sexual harassment, intimidation, or deliberate damage to another person's property.

Students are instructed to report bullying issues to a teacher immediately. The teacher and/or school counselor will work with students to ensure understanding of what constitutes inappropriate behavior and the proper channels for reporting any concerns.

Annunciation Catholic School takes all threats of violence or intimidating behavior very seriously. The safety and well being of all students is a primary concern. Any allegation will be promptly investigated and the administration will take appropriate action. Consequences will be issued at an age-appropriate level. The administration reserves the right to rule on all issues. The administration will determine if the presence of any student in the school poses a safety threat for others in the school and will take the appropriate measures.

RESPECT FOR THE PROPERTY OF OTHERS

Students who damage or steal school property or the property of others must assume responsibility for its repair or replacement and are subject to disciplinary action, possibly expulsion.

VULGARITY

As a Christian community, obscene, vulgar, immoral, or indecent language, writings, pictures, signs, or acts including those using communication technology will not be tolerated. Disregard for this policy will result in disciplinary action.

SOCIAL NETWORKING AND OTHER FORMS OF PERSONAL PUBLISHING

Students who publish materials online may be subject to disciplinary action if the material violates school policies or reflects poorly on the character of the school community (administration, teachers, students, parents/guardians, etc.). Students may not create web pages or publish material using the Annunciation name or identifying themselves or other as Annunciation students.

UNIFORM POLICY

All students in Pre-Kindergarten through Grade 8 are expected to come to school in complete uniform according to the grade-level requirements. Each student is expected to express pride and self-respect along with consideration for others by keeping his/her uniform, including shoes, clean and in good condition at all times.

Students who are out of uniform 3 times within two weeks and/or do not follow the Uniform Regulations will risk receiving Saturday Detention and/or losing “Free Dress” privileges.

Pre-Kindergarten Girls and Boys - please labeled with child’s name.

Fall & Spring

Navy t-shirt with logo and
navy mesh shorts with logo

Winter

Navy t-shirt with logo and
navy sweat pants/shirt with logo

Tennis shoes - NO BLACK SOLED SNEAKERS - as they mark the Gym floor.

Girl’s School Uniform (Grades K-8) - Please label with child’s name.

Fall & Spring

Pinafore Jumper (K-4)/Plaid Skirt (5-8) or Navy Walking Shorts (K-8)
White Knit Short Sleeve Shirt with Logo (K-8)
Navy Cardigan or Vest with Logo (K-8)
White or navy socks

Winter

Pinafore Jumper (K-4)/Plaid Skirt (5-8) or Navy Slacks (K-8)
White Turtleneck (K-2)/White Long Sleeve Oxford Shirt (3-8)
Navy Cardigan or Vest with Logo (K-8)
White or navy socks or white or navy opaque or cable tights

Boy’s School Uniform (Grades K-8) - Please label with child’s name.

Fall & Spring

Navy Slacks/Navy Walking Shorts (with belt)
White Knit Short Sleeve Shirt with Logo (K-8)
Navy Cardigan or Vest with Logo (K-8)
White or navy socks

Winter

Navy Slacks (with belt) (K-8)
White Long Sleeve Knit Shirt with Logo (K-2)
White Long Sleeve Oxford Shirt with Navy/Red Stripe Tie (3-8)
Navy Cardigan or Vest with Logo (K-8)
White or navy socks

Girl's and Boy's School Shoes: NON-ATHLETIC low cut, low heel, lace up or slip on black, brown or navy - no boots, athletic shoes, or sandals allowed.

Girl's and Boy's Gym Uniform (Grades K-8) - Please label with child's name.

Fall & Spring

Navy t-shirt with logo and navy mesh shorts with logo

Winter

Navy t-shirt with logo and navy sweat pants/shirt with logo

Tennis shoes - NO BLACK SOLED SNEAKERS - as they mark the Gym floor.

Ordering Uniform:

Flynn and O'Hara

Twinbrook Shopping Center

2205 B Veirs Mill Road

Rockville, MD 20851

(800) 441-4122 ext. 8101

(215) 637-6392 Fax

www.flynnohara.com

Additional Uniform Regulations:

- Kilts hemmed to the top of the knee - no shorter.
- No over-sized uniform items worn. No short sleeved oxford shirts.
- No colored and/or imprinted t-shirts worn under knit shirts or oxfords.
- No leggings or pants worn under the jumpers or skirts during school hours.
- No bracelets or necklaces, with the exception of religious medals, may be worn.
- Only small earrings may be worn.
- No make-up, nail polish, lip gloss, and/or body glitter worn.
- Hair should be appropriate and not fad oriented.
- Uniforms are worn on most field trips.

“Free Dress” Code

- Clothing should be appropriate and tasteful:
- No tank, tube, or halter tops, half shirts, offensive t-shirts, etc.
- Jeans (with no holes) worn on hips, not below.
- Skirts and shorts must reach below finger tips.
- Shoes must be appropriate for walking on stairs and participating in recess and/or PE.
- No make-up, lip gloss, and/or body glitter.
- Jewelry must be small and not distracting to other students and/or teachers.

Students who do not follow the Additional Uniform Regulations/Free Dress Code will risk receiving a write up and/or losing future “Free Dress” privileges.

ATTENDANCE POLICIES AND PROCEDURES

From the first day of school to the last, regular attendance and punctuality are important for the success of each student. Please remember that traffic is a reality, not an excuse.

Once a student arrives on the school grounds, he/she may not leave until the afternoon dismissal or dismissal from Band, sports, clubs, tutoring, or other activities. The 4000 Massachusetts Apartment Deli is off limits to all students at all times.

ARRIVAL

The school day is from 8:00am until 3:00pm. Parents/Guardians driving children to school must use 39th Street or Klingle Place for drop off at the right hand curb. Please move on as quickly as possible to avoid congestion. If you must come to the Office (7:45am – 3:45pm) put on your hazard lights so you will not be ticketed.

Parking/Dropping off is not allowed on the Blacktop or in the small Parish Office Parking Lot during school hours (7:00am - 6:00pm). For safety reasons, parents/guardians are not to drop off children in the Church Parking Lot.

Before and after school, students must be under adult supervision whenever they are on school grounds. Please note: students may not arrive before 7:30am; the school does not provide supervision in the morning until 7:30am. Students arriving between 7:30am and 8:00am must enter the school through the main Blacktop door under the blue awning. There is a daily fee of \$3 per child, paid at the time of arrival.

CHILDREN MAY NOT PLAY ON THE BLACKTOP BEFORE HOMEROOM.

Morning Arrival(7:55am) - Children may not enter homerooms before 7:55 am. All students enter the building from the doors on Klingle Place and 39th Street in a quiet and orderly manner and go directly to their classrooms without lingering in the hallways.

Pre-Kindergarten and Kindergarten parents/guardians take their children to the respective classroom door, but do not linger. Please make this transition for your child and others as smooth as possible.

Grades 1 through 8 parents/guardians separate from their children at the doors on Klingle Place and 39th Street. Please do not disrupt homeroom procedures.

Homeroom(8:00-8:10am)

The first 10 minutes of each day are devoted to morning review, taking attendance and/or organizing materials. Students are expected to use this time to unpack and organize their belongings/materials for the day and to go to the restrooms before morning announcements and prayers begin. **Parents/guardians are not to disrupt homeroom procedures or the teacher.**

TARDINESS AND EARLY DISMISSAL

Tardy(Late Arrival)

Students who arrive at 8:10am or later must enter the school through the main Blacktop door under the blue awning and report to the Office to get a Tardy Slip before going to their homerooms. Students who are late 3 times within two weeks will lose recess. Please remember that traffic is a reality, not an excuse.

Medical Appointments

When a child is taken out of school for any reason, the parent/guardian must provide the Office with a note in advance or by 9:00am that day. Parents/Guardians who are picking up children before the end of the school day must sign them out in the Office. Children are responsible for any class work and/or homework that they miss when leaving early.

Children, returning before the end of the school day, must be signed back in by parents/guardians before they may return to class.

Medical or dental appointments should not be made during school hours except for extensive or immediate care. Orthodontist appointments are considered exceptions. Please make appointments on half day dismissals (1st Friday of each month).

No child will be sent home without the expressed permission from his/her parent/ guardian or substitute (listed on the “Family Information Form” emergency list). If anyone other than the parent/guardian is picking up a child/children, a parent/guardian written note verifying who is authorized to pick up the child/children must be sent to the Office in advance or by 9:00am that day.

Monthly and Holiday Half Day Dismissals

12:30pm dismissals are on the first Friday of each month and the day before the Easter and Memorial Day holidays.

STUDENT ABSENCE PROCEDURES

Parent/Guardian Phone Call: Each day that a student is absent, the parent/guardian is required to call the Secretary (202-362-1408) by 9:00 am and may request daily homework assignments. With this early notification, teachers will have assignments ready in the Office by 3:00pm, but no sooner. **Requests made after 9:00 am will not guarantee the gathering of assignments.**

Excuse Note: When a student returns to school after illness or any absence, the parent/ guardian is required to provide the Office with a signed note stating fully the reason for the student’s absence. This must be done in addition to the call(s) made to the school on the day(s) of the absence(s). **Any student who has been absent with a contagious illness or for three or more days must have a doctor’s note.** The loss of recess will be given for each day a student fails to produce an excuse note from his/her parent/guardian.

EXCUSED-UNEXCUSED ABSENCES

A student who has an excused absence from school is responsible for finding out from his/her teacher(s) what work can be made up and when it must be completed to receive credit. The student must meet the time requirements.

The following are considered reasons for excused absences:

1. illness of the student
2. death in the immediate family
3. bereavement (attending the funeral of a family member or a person with whom the student has a special relationship)
4. family emergencies
5. special circumstances

Absences due to family vacations and/or trips while school is in session are not excused absences. Students will not be provided with work in advance.

DISMISSAL

Afternoon Homeroom/Dismissal (2:45-3:00pm) Students are expected to quietly line up in their homerooms and say prayers before they exit with their homeroom teachers at 3:00pm.

Parents/guardians are not to disrupt homeroom procedures or the teacher.

Students in Pre-Kindergarten, Kindergarten, and Grade 1 are dismissed at the 39th Street door; Grades 2-4 are dismissed at the Klingle Place door closest to the stop sign; and Grades 5-8 are dismissed at the Klingle Place door closest to the Church. Siblings will be dismissed from the door of the youngest child in the group. **Pick up is not allowed on the Blacktop or in the small Parish Office Parking Lot during school hours (7:00am -6:00pm).**

Carpool: Each carpool has a laminated number to place in the right hand side of the front windshield. Children are dismissed according to the order of carpool numbers in line waiting. If you have more than one child or more than one family in your carpool, the students will be dismissed from the door of the youngest child in the group.

Students are released only when their car has pulled over to the right hand curb; **no student will be dismissed to walk into the street or across the street to enter a waiting car.** You must circle the block if your carpool is not ready; there is no parking.

If you must come to the Office or have an appointment with a teacher or the Principal, please first pick up your child at the designated door then park in the Church parking lot.

Walkers: Children walking home or using public transportation will exit the building from the Klingle Place door with the teacher on duty and proceed up Klingle to Massachusetts Avenue. Students are expected to obey all crossing regulations and go directly home or to the bus stop. **Students may not loiter on school grounds or in front of Annunciation Church.**

Extended Day: Students in Extended Day proceed immediately to their assigned room for attendance. Students in the Lower School are escorted by Safety Patrols.

**CHILDREN MAY NOT PLAY ON THE BLACKTOP AT/AFTER DISMISSAL.
STUDENTS MAY NOT LOITER ON SCHOOL GROUNDS
OR IN FRONT OF ANNUNCIATION CHURCH.**

LATE FEE

Parents/Guardians must pick up their child/children promptly at dismissal times and/or designated ending times of after school activities (Band, Clubs, CYO Sports, etc.). **At 3:15 the child(ren) will be sent to aftercare and charged a \$10.00 per child drop in fee.**

PARENT/GUARDIAN RESPONSIBILITIES

CUSTODIAL PARENT/GUARDIAN RIGHTS

Annunciation Catholic School must have accurate custodial information on file in the Principal's Office. It is the responsibility of the custodial parent/guardian to furnish the school with the documented court order. In the absence of a court order to the contrary, the school will provide the non-custodial parent/guardian with access to the academic records and other school information for his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's/guardian's responsibility to provide the school with a court certified copy of the court order.

“FAMILY INFORMATION FORM” - EMERGENCY INFORMATION

The emergency information on the “Family Information Form” must be completed at the time of registration or no later than the first day of school. **Any changes to this information during the school year must be recorded in the Office immediately.** Home, parent/guardian work, and/or emergency contact phone numbers must be accurate and current at all times.

FINANCIAL MATTERS - TUITION

Annunciation Catholic School depends on tuition to meet its financial obligations - salaries and operating costs. Tuition payments are due the 15th of the month beginning July and ending April; monthly reminders are mailed/sent through the “Monday Envelope”. If payment is not received within the 5 day grace period, parents/guardians will receive notice from the School Office that a \$100 late fee has been assessed. If the late tuition and fee are not received before the first of the next month, a letter from the administration will be sent outlining the process for removing the child(ren) from school. In extenuating circumstances, please make an appointment with the Principal to discuss your situation.

We reserve the right to withhold a student's report card, records, recommendations, and/or diploma when a family fails to satisfactorily meet tuition payments. Optional expenses should not be undertaken until all other school financial obligations are paid in full.

REREGISTRATION OF STUDENTS

In February/March, it is the parent's/guardian's responsibility to complete the financial agreement and pay a **NONREFUNDABLE DEPOSIT** per child currently enrolled to secure the place(s) for the child/children for the following school year. The deposit will be credited toward the tuition for the child/children returning to Annunciation in the Fall. **Parents/Guardians who fail to reregister in February/March risk losing a place for their child/children for the following school year.**

Please note, re-registration for the following school year cannot be accepted and transcript/recommendation requests cannot be sent out if tuition/Extended Day payments are unpaid.

Parents/Guardians of students applying to other schools, who wish to retain the option of remaining at Annunciation for the following school year, must contact the Principal before January 29th for policies and procedures regarding their re-registration.

REQUEST FOR SCHOOL RECORDS/RECOMMENDATIONS

Requests for records and/or recommendations must be submitted in writing to the Principal and take 10 business days to process. **Recommendations given directly to teachers will not be processed.**

**RECORDS AND/OR RECOMMENDATIONS CANNOT BE SENT OUT IF
OUTSTANDING BALANCES OF TUITION/EXTENDED DAY,
HSA DUES/FUNDRAISING, AND/OR CYO FEES ARE UNPAID.**

HEALTH RECORDS, MEDICATION POLICY, AND ILLNESS

ARCHDIOCESE OF WASHINGTON IMMUNIZATION POLICY ACKNOWLEDGEMENT FORM, HPV VACCINE INFORMATION AND REFUSAL FORM, AND DISTRICT OF COLUMBIA MEDICAL AND DENTAL REQUIREMENTS (see included forms)

These records are due in the Office no later than the first day of school. Students without current health and immunization records on file in the Office will not be allowed to attend school.

MEDICATION

The school does not have authority to administer medication, including aspirin, except for doctor prescribed medication accompanied by a physician's note and written instructions. **NO FAXES OR PHONE CALLS FOR RELEASE OF MEDICATION WILL BE ACCEPTED.**

Parents/Guardians must immediately notify teachers in writing if their child is on and/or takes any medication or prescription medication during the school year. The prescribed medication must be brought to school and delivered to the Office by the student's parent/guardian in the original container. The name of the medication and the date must be clearly marked on the container.

No medication, over the counter or prescribed, should be in the student's possession.

STUDENT ILLNESS

Please keep your child home in the morning if he/she exhibits any of the following:

- Diarrhea or vomiting
- Severe cough
- Difficult or rapid breathing
- Abnormal body temperature (below 97 degrees) or fever
- Yellowish, watery or red eyes
- Pink Eye
- Lice

Children will be sent home if any of the above conditions exist. Once parents/guardians of sick children are contacted by the Office, immediate pick-up is expected. For cases of strep infection, ringworm, impetigo and other contagious conditions, a child must be on antibiotics for 24-48 hours prior to returning to school. A doctor's note is required in order to return. A child's temperature should be within normal range for at least 24 hours before returning to school after an illness.

EMERGENCY ILLNESS OR ACCIDENT

In case of serious accidents requiring hospital care, the child is taken to the hospital and met there by parents/guardians. No hospital care may be given without parent/guardian consent.

ARCHDIOCESE OF WASHINGTON
IMMUNIZATION POLICY ACKNOWLEDGEMENT

ALL PARENTS OF STUDENTS ATTENDING ARCHDIOCESAN CATHOLIC SCHOOLS IN THE DISTRICT OF COLUMBIA MUST READ THIS FORM, SIGN BELOW, AND RETURN IT TO YOUR CHILD'S SCHOOL WITH THE DISTRICT OF COLUMBIA UNIVERSAL HEALTH CERTIFICATE.

To All Parents of Students in Archdiocesan Catholic Schools in the District of Columbia

It is the policy of the Archdiocese of Washington that all students attending schools in the archdiocese must be fully immunized in accordance with the immunization requirements against contagious diseases published by the local department of health. There are no exemptions permitted. Only if your child has a valid medical contraindication to being immunized against a contagious disease, and such contraindication is documented by a physician, will a temporary exemption be permitted.

Immunization in accordance with the Archdiocese of Washington's policy is a condition for admission into all archdiocesan Catholic schools. To be admitted to attend classes, there must be two forms related to immunization on file at your child's school by the first day of school, and they are:

1. DC Universal Health Certificate signed by a medical provider and parents (pages 1 and 2); and
2. THIS FORM, completed and signed;

To All Parents: Please provide the following information and sign below to acknowledge that you understand and agree to this policy:

Child's Name: _____
Last First MI

Gender: Male: Female: Birth Date: _____ School: _____

Parent/Guardian Name: _____ Phone: _____

Street Address: _____ City/ST: _____ Zip: _____

I have read and understand the Archdiocese of Washington's Immunization policy listed above:

Signature: _____ Date: _____
Parent or Legal Guardian

To Parents of Rising 6th Grade Girls Only:

In addition to the District of Columbia Universal Health Certificate, you will be receiving information issued by the District of Columbia government concerning the new Human Papillomavirus ("HPV") Vaccine. You have also received a letter from the Bishop, containing information about HPV in light of Catholic teaching.

As parents of a rising 6th grade girl, if you have decided to opt out of the HPV vaccine for any reason, then you must complete the Human Papillomavirus Vaccine Refusal Form provided by the school in addition to forms (1) and (2) listed above.

Please check here if you chose to opt out of the HPV vaccine, and have returned the HPV Refusal Form: .



ARCHDIOCESE OF WASHINGTON

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447
Mailing Address: Post Office Box 29260, Washington, DC 20017-0260
301-853-4500 TDD 301-853-5300

July 9, 2009

Vicar General
and Moderator of the Curia
Phone: 301-853-4520
Fax: 301-853-5346

Re: Immunization information for parents of girls entering sixth grade
in archdiocesan schools in the District of Columbia

Dear Parents,

The District of Columbia government has issued new immunization requirements for students, which will take effect in School Year 2009-2010. To implement the new requirements, the District has issued a new immunization form, which is part of the "District of Columbia Universal Health Certificate."

As parents of a rising sixth-grade female student in our Catholic schools, you should know that the District of Columbia Universal Health Certificate allows space for documentation of the new Human Papillomavirus ("HPV") Vaccine, which may be administered by your daughter's physician.¹ While the language of the law describes the change as the "HPV vaccination requirement" you should also know that parents are entitled to "opt out" of the HPV Vaccination for any reason.

The Archdiocese of Washington believes that the primary responsibility for the medical decision of whether or not to vaccinate a young woman against HPV rests with her parents. Your discretion in making this decision with your daughter is critical and should be based on your own well-informed judgment.

In addition to the information provided by the District of Columbia regarding HPV, the Archdiocese would like the parents in its Catholic schools to have access to some consideration of the vaccine against HPV in light of Catholic teaching. As you know from our previous communications regarding the Archdiocesan Immunization Policy, the Church teaches that generally immunizing against disease is a morally responsible action that is important to sustaining the health of our communities. Likewise, there is nothing intrinsically immoral associated with providing or receiving the HPV vaccine. In fact, the National Catholic Bioethics Center issued a statement on vaccination against HPV on July 11, 2006.

¹ The new law in the District of Columbia found at DCMR 22-146 states:

146.1 Beginning with the 2009/2010 school year, a female student enrolling in grade six (6) for the first time shall receive the first dose of HPV vaccine at age eleven (11) and by age twelve (12).

146.2 The second dose of HPV vaccine shall be administered not less than four (4) weeks after the first dose and by two (2) months after the first dose.

146.3 A third dose of HPV vaccine shall be administered not less than twelve (12) weeks after the second dose and by six (6) months after the first dose.

146.4 The parent or legal guardian of a student required to receive a vaccine under this section may opt out of the vaccination for any reason by signing a form provided by the Department that states that the parent or legal guardian has been informed of the HPV vaccination requirement and has elected not to participate.

It stated the following, which is available at http://www.ncbcenter.org/06-07-11-hpv_vaccine.asp:

The National Catholic Bioethics Center notes that the Advisory Committee for Immunization Practices has recommended that young women be vaccinated against the human papilloma virus (HPV) as a protection against cervical cancer, which is caused by certain strains of this virus. HPV is spread through sexual contact which includes, but is not limited to, sexual intercourse. Consequently, the most effective way to avoid contracting it is to abstain from sexual relations before marriage and to remain faithful within marriage.

The NCBC considers HPV vaccination to be a morally acceptable method of protecting against this disease, but asks that civil authorities leave this decision to parents and not make such immunization mandatory.

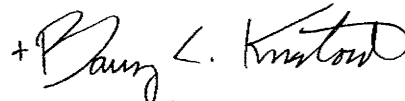
The prevalence of HPV in the reproductive age population makes exposure to the virus possible, even in a monogamous marriage, due to the possibility of a spouse's exposure prior to marriage. Furthermore, we live in a society where non-consensual sex remains a threat to young women who deserve to be protected from the effects of exposure to HPV.

However, as the *Catholic Medical Association Position Paper on HPV Immunization* provides, the HPV vaccine "can help to address one consequence of the spread of HPV, i.e., cervical cancer. At the same time, to best promote the health and happiness of adolescents, physicians, parents and social institutions should redouble their efforts to promote chastity. Consistent messages about and support for this virtue will not only help to reduce disease, but will help individuals, couples, and marriages to flourish."

The Church teaches that parents are the primary caregivers of their children. Because each child is unique, the medical decision regarding the HPV vaccination for your daughter should be made through careful consideration of the medical, ethical and practical information available to your family.

This information is provided in the hope that it might be helpful as you and your daughters make this medical decision.

Faithfully in Christ,

A handwritten signature in black ink that reads "+ Barry C. Knestout". The signature is written in a cursive style with a cross at the beginning.

Most Reverend Barry C. Knestout
Moderator of the Curia

HUMAN PAPILLOMAVIRUS INFORMATION

Genital human papillomavirus (HPV) is the most common sexually transmitted virus in the United States. There are about 100 types of HPV. Most infections don't cause any symptoms and go away on their own. HPV is important mainly because it can cause cervical cancer in women and several less common types of cancer in both men and women. It can also cause genital warts and warts of the upper respiratory tract. There is no treatment for HPV, but the conditions it causes can be treated.

About 20 million people in the U.S. are infected, and about 6.2 million more get infected each year. HPV is spread through sexual contact. More than 50% of sexually active men and women are infected with HPV at some time in their lives. Every year in the U.S., about 10,000 women get cervical cancer and 3,700 die from it with rates of cervical cancer in DC being higher than national averages.

HPV vaccine is an inactivated vaccine (not live) which protects against 4 major types of HPV. These include 2 types that cause about 70% of cervical cancer and 2 types that cause about 90% of genital warts. HPV vaccine can prevent most genital warts and most cases of cervical cancer.

Protection is expected to be long-lasting. But vaccinated women still need cervical cancer screening because the vaccine does not protect against all HPV types that cause cervical cancer.

HPV vaccine is routinely recommended for girls 11-12 years. Doctors may give it to girls as young as 9 years. It is important for girls to get HPV vaccine before their first sexual contact-because they have not been exposed to HPV. For these girls, the vaccine can prevent almost 100% of disease caused by the 4 types of HPV targeted by the vaccine. However, if a girl or woman is already infected with a type of HPV, the vaccine will not prevent disease from that type. It is still recommended that girls or women with HPV get vaccinated.

The vaccine is also recommended for girls and women 13-26 years of age who did not receive it when they were younger. It may be given with any other vaccines needed.

HPV vaccine is given as a 3-dose series:

- **1st Dose: Now**
- **2nd Dose: 2 months after Dose 1**
- **3rd Dose: 6 months after Dose 1**

People who have had a life-threatening allergic reaction to yeast, are pregnant, moderate to severe illness should not receive the vaccine. Side effects are mostly mild, including itching, pain, redness at the injection site and a mild to moderate fever.

If additional information is needed, please contact your healthcare provider, the D.C. Department of Health Immunization Program at (202) 576-9342 or the Centers for Disease Control and Prevention (CDC) at 1-800-CDC-INFO (1-800-232-4636).

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health



Information about Human Papillomavirus and Vaccination and Vaccine Refusal Form for Students at District of Columbia Public, Charter, Private and Parochial Schools			
Instructions for completing HPV Vaccine Refusal Certificate			
Section 1: Enter student information			
Section 2: Have parent/guardian or student (if ≥ 18 years of age) initial, sign and date after reading Vaccine Information Statement (s)			
Name of School			
Section 1: Student Information			
Student Name:		Date of Birth:	Grade:
Street Address:	City:	Zip Code:	Phone:
Name and Address of Healthcare Provider:	City:	Zip Code:	Phone:

Recent legislation passed in 2007 by the District of Columbia City Council (DC Bill 17-30) requires all female students, enrolling in grade 6 for the first time at a school in the District of Columbia, to submit certification the student has:

1. Received the Human Papillomavirus (HPV) vaccine; or
2. Not received the HPV vaccine because:
 - a. The parent or guardian has objected in good faith and in writing to the chief official of the school that the vaccination would violate his or her religious beliefs;
 - b. The student's physician, his or her representative or the public health authorities has provided the school written certification that the vaccination is medically inadvisable; or
 - c. The parent or legal guardian, in his or her discretion, has elected to opt out of the HPV vaccination program by signing a declaration that the parent or legal guardian has been informed of the HPV vaccination requirement and has elected not to participate.

Human Papillomavirus (HPV) Vaccine Refusal

I have received and reviewed the information provided on the human papillomavirus and the benefits of the HPV vaccine in preventing cervical cancer and genital warts if it is given to preteen girls. After being informed of the risk of contracting HPV and the link between HPV and cervical cancer, I have decided to not to receive the HPV vaccine for the above named student. I know that I may re-address this issue at any time and complete the required vaccinations.

 Signature of Parent/Guardian or Student if ≥18 years

 Date

 Print Name of Parent/Guardian or Student if ≥18 years



DISTRICT OF COLUMBIA UNIVERSAL HEALTH CERTIFICATE

Part 1: Child's Personal Information

Parent/Guardian: Please complete Part 1 clearly and completely & sign Part 5 below.

Child's Last Name:	Child's First & Middle Name:	Date of Birth:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Race/Ethnicity: <input type="checkbox"/> White Non Hispanic <input type="checkbox"/> Black Non Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other _____
Parent or Guardian Name:	Telephone: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Home Address:	Ward:	
Emergency Contact Person:	Emergency Number: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	City/State (if other than D.C.)	Zip code:	
School or Child Care Facility:	<input type="checkbox"/> Medicaid <input type="checkbox"/> Private Insurance <input type="checkbox"/> None <input type="checkbox"/> Other _____	Primary Care Provider (PCP):		

Part 2: Child's Health History, Examination & Recommendations

Health Provider: Form must be fully completed.

DATE OF HEALTH EXAM:	WT <input type="checkbox"/> LBS <input type="checkbox"/> KG	HT <input type="checkbox"/> IN <input type="checkbox"/> CM	BP: _____ <small>(≥3 yrs)</small> <input type="checkbox"/> NML <input type="checkbox"/> ABNL	Body Mass Index (BMI) <small>(≥2 yrs)</small> _____ %
HGB / HCT <small>(Required for Head Start)</small>	Vision Screening Right 20/____ Left 20/____	<input type="checkbox"/> Glasses <input type="checkbox"/> Referred	Hearing Screening Pass _____ Fail _____	<input type="checkbox"/> Referred
HEALTH CONCERNS:	REFERRED or TREATED	HEALTH CONCERNS:	REFERRED or TREATED	
Asthma <input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> Referred <input type="checkbox"/> Under Rx	Language/Speech <input type="checkbox"/> NONE <input type="checkbox"/> YES	<input type="checkbox"/> Referred <input type="checkbox"/> Under Rx	
Seizure <input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> Referred <input type="checkbox"/> Under Rx	Development/Behavioral <input type="checkbox"/> NONE <input type="checkbox"/> YES	<input type="checkbox"/> Referred <input type="checkbox"/> Under Rx	
Diabetes <input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> Referred <input type="checkbox"/> Under Rx	Other _____ <input type="checkbox"/> NONE <input type="checkbox"/> YES	<input type="checkbox"/> Referred <input type="checkbox"/> Under Rx	
ANNUAL DENTIST VISIT: (Age 3 and older): Has the child seen a Dentist/Dental Provider within the last year? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Referred				

A. Significant health history, conditions, communicable illness, or restrictions that may affect school, child care, sports, or camp.
 NONE YES, please detail:

B. Significant food/medication/environmental allergies that may require emergency medical care at school, child care, camp, or sports activity.
 NONE YES, please detail:

C. Long-term medications, over-the-counter drugs (OTC) or special care requirements.

NONE YES, please detail (For any medications or treatment required during school hours, a Physician's Medication Authorization Order should be submitted with this form)

Part 3: Tuberculosis & Lead Exposure Risk Assessment & Testing:

TB RISK ASSESSMENTS <input type="checkbox"/> HIGH → <input type="checkbox"/> LOW	Tuberculin Skin Test (TST) DATE:	<input type="checkbox"/> NEGATIVE <input type="checkbox"/> POSITIVE	If TST Positive <input type="checkbox"/> CXR NEGATIVE <input type="checkbox"/> CXR POSITIVE <input type="checkbox"/> TREATED	Health Provider: POSITIVE TST should be referred to PCP for evaluation. For questions, call T.B. Control: 202-698-4040
LEAD EXPOSURE RISKS <input type="checkbox"/> YES → <input type="checkbox"/> NO	LEAD TEST DATE:	RESULT:	Health Provider: ALL lead levels must be reported to DC Childhood Lead Poisoning Prevention Program: Fax: 202-481-3770	

Part 4: Required Provider Certification and Signature

<input type="checkbox"/> YES <input type="checkbox"/> NO This child has been appropriately examined & health history reviewed. At time of exam, this child is in satisfactory health to participate in all school, camp or child care activities except as noted above.		
<input type="checkbox"/> YES <input type="checkbox"/> NO This athlete is cleared for competitive sports.		
<input type="checkbox"/> YES <input type="checkbox"/> NO Age-appropriate health screening requirements performed within current year. If no, please explain: _____ _____		
Print Name	MD/NP Signature	Date
Address	Phone	Fax

Part 5: Required Parental/Guardian Signatures. (Release of Health Information)

I give permission to the signing health examiner/facility to share the health information on this form with my child's school, child care, camp, or appropriate DC Government Agency.

Print Name	Signature	Date
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DISTRICT OF COLUMBIA UNIVERSAL HEALTH CERTIFICATE

Student's Name: _____ / _____ / _____ Date of Birth: _____ / _____ / _____
Last First Middle Mo. /Day/ Yr.

Sex: Male Female School or Child Care Facility: _____

Section 1: Immunization: Please fill in or attach equivalent copy with provider signature and date.

IMMUNIZATIONS	RECORD COMPLETE DATES (month, day, year) OF VACCINE DOSES GIVEN						
	1	2	3	4	5	6	7
Diphtheria, Tetanus, Pertussis (DTP, DTaP)							
DT (<7 yrs.) / Td (>7 yrs.)							
Tdap Booster							
Haemophilus influenza Type b (Hib)							
Hepatitis B (HepB)							
Polio (IPV, OPV)							
Measles, Mumps, Rubella (MMR)							
Measles							
Mumps							
Rubella							
Varicella							
Chicken Pox Disease History: Yes <input type="checkbox"/> When: Month _____ Year _____ Verified by: _____ (Health Care Provider) <small style="margin-left: 100px;">Name & Title</small>							
Pneumococcal Conjugate							
Hepatitis A (HepA) (Born on or after 01/01/2005)							
Meningococcal Vaccine							
Human Papillomavirus (HPV)							
Influenza (Recommended)							
Rotavirus (Recommended)							
Other							

Signature of Medical Provider _____ Print Name or Stamp _____ Date _____

Section 2: MEDICAL EXEMPTION For Health Care Provider Use Only

I certify that the above student has a valid medical contraindication to being immunized at the time against: (check all that apply)

Diphtheria: Tetanus: Pertussis: Hib: HepB: Polio: Measles: Mumps: Rubella: Varicella: Pneumococcal:

HepA: Meningococcal: HPV:

Reason: _____

This is a permanent condition or temporary condition until ____ / ____ / ____.

Signature of Medical Provider _____ Print Name or Stamp _____ Date _____

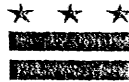
Section 3: Alternative Proof of Immunity To be completed by Health Care Provider or Health Official

I certify that the student named above has laboratory evidence of immunity: (Check all that apply & attach a copy of titer results)

Diphtheria: Tetanus: Pertussis: Hib: HepB: Polio: Measles: Mumps: Rubella: Varicella: Pneumococcal:

HepA: Meningococcal: HPV:

Signature of Medical Provider _____ Print Name or Stamp _____ Date _____



District of Columbia Oral Health (Dental Provider) Assessment Form

Part 1. Child's Personal Information

Child's Last Name		Child's First & Middle Name		Date of Birth	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	School or Child Care facility:	
Parent/Guardian Name		Telephone1: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work		Home Address:			Ward
Emergency Contact:		Telephone2: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work		City/State (if other than D.C.):			Zip code:
Race/Ethnicity: <input type="checkbox"/> White Non Hispanic <input type="checkbox"/> Black Non Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other _____							
Primary Care Provider (Medical):			Dentist/Dental Provider:		<input type="checkbox"/> Medicaid <input type="checkbox"/> Private Insurance <input type="checkbox"/> None <input type="checkbox"/> Other _____		

Part 2. Child's Clinical Examination (to be completed by the Dental Provider)
(Please use key to document all findings on line next to each tooth)

Date of Exam _____

Tooth #	Tooth #	Tooth #	Tooth #
1 _____	17 _____	A _____	K _____
2 _____	18 _____	B _____	L _____
3 _____	19 _____	C _____	M _____
4 _____	20 _____	D _____	N _____
5 _____	21 _____	E _____	O _____
6 _____	22 _____	F _____	P _____
7 _____	23 _____	G _____	Q _____
8 _____	24 _____	H _____	R _____
9 _____	25 _____	I _____	S _____
10 _____	26 _____	J _____	T _____
11 _____	27 _____		
12 _____	28 _____		
13 _____	29 _____		
14 _____	30 _____		
15 _____	31 _____		
16 _____	32 _____		

Key (Check Appropriate)

S - Sealants	X - Missing teeth
● Restoration	Non-restorable/ Extraction
1D-One surface decay	UE- Unerupted Tooth
2D-Two surface decay	
3D-Three surface decay	
4D-More than three surface decay	

Part 3. Clinical Findings and Recommendations (Please indicate in Finding column)

	Findings	Comments
1. Gingival Inflammation	Y N	
2. Plaque and/or Calculus	Y N	
3. Abnormal Gingival Attachments	Y N	
4. Malocclusion	Y N	
5. Other (e.g. cleft lip/palate)		
Preventive services completed <input type="checkbox"/> Yes <input type="checkbox"/> No		

Part 4. Final Evaluation/Required Dental Provider Signatures

This child has been appropriately examined. Treatment is complete. is incomplete. Referred to _____

DDS/DMD Signature	Print Name	Date
Address		
Phone	Fax	

Part 5. Required Parent/Guardian Signatures

Parent or Guardian Release of Health Information.
I give permission to the signing health examiner or facility to share the health information on this form with my child's school, childcare, camp, or Department of Health

PRINT NAME of parent or guardian	
SIGNATURE of parent or guardian	Date

GENERAL OFFICE AND SCHOOL PROCEDURES

SCHOOL OFFICE HOURS Monday-Friday - 7:45am to 4:00 pm

APPOINTMENTS WITH TEACHERS OR THE PRINCIPAL

If parents/guardians wish to make an appointment with one or more teachers or the Principal, they must contact the Secretary who will notify the teacher(s) or Principal. Please do not stop teachers in the hall before, during, or after the school day to discuss an issue or to make an appointment.

COMMUNICATION - WEEKLY “MONDAY ENVELOPE”

Understanding and communication between home and school are of great importance in the development of your child/children. One of the effective channels of communication is the “Monday Envelope”. Brought home by the youngest or only child every Monday, this envelope includes a newsletter with notes from the Principal and HSA, calendar of upcoming activities/events, school/student news, etc.

We ask that all the notices are read carefully and a response is made if asked. The “Monday Envelope” should be signed and dated on the front and returned to school the following Tuesday to ensure that communication continues. Students not returning the “Monday Envelope” risk losing recess.

ENTERING THE SCHOOL - PARENTS/GUARDIANS OR VISITORS

To ensure the safety and security of our children, faculty, staff, and school building, all parents/guardians and visitors must report to the Office immediately. A Visitor’s Pass will be given if they need to remain in the building.

FOOD, BEVERAGES AND GUM

Each student is expected to take personal pride in the appearance of our school. Every effort is made to keep the school clean and in good condition. With the cooperation of each student, it is possible to maintain cleanliness and order not only in the homeroom, but also in the corridors, the Library, Computer Lab, Gym, restrooms, and other rooms of the school. Food or drinks may not be consumed in the hallways, bathrooms, on the stairs or Blacktop at any time. **GUM CHEWING IS NEVER ALLOWED.**

FORGOTTEN ITEMS

Parents/Guardians who need to bring forgotten items to school are to come directly to the Office and leave them with the Secretary. The Secretary will notify the child. Please encourage your child to organize his/her belongings before he/she leaves the house in the morning. **Faxed Field Trip Permission Slips, medical releases, or homework will not be accepted.**

LOST AND FOUND

Lost and found items (uniforms, shoes, books, lunch boxes, etc.) are in the labeled container outside the Office. Lost and found articles can be claimed before (7:45-8:10am) and after school (3:00-6:00pm). Found jewelry, glasses, etc. are held in the Office. If you find a lost item, please turn it in to the Office at once.

LUNCH

All students in Pre-Kindergarten through Grade 8 bring their own lunch and remain at school for lunch. During the first week of school, 2% white milk may be ordered for the school year.

The school does not provide utensils, microwave, or refrigeration.

PIZZA LUNCH

On Thursdays, students can purchase pizza and a soda or bottled water. Pizza Lunch orders are taken during Homeroom on Thursday mornings. Orders cannot be taken after Homeroom. Parents/Guardians send enough money in small bills (not \$20's) to pay for their child(ren)'s lunch. Students should not borrow money from classmates and/or faculty/staff members.

RECESS

All children are expected to go out to recess. Students with medical excuses (allergies, asthma, broken bones, bad sprains, etc.) must have a doctor's note if they are to stay inside during recess.

Morning Recess/Break At mid-morning, Pre-Kindergarten through Grade 2 have a snack brought from home; visit the restrooms; and have supervised play time. Grades 3 and 4 have a snack brought from home; visit the restrooms; and have supervised play time (twice a week). Students in Grades 5 through 8 are also expected to have a snack brought from home; to visit the restrooms; and to use this time to organize their materials for their next classes.

Noon Recess Three lunch recess periods are scheduled so that Pre-Kindergarten through Grade 8 are not on the playground at the same time. Supervision is provided by teachers. In the event of inclement weather, alternate recreation is available indoors.

TELEPHONE

Parents/guardians and students must arrange after school plans, activities, etc. (especially on half day Fridays) in advance to avoid unnecessary phone calls and disrupted schedules. If a student needs to make a call, he/she comes to the Office with permission from the homeroom teacher.

TELEPHONE - CELL PHONES

Students who have cell phones must keep them turned off in their book bags from 8:00am to 3:00pm. Students may not use cell phones during the day unless authorized by the Principal. Cell phones that are seen, heard, or used during school hours and/or in the possession of a student will be taken away and returned, by the Principal, only to the parent. The school is not accountable for lost or stolen property.

When deemed necessary the Principal has the right to search the contents of the student's cell phone for content, including but not limited to, call lists, phone logs, text messages, and/or pictures

TOYS - PERSONAL BELONGINGS

Students may not bring toys, games, electronic games, sports balls, etc. to school unless requested by the teacher. The school is not accountable for lost or stolen property.

SCHOOL SAFETY AND CLOSINGS-WEATHER & EARLY/EMERGENCY

ASBESTOS MANAGEMENT PLAN

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act(AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions, and post-response action activities, including periodic surveillance activities that are planned or are in progress.

You can review this plan during normal business hours without cost or restriction. If you have any questions about reviewing our management plan, please contact Mr. Dave Slusarczyk at (202) 362-1408.

CLOSINGS - WEATHER

Annunciation Catholic School follows **MONTGOMERY COUNTY, MARYLAND for CLOSINGS ONLY**. Parents/Guardians need to listen to radio stations (WTOP and WMAL) and T.V. stations (Channel 4, 5, 7, and 9) for information regarding school closings. **ANNUNCIATION CATHOLIC SCHOOL DOES NOT HAVE DELAYED OPENINGS**. If Montgomery County has a delayed opening, our school opens as usual at 8:00am.

CLOSINGS - EARLY/EMERGENCY

In case of early/emergency closing during school hours, every effort will be made to contact parents/guardians; no child will be dismissed without notification. Children will not be dismissed from school with anyone other than parent/guardian or someone authorized by the parent/guardian. **Parents/Guardians must have specific alternate arrangements for someone near the school (relative, friend, another parent, etc.) to pick up their child/children if they cannot; this written information must be in the Office on the “Family Information Form”**.

CRISIS PLAN

The faculty, staff, and administration do everything possible to provide a safe and secure environment for your child/children. Annunciation Catholic School follows the directives of the District of Columbia and parents/guardians need to listen to radio, television, or internet for those directives. **Parents/Guardians must have an emergency plan for someone near the school (relative, friend, another parent, etc.) to pick up their child/ children if they cannot; this written information must be in the Office on the “Family Information Form”**.

In case of a building evacuation, all students, faculty, and staff will meet at a designated area and roll will be taken. If we have to “shelter in place”, the building will be secured and all students, faculty, and staff will be in “lock down” in the classrooms. They will remain so until the District of Columbia authorities determine the area to be safe. In order to maintain the safety and security of all our students, parents/guardians/designated persons will not be permitted to enter the building during a “lock down”.

FIRE DRILLS

Fire drills are held monthly. Fire Exit routes are clearly posted in all rooms of the school. All students are expected to know where to safely exit from any place in the school building. Students are expected to proceed in silence to the nearest exit and remain in a silent, single file line outside until told to return to the building. All parents/guardians and volunteers also must leave the building.

EXTRA CURRICULAR ACTIVITIES

Altar Serving is open to Catholic boys and girls in Grades 4-8. Those participating are trained throughout the school year to assist at Sunday Masses, monthly school Masses, and other liturgical events.

Annunciation Roth Youth Choir is open to students in Grades 3-8 by audition. All Choir members are required to perform at school Masses, Family Mass, the Christmas Pageant, the Spring Concert, Confirmation, First Communion, and Graduation. Mandatory rehearsals are held weekly. Three unexcused absences from practices and/or performances, behavioral concerns, or low academic performance will result in dismissal from the Choir.

Band Program, sponsored and administered by the Archdiocese of Washington, is open to students in Grades 4-8 for an additional fee. The instrumental program practices weekly at school and performs at the Christmas Pageant, Spring Concert, and Archdiocesan Music Festival.

CYO Athletics (for an additional fee) offers winter basketball for boys and girls in Grades 3-8 who maintain at least a “C” average. Basketball runs from late October through March with games scheduled during the weekends. Three unexcused absences from practices and/or games, behavioral concerns, or low academic performance will result in dismissal from the team.

Safety Patrol is open to students in Grades 6-8. They are responsible for assisting teachers and parents/guardians during morning drop-off and afternoon pick-up and for enforcing crossing regulations. Three unexcused absences from assigned posts, behavioral concerns, or low academic performance will result in dismissal from Safety Patrol.

Student Service Council is open to students in Grades 6-8. It is a service-based organization that engages students actively in meaningful community service, teaches civic responsibility, and strengthens communities. Officers are responsible for creating, managing, participating, and encouraging fellow students to participate in various service projects throughout the year. All officers are strongly encouraged to complete enough service hours to earn a Presidential Volunteer Service Award. Three unexcused absences from meetings, behavior concerns, or low academic performance will result in dismissal from Student Service Council.

EXTENDED DAY PROGRAM

For an additional fee, Annunciation offers a Pre-Kindergarten through Grade 8 Extended Day Program. The program runs from 3:00pm to 6:00pm on full days and from 12:30pm to 6:00pm on the 1st Friday of each month - NO OTHER HALF DAYS OR BEFORE HOLIDAYS/LONG WEEKENDS. Parents/Guardians may choose either a two or three hour program for their child/children. This program includes supervised homework time, snack, indoor/outdoor play and quiet time for listening to and reading books. Extended Day parents/guardians picking up their child/children use the Church parking lot. **Parking/Picking up is not allowed on the Blacktop or in the small Parish Office Parking Lot during school hours (7:00am - 6:00pm).** For further information and registration forms, please contact the Office.

THE HOME AND SCHOOL ASSOCIATION (HSA)

The purpose of the Home and School Association is to bring into closer relation the parents/guardians and faculty so that they both may better communicate, cooperate in, and enhance the educational experience of the children.

The objectives of the HSA are:

- to raise funds to further Catholic education at Annunciation Catholic School.
- to donate their time and effort in the support of fundraising events and school activities.

The parent(s)/guardian(s) of a child enrolled at Annunciation Catholic School is/are automatically placed on the HSA membership roster and assessed annual dues. In addition, each family is required to provide at least 20 hours of service to designated activities. The Home and School Association Constitution and By-Laws follow this page.

ROOM PARENTS

The role of Annunciation Room Parents is to work closely with the Home and School Association Board and teachers assisting in various school projects, events, and fundraisers. Their responsibilities include, but are not limited to, promoting HSA fundraisers and events and helping teachers plan parties or classroom activities.

**CONSTITUTION AND BY-LAWS
OF THE
HOME AND SCHOOL ASSOCIATION OF ANNUNCIATION PARISH**

ARTICLE I – NAME

The name of this Association shall be the Home and School Association of Annunciation Parish in the Archdiocese of Washington, DC, hereinafter referred to as the Association.

ARTICLE II – OBJECTIVES

The objectives of the Association shall be as follows:

1. To help parents and teachers improve their appreciation of the ideals of Catholic education.
2. To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
3. To encourage parents to cooperate to a greater degree with teachers in accepting their responsibilities to enhance the educational experiences of the children.
4. To provide voluntary service to the school.
5. To sponsor fund-raising events for the financial support of the school.
6. To help the school acquire and maintain the equipment needed to maintain a high quality education.
7. To render appropriate advice and assistance to the Annunciation School Advisory Board.
8. To serve as a channel of communication between parents and the Annunciation School Advisory Board.

ARTICLE III – SUPPORT OF SCHOOL POLICIES

The Association shall support school policies as established by the pastor and the principal, and as established by the Annunciation School Advisory Board acting with the concurrence of the pastor and the principal.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1. Each parent, guardian, or adult serving in the role of parent, of a child enrolled at Annunciation School, shall be placed on the membership roster, and be responsible for supporting the constitution.

Section 2. Each family with one child or more enrolled at Annunciation School shall be assessed yearly dues as determined by the Executive Committee. Each family will be responsible for providing volunteer hours per school year as determined by the Executive Committee.

Section 3. A member of the school faculty may be a member of the Association, but shall not be required to pay annual dues.

ARTICLE V – ELECTED MEMBERS

The Executive Committee shall consist of the officers of the Association, the Principal, the Pastor and At-Large members who shall be selected by the members of the Association, as well as the persons who have served as president of the Association during the preceding two years. Each such past president can/shall serve as an ex-officio member for a period of two consecutive years.

Section 1. The selected members of the Association shall be the President, Vice-President, the Treasurer, the Secretary, and at least three (3) At-Large Members who shall be nominated by members of the Association, and a faculty member who shall be chosen from the faculty.

Section 2. With the exception of the faculty member, these persons shall be presented at the last regular meeting of the Association during the school year, and the terms of office shall begin at that time.

Section 3. A term of office shall be one year. No person shall hold the same office for more than two consecutive years.

ARTICLE VI – MEETINGS

There shall be regular monthly meetings of the Association during the school year. All meetings of the Association, including any special meetings, shall be upon suitable notice to the membership as to time, place, and agenda.

ARTICLE VII – QUORUM

A quorum at an Association meeting shall consist of twenty-five members. A quorum at the Executive Committee meeting shall consist of the majority of the members of the Executive Committee.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1. The President shall preside at the meetings of the Association and of its Executive Committee; fill by appointment, with the approval of the Executive Committee, any vacancy of office for its unexpired term; appoint committees and their chairpersons with the approval of the Executive Committee, and perform such duties as are incumbent on the office of the president.

Section 2. The Vice-president, in the absence of the president, shall perform all the duties of the president. In the event a vacancy occurs in the office of the president, the vice-president shall succeed to the office of the president. The vice-president shall succeed to the office of president for the remainder of the unexpired term.

Section 3. The Treasurer shall receive and deposit into the Association's account all dues and other monies of the Association; shall keep an accurate account of these funds; shall pay proper bills and make other appropriate disbursements; shall report at each meeting of the Association the status of the Association's treasure; and shall perform such other duties as are incumbent on the office of treasurer.

Section 4. The Secretary shall keep the minutes of all meetings of the Association and the Executive Committee; shall notify members of the Association and the Executive Committee of all meetings; shall conduct such correspondence as may be appropriate; and shall perform such other duties as are incumbent on the office of the secretary.

ARTICLE IX – EXECUTIVE COMMITTEE AUTHORITY

The Executive Committee shall have full responsibility for the conduct of the Association's affairs, within the terms of the Constitution and By-laws, between regular meetings of the Association.

ARTICLE X – COMMITTEES

Section 1. Committees in keeping with the Association's objectives shall be appointed by the president with the approval of the Executive Committee.

Section 2. The chairpersons of committees shall report their findings and recommendations to the Executive Committee and, if approved, report them to the members of the Association.

ARTICLE XI – NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall consist of the pastor, the principal, the president, and two members of the Association other than members of the Executive Committee, chosen by the president.

Section 2. At the final spring meeting of the Association, the Nominating Committee shall present the name of at least one candidate for each elected position to be filled (other than the position of faculty representative). Each candidate presented shall have previously indicated to the Nominating Committee her or his willingness to serve in the office for which the candidate is nominated. A member present at the meeting may also offer nominations for each elected office (other than the position of faculty representative) provided the consent of the nominee has been received).

Section 3. The members of the Executive Committee (other than the faculty representative) shall be presented at the final spring meeting of the Association, and shall take office immediately.

ARTICLE XII – RULES OF ORDER

All meetings of the Association and the Executive Committee shall be conducted according to **Robert's Rules of Order, Revised**, when not inconsistent with the Association's Constitution and By-laws.

ARTICLE XIII – AMENDMENTS

This Constitution and By-laws may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting. The proposal for amendment must be presented in writing to the members at the immediately preceding regular meeting, and a copy thereof sent to all members at least ten days prior to the meeting at which the vote is taken.