



Family Handbook 2017-2018

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August 29, 2017

Welcome to Annunciation Catholic School! We are proud to serve a diverse, multicultural student body while providing a strong and firmly Catholic education that is fully integrated in the arts. Our Pre-Kindergarten through Grade 8 program enriches students in a nurturing environment that fosters spiritual growth, academic excellence, and Christian service. As a result, Annunciation Catholic School graduates are well prepared for the future.

The vast majority of our graduates choose to continue their education in Catholic high schools. It is evident that our graduates have reaped the fruits of an Annunciation education steeped in faith, values, and service as they have successful experiences in high school, college, and beyond. We are honored that the outstanding leadership of Monsignor Russell Phelan, Monsignor James Montgomery, The Sisters of the Holy Child Jesus, and, currently, Monsignor Charles Antonicelli along with the generous support of the parish have provided a storied and solid foundation for Annunciation Catholic School. Today and for the future, we are truly blessed.

The dedication of and love from our faculty and staff will continue to nurture the seeds of past traditions so that future generations will not only be deeply rooted in our long history of excellence in Catholic education but will blossom into intelligent and contributing members of our community.

*Blessings,
Mr. Nathaniel Juarez
Principal*

Please return all signed forms located in Handbook to the Office by Friday, September 1, 2017.

Administration:

Pastor: Monsignor Charles V. Antonicelli

Parochial Vicar: Father Andrew Wakefield

Principal: Mr. Nathaniel Juarez

Admissions Director: Ms. Kristina Veirs

Office Manager: Ms. Kay Langenbacher

Office Assistant: Mrs. Sandy Odom

Faculty and Staff:

Elementary

Pre-Kindergarten 3: Ms. Kaitlin Morais

Pre-Kindergarten 4: Ms. Rebecca Gardner

Pre-Kindergarten Aide: Ms. Antonieta Soviero

Kindergarten: Ms. Karen Rappaport

Kindergarten Aide: Ms. Meserat Tekle

Grade 1: Ms. Paige Goldberg

Grade 2: Ms. Patricia Gintowt

Grade 3: Ms. Sara Barrett

Grade 4: Ms. Maureen Boucher

Middle

Art/Math Resource/Grade 5: Mr. Richard Kightlinger

Language Art/Grade 6: Ms. Brianna Kress

Science/Grade 7: Mr. Michael Bresnahan

History/Grade 8: Mr. Thomas Wharton

Enrichment Faculty:

School Counselor: Ms. Mary Mayhew

Reading & Resource Teacher: Mrs. Peggy Fleury

Art/Math Resource/Grade 5: Mr. Richard Kightlinger

Music/Choir/Band/6th Religion: Ms. Caitlin Gorecki

P.E.: Mr. Ryan Williams

Spanish: Mr. Teil Viola

Library: Mrs. Sandy Odom

Physical Plant Manager: Mr. David Slusarczyk

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 founders 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.

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.

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.

Non-Discrimination Policy

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: www.adwcatholicsschools.org

Parent/Guardian Partnership

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Annunciation Catholic School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Annunciation Catholic School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Annunciation Catholic School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of

Washington and Annunciation Catholic School.

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

Spiritual Development Program

School Liturgies and Holy Days of Obligation

School liturgies are held every Friday at 11:00am and/or on holy days of obligation. Students actively participate by planning the liturgy, lecturing, bringing up the gifts, and altar serving.

Sacramental Preparation

Sacraments of First Penance and First Holy Communion

After preparation during weekly religion classes, Catholic students in Second Grade and the R.C.I.A. 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.

Sacrament of Confirmation

After preparation during weekly religion classes and completion of service projects, Catholic students in Seventh and Eighth Grades and the R.C.I.A. program are confirmed in May. A meeting for parents/guardians is held prior to the sacrament to describe the preparation process and the parents'/guardians' role.

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.

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.

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.

Core Curriculum

Catholic Identity:

- We are called to educate the whole child: body, mind, and spirit
- Our programs include a rigorous academic curriculum infused with the Catholic faith
- We prepare students for success in college, careers, vocations, and service to their communities
- We work with parents as partners in their child's education
- We are communities of faith where students grow in their love for God and each other

Our Archdiocese of Washington Academic Standards define what students in Catholic Schools should know and be able to do at each grade level. Annunciation Catholic School adheres to and follows the curriculum standards set forth by the Archdiocese of Washington.

Curriculum standards may be found at: <http://www.annunciationschool.net/Content2/24>

Our core curriculum is made up of six subject areas:

- Religion

- Literature/Reading
- Language Arts/English
- Mathematics
- History/Social Studies
- Science

Enrichment

Art is offered to all Pre-Kindergarten 3 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.

Music is offered to all Pre-Kindergarten 3 through Grade 8 students and is designed to facilitate 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, Family Tea, and Spring Concert.

Physical Education is offered to all Pre-Kindergarten 3 through Grade 8 students and is designed to develop gross motor skills, physical fitness, and sportsmanship.

Spanish is offered to all Pre-Kindergarten 3 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 1-4

- May be 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 5-8

- May be 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.

Middle school students are also expected to:

- Arrive to class on time: Students are given five minutes of transition time. In that time, students should gather their materials for their class, use the restroom and be in their next classrooms ready and prepared to learn.
- Have all materials ready for class: Students need to have all of their materials for each class, including homework, textbooks, notebooks, and writing materials.
 - Students will not be permitted to return to their lockers or another classroom for any reason. Students will not be permitted to leave class for the restroom (unless for an emergency). This disrupts the learning process for all students and classrooms. Depending on the missing item(s), students may lose either behavior points or points on the assignment(s).
 - Students may not share certain materials between classes, such as notebooks and/or binders unless otherwise stated by a teacher.
- Have their computers charged: Computers are used throughout the day in nearly every class and power outlets are extremely limited. It is up to the student to charge their computer nightly. An uncharged computer is not an excuse for incomplete work. Any student who comes to school with their laptop either uncharged and/or ends up needing to charge it at any point during the school day, will automatically receive points deducted from any assignments where the need for a computer is required.

Middle School Homework Policy

Tier 1: Homework and projects assigned on Google Classroom are expected to be turned in on time even when students are not present in school.

6th, 7th, and 8th Grade Late Work Policy: Late homework and assignments will receive a 25% deduction for every day late. After 4 days, the assignment will receive a 0.

5th Grade Late Work Policy: Because the fifth graders are still developing their independence and study skills, they will have a modified homework policy. Late homework and assignments will receive a 10% deduction for every day late for the first five days. After 5 days, a student will only be able to earn a maximum of 50% on the assignment.

Tier 2: Missing two or more assignments per subject will initiate a conversation with a teacher or a staff member to ensure proper structures are setup that enable the success of the child.

Tier 3: Missing four or more assignments per subject will initiate a conference with a teacher and staff members to ensure more intentional structures are put in place to enable the success of the child.

Absences

When a student is absent, it is his/her responsibility to find out what work they had missed and make it up. Even if there wasn't an assignment due, he/she needs to talk to the teacher(s) and learn any skills that were presented or practiced so that they can keep up with the work. If an assignment was due on the day of an absence, it must be turned in the day they come back or it will be considered LATE. If he/she is absent the day an assignment is given, they will have the same amount of days to complete it as other students in the class. It must be submitted in the specified time. In more severe cases, the student will meet with his/her teachers to come up with a reasonable timeline for completion of any assignments.

Honor Code/Plagiarism

Plagiarism and cheating are major violations. Students who copy information directly off of the internet or other sources will receive a zero and will not be given the chance to make it up. All information submitted for a grade must be original work from the student only. This helps the child develop their own, individual skills and allows the teacher to analyze areas of weakness and create a plan to help the child improve.

Communication

For a student to be successful, parents/guardians need to check that the Student Planner and Communication Folder are brought home every night to check on current, long-term, and completed assignments. The website and the school calendar should also be checked periodically for events and changes.

Annunciation Student Planner/Calendar

- Every effort is made to keep parents/guardians aware of their student's academic and behavioral progress
- All students in Grades 3-8 are required to have the Annunciation Student Planner 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.
- Teachers and parents/guardians are also encouraged to use the Annunciation Student Planner for daily, weekly, and/or monthly communications

Communication Folder

- All students in Pre-Kindergarten 3 through Grade 3 are required to have the Annunciation Communication 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 Communication Folder to be reviewed and signed, when requested, by parents/guardians.

Website and Calendar

- Teachers will maintain up-to-date websites information detailing class assignments.
- School events and weather related changes will be on the front page of the website.
- The calendar is the first place to look for school events.

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.

PreKindergarten 3-Grade 2	Grades 3-8
EE = Exceeds grade level expectations	A = 93-100
ME = Meets grade level expectations	B = 85-92
AE = Approaching grade level expectations	C = 77-84
NE = Not approaching grade level expectations	D = 70-76
X = Not assessed at this time	F = Below 70
*with accommodations	

Awards

At the end of each quarter, Annunciation Catholic School hosts an awards assembly where students are presented with Honor Roll, Perfect Attendance, Citizenship, and/or Virtue of the Month Award.

First Honor Roll (5th – 8th grades only)

To be considered for the First Honor Roll, the student must:

- Receive a 93 or above in all the core subjects (Math, Science, Religion, History, Language Arts, and Reading) and an “A “ average in all specials (Spanish, Art, Music, P.E.)

Second Honor Roll (5th-8th grades only)

To be considered for the Second Honor Roll, the student must:

- Receive a 93 or higher in at least 4 of the 6 core subjects (listed above) no grade lower than an 85% in the other core classes and an “A” average in all specials (listed above)

Citizenship Award

- Determined by the homeroom teacher with input from other teachers and the Principal
- Earned for the demonstration of overall consistency in:
 - o Christian values
 - o Effort
 - o Positive attitude
 - o Personal appearance
 - o *Attendance to include no more than 5 tardies*

Perfect Attendance

- Awarded to those students who do not have any tardies, absences, or early dismissals.

Virtue of the Month

- Earned through demonstration of the specific virtue with consistency. Virtues include: self-control; patience; kindness; joy; peace; love; faith; gentleness; and helpfulness.

Progress Reports, Grades & Rediker

At any time, parents/guardians are encouraged to contact teachers by email if any concern were to arise. Faculty emails can be found at: <http://www.annunciationschool.net/Content2/6>

Conferences are held primarily in November and February and as needed throughout the year at the request of teachers, principal, and/or parents/guardians. The November conference is used to detail progress and/or academic and/or behavioral concerns through the first quarter and to set up any plans for the remainder of the year. At the February conference, the parent/guardian will be made aware that retention may be a possibility. At that time an action plan will be put in place detailing specific benchmarks that must be met in order for the school to recommend promotion to the next grade.

Pre-K3, Pre-K4, and K

In accordance with Archdiocesan policy, Pre-K and Kindergarten students receive report cards at the end of each semester (twice per year). Additionally, the teacher keeps a portfolio of student work to monitor progress. Parents/Guardians are scheduled for November and February Parent/Teacher Conferences and are expected to attend.

Grades 1-3

For Grades 1-3 report cards are issued four times a year. Parents/Guardians are scheduled for November and February Parent/Teacher Conferences and are expected to attend.

Grades 4-8

These grades use the online grading site: Rediker. All current grades, missing assignments, and progress reports can be found here: <https://www.plusportals.com/AnnunciationCatholicSchool> It is the responsibility of the parent and student to check grades online. It is recommended that families check grades at least once per week. Please be aware that the breakdown of grades by percentage varies between different classes. Opportunities for extra credit, make-up/redos and curved grades are based on an individual teacher's discretion. Please contact the teacher if you are unable to sign on to Rediker or for any other issue. Parents/Guardians are scheduled for November and February Parent/Teacher Conferences and are expected to attend.

Google Classroom

Some middle school assignments may be posted on Google Classroom. It is the responsibility of the student to check Google Classroom for assignments nightly. When submitting assignments, students must hit the *turn in* button. Failure to do so will label the assignment as "late" and will result in the late penalty that is noted in the "Homework Policy" section of the Handbook.

Promotion/Retention/Transfer Policy

Advancement to the next grade in Annunciation Catholic School is based on a student's daily performance, test results, recommendations of teachers, attendance, and the student's ability to complete work successfully on a more advanced level.

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, attendance, and academic achievement.

Any student who fails more than one major individualized subject (Math, Reading, L.A., Science, Social Studies) will be required to attend summer school. Any student who fails more than two of the individualized subjects stated above will be retained and may not be given the opportunity for re-enrollment to Annunciation Catholic School.

Academic Accommodations

Annunciation Catholic School does provide for academic accommodations. For a student to receive any academic accommodations in/out of class, he/she must have current documentation to support accommodations. For example: psychoeducational evaluation, Speech and Language evaluation, Occupational Therapy evaluation, Medical evaluation, or English Language assessment.

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 one canned item per day for overdue books and ten cans per week for overdue videos.

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 the field trip permission form in its entirety and submitted by the designated time. **Telephone calls will not be accepted in lieu of the proper forms.**

Field trips are an excellent way for students to expand upon what they have learned in the classroom and experience it in the real world. Students wear their Annunciation apparel on field trips and are expected to represent ACS in a positive light. For this reason, field trips are a privilege, not a right. In order to attend any field trips, students must have all work turned in (late and missing assignments included) and have accumulated no more than one detention in a quarter. Cell phones are not permitted on Field Trips.

Field trips are considered an extension of the school day and participation in field trips displays a reflection of the school; 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.

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 must adhere to all of the following guidelines:

- Be trained in the VIRTUS/child protection policy of the Archdiocese of Washington
- Arrive 1/2 hour before departure time and report to the Office before proceeding to the classroom
- Commit to the entire time of the field trip... from departure until return to school
- Remain with their designated class or group at all times and leave only after released by the teacher
- 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
- Not buy treats, gifts, etc. for any or all students in the assigned group
- Not bring siblings or other adults
- Not smoke
- Not purchase or consume any alcohol
- Not conduct personal business or talk on cell phones during field trip
- Keep children responsible for their own belongings - sweaters, jackets, etc.

Student Conduct & Discipline

Grade level teachers will notify parents of classroom routines, expectations, and consequences on Back-to-School Night. Any questions during the year regarding classroom discipline should be addressed with the teacher.

PK through Grade 1

Classroom management procedures for these grade levels differ from the older grades in recognition of their age, developmental, and maturity levels. While some behaviors are expected, others that can harm another student or teacher such as hitting, spitting, biting, kicking, etc. are not tolerated.

- Teachers and aides will correct inappropriate behavior as it occurs.
- If teacher corrections do not change the behavior, the parents will be notified.
- If student behavior is reoccurring, then parents will be asked to pick up their child.

Grades 2-4

Classroom management procedures for these grade levels differ from the older students in recognition of their age, developmental, and maturity levels.

- ***Infractions (minor)***-A note from a teacher- this is to notify parents of unusual behavior that the child exhibited or just to notify of any concerns.
- ***Infractions(continual)***- A report to parent, parent phone call, or conference.
- ***Serious Infractions or accumulation of minor infractions***- A referral.

(Multiple referrals in these grade levels may be cause for an in school or out of school suspension or expulsion.)

Grades 5-8

Minor offenses such as but not limited to: chewing gum, eating outside of snack or lunch time, being late to class, being unprepared, or disrupting class will result in a loss of 5 behavior points. Parents can track behavior on Rediker where reasons for point deductions are documented. A loss of 30 points in a quarter will equal one offense. The offense scale listed below will reset each semester.

1st Offense (-30 points): Detention & Behavior Intervention Plan (BPI) written up by a student and his/her teachers

2nd Offense: Parent & Administrator Conference & Detention

3rd Offense: In-School Suspension

4th Offense: Out-of-School Suspension

5th Offense: Expulsion

Detention is served 3:15-3:45. Detention will serve as a time to set up a Behavior Intervention Plan because ACS is purposeful about assisting each child. The teacher giving the Detention will be in charge of the Detention.

For extremely inappropriate behavior such as but not limited to: fighting, any physical altercation, use of abusive language, damaging or theft of school or another person's property, or deliberate disrespect for the authority of any adult or person in charge, the Middle School teachers may take the following steps as determined by the middle school team and the principal:

1. The student will be served a detention and a parent/administrator conference will occur.
2. The student will be placed on immediate in-school suspension.
3. The parents will be notified and a meeting will be held where a behavior/work contract may be initiated.

The administration reserves the right to waive and/or deviate from any and all disciplinary action or regulations for just cause at his or her discretion.

Prevention Programming

As a Catholic School, Annunciation attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion. This includes anything which occurs on school property; at a school activity or event; on a school transportation vehicle; or substantially disrupts the orderly operation of a school. All reports of bullying, harassment, and intimidation will be treated seriously.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Respect for Property

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, including suspension and/or expulsion. If restitution is not made within the week of request, parent/guardian will be billed in TADS.

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 including suspension and/or expulsion

Social Networking & Other Forms of Personal Publishing

Students who publish materials online may be subject to disciplinary action, including suspension and/or expulsion 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 others as Annunciation students.

Threats

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Annunciation Catholic School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

Uniform Policy

All students must be in complete and appropriate uniform on the first day of school and continue to wear the uniform until the last day of the school year. Students must wear their PE uniforms to school on the day they have physical education unless it is Friday. All students at Annunciation Catholic School must adhere to a specific dress code. Each student is expected to express pride and self-respect along with consideration for others by keeping his or her uniform, including shoes, clean and in good condition at all times.

Pre-Kindergarten 3 & 4: Required P.E. uniform with option of school uniform

Girls: Kindergarten - 3rd Grade

- Pinafore Jumper, khaki walking shorts, or skirt of appropriate length
- Shirt: Navy blue knit shirt with ACS logo
- Socks/Tights: Solid white, tan, black, or navy
- Shoes: Solid white, tan, black, or navy
- Optional: Navy cardigan, vest sweatshirt, or fleece with ACS logo

Girls: 4th - 8th Grade

- Plaid kilt, khaki walking shorts, khaki skort, or khaki slacks
- 8th grade red knit shirt with ACS logo
- 4th-7th grade navy blue knit shirt with ACS logo
- Socks/Tights: Solid white, tan, black, or navy
- Shoes: Solid white, tan, black, or navy
- Optional: Navy cardigan, vest sweatshirt, or fleece with ACS logo
- Mandatory Fridays: White oxford shirt

Boys: Kindergarten - 8th Grade

- Khaki slacks or khaki walking shorts
- Belt: Brown or black belt
- K - 7th Grade Shirt: Navy knit shirt with ACS logo
- 8th Grade Shirt: Red knit shirt with ACS logo
- Socks: Solid white, tan, black, or navy
- Shoes: Solid white, tan, black, or navy
- Optional: Navy cardigan, vest sweatshirt, or fleece with ACS logo
- 4th - 8th Grade Mandatory Fridays: White oxford shirt & navy and red striped tie

Boys & Girls: P.E. Uniform

- Shirt: Navy t-shirt with ACS logo
- Pants: Navy mesh shorts or sweatpants with ACS logo
- Socks: Solid white, tan, black, or navy
- Shoes: Athletic shoes

Girls Hair & Accessories: Kindergarten - 8th Grade

- Optional: Headbands & Scrunchies: Navy, black, white, brown, or ACS plaid

Other Uniform Guidelines:

- Hair must be of natural color
- Fads (mohawks, etc.) are not permitted
- Hair is at the discretion of the principal
- Only one pair of small (dime-sized) earrings may be worn
- *One modest ring, bracelet, or necklace may be worn*
- Earrings for boys are not acceptable
- No make-up or nail polish.
- Shirts must remain tucked in
- No hats are to be worn inside the school building.

All uniform items may be purchased from Flynn O'Hara Uniforms:

<https://www.flynnohara.com/School-Landing.aspx?scn=DC329>

Middle School Out-of-Uniform Intervention:

1. Five behavior points will be given for the first offense.
2. An additional five behavior points will be deducted for the second offense and a teacher or staff member will be in contact with parents to come up with a strategy to assist the student.
3. An email to a parent and five behavior points will be deducted after the third offense.
4. A conference with the parent(s), student and administrators will take place to come up with strategies or a plan to help the student follow the uniform policies.

The principal reserves the right to determine what is appropriate. Should you have any questions about uniforms, please contact the school office.

Uniform Exchange

As a service to parents, the Annunciation Home and School Association sponsors a Uniform Swap. Please contact the HSA President to donate or purchase gently used uniform items.

Dress Down Policy

On days when alternate attire is permitted, students are expected to dress modestly and in a manner appropriate for a Catholic school. Failure to comply with directives will result in the student calling home for a change of clothes.

- Clothing may not advertise alcohol, cigarettes, and/or drugs
- Shirts must have sleeves.
- Jeans must be worn on hips, not below and must be clean, neat, and free of holes
- Skirts, skorts, dresses, and shorts must be at least the same length as the uniform
- Athletic shorts, pants, or athletic suits are not allowed
- Girls' tops must have straps of two or more inches wide and may not be low cut
- Regulations regarding makeup and jewelry still apply
- Non-regulation shoes may be worn, but NO flip-flops, sandals, or open toed shoes
- Shoes must be appropriate for walking on stairs and participating in recess and PE

Lockers

Lockers are assigned to students for convenience and protection of personal/school property. The school does not relinquish control of lockers at any time. Students are responsible for all items placed in lockers and will be responsible for any damage. Lockers are expected to be locked at all times as the school will not be held responsible for lost or stolen items.

Students are not to share lockers unless directed by administration. School property, such as lockers, are jointly held by the school and the student. Students have no expectation of privacy in such locations. Random locker checks will occur throughout the school year by homeroom teachers. During these checks, if a student is found to not be taking care of his/her locker, behavior points will be deducted.

Students are required to turn in **\$5** to their homeroom teacher for a lock for their locker. No other locks are permitted to be used. Administration will also provide students a locker combination that may not be changed unless done so by an administrator.

Attendance Policies & Procedures

Archdiocesan School Attendance

All Archdiocesan schools shall monitor students' compliance with attendance requirements established by the Catholic Schools Office that meet or exceed local jurisdictions.

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer.
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absences) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

Student Absence Procedures

Time of absence

- Each day of absence, a parent/guardian must call to the Office (202-362-1408) by 9:00am is required
- Teachers will have assignments ready in the Office by 3:00pm, but no sooner
- Students who are absent for the school day cannot participate in after school activities.

Return from Absence

- Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.
- A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year.
- **Parents will be called to fax in signed notes if one is not brought in by the student**
 - The loss of recess will be given for each day a student fails to produce an excuse note from his/her parent/guardian
- **Excessive unexcused absence (7) days and/or 25 unexcused tardies** can be the cause for a student to be retained in the current grade for another year.
- Absences due to family vacations and/or trips while school is in session are not automatically excused absences. With advanced notice (at least 2 weeks) students can be provided with work in advance.

Medical Appointments

Attendance in school is extremely important to the learning and success of each child. Please make every effort to schedule any medical, dental, orthodontic etc. appointments after the school day or on days when school is not in session. However, there are times when this is unavoidable.

- 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
- Upon return to school the child must bring a signed doctor's note for his/her attendance file
- Students are responsible for all missed tests, notes, assignments, homework, etc.
- Children, returning before the end of the school day, must report to the Office

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(ren), 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.

Tardy (Late Arrival)

- Students who arrive after 8:00am must enter through the main blue awning door
- Students must report to the Office to get a tardy slip before going to their homerooms.
- Students who have not arrived by 12pm will be marked absent for the day and will not participate in after school activities and should not be brought into school.
- Traffic is NOT an acceptable excuse.

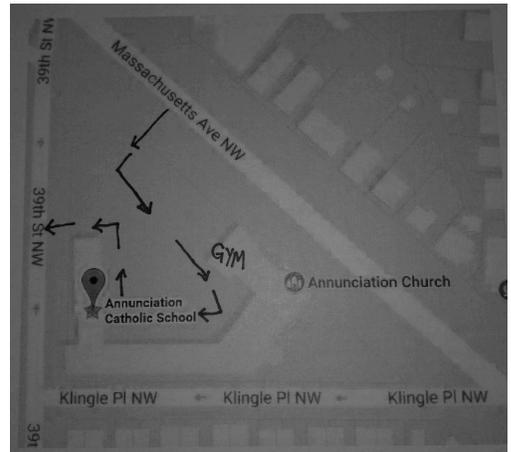
Arrival & Dismissal Policy & Procedures

Arrival

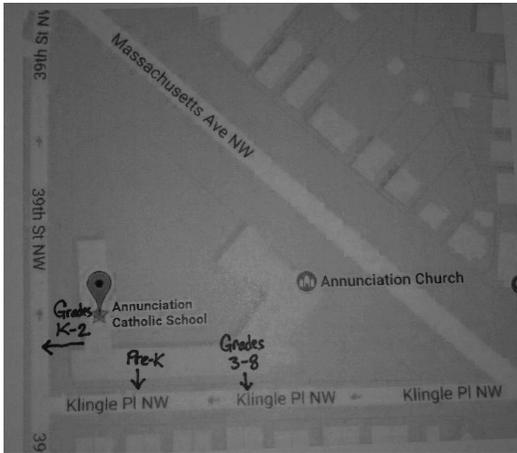
Students should arrive and enter through the outdoor gym doors between 7:45am-8:00am.

Parents/guardians driving their students to the school must enter from Massachusetts Avenue and form a U-shaped traffic pattern in front of the gym for drop-off. Parents who wish to walk their students into the gym must park on the perimeter of the lot, so as not to block traffic.

Students who arrive after 8:00am shall be marked **tardy** and should enter through the blue awning main entrance doors, collect a tardy slip from the front desk, and then walk to their classroom.



Dismissal



- PreK students dismiss through Klingle Place at the second set of doors.
- Grades K-2 are dismissed at the 39th Street door.
- Grades 3-8 are dismissed through Klingle Place at the first set of doors.

Families with multiple children will be dismissed at the door of the youngest student.

Walkers will dismiss at their perspective doors and check-out with the teacher on duty.

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, there must be a written note, verifying who is authorized to pick up the child, sent to the Office by 9:00am that day.

After Care

- Students in After Care will remain in the classroom until 3:15
- **6th-8th grade until 5pm only (includes Homework and Club)**
- *Drop in Fee is \$20*
- Students staying for CYO practice will be charged \$25 for after care per student per day

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.)
- 15 minutes after dismissal or any club/activity, students not picked up will be sent to After Care at the regular drop in rate of \$20
- After 6:00pm there will be a late fee of \$1/minute.

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 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 should be up to date in TADS.

- This is where we will get emergency information, phone numbers for school reach, etc.

Tuition

Annunciation Catholic School is dependent upon tuition to meet its financial obligations

- All tuition is handled through the TADS online management system: www.tads.com
- Tuition payments are due the 15th of the month beginning July and ending April
- Invoices are mailed to the address(s) on file
- If payment is not received within the 5 day grace period, parents/guardians will receive a \$100 late fee on their next month's statement
- Late tuition and late fee must be received before or with the subsequent month's tuition
- When a family is two months in arrears and there has been no communication with the Pastor, a letter from the administration will be sent outlining the process for removing the children) from school
- In extenuating circumstances, please make an appointment with the Principal and Pastor to discuss your situation
- All financial obligations must be met in order for students to graduate

Re-registration

- Re-registration occurs each February
- Re-registration is due April 1st
- It is the parent/guardian responsibility to complete the financial agreement and pay a **non-refundable 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 re-register by the set date risk losing a place for their child/children for the following school year

Enrollment (registration or re-registration) Cancellation

It is agreed that the financial obligation is for the entire academic year. Withdrawal/Termination of enrollment on the part of Annunciation Catholic School will warrant consideration for release of financial obligations or refund only in extreme circumstances. Prior written notification to the Principal of the school is required for all early withdrawals.

Recommendation & Transcript Requests

- 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 31st for policies and procedures regarding their re-registration
- Requests for records and/or recommendations must be submitted in writing.
 - Please allow a 2 week turn around for recommendations
 - Due to confidentiality all recommendations will only be sent directly to a school

- o Transcripts or recommendations will not be sent out if the family account shows a balance
- There is a \$20 fee for each transcript sent (except for high school applications)

Health, Medication, Safety & Illness

- All records are due in the Office no later than the first Friday of the school year
- Students without current health and immunization records will be prohibited to attend school
- The mandatory forms include:
 - o Archdiocese of Washington Immunization Policy Acknowledgement Form
 - o District of Columbia Universal Health Certificate
 - o District of Columbia Oral Health Assessment Form (Dental)
 - o HPV Vaccine Information and Opt Out Form (boys & girls 6-8)
- The optional forms (if applicable):
 - o Allergy Agreement and Action Plan
 - o Inhaler Authorization Form
 - o EpiPen/Twinject Authorization Form

Medication

- The school does not have authority to administer any medications 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; Vomiting; Severe cough; Difficult or rapid breathing; Abnormal body temperature or fever; Yellowish, watery, or red eyes; Pink Eye; or 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 temperature range for at least 24 hours before returning to school after an illness.

Food Allergies

- Food allergies can be life threatening and are often severe
- The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students
- It is important that staff and parents work in collaboration to address the nurturing and safety needs of students with a food allergies
- Some individuals are highly sensitive to contact with even trace amounts of the offending food
 - o Peanuts, and all nuts, in particular, are a common allergen and are often a hidden ingredient in foods
- Should a class have a student with food allergies, every attempt should be made, by the parents and teacher, to keep the classroom free of those foods
 - o Should a food allergen be brought to a classroom, the child allergic to the food should not be

removed from the room but rather the food must

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

Archdiocesan Catholic School Counseling Services

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Annunciation Catholic School. One-time, initial counseling services may be rendered to students by school or Archdiocesan counseling staff in the event of a crisis or emergency.

Office & School Procedures

School Office Hours: Every school day (Monday – Friday) 7:45am – 3:30 pm

School Hours: Monday-Thursday 7:45am-3:00pm; Friday 7:45am-2:00pm

Appointments

- If parents/guardians wish to make an appointment with one or more teachers or the Principal, they may email the teacher or the principal directly or call the school office to request an appointment

Communication

Understanding and communication between home and school are of great importance in the development of your child(ren).

- **The main avenue of school communication will be via email**
- A newsletter from the school will be emailed *each Friday*
- We ask that all the notices are read carefully and a response is made if asked

Safety

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 a safe, clean, and orderly school. To maximize a safe environment throughout the school it is expected that all persons on campus help to maintain the homerooms, hallways, Library, Computer Lab, Gym, restrooms, and all areas of the school.

Teachers may not transport students from school

Food, Beverages, and Gum

- Food or drinks may not be consumed in the hallways, bathrooms, on the stairs, or Blacktop at any time
- Due to safety concerns, gum chewing is never allowed.

Forgotten Items

- Parents/Guardians bringing forgotten items to school are to come directly to the Office
- The child will be notified through the Office
- Please encourage your child to organize his/her belongings before he/she leaves the house in the morning
- **Faxed medical releases nor homework will not be accepted**

Lost & Found (PLEASE LABEL STUDENT ITEMS!!!)

- Lost and found items (uniforms, shoes, books, lunch boxes, etc.) are in the labeled container outside the Office
- Found jewelry, glasses, etc. are held in the Office
- Because space is limited, all items will be cleared out on the last school day of each month and be donated

to Catholic Charities or put in with the Uniform Swap

Lunch

- All students bring their own lunch or families may elect to participate in the school lunch program (Smart Lunch) and remain at school for lunch
- The school does not provide utensils, microwave, or refrigeration
- No food deliveries can be made to students under any circumstance
- Any fast food lunches must be in personal lunch box/bag

HSA Pizza Lunch

- On Fridays, students can purchase pizza , juice, or bottled water
- Pizza Lunch orders are taken during Homeroom time on Thursday mornings
- Parents/Guardians send money in small bills (not \$20's) to pay for their child(ren)'s lunch
- Students may not borrow money from classmates and/or faculty/staff members

HSA Hot Dog Lunch

- On the last Tuesday of each month, students can purchase a brown bag hot dog lunch, side item, and a beverage
- Orders are taken via a response flyer
- For inventory and purchasing reasons, orders will not be accepted after the due date
- Parents/Guardians send money in small bills (not \$20's) to pay for their child(ren)'s lunch
- Students may 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
- All school rules and discipline policies apply to all recess times

Mid – Morning Recess/Break

- Pre-K– Grade 3 will have a snack brought from home, time to visit the restrooms, and supervised play time.
- Grades 4 through 8 will have a snack brought from home, time to visit the restrooms, and time to organize their materials for their next classes

Lunch Recess

- Three lunch recess periods are scheduled to stagger the classes on the blacktop
- Supervision is provided by faculty/staff
- In the event of inclement weather, alternate recreation is available indoors

Cell Phones

During the school day, cell phones can serve as a distraction. For this reason, cell phones will **not be allowed** at school. Children needing to speak with parents may use the office phone and parents trying to contact children must call through the office.

Any cell phones seen or heard during the school day (7:30am-3:00pm) or during aftercare (3:00pm-6:00pm) is in violation of school policies and will result in a student receiving an automatic detention.

If a student walks home or takes the bus and is in need of a cell phone for safety reasons, students will drop off their phones with their homeroom teachers during morning assembly in the gym. Students who are late will drop off their phones in the main office. A student may retrieve his/her phone from the front office following dismissal.

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 call logs, text messages, pictures, or internet usage.

Personal Belongings & Toys

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

School Parties

- Three times during the year, all the classrooms hold parties within the school day:
 - Halloween
 - Christmas
 - End of the year
- The homeroom teacher will coordinate these days with their room parent

Student Birthday Celebrations

- Birthday celebrations are permitted
- Any and all refreshments should be classroom appropriate and brought to school in the morning with child
- *Out of respect to the instruction day, we ask that these celebrations remain modest and that items for the celebrations be distributed by the teacher during the last 15 minutes of the school day.*

School Safety, Closings: Weather & Emergency

Weather

- We follow Montgomery County, Maryland for all closings and delays
- School cancellations and delays will be announced over local radio and T.V. stations as well as through School Messenger "all call" and email
- All current information can be found at: www.montgomeryschoolsmd.org/emergency/

Early Closing & 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 in "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
- 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 "lockdown"

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.

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 nonfriable 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.

Extracurricular 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.

Choir is open to students in Grades 3-8. All Choir members are required to perform at specific school Masses, Sunday Family Mass, Breakfast with Santa, the Christmas Pageant, and the Spring Concert. 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 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 and the Spring Concert. .

CYO Athletics 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.

Technology and Internet Usage

Each student’s parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year.

DUE: Friday, September 1, 2017



TECHNOLOGY AND INTERNET USAGE AGREEMENT

ARCHDIOCESE OF WASHINGTON – Catholic Schools

Student Responsibilities

When using any Technology Equipment, all students:

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment.
- Shall not use Technology Equipment in a manner which violates any local, state or federal laws.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not use Technology Equipment in any way to engage in cyber-bullying behavior.

When using the School’s Technology Equipment, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- Shall print, download, or otherwise transfer only that information approved by the teacher or supervisor.
- Shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall not load any software onto school computers without first obtaining the teacher’s permission.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not ‘surf’ the Internet or visit ‘Facebook,’ or any other social networking websites while at school.
- Shall not log-on to the Internet without permission from a teacher or supervising staff member.
- Shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents’ work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of cell phones and any other electronic mobile devices during school hours is strictly prohibited, except in the case of a medical emergency.
- That any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- That use of all Technology Equipment may be monitored.
- That the school reserves the right to access a student’s computer files or any other Technology Equipment when required for the maintenance of the school’s technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

Parent/Guardian Acknowledgement

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child’s misuse of the school’s Technological Equipment in violation of this agreement.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student’s technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

Student’s Name

Parent/Guardian Name

Student’s Signature

Date

Parent/Guardian Signature

Date

ARCHDIOCESE OF WASHINGTON
Rev. August 1, 2010



Photo-Video Release

I, hereby give permission for my son(s)/daughter(s) _____

to be photographed or videotaped at Annunciation Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Annunciation Catholic School.

Name (printed): _____

Signature: _____

Date: ___/___/_____

Return by Friday, September 1, 2017



Parent Signature Page

Parent/Guardian Support

I understand that the signing of this contract I agree to abide by the philosophy, policies, and procedures of Annunciation Catholic School as stated in its handbooks and bulletins and to support its Faculty and Administration. I understand that the School has the right to refuse admittance to class, withhold report cards and transcripts, for any student whose financial account is delinquent.

Endorsements

I have read, understand, and accept the Tuition/Fees and Financial Agreement and I agree to adhere to these commitments.

Family Name: _____

Parent signature _____ Date ____/____/____

Parent signature _____ Date ____/____/____

Student signature _____ Date ____/____/____

***Parents/Guardians and students must both sign.
Signed form DUE to School Office Friday, September 1, 2017**