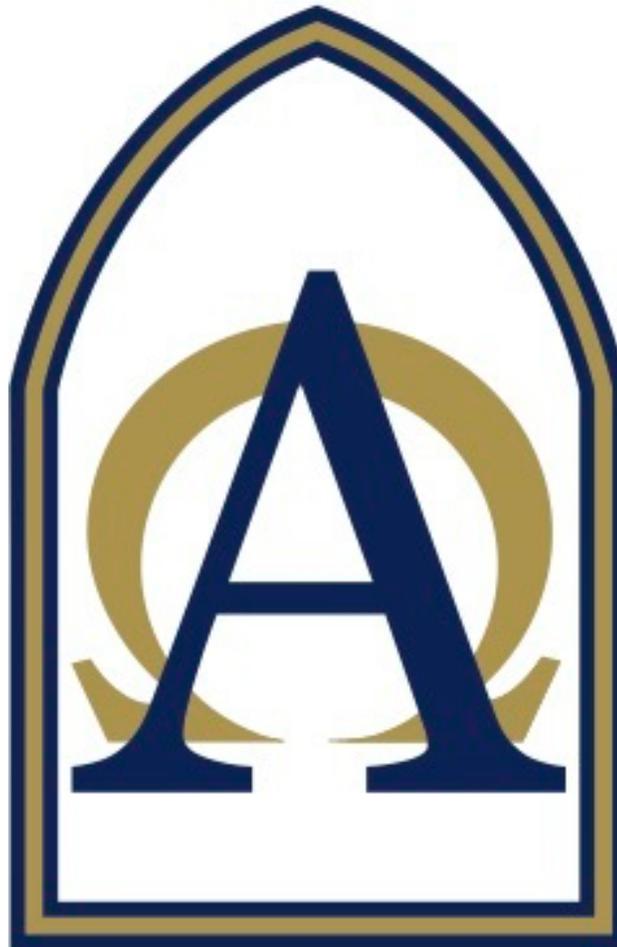


# **Cathedral of the Annunciation School**

**Diocese of Stockton**

**Parent/Student Handbook**

**2021-2022**



**Annunciation School  
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# **Important Information Regarding Enrollment and this Handbook**

## **SCOPE of this HANDBOOK**

Enrollment at Cathedral of the Annunciation School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

## **PARENT/STUDENT HANDBOOK AGREEMENT**

By enrolling a student in Annunciation School, parents, guardians, and students agree that they have received and reviewed the current version of the school's Parent/Student Handbook and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment.

By enrolling a student at Annunciation School, parents/guardians and students also understand and agree that Annunciation School has the right as a private religious institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The parents/guardians and students agree to comply with the standards of conduct set forth in the Handbook, to support the policies and procedures contained therein, and to cooperate fully with Annunciation School and its personnel as educational partners. Students may not attend classes or participate in any activities until this agreement is signed and returned.

## **RIGHT TO AMEND**

The Cathedral of the Annunciation School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of the Cathedral of the Annunciation School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of Cathedral of the Annunciation School if the parent/guardian expects the student to remain in good standing with the school.

## **GOOD STANDING and CONTINUED ENROLLMENT**

Students are enrolled at Cathedral of the Annunciation School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

### CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Stockton and Cathedral of the Annunciation School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at Cathedral of the Annunciation School and/or parish in regards to a policy, homework, assignments, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and

circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

# About Cathedral of the Annunciation School

## MISSION STATEMENT

Inspired by the message and teachings of Jesus Christ, Cathedral of the Annunciation School educates the whole child within the Catholic Christian tradition. While maintaining a high standard of academic excellence, we strive to create a safe environment that fosters a lifelong commitment to learning, serving, and achieving.

## PHILOSOPHY STATEMENT

The Cathedral of the Annunciation School strives to give expression to the educational mission of the Church entrusted to it by Jesus Christ. The mission is defined in *To Teach as Jesus Did*, a pastoral of American bishops. We concentrate on the effective integration of the sacred and the secular in our children. Enrolling a child in Annunciation School implies a willingness on the part of the parents to support, with their help and presence, any school activities that are undertaken toward these goals. Annunciation School is a ministry of the Cathedral parish. As a Catholic Christian community, we have a personal commitment to Jesus Christ, and we make an earnest attempt to live out His teachings. Our school community can best celebrate its relationship with Christ and each other at the divine Eucharistic Sacrifice. "The liturgy is thus the outstanding means by which the faithful can express in their lives, and manifest to others, the mystery of Christ and the real nature of the true Church." The Sunday liturgy is "the summit toward which the activity of the church is directed" and is "at the same time the fountain from which all power flows." Therefore, it is expected that every Catholic parent and student will take seriously the obligation to worship the Lord on Sundays in fellowship as a community in our parish church. The diverse talents of parents, teachers, clergy, and students are coordinated in such ways that the school becomes an extension of the family and the parish and is integrated into the larger community. Mindful of the fact that parents are the primary educators of their children, our focus is centered on challenging all students to develop spiritually, intellectually, socially, physically and emotionally. We also endeavor to instill in our students an appreciation of the aesthetic nature of the world our Lord created and to be responsible stewards of that world.

## SCHOOL WIDE LEARNING EXPECTATIONS (SLEs)

A graduate of Annunciation School is:

### **Spiritual**

- ❖ Embrace our faith in Jesus, through prayer, worship, and action
- ❖ Possess an understanding of the teachings and traditions of the Catholic Church
- ❖ Display a love for life

### **Academically Prepared**

- ❖ Demonstrate a desire to achieve
- ❖ Use effective study skills
- ❖ Exercise critical thinking skills
- ❖ Communicate effectively

### **Inquisitive**

- ❖ Intellectually curious
- ❖ Have a desire for lifelong learning

### **Neighborly**

- ❖ Are kind, respectful, compassionate, and just
- ❖ Respond to the needs of others, the community, and the world

### **Trustworthy**

- ❖ Accept responsibility for their actions
- ❖ Work cooperatively with others

### **Strong**

- ❖ Face challenges with determination, perseverance, and inner strength

## ACCREDITATION

The Cathedral of the Annunciation School is accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

## NONDISCRIMINATION POLICY

It is the policy of Annunciation School (“Annunciation School” or the “School”) to prohibit unlawful discrimination against, and Annunciation School does not discriminate against, any member of the School community, including, without limitation, employees and students, whether current or prospective, on the basis of the individual’s race, color, national and ethnic origin, religion (subject to certain exceptions for employees and students, stated below), sex, gender identity, sexual orientation, marital status, age, disability, citizenship, ancestry, military or veteran status, genetic information, or any other consideration or class protected by applicable law (collectively, the “Classes,” and individually, a “Class”), in any matter whatsoever under the direction, control, sponsorship, or administration of the School (the “Nondiscrimination Policy”).

As part of the School’s commitment to prohibiting unlawful discrimination, the School also provides students, employees and applicants with reasonable accommodations in accordance with applicable law when such accommodations would not impose an undue hardship on the School.

The School also prohibits unlawful harassment based on any of the protected statuses listed above. Harassment is generally defined as verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile work or school environment, or that interferes with an employee or student’s work performance, and that is based on a protected status.

Likewise, the School prohibits retaliation against a person because such person has reported or assisted in reporting suspected violations of this policy; cooperated in investigations or proceedings arising from a violation of this policy; or engaged in other activities protected by this policy.

The School prohibits conduct severe enough to be unlawful. Yet even more, the School’s conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law—but which are still inappropriate. For example, the School prohibits abusive conduct and bullying whether or not it is based on a protected category.

With respect to current and prospective students, Annunciation School’s Nondiscrimination Policy applies to, and Annunciation School does not discriminate in, for example, the administration of its educational policies, scholarship and loan programs, and athletic and other School-administered programs and opportunities for students. Further, Annunciation School admits students of any Class or Classes to all the rights, privileges, programs, opportunities, and activities generally accorded or made available to students at the School.

Subject to the remainder of this paragraph, with respect to current and prospective employees and students, Annunciation School’s Nondiscrimination Policy applies, for example, in all matters of hiring, employment, retention, and admissions. As a religious educational institution connected with the Catholic Church and the Roman Catholic Diocese of Stockton (Diocese of Stockton), Annunciation School retains the right to make certain employment, retention, and admissions decisions on the basis of an

individual's religious beliefs and conduct consistent with the Roman Catholic Diocese of Stockton, as well as applicable law. For example, the Director positions and the positions of Principal are required to be staffed by practicing Catholics.

It is the responsibility of every employee, including supervisors, to conscientiously follow this policy.

Please refer to the *Bullying and Harassment* section below for reporting and investigating unlawful conduct, including bullying, harassment, and discrimination.

## **School Structure and Organization**

### **CATHOLIC SCHOOLS OFFICE**

The Catholic Schools Office (CSO) endeavors to support the mission of the Diocese of Stockton in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSO is comprised of a Director for Catholic Schools (Superintendent), a Curriculum and Instruction Coordinator, a Business Development Consultant, and an Administrative Assistant.

### **DIRECTOR FOR CATHOLIC SCHOOLS**

In support of the mission of the Diocese of Stockton, the Director for Catholic Schools provides leadership, direction, and support for Pastors and Principals, serving in accordance with the Elementary, Preschool and High School Service Agreements.

### **PASTOR**

The Pastor is the owner and ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Director for Catholic Schools, so does the Pastor delegate the administration of the school to the Principal.

### **PRINCIPAL**

The school principal is delegated by the Pastor to serve as the spiritual, educational and operational leader. The principal is responsible for managing the personnel, policies, regulations, and procedures to ensure that all students are formed in a Catholic learning environment that meets the approved curricula and mission of Cathedral of the Annunciation School.

### **VICE PRINCIPAL**

The vice principal is delegated by the principal to assist in managing the educational and operational aspects of the school. The duties of the vice principal include assisting the principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

### **PARISH FINANCE COUNCIL**

The parish finance council assists the pastor in the administration of all financial aspects of the parish.

### **FACULTY and STAFF**

The faculty and staff are selected by the principal in consultation with the pastor. A directory of faculty and staff may be found on the school website.

### **CATHOLIC SCHOOL ADVISORY COUNCIL (ASAC)**

The Annunciation School Advisory Commission (ASAC) consists of the pastor, principal, and nine to eleven members of the school or parish community, including a rotating faculty representative. The ASAC works interactively with the Principal to fulfill the ASAC's consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

## Schedule

Extended Care opens ..... 7:30 a.m.  
Schoolyard supervision begins..... 7:45 a.m.

### **OFFICE HOURS 7:45 A.M. – 3:30 P.M.**

PLEASE CONDUCT ALL BUSINESS WITH THE OFFICE DURING THESE HOURS. **All visitors must check in at the office upon arrival.**

### **SCHOOL DAY BEGINS**

First bell..... 8:00 a.m.  
Tardy bell..... 8:05 a.m.

### BREAK SCHEDULE

<b>Grades</b>	<b>K•1•2</b>	<b>3•4•5</b>	<b>6•7•8</b>
<b>Recess</b>	9:50 – 10:10	10:15 – 10:35	10:35 – 11:05
<b>Lunch</b>	11:45 – 12:30	12:15 - 1:00	12:35 - 1:20

### **SCHOOL DAY ENDS**

School day ends..... 2:50 p.m. \*  
Yard supervision ends ..... 3:00 p.m. \*\*

\*Wednesday dismissal..... 2:00 p.m.

\*2nd Wednesday of the month dismissal ... 12:00 p.m.

\*\*Yard supervision ends at 12:10 p.m. on the 2nd Wednesday of the month and 2:10 p.m. on all other Wednesdays.

- Students arriving on campus before 7:45 a.m. or remaining on campus after 3:00 p.m. are required to check into the Extended Care Program. Normal charges apply. **All students must have an Extended Care Agreement on file in case of emergencies.** (see Extended Care Handbook for details).

## **Admission, Registration, and Financial Policies**

### PARTNERSHIP of SCHOOL and FAMILY

Cathedral of the Annunciation School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to Cathedral of the Annunciation School is a privilege, not a right. Parents have a right to apply to Cathedral of the Annunciation School for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into Cathedral of the Annunciation School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

### ADMISSION PRIORITIES

The order of priority for acceptance to Cathedral of the Annunciation School follows:

1. Continuing students in good standing at Cathedral of the Annunciation School
2. Siblings of Catholic families attending Annunciation School
3. Siblings of non-Catholic families attending Annunciation School
4. Children of Annunciation School Alumni
5. New Catholic Families
6. New non-Catholic families

### PROBATIONARY ADMISSION - INITIAL PROBATION PERIOD

**All students are admitted to Cathedral of the Annunciation School on a probationary basis for one trimester. This Initial Probation Period covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time. This Initial Probation Period is separate from any probation which may be imposed for academic and behavioral reasons as described below.**

### AGE for ADMISSION

- A child may be admitted to Kindergarten who is 5 years of age on or before September 1<sup>st</sup> of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.

- A child may be admitted into the first grade who is 6 years of age on or before September 1<sup>st</sup> of the current school year.
- Any exception to either of these guidelines shall be at the discretion of the Principal, in consultation with the Pastor as needed.

### DOCUMENTATION REQUIREMENTS

As part of the registration, the school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable). In addition, all applications for grades 1-8 must be accompanied by a copy of the current report card and standardized test scores if applicable.

### PHYSICAL EXAMINATION

The school will require every new student to submit proof of having received a health assessment during the 18 months prior to entrance to the school or into first grade. The principal may grant permission to extend this to 90 days after entrance.

### IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician). This requirement applies regardless of on-site or off-site (e.g., distance learning) school operation.

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic; a summary follows:

- Required immunizations for grades TK – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).
- Students entering 7<sup>th</sup> grade are required to have Tdap (or DTP/DTaP given on or after the 7th birthday).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."
- Public or private elementary schools are prohibited from admitting any child without documentation that the child has been immunized for the specified diseases, unless there is a documented medical exemption, based on attestation from the child's licensed physician that immunization is not safe, due to medical circumstance, such as family medical history.
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6<sup>th</sup> grade; and (3) 7<sup>th</sup> through 12<sup>th</sup> grade.
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

Subject to changes as laws are amended.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: [www.shotsforschool.org](http://www.shotsforschool.org)

### APPLICATION PROCESS

New student applications are available online and in person on the school website beginning in January and require a \$75.00 non-refundable application fee. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on file throughout the school year for which the application is completed. Parents will be notified regarding acceptance or nonacceptance. If not accepted, please contact the school office during the Open Enrollment period to have your application rolled over for the following school year.

### APPLICATION INTERVIEWS, TESTING, or SCREENING

Kindergarten applicants will be tested once an application has been completed and open enrollment has ended, typically in late March. New families will meet with the principal. Applicants in grades 1-8 may be invited to be interviewed and screened depending on available spaces. A non-refundable application fee of \$75.00 is required at the time of application.

### REGISTRATION FEE

This fee helps offset various costs including standardized testing, student insurance, parent club membership, field trip fees, classroom party expenses, a student planner, yearbook, and textbook use.

- A non-refundable registration fee of \$225.00 for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due no later than March 31st; priority status for any student is forfeited if the registration fee is not received by the due date.
- ALL financial obligations for the previous school year, including fees due for the Extended Day and Preschool Programs and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at Cathedral of the Annunciation School. Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

### TUITION

1 child in school	\$6480 per year
2 children in school	\$11,986 per year
3 children in school	\$17,170 per year
4 children in school	\$22,353 per year

### TUITION COLLECTION

1. All tuition and fees are due and payable on the first day of school. If a student does not attend the full duration of the school year, financial obligations will be prorated and a refund will be made.
2. Tuition collection is administered by Smart Tuition. As a courtesy, families may select a payment plan (rather than paying in full in August) and enroll in the spring for the following school year. All tuition is to be sent to Smart Tuition.

3. It is school policy that failure to meet the financial obligations to the school, which parent(s) and/or guardians accept when registering and signing the parent contract, will have consequences. In the event of an unforeseen financial hardship which will make scheduled tuition payment impossible, parent(s) and/or guardians must contact the Principal or the Bookkeeper to make arrangements for a payment plan.

Failure to meet financial obligations may be defined as, but not limited to:

- Chronic failure to pay tuition
- Repeated tardiness in paying tuition.
- Failure to communicate 'hardship' and/or failure to adhere to any revised pay schedule.
- Blatant disregard of other financial and service obligations: such as festival hours, raffle tickets, hot lunch and field trip costs etc.

Such actions may result in the following:

- Holding of report cards/records
- Revocation of the payment plan option. Any balances would be immediately due and payable.
- Use of a collection agency
- Legal action in small claims court.
- Recommended transfer of student(s)
- Loss of eligibility to attend field trips; including Washington DC, Coloma, etc.

4. A \$50.00 late fee will be levied against your tuition account if your tuition is past due. Every monthly payment that is late will accrue a late fee each month. Unpaid late fees will continue to accrue as well as additional late fees, so we caution you to pay any late fee assessed at the time of assessment. If you want to challenge the fee, do so, but pay it on time during the process in hopes of having the fee credited down the line if you prove your case. Our reporting records show the best way to avoid any fee is to select the automatic withdrawal (with sufficient funds) on the date of your choice.
5. Tuition accounts are normally billed to **families**; however, Smart Tuition can "split" an account between two parties. Typically, this is a 50%/50% split between divorced parents or 100% paid by only one parent. An account can be divided only between two parties, yet it may be divided by any ratio equaling 100% (i.e. 0/100, 50/50, 60/40, 25/75); however, this ratio applies to ALL tuition costs: tuition, program fees and registration. We must have a signed agreement from both parties to split an account. The administration fee will be applied to each account (party), and this arrangement is valid for one school year.
6. Each Smart Tuition account will be charged an administration fee with the first invoice. If you pay your tuition in full from your first invoice, you may subtract the fee.
7. The office staff does not accept tuition payments.

If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the pastor and principal. All monies owed to the school must be paid before a student can enroll for the following year.

#### Families of Eighth Grade Students with Delinquent Accounts

- All outstanding student balances for 8th grade students must be paid by May 15th of that academic year, or families must submit an alternative payment plan that is approved by the principal.
- Eighth grade students with past due balances will not be allowed to participate in the school's graduation ceremony until the past due balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

### Tuition Assistance

FACTS Management Company manages all applications for financial aid. Applications are processed by FACTS and are available online.

Tuition assistance funds are available to qualified families who are having difficulty meeting their financial obligations. Please contact the bookkeeper or administrator for more information.

Tuition Assistance will be contingent upon filing all documents before the April 1st deadline and the following:

- parental support of school personnel, policies, and procedure
- satisfactory student attendance
- satisfactory completion of school and homework assignments (2.0 GPA)
- satisfactory conduct

These standards will be reviewed at the end of each trimester. Deviations from expectations will result in a pro-rata reduction in assistance for the remainder of the year and/or ineligibility for the following year. Applications received after the April 1st deadline will not be considered.

### COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at Cathedral of the Annunciation School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to the Cathedral of the Annunciation School.

### FUNDRAISER AND SERVICE OBLIGATIONS

Service obligations to which parents agree when they enroll their child(ren) in Annunciation School are minimal, yet mandatory. Our school budget is formulated based upon an income of \$70,000 from fundraising. Your participation in and support of these fundraising efforts are imperative in order that we are able to meet our budgeted revenues, and continue to provide a quality education at a reasonable tuition rate.

Each family will be responsible to participate in any fundraisers deemed mandatory by the Annunciation School Advisory Committee. The three major fundraisers are the Fall Festival, the Crab Feed, and the Big Raffle. There are service hour commitments and raffle ticket requirements during the year in conjunction with the major fundraisers (see below for work hour details).

Any fundraiser designated as mandatory by ASAC shall warrant consequences for parents who fail to participate as required. These consequences include, but are not limited to the following:

- a fine and/or service to the school to be determined by ASAC. You will be required to double the number of hours at the discretion of the Committee (with a minimum penalty of one hour for tardiness) in the future
- close scrutiny when reviewing for readmission to the school the following year
- dismissal from school for repeated failure to participate
- not being allowed to attend field trips; including overnight trips

The above consequences may also apply if a family participates but is difficult or uncooperative, including being late for the assigned shift(s). The chairs and committee members put in a tremendous amount of energy and effort for the benefit of everyone in the school. It is vitally important that all other parents work their hours diligently and with positive attitudes.

- Every family must work the required hours.
- It is imperative that parent workers be on time for their shift(s).

- Required hours must be worked by parents only. Extreme circumstances will be reviewed on a case by case basis and must have **prior approval** of the event chair and administration.
- Older students may not substitute.
- Assigned hours may not be traded with another parent without the advance consent of the Work Hour Coordinator.
- With the approval of the Event Chair(s), children under 18 may earn Community Service hours, in addition to the family service obligation worked by their parents.

***The Fall Festival date is announced in January. If you are aware of a scheduling conflict, you will have until August 13th to contact the school administration and development office in writing.***

FUNDRAISER	2021-2022	MANDATORY OBLIGATION
<b>FALL FESTIVAL</b>	<b>October 9</b>	All parents are required to work 8 service hours. Parent sign-ups will be completed on-line based upon the grade of your oldest child. Details regarding the sign-up process will be provided at Back to School Night and will be publicized in the Wednesday Weekly.
<b>CRAB FEED</b>	<b>January 22</b>	K through 3rd grade families must work 2 hours per family. Parents of kindergarteners will be assigned to serve. Reminders will be posted in the Wednesday Weekly and/or by letters sent home.
<b>BIG RAFFLE</b>	<b>Nov.- March 17th</b>	All families are obligated to sell a minimum of \$150 worth of raffle tickets. Tickets will be sent home in November - with a drawing on March 17. Parents will be billed for any unsold tickets.

**Shopping Fundraiser (Please participate whenever possible.)**

There are several ways to make donations to the school through shopping. Using this link, <http://smile.amazon.com/ch/43-1988993>, to shop on Amazon Smile donates a percentage of your purchase to the school. Clipping Box Tops also add up to cash for the school.

WITHDRAWAL

Two weeks' notice by parents/guardians is required before the withdrawal of a student. An exit interview may also take place with the principal. Tuition and monthly extension contracts are prorated by day. All other fees/obligations will not be prorated. The registration fee is non-refundable.

## Extended Care Program

Annunciation Extended Care provides child care services to families and children enrolled at Cathedral of the Annunciation School and who require services that are an extension of the school day. This service is only available to students enrolled in Kindergarten through Eighth grade at Cathedral of the Annunciation School at an additional fee. The Extended Care program provides professional care, supervision, homework support, as well as recreation and enrichment activities for these children. This program is provided for families who desire both Catholic school education and supplementary child care in a Christian environment. All policies of the school, including the contents of this handbook, apply during the Extended Care Program.

The Annunciation Extended Care program exists for the protection of Annunciation School children. Children receiving extra help from their teacher or participating in an after school extracurricular activities are the responsibility of their program coordinator (parent/teacher, Scout leader, etc.).

Annunciation Extended Care is only responsible for the children that are signed into the program. Any unsupervised children present on campus before or after yard supervision hours will be checked into the Extended Care program and will be charged accordingly. **NO EXCEPTIONS.** The Extended Care program is located in the Extended Care room/Choir Room on Rose Street. The Extended Care program follows the same school year schedule as Annunciation School. The Extended Care program observes all school holidays and in-service days. Variations between Annunciation School and Annunciation Extended Care are rare and any variations in the calendars would be posted well in advance for parents to plan accordingly.

PROGRAMS	TIMES	MONTHLY BASIC RATES
Morning Program	7:30 am - 7:45 am	\$2.00 per day of use per child
After School Program	Dismissal - 5:30 pm (Noon to 5:30 pm on Early Dismissal Days)	\$5.50 per hour per child

\*There is a one-hour minimum charge per child for each month the Extended Care is used; Please review your Admissions Agreement for additional billing information.

Program Schedule	Times	+Please note Early Dismissal Days are once a month and begin at 12 noon
	Dismissal - 3:00 pm	Sign into Extended Care
	Dismissal - 4:00 pm	Outside Time/Gym Study Time
	4:00-4:15 pm	Students clean up their area
	4:15-4:30 pm	Snack Time*
	4:30-5:30 pm	Homework Time/Quiet Activities

+The program schedule is adjusted on these days. \*Snack will be served at 2:30 pm on Early Dismissal days.

**EXTENDED CARE CONTACT INFORMATION:**

Director	Phone Number	Email
Shannon Rodriguez	209-465-2961	preschool@annunciationstockton.org

**MEALS AND SNACK:**

Annunciation Extended Care does not provide meals, however we do serve a small after school snack for children still signed into our program at 4:15 pm (2:30 pm on Early Dismissal days). Please send your child with a bagged lunch on these days.

**FIELD TRIPS AND TRANSPORTATION:**

Annunciation Extended Care is an extension of the school day at Annunciation School. We do not schedule field trips; and all transportation is the responsibility of the child's parents or guardians.

**ENROLLMENT:**

Children are automatically enrolled into Annunciation Extended Care as a service to families who may be running late and for the protection of our students. This service is provided at an additional fee. EVERY family is required to have the following registration forms on file with Annunciation Extended Care. It is imperative that we have information on file for every child in case of an emergency. The Annunciation Extended Care forms are available on the school website. Please fill out and return them the first day of school. Please contact the Extended Care Director if you have any questions. These forms are also included in the Extended Care registration packet.

**EXTENDED CARE REGISTRATION PACKET:**

An Extended Care registration packet includes the following forms:

- Annunciation Extended Care Emergency Information
- Personal Rights (LIC 613A)
- Parents' Rights (LIC 995)
- Annunciation Extended Care Admissions Agreement

**PERSONAL AND PARENTS RIGHTS:**

Each child receiving services from Annunciation Extended Care is entitled to protective rights, including to be treated with dignity, accorded safe and healthful accommodations, and to be free from corporal or unusual treatment. A complete list of these personal rights are outlined on the LIC 613A Personal Rights included in the Extended Care registration packet and available on the school website.

Parents/Guardians who enroll their child in a licensed childcare facility have the right to be informed of their rights. Your rights include, but are not limited to, entering and inspecting the child care center without advance notice. A complete list of these parents' rights are outlined on the LIC 995 Notification of Parents' Rights included in the Extended Care registration packet and available on the school website.

**PARENT VOLUNTEERS:**

Annunciation Extended Care has the same policy as Annunciation School regarding parent volunteers. Volunteers need to speak with the Extended Care Director to ensure they have completed their entire Safe Environment packet and that all the paperwork is current and up to date. In addition, volunteers for Annunciation Extended Care must provide immunization records for current MMR, Tdap, flu and a TB clearance, as well as a statement of good health. Furthermore, volunteers may never be left alone without a staff member present.

### MEDICATIONS:

Children are not allowed to self-administer medications while checked into Annunciation Extended Care. If your child is under the care of a physician and requires a prescribed medication, please speak with the Extended Care Director to make arrangements and fill out the appropriate paperwork.

### DISCIPLINE:

Children are expected to use respectable behavior at ALL times toward teachers and peers. Rude and inappropriate behavior is not tolerated. Discipline procedures will be handled as follows:

1. A "Note Home" will be sent home for....
  - Inappropriate behavior
  - Not following directions and or not listening to teachers
2. A Discipline Report will be sent home for....
  - Disrespect to teacher
  - Destruction of property
  - Seriously injuring/endangering another student or teacher
  - Chronic behavior issues

If your child receives a Discipline Report in Extended Care, it must be signed by a parent and discussed with the Director before your child may return to Extended Care. Copies of Discipline Reports will be sent to the main school office. Chronic misbehavior will result in suspension from the program for a period of time to be determined on a case-by-case basis. **All Annunciation School policies and consequences stated in your school handbook apply to Extended Care as well.**

### SIGN IN/OUT PROCEDURES:

An Extended Care teacher will sign each child into Extended Care at the double gym door entrance located in the small school playground during school dismissal. The Sign In/Sign Out-procedures will be conducted at the front counter as you enter the Extended Care room when Annunciation School staff conclude dismissal time. Only parents or other authorized adults are allowed to sign your child out of Extended Care. **If your child attended Extended Care and was not signed out, it could result in a full day's charge.**

## Communication

### SCHOOL CONTACT

School Office: (209) 444-4000  
Office Fax Number: (209) 444-4013  
Extended Care: (209) 465-2961  
Website Address: <http://annunciation-school.org>  
Beehively Address: [Beehively Parent Portal](#)

### PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office and in Beehively.

### CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

### OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergencies only and are to be left with the school secretary.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements after school.

### COMMUNICATION from the SCHOOL

- The Beehively portal is the school’s primary mode of communication. This login-protected site is for parents to have access to announcements, week-at-a-glance calendars for the school and each class, sign-ups, forms, RSVP’s, lunch menus, grades, and homework and progress reports. It will be updated once a week. Please check Beehively on a daily basis to receive the most up-to-date information and announcements. Grades for grades 3-8 are updated on a regular basis.
- WEDNESDAY WEEKLY/WEBSITE-To remain informed, it is vital that all parents read the Wednesday Weekly, the Annunciation School community newsletter, found at the school website. As a convenience, we send an email reminder with a link each Wednesday. It is the primary method of communication for:
  - School-wide events
  - Fundraisers
  - Class activities
  - Changes in schedule
  - Notices about community activities

All submissions for the Wednesday Weekly must be made (no later than Tuesday at 12:00 noon) to [kchavez@annunciationsaints.org](mailto:kchavez@annunciationsaints.org) (to be reviewed and approved by administration).

**We may not** include flyers/pamphlets for organizations or events not directly related to the school, parish, or diocese; however, notices will be placed in the newsletter and copies of recent postings can be picked up in the office.

## SEPARATED PARENTS and BLENDED FAMILIES

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.
- Financial communication will be provided to parents/guardians who are registered in SMART Tuition.
- Parents are expected to be reasonable in expectations regarding information about their student(s).
- Homework and classwork are for students; it is unreasonable to expect that multiple copies of homework, etc., will be provided to students with more than one set of parents or more than one household. Each child will receive one copy of homework assignments, worksheets, etc. It is the student's responsibility to complete the work and take the work to separate households as needed.
- It is expected that one teacher conference will be held for a student and that separated parents come together for that brief time to focus on the student. Families should work with the teacher and principal regarding the need for any exception to this expectation.
- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of all documents. Accordingly, school personnel may not act as a liaison between parties and may not accept or deliver materials of any kind from one party to another.
- School employees will not provide written testimonials in support of a parent in a marital or custodial dispute; employees need to be subpoenaed at which time they can provide honest testimony.
- It is the responsibility of any custodial parent to see that he/she is listed as an emergency contact with the school.

## CONTACTING TEACHERS

Parents may not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents must make an appointment in person, leave a voicemail, or email the teacher directly. Messages will be answered within 48 hours on days school is in session. Teachers are not expected to respond to email over the weekend or over holidays or during vacations. In the case of an urgent message, the office should be contacted. Parents and students should never call or text a teacher or staff members at home or on his or her cell phone. Teachers and staff members will not respond to texts during the school day.

## E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate email use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.

- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail should not be used when the sender is upset.

#### DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework will be received by the office staff at the front door. Items should be clearly labeled with student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up by a parent.

#### PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity. Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation, it is the responsibility of the pastor to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic Schools Office only when all steps above have been followed. The Catholic Schools Office may serve as a liaison between the school administration and the family. The appeal will be addressed according to the school's procedures in effect at that time, which will be provided to all those involved in the appeal.
- The Annunciation School Advisory Council and parent organizations are NOT part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent. Staff members may not write letters on behalf of a parent in a custody dispute.

# Visiting the School and Volunteering

## VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of Cathedral of the Annunciation School are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

## CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, at his or her discretion.

## VOLUNTEER REQUIREMENTS and GUIDELINES

Volunteering is a privilege granted at the discretion of the principal.

Anyone wishing to volunteer or work around children/young adults must follow the diocesan Safe Environment Protocol before beginning. This protocol includes anyone over the age of 18 and applies to parents, guardians, relatives, friends, coaches, aides, etc .

The Safe Environment Protocol requires volunteers to:

- Have fingerprinting/background check completed via Live Scan.
- Pay fee due at time of LiveScan.
- Receive clearance from the Diocesan Safe Environment office before work/volunteering may begin. Results can sometimes take a couple of days to several weeks to be received.
- Complete the Safe Environment Virtus online course, "Protecting God's Children", and present the completion certificate to the school office. The Virtus Protecting God's Children online course must be taken every three years.

The Live-Scan form and the Virtus instructions and link for the online training are available in the school office and in Beehively.

Anyone wishing to volunteer or work around children/young adults must also sign and submit to the school office the Volunteer Agreement Form before volunteering in any capacity.

All volunteers who intend to drive children for a school-sponsored activities must adhere to the driving and insurance requirements:

1. Volunteers who drive children for school-sponsored activities must be 21, preferably over 25, years of age.
2. Volunteers must have a clean driving record for the past three years, possess a valid Class C driver license, and have current and valid California automobile insurance. The school must keep on file a copy of that driver license and proof of current insurance.
3. Volunteers may use their personal motor vehicle to drive two or more minors to and from athletic, youth, and other trips or events. Volunteers may not be alone in a vehicle with a single minor who is not their own child.
4. High school students driving high school students to high school events (e.g., sporting activities, Mass, service projects. etc.) must be 18 years of age.
5. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence,

bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.

6. No vehicle larger than an 8-passenger vehicle may be used.
7. The number of persons in a car should not exceed the number for which the car was constructed.
8. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.
9. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
10. Volunteer drivers must strictly adhere to CA Road Rules and Driving Laws, including use of hands free devices.
11. Drivers may not bring siblings or younger children.
12. Volunteer drivers must have a copy of the list of students in their care.

### VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Stockton must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact ;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth **will not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or

- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included.
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

#### FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-one (21). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by the teacher; no detours or unscheduled stops may be taken.
- As students are representing the Cathedral of the Annunciation School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.
- If snacks during the field trip are necessary, they will be provided for the entire class.

## Curriculum

Cathedral of the Annunciation School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at Cathedral of the Annunciation School are developed and implemented in cooperation with the Catholic School Office of the Diocese of Stockton. Teachers and school administration review and evaluate textbooks according to specified curriculum areas to insure that standards are met.

### ESSENTIAL, CORE CURRICULUM

Cathedral of the Annunciation School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, mathematics, science, history/social studies, physical education, and religion. The Cathedral of the Annunciation school aligns curriculum to the California State Standards in ELA, Math, Social Studies, and PE. Our Science Curriculum is aligned with the Next Generation Science Standards and our Religion Curriculum is aligned with the Diocese of Stockton Religion Standards.

### ENRICHMENT CURRICULUM

Students may participate in programs of study as an enrichment of the academic curriculum. These may include music, Spanish, or art and vary from grade level to grade level.

### ACCOMMODATIONS for STUDENTS with DISABILITIES

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.

### STUDENT SUCCESS TEAM

A Student Success Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Success Team consists of the classroom teacher, administrator, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

### RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- Cathedral of the Annunciation School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Students in 2<sup>nd</sup> Grade prepare for, and may receive, the sacraments of First Reconciliation and First Eucharist during the school year.
- Students in 7<sup>th</sup> Grade prepare for, and may receive, the sacrament of Confirmation during the school year.

- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each day begins with prayer as a school community. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly.
- Opportunities for the sacrament of Reconciliation are offered to students during Advent and Lent.

#### FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

The school may deny students permission to go on a field trip. Reasons for denial may include, but are not limited to, disciplinary action, poor grades, lack of signed permission form.

#### LIBRARY

Students have a designated Library time each week.

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## Student Evaluation

### PARENTS as PRIMARY EDUCATORS

In *Gravissimum Educationis* Pope Paul VI proclaimed: "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators..." (GE #3) As the primary educators of their children, parents are expected to share concerns proactively with the teachers and administrator, collaborate to seek solutions to concerns, enforce rules and regulations of the school, foster an "atmosphere animated by love and respect for God and man," (GE #3) and monitor student progress through tools made available, e.g., written publications, online student management systems, student work, etc...

### STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Stockton use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 at least three times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards.

### HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

### HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Stockton are as follows:

Kindergarten	15-20 minutes
Grades 1 <sup>st</sup> and 2 <sup>nd</sup>	20-30 minutes
Grades 3 <sup>rd</sup> and 4 <sup>th</sup>	30-45 minutes
Grades 5 <sup>th</sup> and 6 <sup>th</sup>	45-60 minutes
Grades 7 <sup>th</sup> and 8 <sup>th</sup>	60-90 minutes

### MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, family military leave or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, make-up work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, the principal has final and absolute discretion to determine the conditions and terms governing such absences and grading.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

### GRADING

The following academic grading scale has been adopted by Cathedral of the Annunciation School for essential curricular subjects.

### **REQUIRED SUBJECTS**

Beginning in kindergarten and continuing through grade eight, the curriculum shall include instruction in the following areas: religion (including family life), social studies, literature, language arts, handwriting, mathematics, science, health, safety, fine arts, physical education, and computer education. The curriculum also shall include instruction at all levels on the following: personal and public safety and accident prevention, fire prevention, the protection and conservation of resources and health education.

**GRADING PROCEDURE:** The faculty uses the following norms for grading:

Percentage	Grade	G.P.A.	Percentage	Grade	G.P.A.	Percentage	Grade	G.P.A.
100% – 93%	A	= 4.0	82% - 80%	B-	= 3.0	69% – 67%	D+	= 1.0
92% - 90%	A-	= 4.0	79% – 77%	C+	= 2.0	66% – 63%	D	= 1.0
89% – 87%	B+	= 3.0	76% - 73%	C	= 2.0	62% – 60%	D-	= 1.0
86% - 83%	B	= 3.0	72% – 70%	C-	= 2.0	59% – 0%	F	0.0

### CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, each student's conduct and effort in all classes will also be evaluated.

Students in grades K-2 will earn one of the following in Effort:

S=Satisfactory

P=Progressing

I=Improvement Needed

Students in grades 3-8 will earn one of the following in Effort:

1=Good

2=Satisfactory

3=Unsatisfactory

Students in grades K-2 will earn one of the following in Conduct:

S=Satisfactory

P=Progressing

I=Improvement Needed

Students in grades 3-8 will earn one of the following in Conduct:

1=Good

2=Satisfactory

3=Unsatisfactory

### PROGRESS REPORTS

Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area and may be found at any time in Beehively.

### REPORT CARDS

Report cards are given in Grades K-8 at the close of each trimester of instruction.

### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for Kindergarten– eighth grade in the middle of the first trimester. Students in grades 4-8 are required to attend the conference with their parent(s). There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

### ACADEMIC/BEHAVIORAL PROBATION (Grades 3-8)

Academic/Behavioral probation is separate and apart from the Initial Probation Period entering the school as described above.

1. A child is placed on academic probation for a grade point average lower than 2.0 in a trimester.
2. A teacher-parent conference or SST (Student Success Team) will be arranged.
3. A Student Improvement Plan will be created for implementation of action items emerging from the conference.
4. Evaluation of the student's progress is made during that time and parent(s) and/or guardian are notified of his/her progress.
5. Students on academic probation will not be allowed to participate in Student Council and other school-related activities as determined by faculty and administration.
6. If progress toward goals is not met, the child may not be promoted to the next grade, or in extreme cases, a student will be asked to transfer at the end of the trimester.

### Absence and Grades

Students must maintain regular attendance in order to continue enrollment at Annunciation School. Under ordinary circumstances, more than seven days of absence in a trimester is considered excessive. Excessive absences may be grounds for denying a student continued attendance and may affect a student's grades negatively for the trimester. Make-up work cannot replace what happens in class by way of instruction, demonstration and interaction with the teacher and other members of the class. Administrative review procedures will be initiated to ascertain the cause of excessive absences or tardies (seven per trimester)

### Promotion Requirements for K-2

Since primary grade children do not all achieve educational skills at the same chronological age, and all are not at the same level of readiness and maturity at the same time, standards for continuance at this level are based on indications of maturity and progress in learning according to ability.

To pass to the next grade, the primary student:

- Should be able to function cooperatively in class.
- Should show responsibility in completing work.
- Should show responsibility in caring for materials.
- Should demonstrate acceptable progress towards mastery in content subjects which are appropriate for the grade level.

Exceptions to this criterion will be on an individual basis with accommodated grading. This will only be done with the approval of the parent(s) or guardian, teacher(s), and administration.

If a student is not succeeding as well as might be expected, a conference will be held with the parent(s) or guardian, teacher, and administration. If retention is thought to be beneficial, the teacher, in consultation with the Principal, will make the final decision in recommending retention as an option.

### Promotion Requirements for Grades 3-7

All students in the 3rd through 7th grades at Annunciation must earn 27 points in the 6 basic subject areas each year to be eligible for promotion to the next grade level.

1. The 6 basic academic subject areas will include: religion, math, reading, writing, social studies, and science.
2. Points will be allotted in the following manner: A=4, B=3, C=2, D=1.
3. Students should attain at least 9 points trimester, but must attain 27 points per year to pass to the next grade.
4. Failure to achieve 27 points will result in retention for one year only. A conference will be held with the parent(s) or guardian, teacher and student if the student's grades show signs of a potential retention.
5. Recognizing the academic importance of fine arts, physical education, citizenship, effort, and homework, students are expected to achieve satisfactory progress in these areas.
6. Exceptions to this criterion will be on an individual basis. A notation will be entered in the permanent file if modifications to the curriculum or grading are made.
7. Teachers shall inform the principal as early in the school year as possible if they feel a student may potentially fail to meet the promotion requirements.

### Promotion Requirements for Grade 8

All students in the 8th grade at Annunciation School must earn 27 points in the 6 basic subjects each year to be eligible for promotion and/ or graduation.

1. The 6 basic academic subject areas include: religion, math, literature, language arts, social studies, and science.
2. Points will be allotted in the following manner: A=4, B=3, C=2, D=1.
3. Students should attain at least 9 points per trimester, but must attain 27 points per year to pass to the next grade or graduate.
4. Eighth grade students who fail to achieve 27 points will not graduate.
5. Failure to graduate will exclude the student from all ceremonies, school parties, and graduation trips enjoyed by the 8th grade class. No diplomas will be awarded, and the student will be socially promoted, as noted on the report card.
6. Recognizing the academic importance of fine arts, physical education, effort, conduct, and homework, students are expected to maintain satisfactory progress in these areas.
7. Exceptions to this criterion will be on an individual basis. A notation will be entered in the permanent file if modifications are made.

8. Teachers shall inform the principal as early in the school year as possible if they feel a student may potentially fail to meet the promotion requirements.

### RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible. Final decision is made by the principal, in consultation with the pastor.

### ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

### HONOR ROLL (GRADES 6-8)

The honor roll is established for students in grades 6-8 who have demonstrated high academic achievement and satisfactory conduct during the quarter.

To qualify academically a student must have a grade point average of:

3.75 GPA - 4.00 GPA for first honors

3.25 GPA - 3.74 GPA for second honors

As well as achieving excellence in academics, to be eligible for the honor, a student is expected to adhere to all of the provisions of the "Standards for Students," "Playground Rules," and "School Dress Code" as outlined in the handbook. To qualify for first or second honors a student must have a conduct grade, effort grade, elective grade, Spanish grade, and a technology grade of at least "2" on his/her report card, whereas a mark of "3" in any of these areas, would make a student ineligible for honors that trimester.

### **NOTE: The following subjects are averaged in determining eligibility: Grades 6, 7 and 8:**

Religion, Math, Literature, Language Arts, History, Science

### AWARDS

The following awards are available to eighth grade graduates:

- President's Award for Academic Excellence  
Students are to earn a grade point average of 90 on a 100 point scale, (an A on a letter scale or a 3.5 on a 4.0 scale) for 6th, 7th, and 8th grade. In addition, high achievement in reading or math on state tests or nationally-normed tests or recommendations from a teacher plus one other staff member: One recommendation is to reflect outstanding achievement such as English, mathematics, science, history, geography, art, foreign language, and any other courses that reflect a school's core curriculum.
- President's Award for Educational Achievement  
This award recognizes students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects. Criteria for this award includes high scores or outstanding growth, improvement, commitment or intellectual development.

### EIGHTH GRADE PROMOTION/GRADUATION

Graduation from the 8<sup>th</sup> grade requires the following:

- Meeting 8th grade promotion requirements
- Completion of the SLE Portfolio
- Return all school property in good condition
- Payment of all financial obligations to the school, including fines, by May 15th. Catholic high schools will be notified of any outstanding balance.

Eighth Grade graduation marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Mass for all of the eighth grade graduates. Each year, families of eighth graders will receive specific information regarding this very special event.

School graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

## **The School Day and Attendance**

### SCHOOL and OFFICE HOURS

**OFFICE HOURS 7:45 A.M. – 3:30 P.M.**

PLEASE CONDUCT ALL BUSINESS WITH THE OFFICE DURING THESE HOURS.

**All visitors must check in at the office upon arrival.**

### CLOSED CAMPUS

The Cathedral of the Annunciation School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

Students should not use the front door between 7:45 am - 8:00 am or between 2:50 pm and 3:00 pm.

### ARRIVAL

Students may arrive on campus at 7:45 AM. Earlier arrivals must be signed in to Extended Care by a parent. Students requiring additional supervision should be enrolled in the Extended Care Program. No child should be on school grounds unsupervised before 7:45 am.

### DISMISSAL

- All students must be picked up promptly after school. After 10 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at Cathedral of the Annunciation School cannot, and will not, be supervised by the coaches or other adults and must attend the Extended Care Program for the period of time that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- Written permission is required for all students leaving school with another adult who is not the parent or on the contact form. Electronic email can serve as written permission. Permission via text is not permissible.
- No student may leave the school grounds once he/she has arrived at school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the teacher/office with written notice or a phone call indicating the reason and the name of the person who will be picking the student up.

- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.
- Students should not be in the hallways unsupervised at any time, including before and after school.

#### DROP-OFF and PICK-UP PROCEDURES

Lincoln Street is an extremely busy thoroughfare. When delivering children to school or picking them up, it is essential to the safety of all concerned that drivers and passengers observe the following rules:

- DO NOT DOUBLE PARK at any time.
- OBSERVE PARKING LIMITS ON SIGNS in front of the school and RED ZONE areas.
- DO NOT ALLOW CHILDREN TO JAYWALK. If dropped off or picked up across the street, they must cross in the crosswalk. If school supervisors see you encouraging your child to jaywalk, he/she will be stopped from doing so.
- OBSERVE THE SAFETY PATROL. It is the responsibility of all parents and students to respect the patrol and obey their directions.
- Citations by the Safety Patrol are meant as a warning; however, repeat offenders may be reported to the School Advisory Council for disciplinary action or the Stockton Police Department.
- Consider alternate drop off and pick up points. Rather than using Lincoln Street when it is crowded, consider using Rose Street and/or the parking area on the south end of Van Buren Street as drop-off/pick up sites.

#### WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left at school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

#### MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 12:00 pm on the 2nd Wednesday of every month and at 2:00 pm on all other Wednesdays school is in session. In addition, there are other early release days as noted on the calendar.

#### ABSENCES

If a student is absent, a parent/guardian must notify the teacher before 8:00 am on the date of the absence with the reason. If the school does not receive a phone call, parents/guardians will be contacted.

- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., COVID-19, chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.

- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).

#### MEDICAL OR DENTAL APPOINTMENTS

- A student who needs to be excused during the day for a medical or dental appointment is to bring a note that morning to the classroom teacher or parents should email the classroom teacher. The student will be called to the office when his/her parent or guardian arrives to sign him/her out. Please call the school office when you arrive and students will be brought to the front door for pick up. **At no time is a parent or guardian to take a child from the classroom or playground.**
- The student should return with a note from the doctor's office verifying the appointment.
- The student should check into the school office for an admit slip.
- The student will be allowed to make up any missed school assignments. It is the responsibility of the student to request the work from the teacher and to find out when it is due. Missing assignments count as zeros, unless the teacher excuses the student from doing the work. The student must also make arrangements to make up any tests missed. \_\_\_\_

#### TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:00am. A child is considered tardy if he/she is not in line or in the classroom by the 8:05 am bell.
- The parent/guardian must send the tardy student to the office; students must not be taken directly to the classroom. Students who are tardy must receive a tardy slip from the office prior to admittance to class.

#### EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year, which constitutes ten percent of the academic year.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes shall be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

#### ABSENCES AND MAKE-UP WORK

Please refer to Missed Homework Due To Absence for policy and procedures.

## **Appearance and Student Uniform Requirements**

#### INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of Cathedral of the Annunciation School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the Cathedral of the Annunciation School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance.

Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

### **MASS UNIFORM**

Mass dress is very specific. Detentions may be given if students are not in Mass uniform on designated Mass days.

The following pieces are a REQUIREMENT for Mass dress:

### **GIRLS**

#### **Kindergarten - 3rd Grade**

##### **\*Jumper Lloyd Plaid**

Must be purchased from Dennis Uniform.

or

##### **Long khaki twill pants**

Must be purchased from Dennis Uniform or A Pineapple Life. Only A+ and Dennis brands are allowed.

#### **4th - 8th Grade**

##### **\*Skirt - Lloyd Plaid (Knife or Box Pleat)**

The entire hemline must be an appropriate length. They must be purchased from Dennis Uniform.

or

##### **Long khaki twill pants**

Must be purchased from Dennis Uniform or A Pineapple Life. Only A+ and Dennis brands are allowed.

**All Girls-White Top -Blouse with Peter Pan collar, Polo Style, short or long sleeve, Turtleneck (NO DRI FIT)**

**Socks/Tights - solid white (NO LEGGINGS)**

**Quarter zip logo sweatshirt** - available through Dennis; no personalizations

### **BOYS**

#### **All Boys-Long khaki twill pants**

Must be purchased from Dennis Uniform or A Pineapple Life. Only A+ and Dennis brands are allowed.

**White Top-Polo style, short or long sleeve, Turtleneck (NO DRI FIT)**

**Socks - solid white**

**Quarter zip logo sweatshirt** - available through Dennis; no personalizations

Uniforms are expected to be complete, clean, in good condition and **fit correctly**. Please label jackets and sweatshirts with FIRST AND LAST NAMES. Uniforms are to be worn beginning the first day of school and all hair and facial hair must adhere to the dress code.

### **DAILY UNIFORM-Our everyday uniform includes all Mass uniform pieces and...**

**Shorts, Pants, and Skorts-** khaki twills (The entire hemline must be an appropriate length).Shorts and pants must be purchased from Dennis Uniform or A Pineapple Life. **Only A+ and Dennis Uniform brands are acceptable.**

**Polo Shirt: Short Sleeve** - hunter green - no logos – no Dri-fit

**Polo or Turtleneck: Long Sleeve** - hunter green- no logos

**Sweatshirt** – Hooded or crew neck: Annunciation School imprint

## **SPIRIT WEAR**

Most Fridays (unless Mass uniform is required) will be deemed “Spirit Wear Day” and students will be allowed to wear the following items of clothing.

“Saint” logo sweatshirts: crew-neck, fleece or hood, Science Camp sweatshirts, Science Olympiad shirts, Coloma Sweatshirts, Annunciation Festival Shirts, mathletes, CYO, and other school related shirts are acceptable. Team bows may also be worn on spirit wear days

## **UNIFORM PURCHASE INFORMATION**

Uniforms may be purchased from the Dennis Uniform Company (Dennis brand), or A Pineapple Life (A+ brand only). Dennis is the only supplier of the girls’ plaid skirts/jumpers/skorts, and the quarter zip crew school logo Mass dress sweatshirt. The PTO uniform exchange is available to parents for uniform replacements or supplements. Donations of clean uniform items from suppliers mentioned above are welcomed and appreciated.

## **Additional Requirements**

- Pants | Shorts | Skirts: must be worn *unrolled*, sit at the waist, and be an appropriate length
- Shirts: Must be long enough to stay tucked into waistband (except girl’s white over-blouse) No long sleeve shirt may be worn under a short sleeve shirt. No Dri-fit.
- Undershirts: Must be solid white, tucked into waistband, and short-sleeved.
- Socks: White, entirely visible above the top of the shoes, no logos other than Annunciation School. Socks with a border of our Dennis Uniform plaid are acceptable.
- Tights: Solid white or navy. Tights may only be worn under a jumper or skirt. Footless tights are not allowed. (NO LEGGINGS)
- Shoes: Sturdy, athletic/tennis type: must fit securely on the foot with ties, Velcro or elastic. NO neon, prints, sequins, sparkles, accessories on shoes/laces, blinking lights, etc. NO boots, slippers, sandals, heels.
- Belts: If worn, must be solid color that coordinates with uniform; black or brown or navy (no logos).
- Haircuts: Haircuts must be appropriate for Annunciation School setting. They shall not be extreme in nature or cause for undue attention (which includes but is not limited to shaved sides, shaved lines/parts, temples, sideburns, etc.). Boys’ hair must be neat and clean-cut: above the collar, not hanging below the eyebrows, or covering their ears. Boys facial hair must be kept clean shaven. Girls’ hair must be neat and clean, not hanging below eyebrows.
- Hair Color: Neither girls nor boys may color, highlight, bleach or use products that will alter the hair color in any way. The school staff will be the final judge as to the student’s appearance and prescribe appropriate remedy.
- Hair Bows: All hair accessories must be solid colored or include our Dennis Uniform plaid. If more than one hair accessory is worn they must be the same color. No neon, sequins, metallic, shiny material, sparkles, etc. Simple headbands, clips, ponytail ties-no ears or character hair attachments.
- Makeup: None to be worn or brought to school. No tattoos.
- Nail Polish: Only clear, colorless polish is permitted. No artificial nails.
- Jewelry: Jewelry is not to be worn, except for post earrings (one per ear-**girls only** worn in the lower earlobe), watch (**no smart watches i.e. Apple watch, Samsung watch, FITBITS, etc.**), and a religious necklace worn inside a shirt. Scrunchies and hair ties may not be worn around the wrist.

## **CONSEQUENCES: UNIFORM VIOLATIONS**

K – 3rd Teachers will notify parents of dress code violations.

(Chronic or extreme violations will result in detention/loss of free dress.)

4th – 8th A verbal warning will be issued on their first violation. Further violations will result in detention

notices.

**Three detentions in one trimester will result in loss of free dress privilege.**

### **FREE DRESS DAYS**

Free dress days will be announced as agreed upon by the faculty and Student Council. On the days of dress choice, students are expected to wear appropriate school clothing: NO racer-backs, crop tops, tank tops (with less than 3" straps), spaghetti-strap shirts/dresses, short shorts/skirts. No tight pants, yoga pants, or leggings (w/o long shirt or sweater to *fully* cover and hang below front and rear), or t-shirts with inappropriate slogans or advertising. Yoga pants with cut outs or mesh and ripped jeans are not allowed. No extreme fads. Shorts/skirts must be no shorter than mid-thigh (lower than where the student's fingers lie when hanging at sides). **Any type of dress or grooming that calls undue attention to the student and consequently becomes an unnecessary distraction will not be permitted.** "Ugg" style boots are permitted. Sandals are permitted as long as secure to the foot with straps or ties. For safety reasons, no flip-flops or heels are permitted. If there is doubt as to what is appropriate, a plain t-shirt and jeans in good repair should be acceptable.

*CONSEQUENCES:* The school reserves the right to take the following action(s):

- a) Students will be asked to change into clothing from the uniform closet.
- b) Students may lose free dress privilege.

### **THEME DRESS**

On Student Council "theme" dress days, students choosing to participate must conform to the established theme. Those who choose not to participate must wear their uniforms to school that day.

### **LOST AND FOUND**

All items of clothing, lunch bags/backpacks will be placed on coat hooks in the cafeteria. Any lost article may be claimed before school begins in the morning or after. Any unclaimed articles will either be donated to the uniform closet or to a charity at the end of each report card period. PLEASE PUT FIRST AND LAST NAMES IN ALL SWEATSHIRTS AND OUTERWEAR.

## **Health and Safety**

### IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

### EMERGENCY CARDS

Each child must have a completed emergency form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on Beehively.

### SCHOOL INSURANCE COVERAGE

All Cathedral of the Annunciation School students are covered by insurance for injuries incurred while: attending regular classes; attending official distance learning periods, participating in school sponsored and directly supervised activities, including all interscholastic sports (except interscholastic high school tackle football), field trips and summer activities; and traveling directly to and from: home and school for regular attendance, school and off campus locations to participate in school sponsored and directly supervised activities provided such travel is arranged by and is under the direction of the School, or in School Vehicles anytime. Coverage is administered by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage, but will assist with any out of

pocket expenses and co-pays. Insurance information is sent home the first week of school to familiarize parents with the coverage.

### ILLNESS and NOTIFICATION

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

### MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours. The principal has final authority in determining what procedures or administration of medications can or cannot be undertaken by school staff.
- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- Where reasonable and feasible, the student's medication should be self-administered.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
  3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
  4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.
  5. Parents may request special arrangements with the school administration to allow a student to carry an additional supply of emergency medication (e.g., Epi-Pens or inhalers), if the child is sufficiently capable, mature, and responsible

### MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues.

#### ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

#### STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
  - safe and unsafe foods and exposures
  - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - symptoms of allergic reactions
  - how and when to tell an adult he/she may be having an allergy-related problem
  - how to read food labels (if age-appropriate)

#### HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.

- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

### MANDATED REPORTING

Cathedral of the Annunciation School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

### STUDENT THREATS OF HARM TO SELF OR OTHERS

Cathedral of the Annunciation School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic Schools Office, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student’s suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

### PARKING/DROP OFF/PICK UP/ SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving near campus.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.

### SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Preschools may act independently from schools.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

In rare cases when it is deemed necessary to close the school for up to 3 days, a remote learning environment may be utilized for all grades. This would be similar to an independent study. Like in independent study, a student is guided by a teacher and would not attend classes on campus.

## **Concussion Policy**

### **CONCUSSION DEFINITION**

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

### **SYMPTOMS**

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise

- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

#### FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the athlete is evaluated by a healthcare professional.\*\*
5. Keep the athlete out of play and practice the day of the injury and until a healthcare professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

\*\*"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

#### RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for

children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.

### SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

### RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on independent study. In independent study, a student is guided by a teacher but usually does not take classes with other students every day.

### SCHOOL CLOSURE and COMMUNICATION

Students and families are best served when the school is open. Therefore, decisions regarding closure are made in consideration of many factors, particularly with regard to student and staff safety.

Unplanned school closure may occur for a variety of reasons. Should there be a need to consider a campus closure, the following process and procedures will be used to make that determination.

- Careful consideration of the safety and wellbeing of students and staff will be key a determining factor along with the school's ability to function based on the above listed essentials.
- Besides the Bishop, the Principal and Pastor/President are the only persons authorized to temporarily close school for emergency purposes. Extended closures will be in consultation with the Bishop.
- Decisions regarding closure will be made as soon as possible, but are often made in the early morning when the current AQI and other factors may be assessed for that day.
- Annunciation School will consider the closure of neighboring Catholic schools; however, there may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).

- When Annunciation School is closed, all events scheduled at the school for that closure are also cancelled (meetings, performances, sports, etc.) unless otherwise noted by the Principal
- In the event of epidemic, pandemic, or fire season, school may be closed intermittently or for an extended period at which time distance learning may be implemented.
- Tuition will continue to be assessed at full tuition rates and payments to be collected during all closures.

The Principal will notify all stakeholders (staff, parents, pastor, boards, CSO etc.) through the Beehively, or through an alternative viable means, as early as possible, generally the evening before a closure and no later than 6:00am on the day of a closure.

If more than two (2) days are missed due to unscheduled school closures, these days must be made-up at the end of the school year. Families are advised to reserve the week after the scheduled school ending for potential make-up days; vacations should not be scheduled for this week.

During extended closures when distance learning is implemented, make-up days are not necessary as teaching/learning continues through the closure of the physical campus.

## Emergency Procedures

### EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated Beehively system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, Cathedral of the Annunciation School has arranged safe haven at the parking lot on Magnolia Street between Lincoln and N. Harrison (behind the old Diocese of Stockton buildings and across Magnolia from Dameron Hospital).
- In the event of a city/countwide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through Beehively emergency features and/or school emergency phone contacts.
- No student will be released until all Cathedral of the Annunciation School students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

### EMERGENCY DRILLS and EVENTS

- FIRE: Fire drills take place regularly. The school will follow instructions of the Fire Department.
- EARTHQUAKE: An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- LOCKDOWN/ACTIVE SHOOTER: Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via Beehively as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- BOMB THREAT: Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- FLOOD: The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via Beehively.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

# Student Discipline

## GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at Cathedral of the Annunciation School. A student is considered, at all times and places, a member of the Cathedral of the Annunciation School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to our values, on or off campus, toward anyone in the community, will be viewed as a serious violation of the school's code of conduct.

Cathedral of the Annunciation School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school. Such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

## ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are at the discretion of the teacher (and, if necessary, the principal) and may include, but are not limited to, receiving a zero on the exam or work in question, loss of privilege, suspension, or expulsion.

## VANDALISM:

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

## RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community.

Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to a search of his/her person, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration

member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- A school staff member will be present for any interview with a student.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians.

DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. Disciplinary sanctions may be imposed upon students at the sole discretion of the principal.

Final say in disciplinary matters is at the sole discretion of the principal.

**Classroom and School Rules**

Classroom responsibilities/expectations/procedures for conduct are developed and implemented at the discretion of individual teachers. They should be clear and fair. These will be shared with the students and posted in each classroom at the beginning of the school year and reviewed regularly. Specifications include, but are not limited to, opportunities for individual success in meeting expectations, and examples of logical consequences for what are judged to be relatively minor infractions (e.g. loss of recess to complete late homework, removal from a school activity for disruptive behavior, change of a seating assignment for excessive talking, confiscation of prohibited items). Teachers will follow a discipline system which will be consistent. Students will feel secure if they know that they will be treated fairly and with respect. Students should, therefore, be informed of the following school rules and disciplinary/intervention procedures:

We believe that each of us is made in God’s image and therefore worthy of love and respect. The Annunciation School Discipline Plan provides behavioral expectations and procedures that are designed to ensure a safe, caring, and respectful environment for all students and staff. Annunciation School will maintain a firm, fair, and consistent system for handling behavioral infractions.

**School Wide Behavior Expectations**

<b>Expectation (What)</b>	<b>Rationale (Why)</b>	<b>Actions (How)</b>
<b>Love God</b>	<i>Jesus said, “You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind.” -Matthew 22:37</i>	<ul style="list-style-type: none"> <li>● <b>Participate joyfully and respectfully during prayer times and at mass</b></li> <li>● <b>Take care of God’s creation</b></li> </ul>

<b>Work Hard</b>	<i>"Whatever you do, do from the heart, as for the Lord and not for others" -Colossians 3:23</i>	<ul style="list-style-type: none"> <li>● Come to class prepared with all your materials for learning</li> <li>● Complete all assignments on time and to the best of your ability</li> <li>● Study</li> </ul>
<b>Be Safe</b>	<i>"So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand" - Isaiah 41:10</i>	<ul style="list-style-type: none"> <li>● Follow all building, classroom, and playground safety rules</li> <li>● Keep your hands, feet, and other objects to yourself</li> <li>● Listen to the adult in charge at all times</li> </ul>
<b>Be Kind</b>	<i>"Be kind to one another, compassionate, forgiving one another as God has forgiven you in Christ." -Ephesians 4:32</i>	<ul style="list-style-type: none"> <li>● Speak respectfully</li> <li>● Listen while others are speaking</li> <li>● Cooperate with each other</li> <li>● Play nicely</li> </ul>
<b>Be Honest</b>	<i>"The Lord detests lying lips, but He delights in those who are truthful." -Proverbs 12:22</i>	<ul style="list-style-type: none"> <li>● Always tell the truth</li> <li>● Do your own work (no cheating, copying, or plagiarism)</li> </ul>
<b>Be Your Best</b>	<i>"I have the strength for everything through him who empowers me." -Philippians 4:13</i>	<ul style="list-style-type: none"> <li>● Follow the uniform policy every day</li> <li>● Watch your language</li> <li>● Have a good attitude</li> <li>● Accept responsibility for your actions</li> <li>● Learn from your mistakes</li> </ul>

**\*We require that all cell phones be turned off and remain in backpacks on campus for the entirety of the school day (including field trips and school-sponsored events). Students who do not observe this policy will have phones confiscated. Phones may be retrieved by a parent only.**

### Location Specific Expectations

#### C.H.A.M.P.S.

<p>Morning Arrival:  C-Voice Level 3  H- Find a teacher  A- line up with your class  M-Walking, talking, or sitting  P- Visiting with friends until the bell rings, keep hands to yourself  S-Success!  **S- SILENT WHEN THE BELL RINGS**</p>	<p>Mass:  C- Voice level 0 except for mass responses  H- Ask your teacher  A- Sitting, standing, kneeling respectfully  M- Hands to yourself  P- Be reverent, respond, sing  S- Success!</p>
<p>Playground:  C- Voice level 3 or 4  H- Find a teacher  A- Playing  M- Running, jumping, walking</p>	<p>Library:  C- Voice level 0 or 1  H- Find the teacher  A- Listening, Reading or Writing Activity  M- Walking or sitting</p>

P- Use playground equipment appropriately, keep hands to yourself S-Success!	P- Follow directions S- Success!
Hallway: C- Voice Level 0 H- Find a teacher A- Walking in a straight line M- Hands to yourself P- Moving to the next class/activity S- Success!	Restroom: C- Voice level (Inside 0) (Outside 2) H- Find a teacher A- Use the restroom M- Walk to and from P- Wash your hands, throw away trash S- Success!
Cafeteria: C- Voice Level 2 H- Raise your hand A- Eating lunch M- Stay seated P- Each your lunch and clean up your area S- Success!	Dismissal: C-Voice level (hallway 0) (outside 3) H- Find a teacher A- Going home M- Walk to parent pick up area or extended care P- Follow directions S- Success!

### Behavioral Interventions

Level of Behavior	Examples (List not exhaustive)	Intervention Procedures & Consequences
Level I	<ul style="list-style-type: none"> <li>● Uniform violation</li> <li>● Minor class disruption (e.g. excessive talking)</li> <li>● Cell phone out during school hours (phone will be confiscated and returned to the parent at the end of the day)</li> <li>● Unkind words (teasing)</li> <li>● Horseplay</li> <li>● Non-compliance of school wide behavior expectations listed above</li> </ul>	<p>Level I infractions are handled by the classroom teacher in accordance with their classroom discipline plan.</p> <ol style="list-style-type: none"> <li>1. Conference with the student</li> <li>2. Document behavior by completing a behavior notice</li> <li>3. Contact parent</li> </ol> <p>Consequences may include: time out, loss of recess time, think sheet, classroom behavior chart or system, etc...</p>
Level II	<ul style="list-style-type: none"> <li>● Inappropriate (cursing, abusive) language spoken or written</li> <li>● Inappropriate Mass behavior</li> <li>● Cheating/Lying</li> <li>● Theft</li> <li>● Major class disruption (throwing things)</li> <li>● Physical altercation</li> </ul>	<p>Level II infractions (or a record of multiple Level I infractions) will be handled by referral to the office to conference with the principal. The principal will contact the parent to discuss the incident.</p> <ol style="list-style-type: none"> <li>1. Student conferences with Principal</li> <li>2. Document incident by</li> </ol>

	<p>(students will be sent home for the day if they are hitting, kicking, pushing, etc.)</p> <ul style="list-style-type: none"> <li>● Verbal altercation</li> <li>● Talking back/ disrespect/ insubordination</li> <li>● Unacceptable technology use (includes inappropriate posting on social media platforms)</li> <li>● Multiple level I infractions</li> </ul>	<p>completing a behavior notice</p> <p>3. Contact parent</p> <p>Consequences may include: student sent home for the remainder of the day, In School Suspension (ISS) with the vice principal, Out of School Suspension (OSS), lunch or after school detention, loss of elective privilege (jr. high only), loss of recess privileges, restitution, behavior intervention plan, etc...</p>
Level III	<p>Verified bullying</p> <ul style="list-style-type: none"> <li>● Threats</li> <li>● Alcohol/ drugs/ tobacco/controlled substances</li> <li>● Immoral conduct at school or elsewhere that reflects adversely on the school</li> <li>● Vandalism</li> <li>● Weapons</li> <li>● Arson</li> <li>● Multiple Level II infractions</li> <li>● Serious disobedience or insubordination</li> <li>● Serious breach of internet use agreement (including cyberbullying, hacking other computers, sexting)</li> </ul>	<p>Students committing Level III behavior infractions will be immediately sent to the office and their parent will be contacted by the principal.</p> <ol style="list-style-type: none"> <li>1. Principal, teacher and student conference and document incident</li> <li>2. Principal contacts parent for student pick up and/or sets time frame for OSS</li> </ol> <p>Consequences will include: suspension (OSS) and a behavior intervention plan, disciplinary probation. Consequences may include: Recommended transfer or expulsion.</p>

**SUSPENSION**

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension may be served on or off campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

### REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, Level III infractions committed by students are potential reasons for immediate suspension which may also lead to expulsion.

### EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal, in consultation with the pastor. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor, if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up to the moment of withdrawal or expulsion.

### Probation for Grades 3-8

A student who is placed on probation may not participate in any extra-curricular activities until there is a positive change in behavior/and or academic progress within a specified time-frame.

Extra-curricular activities and co-curricular activities include (but not limited to):

- Student Council
- Field Trips (in some instances)
- School Assemblies
- Student Council Activities
- Spirit and Free Dress Days

### DISCIPLINARY RECORDS

Disciplinary records are kept separate from the student's cumulative file and may be shared beyond enrollment at Cathedral of the Annunciation School as appropriate.

## **Information and Communication Technology Policies**

### ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

Cathedral of the Annunciation School recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

## ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as ASAC, PTO, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of Cathedral of the Annunciation School, or Parish, or the Diocese of Stockton."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

## PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

Cathedral of the Annunciation School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities or members of the school or parish community or related Catholic communities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.

- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

#### DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

#### ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals; these policies also apply to the use of any personal electronic equipment which is brought to campus, either with or without permission, or used off-campus for any school-related activity or where any member of the parish or school community is in any way involved. No set of policies and procedures can provide rules to cover every possible situation or device. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets and notebooks, mobile phones and other similar devices, Apple watches or similar devices, Kindles or similar devices the wireless network, the network, the Internet, and all peripherals.

#### PERSONAL ELECTRONIC DEVICES

Students must follow all school rules regarding the possession or use of personal electronic devices (e.g., mobile phones, Apple watches, tablets, Kindles, notebooks, laptops, iPads, etc.). No student may possess or use a personal electronic device at school or on any school activity without the express permission of the principal. No student may access the school network using a personal device without the express permission of the principal. The school assumes no liability for loss of or damage to a personal electronic device. See also USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL below.

#### SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, and the Harassment and Bullying Policy.
- Students are reminded that they are always Cathedral of the Annunciation School students, both on and off campus, and that ALL electronic content is both public and permanent.
- Cathedral of the Annunciation School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school and the contacting of law enforcement.

#### USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

*(also applies to personal devices brought to school with or without permission)*

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network or a personal electronic device at school.

- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student’s electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

#### ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use electronic devices in ways that are appropriate, educational, and meet Cathedral of the Annunciation School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that all electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of electronic devices.
- I will never give my password to other individuals.
- I will keep food and beverages away from electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of electronic devices or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on electronic device covers, or do anything to permanently alter electronic devices in any way.
- I will not remove or deface the serial number or other identification on any electronic devices.
- I will be responsible for all damage or loss caused by neglect or abuse.

#### DISTANCE LEARNING

During periods of distance learning, all school rules and policies apply to the student who is working remotely. Students participating in class remotely may not share access to the class with anyone not enrolled in the class nor invite others who must participate in a remote video session from a location free from distractions and without inappropriate materials in the background.

#### CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and Cathedral of the Annunciation School administration.

- Removal of the student from a course of instruction, suspension, and/or expulsion from Cathedral of the Annunciation School.
- Contacting law enforcement if there is reasonable suspicion that the law has been violated.

## **Harassment and Bullying**

Cathedral of the Annunciation School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).
- F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.

2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor/president.
3. The following procedures are to be followed for filing and investigating a harassment/bullying/discrimination claim:
  - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
  - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken as appropriate to student privacy.
  - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
  - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
  - E. Once the facts of the case have been gathered, the principal, in consultation with the pastor/president, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
  - F. If a party disagrees with the decision, he or she has the right to appeal. The Director for Catholic Schools will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal. Refer to Process For Conflict Resolution.
4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## **Controlled Substances**

Cathedral of the Annunciation School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
  
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled.
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, Cathedral of the Annunciation School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

## **Extra-Curricular Activities**

### DIOCESAN EVENTS

- Let the Children Come to Me: a team-based religion competition (grades 5-6)
- Student Council Mass
- 8th Grade graduation Mass

### STUDENT COUNCIL

- A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

### SOCIAL EVENTS/DANCES

Cathedral of the Annunciation School sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled in diocesan schools. A fee may be charged. Rules and guidelines will be published prior to any event.

### STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

## **Athletics**

### CATHOLIC YOUTH ORGANIZATION (CYO)

The Catholic Youth Organization (CYO) through the vehicle of sports provides youth in a parish with an opportunity to practice Catholic values and to become friends with other children throughout the diocese. In order to participate in the league, Annunciation School must abide by the rules and guidelines of the league. CYO activities should be examples of the meaning of Christian sportsmanship. The guiding principle behind the enforcement of the CYO by-laws is that the behavior of every person in the CYO program must enhance the children's enjoyment of sports.

With this mission in mind, the following goals have been determined:

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;
- To help form well-rounded students by fostering good health habits;
- To provide a Catholic environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

#### CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent Annunciation School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

#### CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the student in jeopardy.

#### CONCUSSION

Please see the section titled "Concussion Policies" following the "Health and Safety" section.

## **Transfer, Custody, and Student Records**

#### TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

#### TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Such behavior may include, but is not limited to, that which is scandalous or contrary to the mission and philosophy of the Roman Catholic Church and the Diocese of Stockton as well as parental interference in matters

of school administration and abusive language toward principal, pastor, teacher(s), anyone in the school community, or the Diocese. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. In some instances, the school might elect not to recommend transfer, but simply expel. The school may respond to reasonable inquiries from potential new schools regarding parental behavior. Parents acknowledge that they have no expectation of privacy regarding their conduct or behavior with school representatives, staff, or teachers.

#### TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent behavior, parent financial obligations, family involvement, etc. and to provide records as appropriate. Students may not transfer to a Catholic elementary school or to a Catholic high school from another Catholic (or private school) until all outstanding balances at the previous school are paid. Catholic high schools will be notified of any outstanding balance of eighth grade applicants.

#### CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized).

#### RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

#### STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's consent in writing or a court order.

#### ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

## **Miscellaneous Information and Policies**

### CLASSROOM PARTIES/BIRTHDAYS

Classes may have two parties each year, usually Christmas and Valentine's Day. The room parents may be asked to assist with parties if the teacher desires.

Guidelines for room parents:

- ANY communication (written or phone call or email) by room parents to families on behalf of the class must have the advance teacher/principal approval.
- Simplify. Avoid the waste of food through excessive servings. Parties should be brief, e.g. 20 minutes.
- Parents are responsible for donating food items for the parties in their child's class. (No soda)
- If money needs to be collected for a class activity, advance teacher/principal approval is required.

It is the teacher's prerogative to establish the policy for his/her classroom regarding the celebration of birthdays. Classroom birthday parties are not permitted. If a parent wishes to bring a treat (i.e. donuts, cupcakes, popsicles, etc) for the class to celebrate a birthday, the teacher must be consulted first.

### Birthdays

- PLEASE do not send "goody bags" or treats unless approved or directed by teachers.
- A celebrant may bring a snack to share with his/her classmates at a time agreed upon by their teacher. Please send items that are easily distributed (i.e., no cakes that must be cut and plated).
- No party invitations may be handed out at school unless the entire class is invited – or all the girls – or all the boys.
- If balloons, flowers, etc. are sent to school, they will not be permitted in the classroom. They will be kept in the office until dismissal.
- Written permission is required for all students leaving school with another adult who is not the parent or on the contact form. Electronic email can serve as written permission. Permission via text is not permissible. Please be considerate of other students' feelings when picking up after school for parties when not all classmates are attending.

### Buddy Gifts

The "buddy" program exists to give students positive experiences with those of a younger/older grade level. It provides older students an opportunity to be positive role models and provides younger student with spiritual "big brothers and sisters." It is a mutually satisfying and beneficial program. If an individual student wishes to give a gift, it must be done outside of the school day.

**FUNDRAISING GUIDELINES and RESTRICTIONS**

The school permits limited fundraising outside of the Fall Festival, Big Raffle, and Crab Feed. Limited additional fundraising may be undertaken for the following only:

Washington, D.C Field Trip (seventh grade): to help cover trip costs

1. This fundraising is completely separate from Annunciation School’s fundraising.
2. A written proposal form must be completed and approved by the principal before any publicity regarding the event can be released.
3. No fundraiser may interfere with a school sponsored event such as Book Fair. The Parish calendar will also be considered.
4. Ideally, the fundraisers should involve as many of the families in that class as possible. *However, the proceeds from any fundraising will benefit each participating family equally in the class whether or not they volunteered time to the fundraiser.*
5. All fundraising monies must be turned into the office for deposit within one week upon receipt. The monies will be held for that class until the event for which the fundraiser is imminent.
6. Proposals for fundraising events must be submitted to the principal for consideration at least three weeks before the proposed date.
7. Checks will be issued directly to the company sponsoring the Washington, D.C. trip on behalf of each student participating in the trip. Checks will not be issued to individual families.
8. In the unlikely event that the Washington DC trip is cancelled or if an individual decides not to attend the trip, fundraising monies will be placed in the Snyder Washington D.C. fund to help students who may not be able to attend the DC trip without additional financial help.

**LUNCH PROGRAM**

The PTO organizes a hot lunch program on Tuesdays, Wednesdays, and Thursdays. Orders are managed by an online ordering system: [www.boonli.com](http://www.boonli.com). Any questions need to be directed to the website or the telephone number: (800) 381-6511 or the Hot Lunch coordinator. There will be no refunds if a student is absent on a hot lunch day. Gian’s Deli offers a deli lunch on Mondays and Wednesdays- must be ordered with Gian’s.

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By signing below, the parents/guardians and student(s) certify that they have received and reviewed the current version of the school's Parent/Student Handbook and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment. The undersigned parents/guardians and students understand and agree that Annunciation School has the right as a private religious institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The undersigned parents/ guardians and students further agree to comply with the standards of conduct set forth in the Handbook, to support the policies and procedures contained therein, and to cooperate fully with Annunciation School and its personnel as educational partners.

By enrolling in Annunciation School, the undersigned parents/guardians grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, the parents/guardians also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents/guardians and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

**Students may not attend classes or participate in any activities until this agreement is signed and returned.**

Please *print* Family Last Name: \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature(s)** (when age-appropriate):

\_\_\_\_\_  
**Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Volunteer Agreement Form**

Volunteer name (please print): \_\_\_\_\_

Parish / School location name: \_\_\_\_\_

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School).

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: \_\_\_\_\_  
\_\_\_\_\_ Volunteer signature

Date: \_\_\_\_\_  
\_\_\_\_\_ Volunteer signature

Date: \_\_\_\_\_  
\_\_\_\_\_ Authorized Parish/School Representative

## Acceptable Use Pledge Covering Electronic Devices

- I will use electronic devices in ways that are appropriate, educational, and meet Cathedral of the Annunciation School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that all electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of electronic devices.
- I will never give my password to other individuals.
- I will keep food and beverages away from electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of electronic devices or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on electronic device covers, or do anything to permanently alter electronic devices in any way.
- I will not remove or deface the serial number or other identification on any electronic devices.
- I will be responsible for all damage or loss caused by neglect or abuse.

(ALL STUDENTS MUST SIGN-Please add additional pages if needed)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

## 2021-2022 COVID-19 School Protocol Acknowledgment

By signing below, I acknowledge that I have read and understand the current COVID-19 School Protocol which sets forth the procedures undertaken by the school to mitigate the spread of infection during the COVID-19 pandemic.

I acknowledge that, despite the best efforts of students, parents, and faculty, a risk of infection at school is a possibility.

I agree to follow all procedures which are family responsibilities. These include the following:

- Keep student home if there is a fever or illness of any kind and report this to the school
- Report any contact a student has had with a person who has tested positive for COVID-19 or who is demonstrating COVID-19 symptoms
- Wear a mask
- Provide students with appropriate supplies including masks
- Pick up in a timely manner a student who becomes ill

I understand that the school administration may need to amend the Protocol as needed or required by authorities and that notification of such amendments will be made to parents and guardians in a timely manner.

I have read and understand the information contained in the COVID-19 Protocol:

Please print Family Last Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Signature Date Parent/Guardian

**DIOCESE OF STOCKTON**  
**STANDARDS OF CONDUCT FOR THOSE WORKING WITH CHILDREN AND YOUNG PEOPLE\***

**ACKNOWLEDGEMENT PAGE**

I hereby acknowledge that I have read the Standards of Conduct of the Diocese of Stockton and I am aware that there is a complete copy of the Code of Pastoral Conduct which I may access on the Diocesan website at [www.stocktondiocese.org](http://www.stocktondiocese.org). I agree to abide by this code and conduct myself in complete accordance with it. I understand that any violation of the Code of Pastoral Conduct as identified in this document will be subject to remedial action by the Church organization. Corrective action may take various forms depending on the specific nature and circumstances of the offense and the extent of the harm in accord with canon and civil law.

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Name and location of Parish, school or agency: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

**\*For a complete copy of the Code of Pastoral Conduct, refer to the Diocesan website.**

## EXTENDED CARE FORMS

### Extended Care Program

Annunciation Extended Care provides child care services to families and children enrolled at Cathedral of the Annunciation School and who require services that are an extension of the school day. This service is only available to students enrolled in Kindergarten through Eighth grade at Cathedral of the Annunciation School at an additional fee. The Extended Care program provides professional care, supervision, homework support, as well as recreation and enrichment activities for these children. This program is provided for families who desire both Catholic school education and supplementary child care in a Christian environment. All policies of the school, including the contents of this handbook, apply during the Extended Care Program.

The Annunciation Extended Care program exists for the protection of Annunciation School children. Children receiving extra help from their teacher or participating in an after school extracurricular activities are the responsibility of their program coordinator (parent/teacher, Scout leader, etc.).

Annunciation Extended Care is only responsible for the children that are signed into the program. Any unsupervised children present on campus before or after yard supervision hours will be checked into the Extended Care program and will be charged accordingly. NO EXCEPTIONS. The Extended Care program is located in the Extended Care room/Choir Room on Rose Street. The Extended Care program follows the same school year schedule as Annunciation School. The Extended Care program observes all school holidays and in-service days. Variations between Annunciation School and Annunciation Extended Care are rare and any variations in the calendars would be posted well in advance for parents to plan accordingly.

PROGRAMS	TIMES	MONTHLY BASIC RATES
Morning Program	7:30 am - 7:45 am	\$2.00 per day of use per child
After School Program	Dismissal - 5:30 pm (Noon to 5:30 pm on Early Dismissal Days)	\$5.50 per hour per child

\*There is a one-hour minimum charge per child for each month the Extended Care is used; Please review your Admissions Agreement for additional billing information.

Program Schedule	Times	+Please note Early Dismissal Days are once a month and begin at 12 noon
	Dismissal - 3:00 pm	Sign into Extended Care
	Dismissal - 4:00 pm	Outside Time/Gym Study Time
	4:00-4:15 pm	Students clean up their area
	4:15-4:30 pm	Snack Time*
	4:30-5:30 pm	Homework Time/Quiet Activities

+The program schedule is adjusted on these days. \*Snack will be served at 2:30 pm on Early Dismissal days.

**EXTENDED CARE CONTACT INFORMATION:**

Director	Phone Number	Email
Shannon Rodriguez	209-465-2961	preschool@annunciationstockton.org

**MEALS AND SNACK:**

Annunciation Extended Care does not provide meals, however we do serve a small after school snack for children still signed into our program at 4:15 pm (2:30 pm on Early Dismissal days). Please send your child with a bagged lunch on these days.

**FIELD TRIPS AND TRANSPORTATION:**

Annunciation Extended Care is an extension of the school day at Annunciation School. We do not schedule field trips; and all transportation is the responsibility of the child's parents or guardians.

**ENROLLMENT:**

Children are automatically enrolled into Annunciation Extended Care as a service to families who may be running late and for the protection of our students. This service is provided at an additional fee. EVERY family is required to have the following registration forms on file with Annunciation Extended Care. It is imperative that we have information on file for every child in case of an emergency. The Annunciation Extended Care forms are available on the school website. Please fill out and return them the first day of school. Please contact the Extended Care Director if you have any questions. These forms are also included in the Extended Care registration packet.

**EXTENDED CARE REGISTRATION PACKET:**

An Extended Care registration packet includes the following forms:

- Annunciation Extended Care Emergency Information
- Personal Rights (LIC 613A)
- Parents' Rights (LIC 995)
- Annunciation Extended Care Admissions Agreement

**PERSONAL AND PARENTS RIGHTS:**

Each child receiving services from Annunciation Extended Care is entitled to protective rights, including to be treated with dignity, accorded safe and healthful accommodations, and to be free from corporal or unusual treatment. A complete list of these personal rights are outlined on the LIC 613A Personal Rights included in the Extended Care registration packet and available on the school website.

Parents/Guardians who enroll their child in a licensed childcare facility have the right to be informed of their rights. Your rights include, but are not limited to, entering and inspecting the child care center without advance notice. A complete list of these parents' rights are outlined on the LIC 995 Notification of Parents' Rights included in the Extended Care registration packet and available on the school website.

**PARENT VOLUNTEERS:**

Annunciation Extended Care has the same policy as Annunciation School regarding parent volunteers. Volunteers need to speak with the Extended Care Director to ensure they have completed their entire Safe Environment packet and that all the paperwork is current and up to date. In addition, volunteers for Annunciation Extended Care must provide immunization records for current MMR, Tdap, flu and a TB clearance, as well as a statement of good health. Furthermore, volunteers may never be left alone without a staff member present.

### MEDICATIONS:

Children are not allowed to self-administer medications while checked into Annunciation Extended Care. If your child is under the care of a physician and requires a prescribed medication, please speak with the Extended Care Director to make arrangements and fill out the appropriate paperwork.

### DISCIPLINE:

Children are expected to use respectable behavior at ALL times toward teachers and peers. Rude and inappropriate behavior is not tolerated. Discipline procedures will be handled as follows:

1. A "Note Home" will be sent home for....
  - Inappropriate behavior
  - Not following directions and or not listening to teachers
2. A Discipline Report will be sent home for....
  - Disrespect to teacher
  - Destruction of property
  - Seriously injuring/endangering another student or teacher
  - Chronic behavior issues

If your child receives a Discipline Report in Extended Care, it must be signed by a parent and discussed with the Director before your child may return to Extended Care. Copies of Discipline Reports will be sent to the main school office. Chronic misbehavior will result in suspension from the program for a period of time to be determined on a case-by-case basis. **All Annunciation School policies and consequences stated in your school handbook apply to Extended Care as well.**

### SIGN IN/OUT PROCEDURES:

An Extended Care teacher will sign each child into Extended Care at the double gym door entrance located in the small school playground during school dismissal. The Sign In/Sign Out-procedures will be conducted at the front counter as you enter the Extended Care room when Annunciation School staff conclude dismissal time. Only parents or other authorized adults are allowed to sign your child out of Extended Care. **If your child attended Extended Care and was not signed out, it could result in a full day's charge.**

## Emergency Information

EVERY family is required to have an Emergency Information form on file with Annunciation Extended Care. Please fill out the following information, including the contact in case of an emergency section, and those that are authorized to pick up your child from Annunciation Extended Care.

CHILD'S NAME	DATE OF BIRTH	GRADE

**CHILD(REN)'S HOME ADDRESS:** \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Mother's Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Mother's Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Mother's Mailing Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Father's Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Father's Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Father's Mailing Address: \_\_\_\_\_

Child's Pediatrician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please list any food allergies and prescribed medications: \_\_\_\_\_

Please list any health restrictions : \_\_\_\_\_

**ADDITIONAL PERSONS WHO MAY BE CONTACTED IN CASE OF EMERGENCY:**

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

In the event that my child/children becomes injured or ill and the parents cannot be reached, I give my permission to the Extended Care staff to seek any medical care/or treatment that may be needed. All of the medical expenses are to be taken care of by the child's parents and/or their insurance, therefore releasing Annunciation Extended Care and their employees from any and all medical expenses.

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Name: \_\_\_\_\_ Policy #: \_\_\_\_\_

NAME OF PERSONS AUTHORIZED TO PICK UP MY CHILD/CHILDREN FROM THE ANNUNCIATION EXTENDED CARE. Children will only be released to persons over the age of 18 years of age, unless otherwise specified by a written note. Children WILL NOT be released to persons that are not listed below unless a parent has notified the Extended Care staff in writing; email is an approved form of communication. Children are not allowed to leave the program on their own once they have been checked into the program.

Name of Authorized Person	Phone Number

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# PERSONAL RIGHTS

## Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) **Child Care Centers.** Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
  - (1) To be accorded dignity in his/her personal relationships with staff and other persons.
  - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
  - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
  - (6) Not to be locked in any room, building, or facility premises by day or night.
  - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

**THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:**

Department of Social Services  
 2525 Natomas Park Drive Suite 250  
 Sacramento, CA 95833 916/263-5744

-----  
**DETACH HERE**

**TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:**

**PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

<b>Print name of the facility</b> Annunciation Extended Care	<b>Print address of the facility</b> 440 West Rose Street, Stockton 95203
---	--

<b>Print the name of the child:</b>
<b>Signature of the representativeParent/Guardian</b>
<b>Title of the representative/parent/guardian</b> <span style="float: right;"><b>Date:</b></span>

# CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

## PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Department of Social Services

Licensing Office Address: 2525 Natomas Park Drive Suite 250, Sacramento 95833

Licensing Office Telephone #: 916/263-5744

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form

*NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.*

*For the Department of Justice "Registered Sex Offender's database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

• \_\_\_\_\_ LIC 995 (9/08) \_\_\_\_\_ (Detach Here • Give Portion to Parent's.)

## ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS

*(Parent/Authorized Representative Signature Required)*

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Annunciation Extended Care  
Name of Child Care Center

\_\_\_\_\_  
Signature(Parent/Authorized Representative)

\_\_\_\_\_  
Date

*NOTE: This Acknowledgement must be kept in the child's file and a copy of the Notification given to parent/authorized representative.*

*For the Department of Justice "Registered Sex Offender's database go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

## ADMISSIONS AGREEMENT

**2021-2022**

Annunciation Extended Care provides child care services to families and children enrolled at Annunciation School.

**BASIC SERVICES AND RATES:**

PROGRAMS	TIMES	MONTHLY BASIC RATES
Morning Program	7:30-7:45 am	• \$2.00 per day of use per child
After School Program	Dismissal - 5:30pm (Noon to 5:30 pm on Early Dismissal Days)	• \$5.50 per hour per child

\*There is a one-hour minimum charge per child per child for each month the Extended Care is used.

**ADDITIONAL FEES:**

- Late fees are assessed on a monthly basis at the rate of \$10.00 per month or 20% of the account balance. The rate assessed is at the discretion of the Director. An account is considered delinquent if we have not received a payment within the last 30 days.
- Bounced Check fees are \$20.00 per returned check. The Director reserves the right to request cash or money order payments on any account that accrues a returned check fee.
- A late pick-up fee of \$1.00 per minute may be assessed if your child is not picked up by 5:30 pm.
- Families who do not sign their child out of Extended Care, may receive a full day's charge for that day.
- Children who drop their children off for school before yard supervision is available at the elementary school, may be subject to a \$5.00 fine per occurrence.
- Extended Care fees are assessed in arrears after services have been rendered and therefore may not be refunded.

**MORNING PROGRAM:**

- Children signed into the Morning Program may finish their homework and work quietly by themselves or within a small group or cohort.
- Children signed into the Morning Program will be released to the playground supervisor at 7:50 am.

**AFTER SCHOOL PROGRAM:**

- All children on campus and not accompanied by a parent/ guardian after 3:00pm (or Noon on Early Dismissal Days) will be signed into Extended Care and billed accordingly.
- Extended Care provides a variety of daily playground/ gym activities, building materials, board and card games.
- All children are given the opportunity to work on schoolwork and homework while checked into Extended Care.
- Students are required to clean up their immediate area before leaving Extended Care.

**EMERGENCY INFORMATION:**

- EVERY family is required to have an Emergency Information form on file with Extended Care. This policy applies even if you do not intend to use this service. You may download the form directly from the school website, Annunciation Stockton.org. This form helps your child contact you if necessary and will inform the Extended Care staff of who is authorized to pick up your child.

**EXTENDED CARE SCHEDULE:**

PROGRAM SCHEDULE	TIMES	+Please note Early Dismissal Days are once a month and begin at 12 noon.
	Dismissal-3:00pm	• Sign into Extended Care
	Dismissal-4:00pm	• Outside Time/ Gym Study Time
	4:00-4:15pm	• Students clean up their area
	4:15-4:30pm	• Snack time
	4:30-5:30pm	• Homework time / Quiet Activities

+The Program Schedule is adjusted on these days. Snack will be served at 2:30 pm on Early Dismissal days.

**PAYMENT INFORMATION:**

Parents are charged only for the amount of time that the program is used. There is a one-hour minimum charge per child for each month that Extended Care is used.

Families will receive a billing statement the first week of each month through their personal email address. If you do not receive a statement, please contact Extended Care immediately to avoid any late charges.

Students may not transfer from another Catholic school until all outstanding balances at the previous school, including Extended Care, are paid.

Extended Care rates are reviewed yearly and parents are notified of any rate changes before utilizing the program for the new school year.

**SCHOOL CAMPUS CLOSURE and COMMUNICATION**

The conditions under which Extended Care remains open or may be closed are outlined in your school's Reopening Operations Plan. In the event that Annunciation School is mandated to close to onsite instruction, we will follow the recommendations of the Diocese of Stockton and the County Public Health Department. Annunciation Extended Care holds a School Age license and we may be allowed to remain open for child care services. We will communicate all pertinent information to each family through Beehively.

**WITHDRAWALS:**

In the event you choose to withdraw your child from Annunciation School, your Extended Care account must be paid in full in order to register your child at another Catholic School.

**DISCIPLINE PROCEDURES:**

Children are expected to use respectable behavior at ALL times toward teachers and peers. Rude and inappropriate behavior is not tolerated. Discipline procedures will be handled as follows:

- A "Note Home" will be sent home for...
  - Inappropriate behavior
  - Not following directions and or not listening to teachers
- A Discipline Report will be sent home for ...

- Disrespect to teacher
- Destruction of property
- Seriously injuring/endangering another student or teacher
- Chronic behavior issues

If your child receives a Discipline Report in Extended Care, it must be signed by a parent and discussed with the Director before your child may return to Extended Care. Copies of Discipline Reports will be sent to the main school office. Chronic misbehavior will result in suspension from the program for a period of time to be determined on a case-by-case basis.

Every child who is signed into our program *MUST* clean up their area before leaving Extended Care. Any child who refuses to clean up will be assigned additional clean up assignments, such as re-organizing our game/ toy cabinet . Our classroom belongs to our entire community and needs to be cared for and treated with respect.

**LICENSING REGULATIONS**

Regulation #101200 (Inspection Authority of the Department) of the Manual of Policies and Procedures, Community Care Licensing Division, Child Care Center, Title 22, Division 12, Chapter 1 states the following:

*"The Department has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent. The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement."*

**OTHER TERMS and CONDITIONS of this AGREEMENT:**

- The Director of Annunciation Extended Care, or his/her designee, and the child's authorized representative shall sign and date the child's admission agreement no later than seven calendar days following admission.
- Modifications to the original admission agreement shall be made whenever circumstances covered in the agreement change and shall be dated and signed by the persons specified above. Parents will be notified 30 days in advance of any changes or modifications to the admission agreement.
- Annunciation Extended Care shall keep the original copy of the admission agreement and give a photocopy to the child's authorized representative.
- Annunciation Extended Care shall comply with all terms and conditions set forth in the admission agreement.
- The admission agreement shall be automatically terminated by the death of the child. No liability or debt shall accrue after the date of death.
- Families terminate their privilege to utilize the Annunciation Extended Care program if they choose to withdraw their child from Annunciation School.
- All Annunciation School policies and consequences stated in your school handbook apply to Extended Care as well.

CHILD'S FULL NAME		
PARENT'S NAME		
PARENT'S SIGNATURE		
PARENT'S NAME		
PARENT'S SIGNATURE		
DIRECTOR'S NAME	Shannon Rodriguez	
DIRECTOR'S SIGNATURE	<i>S Rodriguez</i>	July 1, 2021

## **Opioid And Concussion Fact Sheet Acknowledgement**

*[Please detach, sign, and return by the [first day of school](#)]*

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the attached Opioid and Concussion Factsheet and the [CIF Concussion Information Sheet](#).

Students may not participate in any athletic programs until this acknowledgement is signed and returned.

I have read and understand the information provided:

Please *print* Family Last Name: \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Student Signature(s)** (when age-appropriate):

**Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

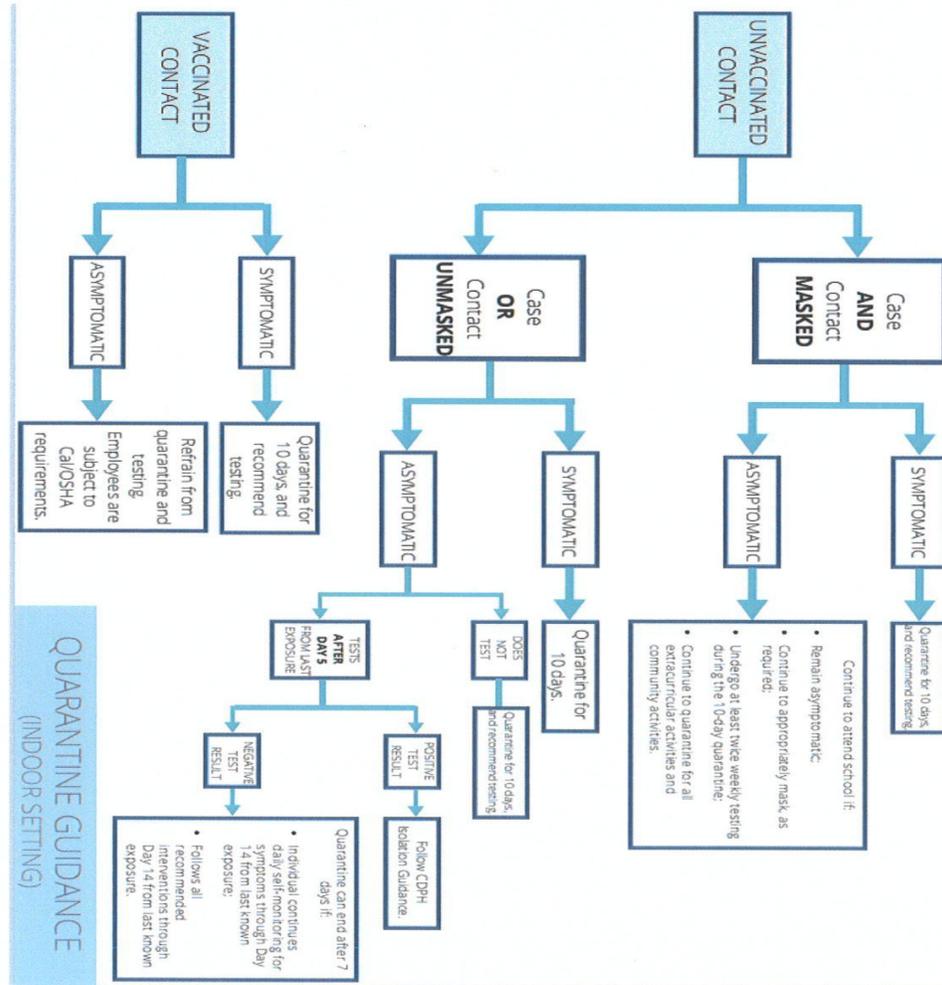
\_\_\_\_\_

\_\_\_\_\_

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# APPENDIX A: COVID-19 PROTOCOL

Annunciation School is mandating masks for all students, teachers, and volunteers on campus which is in alliance with our local department of public health in the county where the school is located. The Covid-19 protocol flowchart for Covid exposures is listed below. If your student has a Covid exposure please contact the school and follow the protocol listed. This is a living and changing document based on public health conditions at any given time and on the directives of the public health office; consequently, it may be amended at any time.



**QUARANTINE GUIDANCE  
(INDOOR SETTING)**



Parent Signature \_\_\_\_\_ Date \_\_\_\_\_