

CATHEDRAL OF THE ANNUNCIATION SCHOOL

1110 N. Lincoln Street
Stockton, CA 95203
(209) 444-4000
www.annunciation-school.org

INFORMATION PACKET & PARENTAL OBLIGATION GUIDELINE

Thank you for your interest in Annunciation School.

The intent of this informational packet is to provide prospective families with an overview of our school, which was founded in 1956. Under the auspices of the Diocese of Stockton and the Cathedral of the Annunciation, the school is accredited by the Western Association of Schools and Colleges as well as the Western Catholic Education Association. Annunciation School is a Catholic parish school that adheres to our stated philosophy. Curriculum follows a combination of California State Standards and the Common Core State Standards with the expectation that our graduates will embody the Student Learning Expectations that also follow.

Within you will find excerpts from the *Annunciation Handbook* outlining some of the guidelines, procedures, and policies that will hopefully answer questions. If you wish to continue with the application process after reviewing this packet, please sign and return the obligation agreement to the school, along with your completed application and all supporting documentation.

We are often asked if interested parents may visit classrooms to observe teachers, but we respectfully decline such requests. As we receive many applications every year, we feel it would be too disruptive to our students to have a constant stream of visitors in the classrooms.

PARENT OBLIGATION AGREEMENT 2022-2023

The registration of a student at ANNUNCIATION SCHOOL is deemed to be an agreement by his/her parents or guardians to fully comply with all the policies, rules, and regulations of the school as outlined in the *Parent Handbook* for the current year and as revised or added to during the school year.

We, parents enrolled or wishing to become enrolled in Annunciation School, understand the above statement and have reviewed the current Parental Obligation Guidelines. We and our son(s) and/or daughter(s), agree to comply with all of the policies, rules, and regulations of the school, Sunday worship, standards for students, playground regulations, dress code, and all FINANCIAL and SERVICE OBLIGATIONS.

Child applicant's name (please print)

Date

(Parent's Signature)

(Parent's Signature)

(Please PRINT Name)

(Please PRINT Name)

PHILOSOPHY

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.

DAILY SCHEDULE

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

School Day Begins

First bell	8:00 a.m.
Classes begin (K-8)	8:05 a.m.

School Day Ends

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

* On early dismissal days, yard supervision ends at 12:10 p.m.

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, which currently runs until 5:30 p.m. daily. Normal charges apply (currently \$2.00 per hour per child before school and \$5.25 per hour per child after school).

LUNCH

The PTO organizes a Hot Lunch program on Tuesdays, Wednesdays, and Thursdays. Families register at Boonli.com where they may review menus, place orders during a designated period the month prior, manage their account, and make payments.

The Mission of Annunciation School

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.

SCHOOLWIDE LEARNING EXPECTATIONS

Throughout a student's journey at Cathedral of the Annunciation School, our students develop the skills and knowledge to be:

Active Christians who:

- Know the basic teachings of the Catholic Church
- Try to live like Jesus, be and give their best
- Participate actively in Masses and prayer services and receive the sacraments regularly
- Care for themselves, others and their surroundings

Quality Academic Producers who:

- Have a strong foundation in the basics of all subjects
- Use good study and organizational skills to meet goals
- Know how to research and think critically
- Effectively use computer and technology skills

Effective Communicators who:

- Write clearly and understand the written word
- Speak clearly and listen well
- Work through problems, anger, and hurt
- Understand nonverbal signals

Problem Solvers who:

- Self advocate and work well with others to come to agreement
- Use/share their talents and interests to find solutions
- Accept responsibility and learn from their mistakes
- Appreciate their talents, skills and differences, and those of others

Annunciation School
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Phone: (209) 444-4000

Fax: (209) 444-40139

ACADEMIC GUIDELINES

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, language arts, oral presentations, handwriting, mathematics, science, health, safety, fine arts, and physical 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 AND HOME STUDY: The faculty may use 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-	= 2.7	69% – 67%	D+	= 1.3
92% - 90%	A-	= 3.7	79% – 77%	C+	= 2.3	66% – 63%	D	= 1.0
89% – 87%	B+	= 3.3	76% - 73%	C	= 2.0	62% – 60%	D-	= 0.7
86% - 83%	B	= 3.0	72% – 70%	C-	= 1.7	59% – 0%	F	

HOMEWORK

The assignment of homework is meant to reinforce study habits for the student. All assignments are an outgrowth of the day's work and not a substitute for classroom teaching. These times are a guide for the student working at a normal rate for his / her respective grade. Times are approximate.

This daily homework routine includes scheduled minutes per day for reading, memorization of basic math facts, and test preparation in each subject area, whether or not written work is assigned.	Kindergarten (2nd half)	10 to 15 min.
	Grades 1 & 2	20 to 30 min.
	Grades 3, 4 & 5	30 to 60 min.
	Grades 6, 7 & 8	60 to 90 min.

DISCIPLINARY PROCEDURES

Discipline in the Catholic School shall be considered an aspect of moral guidance and Christian Catholic development. The purpose of discipline is to promote respect for authority, self-discipline, and a Catholic environment in which the rights and responsibilities of students and teachers are recognized and upheld. Discipline is attained in a school or classroom when parents and students work cooperatively with an Administrator, the teachers, and their companions toward the attainment of class and school objectives. In order to be successful in our attempts to correct behavior problems, it is imperative that the student perceives that his/her parent(s) and/or guardian are working with school personnel to help him/her effect positive change.

There is evidence of constructive discipline when there is:

- acknowledgement of desirable conduct
- firm, kind treatment of all students
- positive correction of faults
- reasonable quiet and order in the building
- self-motivation for learning
- desire for self-discipline
- respect for authority
- avoidance of undue regimentation
- spontaneity and interest by the student
- acceptance of responsibility for one's behavior

STUDENT EXPECTATIONS

- I will respect and obey the teachers, all faculty members, and all adults within the school.

- I will treat my classmates and other students with kindness and respect.
- I will report to an adult whenever I witness bullying behavior.
- I will be involved in learning and complete assigned work.
- I will be honest and will neither mislead nor misrepresent the school staff.
- I will be honest and put my name only on work that is genuinely my own.
- I will respect the rights, property, and safety of others.
- I will respect the school building, property, and materials.
- I will pay for any damage (including lost equipment) done through my actions.
- I will be quiet and orderly in the halls and stairways. I will not push, run, or talk loudly.
- I will abide by the school dress code on uniform and free dress days.
- I will neither bring nor chew gum at school - or eat snacks during class time.
- I will not engage in any actions that are cause for dismissal or suspension.

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.

Enrollment Application Process

The criteria for reviewing applications are as follows:

CRITERIA

I. Active Parishioners*

- a) Siblings of students attending Annunciation School (provided the siblings have been attending one full year) the parent(s) are regularly present at Sunday Mass at the Cathedral, and the family participates in parish life as evidenced by church contribution records, ministry service, and presence at church/school sponsored functions.
- b) Children of Annunciation School alumni (provided the parent(s) are registered members of Annunciation Parish at least one full year) are regularly present at Sunday Mass, and participate in parish life as evidenced by church contribution records, ministry service, and presence at church/school sponsored functions.
- c) Children of registered members of Annunciation Parish (at least one full year)* provided the parent(s) are regularly present at Sunday Mass and participate in parish life as evidenced by church records, ministry service, and presence at church/school sponsored functions.

II. Non-Parishioners** Participating members of other parishes (provided they present a letter of recommendation from their pastor that substantiates their regular presence and participation).

III. All others -

* Those who have registered within the last year prior to applying will not be given higher priority unless the family just moved here from another area and they present a letter of recommendation from their pastor that substantiates their regular presence and participation.

** Non-Catholics or Catholic members of other parishes must present a letter from their pastor that substantiates their regular participation in Mass or services in their faith community.

In order to be considered for priority A, B, or C, regular Sunday Mass attendance is a must!

Applications must be filed for all new students to Annunciation School even those with siblings in attendance.

FOR CONTINUED CONSIDERATION:

- Applications for the 2022-2023 school year will remain active until January 1, 2023.
- Parents must notify the school IN WRITING if they want this application to be considered for school year 2023-2024.
- Updated supporting documentation (report cards/test scores) will be required.
- If the school is not notified, applications are kept in an inactive file for one year and then destroyed.

ADMISSION PROCEDURES AND POLICIES

Annunciation School does not discriminate on the basis of race, color, national or ethnic origin or sex in the admission policies of the school, in the acceptance of students into any programs or activity sponsored by or conducted in the school, or in the granting of any rights, privileges, scholarships, or tuition assistance by the school.

In order to be admitted to kindergarten, a child shall have reached the minimum age of five years by September 1st

At the discretion of the administration, applicants to kindergarten may be screened for readiness before they are considered for acceptance.

PROOF OF LEGAL NAME, AGE AND CUSTODY

Before any child is admitted to a school, the child's parent(s) and/or guardian shall present the child's birth certificate to school authorities in order to verify the child's legal name and age. Both parents and/or guardian of the child must sign the child's application for admission to the school. If one or both parents are not available to sign the application, the school may accept an application signed by one parent or the child's legal guardian, provided the parent or legal guardian signing submits in writing an acceptable explanation as to the reason.

ANNUNCIATION SCHOOL DRESS CODE

At Annunciation we believe our uniform policy is integral to the mission of the school. All children should come to school "dressed for success" as their authentic selves on a level playing field.

- 1) Dress Uniform Day: Mass Days and days designated as "Dress Uniform Days."
- 2) Variations and Option Items: Students may purchase these extra items to wear on non-"Dress Uniform" days.
- 3) Spirit Wear: Non-"Dress Uniform" Fridays will be deemed "Spirit Wear Day".

The school uses Dennis's Uniform as the vendor for specific items. Some items may be obtained at the school uniform exchange. For a detailed list of categories and articles of clothing, please check the handbook on the website or pick up a copy of the Dress Code in the school office.

HEALTH AND SAFETY

Emergency and Health Information Forms

At the beginning of each school year, the parents or guardian provide the school with current and complete family information for emergencies. The information should include the name of the family physician as well as the name of a friend, relative, or neighbor who might be reached in case of an emergency. The school must be notified immediately of any change to this information.

ANNUNCIATION EXTENDED CARE PROGRAM

The Annunciation Extended Care program exists for the protection of the children. The school is not responsible for students on campus before or after yard supervision is scheduled. Any unsupervised child present on campus before or after yard supervision hours will be checked into the Extended Care program. NO EXCEPTIONS! The Extended Care program is located next to the parish 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 inservice days.

BEFORE SCHOOL

ALL children arriving to school before 7:45 am will be checked into the Before School program. The program is available from 7:30 am until 7:50 am. The children will be released to the playground supervisor at 7:50 am. The Before School fee is \$1.50 a day per child. Families who drop their children off for school before 7:45 am without adult supervision are subject to a \$5.00 fine per offense.

AFTER SCHOOL

The After School program is available to all Annunciation School children. The After School program hours are 2:50 pm until 5:30 pm daily. On minimum days, including the first Wednesday of each month, the program will be available from 12:00 noon until 5:30 pm.

All children not picked up from school by 3:00 pm will be checked into the Extended Care program until they are picked up from school. There are NO EXCEPTIONS to this rule. This is for your child's safety!

EVERY family is required to have an application on file even if you do not intend to use the program. It is imperative that we have information on file in case of an emergency!

Program Schedule	2:50 – 3:00 pm	Sign-in
3:00 – 4:15 pm	Planned Activities/Homework Room	
4:15 – 4:30 pm	Clean-up	
4:30 – 4:45 pm	Snack	
4:45 – 5:30 pm	Quiet Time Activities	

Activities

The After School program provides a variety of daily activities including arts and crafts, playground/gym activities, board games and dramatic play. A Homework Room is available Monday through Thursday for students to complete their assigned homework, including quiet reading. A snack bar is provided for the children to purchase a variety of snacks in After School. The snack bar ensures that the children receive a snack when needed and also provides an opportunity for them to learn about money and making change. "Pizza Day" is available on the first Wednesday of each month. The cost is \$2.50 per child. Students may order pizza and juice by bringing their money to school in a marked envelope. Money should be turned in to their homeroom teacher before school starts. Cash or checks made payable to Michael's Pizza are acceptable. One to two times a month a "Movie Friday" is offered to children checked into the After School program. "Movie Friday" release forms are sent home informing parents of the title and rating of the scheduled movie. Each child must have a signed release form on file before they are admitted into the movie area. Popcorn and soda are available for \$1.00 per child.

Discipline

Children are expected to use respectable behavior at ALL times towards teachers and peers. The staff at Annunciation Extended Care will have zero tolerance for rude and inappropriate behavior. Discipline procedures will be handled as follows:

A "Note Home" will be sent home if....

- *Inappropriate behavior

- *Not following directions and not listening to teachers

A Citation (Discipline Report) will be sent home if...

- *Disrespect to teacher

- *Destruction of property

- *Seriously injure/endanger another student or teacher

- *Chronic behavior issues

If your child receives a citation in Extended Care, the citation must be signed by a parent and discussed with the director before your child may return to Extended Care. Copies of citations 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 still signed into our program after 4:15pm is *EXPECTED* to actively help with clean up time. Any child who refuses to clean up will forfeit their afternoon snack and will be assigned additional clean up assignments, such as re-organizing our toy cabinet, cleaning out our dress up area, re-organizing our play kitchen or art cabinet, etc. Our classroom belongs to our entire community and needs to be taken care of and treated with respect.

Sign In/Sign Out

An Extended Care Teacher will sign each child into the After School program. Only parents or other authorized adults are allowed to sign your child out of the After School program. The Sign In/Sign Out sheet is located on the front counter as you enter the Extended Care room. If your child attended the After School program and was not signed out, it could result in a full day charge.

Pick Up

Children will **ONLY** be released to authorized adults listed on your child's Extended Care application form. We will not release your child to anyone you did not authorize to pick up your child. Please make changes on the list as needed so we have the most current information. Every child must be signed out by an authorized person over the age of 16. Siblings accompanying parents during sign out must stay with a parent at all times. Please be sure to sign your child out when you leave to avoid any unnecessary charges. Failure to sign your child out could result in a full days charge. Children will NOT be allowed to sign themselves out of the program. Under NO circumstances are children allowed to leave the program until an authorized person

comes to pick them up and sign them out of our program. If you have any questions, please bring them to the attention of the Extended Care Director.

Fees

The After School program is \$3.00 per hour per child. Parents are charged only for the amount of time that the program is used. There is a one-hour minimum for each month of use per child. Kindergarten parents should refer to the Kindergarten Extended Care section for additional information.

Children picked up after the 5:30 closing time will be subject to a late charge of \$1.00 per minute.

Billing will be sent out the first Wednesday of each month in your child's Wednesday envelope. If you do not receive a statement after use of the program, please contact the Extended Care program immediately to avoid any late charges.

Payments must be received within 10 days of billing to avoid a late charge.

Check payments are preferred. Your cancelled check serves as your receipt.

Accounts past due will be subject to a minimum of \$10.00 late charge or 20% of the balance.

ALL ACCOUNTS THAT ARE OVER 60 DAYS PAST DUE WILL RESULT IN LOSS OF THE PROGRAM!

KINDERGARTEN EXTENDED CARE PROGRAM

The Kindergarten Extended Care program is designed to provide your child with an opportunity to continue his/her day of learning in an open environment. Extended Care is offered to the Kindergarten class at no additional cost from 11:45 am until 2:50 pm.

Kindergarten children will be charged the standard After School fee of \$3.00 per hour after 2:50 pm.

The Kindergarten Extended Care program is located next to the parish choir room on Rose Street. Attendance is optional, part time to full time. Kindergarten families may use this program as needed.

THERE IS NO KINDERGARTEN EXTENDED CARE PROGRAM ON EARLY DISMISSAL DAYS. THE AFTER SCHOOL PROGRAM BEGINS AT 12:00 NOON ON EARLY DISMISSAL DAYS. ALL CHILDREN REMAINING AT SCHOOL AFTER 12:00 NOON ON EARLY DISMISSAL DAYS WILL BE CHECKED INTO THE AFTER SCHOOL PROGRAM AND WILL BE CHARGED ACCORDINGLY.

Program Schedule

11:45	Class Dismissal
11:50 – 12:10	Lunch in School Cafeteria
12:10 – 12:30	Lunch Recess
12:30	Extended Care Teacher walks children to Kindergarten Extended Care Program
12:30 – 1:45	Planned Activities and Creative Art
1:45 – 2:00	Clean up
2:00 – 2:15	Afternoon Story Time
2:15 – 2:45	Outside/Gym Activities
2:50	Kindergarten Extended Care Ends

Note: There may be variations in the program schedule.

SUMMER PROGRAM

SCHOOL HEALTH PROGRAM

The school provides screening each year for vision, hearing and scoliosis. If a child exhibits difficulty in any of these areas, the school will notify his/her parents to who will wish to investigate further with the child's doctor.

IMMUNIZATIONS

Annunciation School complies with the current requirements for immunization and health assessment as established by state and local authorities.

All students entering kindergarten are required by state law to present a record of immunizations.

All children must be immunized as required unless:

- Immunization is contrary to the belief of the parent or guardian.
- Immunization is contraindicated for medical reasons as attested to by a licensed physician by written statement.

The following immunizations are a requirement for attendance in any school in the State of California.

- | | |
|---|---|
| <input type="checkbox"/> POLIO (OPV OR IPV) | <input type="checkbox"/> VARICELLA (Chickenpox) |
| <input type="checkbox"/> DTP / DTaP / DT / Td | <input type="checkbox"/> Tdap (Seventh Grade) |
| <input type="checkbox"/> MMR (measles, mumps and rubella) | |
| <input type="checkbox"/> HIB | |
| <input type="checkbox"/> HEPATITIS B | |

TUITION POLICIES **(2021-2022 Tuition)**

<u>Number of children</u>	<u>Full Cost of tuition</u>
1	\$6,480
2	\$11,986
3	\$17,170
4	\$22,353

Note: All financial figures are for the current school year.

Tuition rates and fees have not been established for the 2022-2023 school year.

FINANCIAL TERMS AND OBLIGATIONS

All tuition and fees are due and payable on the first day of school, between a 10 or 12 month payment plan. Partial Tuition Assistance may be available by applying at www.Factsmgt.com.

FUNDRAISER AND SERVICE OBLIGATIONS

Service obligations to which parents agree when they enroll their child(ren) in Annunciation School are minimal as compared to other parochial schools. 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 for us to meet our budgeted revenues and for us to 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 Council. The three major fundraisers this year are expected to be the Columbus Festival(10 service hours) and the Hawaiian Classic (2 service hours). In addition Kindergarten parents are required to work the Crab Feed (2 hours). ,The Big Raffle, and the Crab FeedThere are service hour commitments and raffle ticket requirements during the year.

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 service to the school to be determined by the ASAC. A typical consequence is doubled hours at the next fundraisers. (For example, if you do not complete your 8-hour Fall Festival commitment, you will be required to work 16 hours at a future event.)
- close scrutiny when reviewing for readmission to the school the following year.
- dismissal from school for repeated failure to participate

The above consequences may also apply if a family participates but is difficult or uncooperative, including being late for 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 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 (or, under special circumstances, by adult relatives or friends.)
- ❖ Older students may not substitute.
- ❖ Assigned Hours may not be traded with another parent without the advance consent of the Work Hour Coordinator.
- ❖ Hours are non-negotiable and therefore may not be purchased or exchanged in lieu of donations.
- ❖ 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 will be Saturday, October 8, 2022.
If you are aware of a scheduling conflict,
you will have until August 1st to contact the Development Office in writing.

FUNDRAISER	2022-2023 dates	MANDATORY OBLIGATION
FALL FESTIVAL	October 8th	All parents are required to work 8 service hours. Scheduled signup times for assignments, based on grade of oldest enrolled child, will occur at the beginning of the school year.
CRAB FEED	January 21st	K through 3 rd grade families must work 2 hours per family. Kindergarten class parents will be assigned to serve, and first, second and third grade parents will be assigned where needed.
THE BIG RAFFLE	November - March	All families are responsible for at least \$150 raffle ticket sales. Tickets will be sent home in November with a drawing in March. Parents will be billed for any unsold tickets.