

Annunciation School
Family Handbook
2022-2023 School Year



ANNUNCIATION PARISH SCHOOL
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School Hours
7:30 a.m. – 2:15 p.m.

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WELCOME

Dear Annunciation Families,

I want to express my gratitude to you for sending your child/children to Annunciation School. It is a privilege for our staff to get the opportunity to work with the children and parents this year. I am very proud to lead Annunciation School during the 2022 – 2023 school year.

Together, let us make a difference and make it a successful year by being a wonderful Annunciation Community!

“May the Lord bless and keep you.”

*With Respect,
Mrs. Herzog*

History of School

Annunciation Catholic School, established in 1914, is a Catholic, co-educational elementary school that takes great pride in its long history of strong academics and service to the community of Clifton, and greater Cincinnati.

Mission Statement

Annunciation is a Catholic parochial school committed to enhancing the spiritual, intellectual, emotional, and physical well-being of each individual student. Annunciation School is dedicated to providing the highest quality education for its students while instilling Christian values in keeping with Catholic Tradition. The school prepares the multi-cultured student body to confidently meet life's future challenges in a way that upholds the teachings of Jesus through service to the Church, community, and the world.

Belief Statements

- We believe each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- We believe students learn in different ways and should be provided with a variety of challenging instructional approaches to support their unique learning styles.
- We believe a safe and physically comfortable environment promotes optimal achievement.
- We believe cultural diversity can increase students' awareness of different peoples and cultures, creating a tolerant environment.
- We believe parents are the primary educators and have profound effect on their child(ren).
- We believe teachers, administrators, and parents share the responsibility for living the school's mission.
- We believe in the commitment to continuous improvement in order to empower our students to become self-confident, self-directed, lifelong learners.
- We believe we are called to live out the Gospel Message through our service to others

ACCREDITATION

Annunciation School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

ADMINISTRATION

Annunciation School is a parish school which operates under the authority of the Pastor, Fr. Ethan Moore, under the direction of the school principal, Meg Herzog.

RIGHT TO AMEND

This handbook is not a binding contract on Annunciation School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION

Non-Discrimination Statement

No student may be excluded from Annunciation Catholic school solely because of race, color, national/ethnic origin, or ancestry.

Registration Requirements for All Students

Registration for the following school year begins every Spring. As part of the registration process, all students will be expected to provide their birth certificate, required health record, baptismal record, and any legal custody/parenting time agreements (if applicable). Transfer students who received special education services from their previous school must supply copies of any 504 or accommodation plan, and most recent IEP or ISP. The principal reserves the right to request additional information including but not limited to previous report cards, standardized testing results, or entrance testing.

EdChoice Program

As a condition of registration and re-enrollment, parents who participate in the EdChoice Scholarship program must meet program guidelines each year to receive a tuition voucher. The guidelines can be found on the Ohio Department of Education's website at <https://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>.

School Age

In accordance with R.C. 3321.01, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are "of age" for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Educating Students with Special Needs

Annunciation School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

Acceptance of Registration

Acceptance of registration at Annunciation School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as Ed Choice, all forms and documentation must be submitted prior to acceptance for admission. Registration fees not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

Voluntary Withdrawal of Students

Parents are to notify the office prior to the withdrawal date. All textbooks and materials belonging to the school must be returned to the homeroom teacher before date of withdrawal. Tuition and fees should be verified with the parish and school offices.

Parents must sign a Record Release Form before student records can be sent to the new school. This release form should be signed at the school to which the child is transferring. When an elementary school student transfers to another school, a copy of the Permanent Record Card will be sent to the school that the child is entering after all outstanding debts are paid. Outstanding debts for students

are the responsibility of the parent/guardian. Records may not be sent to the new school until all tuition and fees are up to date.

ACADEMIC PROGRAM

Academic Expectations

Students at Annunciation School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes and sacramental preparation, as well as special classes, such as art, music, or physical education classes. Additional support services may be available for students as needed.

Homework

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

The following guidelines have been established for timing of daily homework:

Kindergarten	15 minutes
Grades 1 – 3	20 to 45 minutes
Grade 4	45 to 90 minutes

Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-4 use the Archdiocesan recommended reporting structure for recording student progress.

Field Trips

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destination. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian.

Promotion and Retention

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/Guardians' input will be considered.

Failure or unsatisfactory progress in any subject for the year may necessitate the student being tutored or attending an accredited summer school program (at the expense of the parent) during the summer months in the subject(s) failed. The principal makes the final decision in this matter.

Records Review

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/Guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

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

Withdrawal/Disenrollment for Academic Reasons

A student may be asked to withdraw for academic reasons from Annunciation School if it has been determined the school cannot meet the student's instructional needs, or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. Annunciation School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

Withdrawal/Disenrollment of Students Based Upon Conduct of Parents/Guardians

Annunciation School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

- Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
- A report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Curriculum

Annunciation School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion Courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

Standardized Testing

Annunciation School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. The Archdiocese of Cincinnati requires that the IOWA Test of Basic Skills be administered annually. Students receiving State of Ohio EdChoice scholarships are required to participate in additional state testing for Math, Language Arts, Science and Social Studies, and the Third Grade Reading Guarantee assessment.

Reporting Student Progress

Annunciation School issues report cards to the families on a trimester basis. Additionally, interim reports may be issued throughout each grading period. Student grades can be accessed at any time via the student management system, Option C.

Student Support Programs

Annunciation School follows applicable guidelines for student support programs. Student eligibility requirements are determined by the school, Cincinnati Public School Support Staff, and classroom teachers, utilizing factors such as classroom performance and data from standardized assessments. In partnership with the Cincinnati Public Schools, the following student support services are offered via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

- Title 1 Reading and Math Grades K-3
- Special Education Intervention

Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

FAITH FORMATION

Religious Education

Annunciation School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

Sacramental Preparation

Sacramental preparation for practicing Catholics for the sacraments of Reconciliation and Eucharist (First Communion) is parish-based and family-based, with full parental participation, and does not take place in the school classroom. Annunciation parishioners with children enrolled at Annunciation School who are eligible for sacramental preparation should contact Father Ethan Moore for further information. Catholic parents who have children enrolled at Annunciation School but who are not Annunciation parishioners, should contact their parish pastor for their parish guidelines regarding sacramental preparation.

Children must be a baptized Catholic and at least seven years of age to enroll in sacramental preparation for Reconciliation and Eucharist Preparation. If a student has never been baptized, and the parent is requesting baptism in the Catholic Church for their child, the parent should contact Father Ethan Moore. The same is true if a child was baptized in another Christian denomination and the parent is now inquiring into the possibility of the child becoming Catholic.

ATTENDANCE

The School Day

Daily Schedule

7:10am – Student arrival, no drop-offs prior to 7:10am (all students must be in homeroom by 7:30am)

- 7:30am – Prayer and announcements
- 7:40am – Classes begin
- 10:45am-11:40am Lunch/Recess
- 2:15pm – Dismissal

Daily Attendance

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed due to absences can be difficult to make up, without participation in daily classroom discussions and work. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to miss school include personal illness, a family death, or a family emergency.

Appointments, Scheduled Events, Vacations

When possible, medical, and dental appointments should be scheduled outside of school hours.

For safety reasons, only approved parents/guardians may pick up a child from school for an appointment during school hours, and must come to the school office to pick up their student. No student may be picked up from the playground or any other location on school campus except the school office. If someone comes to the playground, or any unauthorized area to pick up a student, he/she will be escorted with the student to the office to speak with the principal or office staff.

Vacations taken during the school year are strongly discouraged. If a student will be absent due to a vacation, it is the parents' responsibility to notify the principal and the teachers at least one week in

advance and make arrangements for how missed work/tests will be completed upon return from the vacation. Teachers are not required to provide assignments prior to the vacation. In addition, if a family chooses to leave town prior to the last day of school before a scheduled break, all assessments and work missed on that day will not be counted toward a student's grades unless prior arrangements have been made with the teacher and principal has approved the arrangements.

Make Up Work

For all absences, students are responsible for doing the work, including tests, that they have missed during their absences. They will have one day for every day absent to complete assignments upon their return to school. Tests must be taken on the date assigned unless other arrangements are made with the teacher. Long-term assignments and/or projects must be turned in on the assigned date in order to receive full credit. If a student arrives to school late or leaves early, it is his/her responsibility to turn in the homework that was due that day. Arrangements to pick up the child's work after 2:00 p.m. should be made before noon.

Excessive Absence and/or Tardy

Students with more than twenty (20) days tardy or absent are subject to retention or dismissal – attendance records will be a factor when the decision to promote, retain, or dismiss a student is made. According to the EdChoice Scholarship rules, students who have twenty (20) or more unexcused absences for the school year are considered ineligible for the scholarship, therefore will lose their scholarship, and be expected to pay tuition.

Reporting An Absence

When a student is ill, parents are asked to call the school office between 7:00 am and 9:00 am. If the office does not receive a call, you will be called in the interest of your child's safety. A written excuse explaining the absence must accompany the student when he/she returns even though the office has been called. If your child will be absent for an entire week, or more, one call a week will suffice. If the absence extends into the next week, you are asked to call again at the beginning of the week.

If a student has seven (7) or more unexcused absences per trimester (i.e., the school has not received a note from the parent indicating the reason for the absence), the parents will be notified. A conference with the principal will be scheduled.

The following are the only recognized excuses for school absence: personal illness, family emergency, death in the family, religious holiday. The student is required to give advance notice to the school in order for the Principal to consider an absence of any other type for excusal. In addition to a parent/guardian phone call, students are to bring a written excuse upon return to school. This note is to explain the absence and must be dated and signed by the parent or guardian. In the event of an absence, the student is expected to make up any missing assignments. The school allows the same number of days to make up work that the student was absent.

Within limits of a student's maturity, it is his/her responsibility to obtain, complete and return all work missed due to absence. Parents may pick up daily assignments in the office between 2:15 pm and 2:45 pm. If you will be picking up your child's work, please notify the office in the morning before noon.

Students are expected to be in the classroom by 7:30 am. To qualify for perfect attendance a student must be present and on time every day classes are held. Students arriving after 7:30 am are considered tardy and must report to the office for a tardy slip before entering homeroom. It is important that students are on time and parents are asked to cooperate in this endeavor.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

Annunciation School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by Annunciation School when determining whether to admit or retain a student.

Student Pregnancy

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor and principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

Gender Identity

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine.

Catholic schools:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teaching of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

HEALTH AND SAFETY

COVID-19 Acknowledgement of Risks

According to the Centers for Disease Control and Prevention (CDC), the COVID-19 vaccination is recommended for everyone 12 years and older. Over the past year, a significant number of Ohioans have received the vaccination. COVID-19 infection rates have fallen, and indoor and outdoor mask mandates, as well as related social distancing restrictions, have been lifted in many settings.

Annunciation School plans to return to in-person learning for the upcoming 2022-2023 school year, including athletics and extracurricular activities with spectators. In doing so, Annunciation School will evaluate and consider the health and safety guidelines recommended by the CDC and the local health department.

Despite the progress made in combatting COVID-19, we, the undersigned parent(s) and student, acknowledge and agree that, as a student at Annunciation School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Annunciation School staff, still involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students (and their parent(s)), teachers, and staff at Annunciation School, there may still be an elevated risk of contracting the disease simply by being in the building, on the premises, or at any Annunciation School function. This risk may be even greater for those who are not vaccinated for COVID-19 and those who do not wear a face mask.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person learning and other in-person school activities and functions, is the choice of each family, including ours. If student or parent(s) who visit Annunciation School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Annunciation School, attend any Annunciation School function, or visit Annunciation School.

Moreover, we acknowledge that while any safety and precautionary measures we take on our own (e.g., wearing a facemask or being vaccinated for COVID-19) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at Annunciation School or any Annunciation School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the CDC, the State of Ohio, and/or and the applicable local public health department.

General Health Information

Students who are ill should not come to school. If a child becomes ill at school, the parent will be notified to pick up the child as soon as possible.

Annunciation School follows the following Archdiocese of Cincinnati mandate and R.C. § 3313.713 regarding administering medication to students.

Medical Information

At the beginning of each school year, parents/guardians will complete current medical information for the students. If information changes during the school year, parents/guardians should contact the school with the current information.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

Parents of children with chronic conditions (severe allergies, severe asthma, epilepsy, diabetes, etc.) requiring specific treatment or possible emergency responses must follow all guidelines for prescription medication and shall annually file a health care plan with the school that has been approved by a physician.

Policy On Student Use Of Marijuana

Annunciation School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

Annunciation School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the

Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Child Protection

Annunciation School follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect. All staff are considered mandatory reporters of suspected child abuse.

Immunizations

Annunciation School complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although Annunciation School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Health Screenings

Vision and hearing screenings shall be provided regularly.

Safety Plan

Annunciation School files a completed safety plan with the state of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. Annunciation School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

Wellness Plan

Annunciation Catholic School has developed a wellness plan. It is reviewed, updated, and published on an annual basis. The school is committed to supporting environments that promote and protect the health, well-being, and ability of students to learn by supporting access to healthy foods, nutrition education, and participation in physical activity. Details of the Wellness Plan can be found in Appendix M of this handbook.

STUDENT CODE OF CONDUCT

Annunciation School is a caring and supportive Catholic faith community and parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Behavior which violates our code of conduct may be stopped by anyone witnessing the behavior at school or school related activities. Students who fail to follow the rules are subject to disciplinary policy and its consequences.

Annunciation School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for Annunciation School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been fully remedied. As with the method and extent of any disciplinary measures, Annunciation School reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a conference will be scheduled with the teacher, parents/guardians, and principal.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school or when they represent the school. Any violations of the Student Code of Conduct may result in consequences issued by the school administration.

Annunciation School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Illegal Substances

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

Harassment, Intimidation, and Bullying Policy

It is the policy of Annunciation School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The Parish and School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

“Harassment, intimidation, or bullying” means either of the following:

Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”).

Examples of cyber-bullying include, but are not limited to, the following:

- Posting slurs on the Internet, websites, blogs, or social media/networks;
- Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
- Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

Informal Complaints

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

Criminal Misconduct

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Conduct Disclaimer

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the

student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

General Behavioral Expectations

The following general rules and expectations serve as reminders and are in support of the student.

Code Of Conduct

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all students, staff, parents/guardians, workers, volunteers, visitors.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.
5. Improper language or gestures, deliberate injury, or threatening statements are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery, including of parent(s)/guardian(s) signature(s), will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents/guardians are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
8. Books and materials are to be handled with care. Books must be covered and re-covered, as necessary. Damage to books on loan is subject to a fine not to exceed the book's value.
9. Students are expected to come prepared for class and other school activities.
10. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
11. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member.
12. Weapons, or any item that could be used as a weapon or that the principal might consider to be a weapon, are not permitted at school.
13. Students are to be orderly in the halls and classrooms at all times, so that a positive learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without permission of a faculty or staff member.
14. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parent(s) or guardian(s). Students must also obtain the permission of the principal or teacher before leaving the school.

Behavioral Expectations in Specific Locations

Cafeteria

- Students will follow directions of staff and cafeteria supervisors in a respectful manner.
- Use appropriate table manners and behave in an orderly manner by sitting while eating.

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- Talk in a normal speaking voice.
- Eat food only in the cafeteria.
- Keep hands to themselves and do not touch any other student's food.
- Do not play with or throw food.
- Clean the table and leave it in an orderly fashion.
- Raise hand for permission to go to the restroom or to leave your seat for any reason.
- Students may not go back to the classroom unless they have a note from a teacher.

Classroom

- The student is expected to contribute to the "proper atmosphere in which to learn" by following the classroom rules.
- Be an attentive listener.
- Participate in discussion and sharing ideas.
- Cooperate, becoming actively involved in group projects.
- Complete assignments on time.
- Treat others in a way that respects that person's dignity.
- Use learning materials meaningfully and return them to their proper place and in the proper condition.

Church

- Use holy water to make Sign of Cross.
- Walk quietly to pew, bow with your class.
- Kneel, reflect, be seated, and pray silently.
- Participate in songs and responses.
- Listen to readings and homily.
- Respect other people's desire to pray.
- Leave in a quiet, orderly manner with your class.

Playground

- Stay in designated areas. Do not leave the school premises.
- Make proper use of playground equipment.
- Do not throw rocks, sticks, snowballs, or any other object.
- Place all paper in proper containers.
- Students may not re-enter the building without permission from the staff member on duty.
- Respond to the bell that signals the end of recess. Students are to stop playing, walk to the designated line-up area, and take their places quietly.
- Students are not permitted to be on the playground unsupervised after school.

The following activities are prohibited on the playground:

- Fighting
- Tackle games of any kind
- Throwing dirt, rocks, snowballs, and other dangerous objects
- Playing on or near the entrances and exits to the playground
- Hardball, softball, and games involving bats of any kind
- Any activities that involve riding on the back and shoulders or carrying of other students
- Sliding on ice
- Swearing or spitting
- Chewing gum or eating food while on the playground
- Climbing on fences, gates, or poles

Bus Transportation and Behavior

Annunciation School will comply with the local public school district's transportation policies with regards to bus service.

Behavioral expectations on the bus include but are not limited to the following:

- All students are to be seated.
- No running or moving about the bus.
- No loud talking or noise.
- No eating.
- No hands, heads, or other parts of the body are permitted to extend out of the bus.
- No misconduct of any kind.

The bus driver has authority to enforce the above regulations. If a student receives a discipline slip from the bus driver, the school will be notified and will take appropriate action, as necessary.

Detentions, Suspensions, Expulsions

Definition of Terms

"Detention": A student will spend one hour engaging in assigned activities, not to include homework, after school once the parent/guardian has been notified in writing. *It is the parent/guardian's responsibility to transport the student after detention.* Regular detention will be held on Wednesday afternoon from 2:15 – 3:15.

"School Suspension": Removal of a student from the school classroom or premises and all related school activities for a period of time stipulated. Suspensions may be held in school or out of school at the principal's discretion.

"Expulsion": Permanent exclusion of a student from school attendance. Student is no longer recognized as being enrolled in the school.

Some behaviors may cause immediate suspension/expulsion. This list is not comprehensive.

- Bringing a weapon of any kind to school or using any item as a weapon
- Any behavior involving drugs/alcohol/tobacco on school property
- Turning in false fire alarm, bomb threats or calls to 911
- Physical or verbal assault of anyone including faculty, staff member, or another student
- Repeated harassment or intimidation of another student

Procedures to be Followed in Cases of Suspension and Expulsion

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A conference will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then a conference will be scheduled as soon as practical.

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- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of the psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Finality of Decisions

In consultation with the pastor, the principal will make the final decision on all cases. Notification will be given in writing to the parents/guardians of the disciplined student.

Search And Seizure

Annunciation School reserves the right to search and inspect school property used by students at any time. Annunciation School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Cheating and Plagiarism

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Student are expected to acknowledge the ideas and words of others appropriately through conventional standards.

GENERAL INFORMATION

Birthdays

Students will be celebrated and recognized in a way that is equitable and preserves the integrity of the learning environment. For example, a class may celebrate birthdays on a monthly basis rather than per birthday. Additionally, due to an increase in the number of students with food allergies, parents must check with their child's homeroom teacher prior to bringing food to school to celebrate birthdays or other holidays.

Communication

The best educational atmosphere is one in which parent/guardian, teacher, school, and church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students.

Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or phone the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Time is set aside in the fall for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

Confidentiality Regarding Students

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

Cooperation as Condition of Enrollment

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that Annunciation School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

Custody Policy

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. Annunciation School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

Eagle Edition

Every family will receive a monthly newsletter, the Eagle Edition. The newsletter will contain necessary communication from teachers, parish staff, administration, and other school organizations. Please take the time to carefully read and review all information. The Eagle Edition will be emailed every

Friday. Paper copies are available upon request. The newsletter will provide updates for parents regarding school events and programs, volunteer schedules and calendars, just to name a few items. Information that is to be included in The Eagle Edition, must be submitted to the principal for approval no later than Noon on Wednesday of each week.

Emergency Closings

In the event of snow or other severe weather conditions that cause school to be closed or delayed, families will be notified via automated call and email. An automatic message with the necessary information will be sent to each phone number that a family has provided. Information will also be broadcast on local television. In this case, ANNUNCIATION CATHOLIC SCHOOL will be announced.

Extra-Curricular Activities and Sports

When a student is participating in an extracurricular activity during after school hours, he or she is expected to be respectful and behave as a student is expected to behave. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

Library/Media Center

Library books may be checked out for one week. Books may be renewed for another 1-week period, but this renewal must be done on or before the original due date. The overdue book fine will be assessed at \$.05 per day. Overdue notices are given to each student at the end of each week. They should be paid promptly. If library fines are not paid, library privileges will be suspended.

Proper care of library books is the responsibility of the student checking them out. Books are to be returned in the same condition as they were checked out. Students and parents are responsible to pay for any damaged or lost books. Until the payment is made, library privileges will be suspended.

Liturgies

All-school Mass is scheduled for 10: AM every Thursday. There may be all-school Masses throughout the school year on special feast days and holidays.

Lost and Found

Lost and found items are kept on the main floor of the school. Unclaimed items from the lost and found box will be cleared out monthly. Please write your child's name on coats, sweatshirts, lunch boxes, etc.

Parent/Teacher Conferences

Good communication between parents and teachers is essential in the education of our children. There are scheduled Parent/Teacher conferences each year in the fall. Other conferences are arranged when desired by parents and/or teachers. If you would like to schedule a conference, please contact the teacher directly by email or phone. Parents should address all classroom concerns and questions directly with the teacher.

Recess

All children are expected to go outside weather permitting. Students will only have indoor recess if the temperature or wind chill is below 32 degrees. Please make sure students are dressed appropriately for outdoor play, especially in colder temperatures.

Responsibility for Personal Items

Annunciation Catholic School is not responsible for personal items brought to school. Cell phones, iPod's, personal tablets, and other electronic devices as well as distracting toys have no place in the classroom and are not permitted on school property. These items will be taken to the school office and may only be returned to a parent. Use of personal electronic devices during school hours may result in disciplinary measures.

School Lunch and Water Bottles

Students are required to bring lunch from home. A hot lunch option WILL NOT be provided for the 2022-2023 School Year. Student lunch boxes/bags should be clearly labeled with the student's name. It is important to make sure that your child only packs what he/she will eat. Limit your child's options and be mindful of the amount of "junk food" that is packed. All sugary drinks and drink mixes are prohibited. We want to be mindful of those less fortunate and waste as little food as possible.

Students should pack a water bottle each day. The water bottle will serve them throughout the day while water fountains may not be accessible. The water bottles can also be used during the student's lunch period. Teachers will facilitate at least one time each day when students can refill their water bottles. Water bottles (both consumable and reusable) should be clearly labeled with the student's name.

Social Media

Annunciation School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved photos or statements pertaining to school or school events.

Technology

Use of the internet at Annunciation School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While Annunciation School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with Annunciation School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

Telephone Use

Students are permitted to make telephone calls from the school office only in emergencies. Forgotten homework, projects, books, or gym clothes/shoes, arrangements to visit classmates after school, etc.

are not emergencies. Neither teachers nor students will be called to the phone during school hours, unless determined necessary/appropriate by the school principal. If an emergency arises, the school office will relay a message to the student or teacher. Personal Cell Phones are only permitted to be used with the permission of a teacher or the principal. Students and parents should seek to first communicate what they deem to be “emergency situations” through the school office.

Textbooks

Proper care of textbooks is the responsibility of the student. Books are to be returned in the same condition as they were distributed. Students and parents are responsible to pay for any damaged or lost books. Until the payment is made, school account privileges may be suspended and report cards may be held.

Tuition

Annunciation School is proud to offer a high quality education for your child, rooted in Catholic Faith and strong family values. We are truly blessed and honored to partner with parents and caregivers in educating each of our children. The tuition and fee structure at Annunciation School is as follows:

Annual tuition is \$5,500. **EdChoice Eligible Families must follow all requirements of the State of Ohio and Annunciation School in order to maintain their scholarship.** For those not eligible for EdChoice or EdChoice Expansion, tuition is \$5,500 per year, and is payable in ten monthly installments.

Payments are processed through an automated withdraw system. The first payment processes on August 17 and the final payment on May 17. Families paying tuition (not receiving EdChoice Scholarships) must complete an ACH Transfer Authorization Form.

There is a \$100 non-refundable registration fee for new students, and a \$50 non-refundable registration fee for returning students, due at the time of application/registration.

Tuition Aid forms, FACTS Payment Plan forms, and tuition information and deadlines for the next school year can be found in the appendix.

Visitors

All visitors must enter the school building at the front entrance. Visitors will be expected to sign in and out and wear a visitor badge while at school.

Volunteers

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the SafeParish Training, an electronic (on-line) background check through Selection.com and remain current with the scheduled SafeParish training bulletins. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at any time they are volunteering with children. Additional details are available by accessing the Decree on Child Protection. Volunteers are also expected to sign the Volunteer Confidentiality Form prior to volunteering.

SCHOOL UNIFORM CODE

Parent/Guardian cooperation to enforce the dress code is essential. Parents/Guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits.

Students must be presentable and representative of high standards with regard to modesty, cleanliness, and good grooming. All students should be in the appropriate school uniform daily. No one is exempt, and complete cooperation is expected. If, for a serious reason, a student cannot comply with the dress code, a written explanation must be sent to school and the principal will then approve or deny the request for exemption.

Annunciation School uniforms are available at:

Schoolbelles

5718 Harrison Avenue

Cincinnati, Ohio 45248

513-921-3417 www.schoolbelles.com

*You may purchase items from other stores (Target, Walmart, etc.) if they meet the requirements outlined below.

The following Dress Code is used at Annunciation School and Dress Code violations may result in consequences according to classroom discipline procedures.

General Statements for All Students

Students must be presentable and representative of high standards with regard to modesty, cleanliness, and good grooming. All students should be in the appropriate school uniform daily. No one is exempt, and complete cooperation is expected. If, for a serious reason, a student cannot comply with the dress code a written explanation must be sent to school and the principal will then approve or deny the request for exemption.

- Colored or printed tee shirts may not be worn under the uniform shirt/blouse. Only solid white shirts are permitted under the uniform shirt/blouse.
- Only the top button on the shirt/blouse may be left unbuttoned.
- The uniform jumper and skirt must be purchased from Schoolbelles.
- Belts must be worn on pants/shorts with belt loops for students in grades 3 - 8. Belts must be brown, black, or navy blue.
- Baggy or oversized pants, sweaters, shirt/blouses, or sweatshirts are not permitted.
- No skirt may be rolled at the waist.
- All shirts and blouses must be securely tucked in at all times.
- Pants and shorts must be worn at the appropriate waist level.
- No visible tattoos or body piercing (except as noted for post earrings /girls only).
- **NO HOODIES ARE TO BE WORN IN THE CLASSROOM**

Uniform for All Students

- **Jumpers** for Grades K-3 and **Jumpers and Skirts** for Grades 4 can be plaid/navy/khaki and must be no more than 3" above the knee. Jumpers and skirts are available at Schoolbelles.
- **Leggings** may be worn during cold weather. It is preferred that the leggings or knit pants go to the ankle but at least must be below the knee. Leggings are never permitted to be worn as a stand-alone form of pants/shorts.
- **Pants/Dress slacks** (corduroys, twill, or cotton blends) in navy blue or khaki must be worn at the natural waist. No jeans, no pants with rivets or multi pockets, logos, trim, or outside pockets are permitted. Appropriate style pants should not be too form-fitting.
- **Shorts/Dress shorts** (twill or cotton blend) in navy blue or khaki must be worn. Shorts should be fingertip length (walking shorts) – no shorter than 3 inches above the knee. No knit, oversized, or athletic shorts. Shorts may be worn from the first day of school until October 15th. Shorts may be worn beginning April 15th until the end of the school year.
- **Blouse/Shirt** Solid white, navy blue and light blue collared knit shirts, with or without Annunciation's logo, may be worn. Blouses and shirts must be tucked in at all times.
- **Sweaters** can be **navy blue, white or black solid color**, long sleeve cardigan or pullover exclusive of all ornaments, and logos.
- **Sweatshirts** Any solid **navy blue, white or black** sweatshirt is acceptable. It may include an Annunciation logo. A grey Annunciation sweatshirt with an embroidered A may also be worn. All sweatshirts must be worn over school blouse or knit shirt. Hooded Annunciation sweatshirts may not be worn in class.
- **Shoes** Gym shoes or practical dress shoes must be worn. Backless shoes are not permitted, and boots may only be worn during cold weather. Shoes/boots that are gaudy and/or noise/light producing are prohibited. CROCS are not appropriate footwear for school.
- **Socks** Choice of socks or leotards in any of the following colors: solid navy, black, or white. Socks must be worn.
- **Jewelry** One small post earring worn in the ear lobe per ear may be worn by the girls. No hoop or dangling earrings for safety reasons. The boys are not permitted to wear earrings at all. One watch, one ring, one simple chain necklace is acceptable. No bracelets are allowed. Excessive/distracting jewelry is prohibited.
- **Make up** is not permitted. **Only clear nail polish is permitted to be worn. Fake nails are not permitted.**
- **Hair** must be neat, clean, well-groomed and shall not create a safety or health hazard. Extreme/unusual haircuts or hair coloring are not acceptable as determined by the Principal. Boys are not permitted to have facial hair.
- **Bandannas** and other overlarge/gaudy **hair accessories** are not to be worn with the school uniform.

Gym Clothes

Students must wear appropriate clothes on their designated gym day. Annunciation spirit wear is strongly recommended. Sweatshirts, sweatpants, athletic shorts and t-shirts are acceptable to bring in and change into. Cut-offs, denim, muscle and tank shirts are NOT permitted. All clothing brought to be worn in gym class must be in presentable condition. Any clothing that promotes drugs, alcohol, or has inappropriate comments or pictures is not permissible. Students will not be permitted to call home for gym clothes.

APPENDICES

Appendix A	<u>Accident Injury Form</u>
Appendix B	<u>Archdiocesan Policy for Youth Activities/Permission Form</u>
Appendix C	<u>Asthma Inhaler Form for Self-administration</u>
Appendix D	<u>Decree on Child Protection</u>
Appendix E	<u>Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector</u>
Appendix F	<u>Parent/Guardian Request for Administration of Medication</u>
Appendix G	<u>Physician Request for Administration of Medication</u>
Appendix H	<u>Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector</u>
Appendix I	<u>Responsible Use of Technology</u>
Appendix J	<u>School Calendar</u>
Appendix K	<u>Social Media Policy and Media Release Form</u>
Appendix L	<u>Tuition Agreement</u>
Appendix M	<u>Volunteer Confidentiality Form</u>
Appendix M	<u>Wellness Plan</u>

PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

I/We hereby affirm that I have read the Family Handbook. I/we certify that I/we consent to and will follow all policies and procedures of the school, including everything in the Annunciation School Family Handbook.

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

Student Signature and Date

Student Grade

Student Signature and Date

Student Grade