

POLICY HANDBOOK FOR PARENTS AND STUDENTS

In order to implement the school's mission, this handbook of policies for Annunciata School parents and students has been prepared. Policies of the local administration are based on those of the Archdiocese.

Mutual understanding and support between home and school benefits the child and opens the door to communication.

Mr. Edward A. Renas
Principal

Revised: March 2018

Faculty and Staff

Pre-School
Pre-School Aide

Kindergarten
Kindergarten Aide

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Physical Education

Art

Music

Principal

Assistant Principal

Director of Religious Education

Administrative Assistant

Maintenance

Food Services

Extended Day Coordinator

Extended Day Aide

Ms. Laura Miller
Mrs. Marisa Colantuono
Ms. Crystal Lovingood
Ms. Priscilla Soto
Mrs. Barbara Rybarczyk
Mrs. Lynn Mendoza
Ms. Karen Carlassare
Ms. Anne Carpenter
Mrs. Barbara Stahl
Ms. Lorie Lovingood
Mrs. Karen Finlon
Mrs. America Landeros
Ms. Linda Moscinski
Ms. Mary Ann Kopchak
Mrs. Lynn Mattes-Ruggiero
Mr. Tim Quistorff

Mr. Edward Renas
Ms. Linda Moscinski
Ms. Priscilla Soto
Mrs. Millie Long
Mr. Frank Bermejo
Mrs. Nancy Alvarez
Ms. Melissa Ospalski
Mrs. Debbie Selenik
Ms. Melissa Ospalski

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MISSION STATEMENT

Annunciata School is a Catholic Educational Community committed to providing a quality Elementary Education for boys and girls Pre-school through Eighth grade. In partnership with parents/guardians, we have as our primary concern the intellectual and spiritual development of the students based on a strong foundation of Catholic tradition, values, and service that is strengthened by Faith.

Our vision is to prepare our students for their roles as responsible individuals in their Family, Church and Community as they move forward into the 21st Century.

PHILOSOPHY OF ANNUNCIATA SCHOOL

Catholic education is an expression of the mission entrusted to the church by Jesus Christ. Annunciata's philosophy is to provide a sound Catholic educational atmosphere for each student where spiritual growth and academic success may be achieved.

Catholic education at Annunciata is motivating, developing, and guiding each child—spiritually, intellectually, physically, emotionally, and socially. This will help each child develop his/her own personality to its fullest potential as a Catholic citizen and enable him/her to contribute usefully to the betterment of society.

We at Annunciata recognize that the parents are the primary educators of their children. We realize that everyone in the Annunciata school community — parents, students, teachers, staff, pastor and administrator — are called to form a Catholic educational community — a community of faith—which is a very important part of the larger Annunciata Parish Community.

Our faculty and administration work together to fashion a curriculum which fosters the development of each student with the following goals and objectives:

1. To provide for the Spiritual and Moral development of the students:
 - formal religious instruction
 - preparation programs for sacraments
 - Family Life program
 - frequent participation in liturgical and para-liturgical services
2. To provide for the intellectual growth of the students:
 - a professionally qualified and dedicated faculty
 - a curriculum designed to provide for the uniqueness of the individual evidenced by a variety of teaching strategies and techniques used to accommodate the variety of learning abilities and styles.
 - a computer education program for students that will develop skills that will have an impact on all areas of the curriculum.
3. To provide for the students' physical development and to develop good sportsmanship through a quality physical education program.
4. To provide for the emotional and social development of the student by a concerted effort to develop in each student:
 - an attitude of self-awareness, self-acceptance and self-esteem
 - a multicultural appreciation of all people as children of God
 - an awareness of peace and social justice.

We, at Annunciata School have as our vision, students who are prepared for their future roles as responsible Catholic members of society.

ADMISSIONS

NON-DISCRIMINATION POLICY

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration or educational policies, loan programs, athletic, or other school-administered programs. In accordance with Plyler vs. Doe, no child shall be denied an education based on their immigration status.

PRIORITY OF ADMISSIONS

It is the policy of Annunciata School that students be admitted to the school according to the following priorities:

1. Children of parishioners
 - children from families with children already enrolled
 - children now reaching school age
2. Transfer students from other Catholic schools
 - from schools that are merging or consolidating
 - from schools not offering full programs Pre-School-8
3. Children of non-parishioners
 - children from families with children already enrolled
 - children from families newly moved into the parish and whose children have been in Catholic schools where such were available or from public schools where Catholic schools were not available
 - children now reaching school age
4. Transfer students from public schools...
 - students who have been in public schools—their parents may make application for admission into Annunciata School, but such admission may be delayed for at least one year after the first application.

Annunciata will admit students who are not Catholic provided that the students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

It is expected that each family become actively involved in Annunciata School and Church in order to reinforce the values and attitudes for living a truly Christian life. The family and their children also agree to act at all times in accordance with these values and attitudes.

AGE OF ADMISSION

In compliance with Illinois State Law, Annunciata School has set the following age requirements:

1. A child entering Pre-school (Pre-kindergarten) MUST be three or four years old by September 1 of the current school year.
2. A child entering Kindergarten MUST be five years old by September 1 of the current school year.
3. A child entering First Grade MUST be six years old by September 1 of the current school year.

NOTE: Annunciata School does NOT screen under-aged children to determine whether or not they are ready for school.

ADMISSION OF NEW STUDENTS

For the admission of a Pre-school, Kindergarten, First Grade or Transfer student, parent/guardian must apply in person in the school office and present the following:

1. An official copy of the child's Birth Certificate
2. Baptismal Certificate (if applicable)
3. Current dental and physical examination records
4. Record of immunization in compliance with local and State of Illinois health requirements
5. Copy of the last Report Card (if applicable)
6. Copy of the latest Standardized Testing results (if applicable)

ADMISSION OF TRANSFER STUDENT

Annunciata School reserves the right to contact the former school and to test before admittance. If these show academic or behavioral hindrances, admission may be probated or refused. After acceptance for admission, parent/guardian of a transfer student, must present the proper transfer from the school previously attended. Upon written request by the parent or school, all records from the previous school, including health records, will be transferred.

Annunciata School endeavors to educate all students within the limits of the school's educational program. Students who attend Annunciata School are eligible for special education classes through the Office of Catholic Schools and Chicago Public Schools.

Note: After admission, all transfer students are on probation for the first full year.

RE-REGISTRATION OF CURRENT STUDENT

Registration for the next school year for students currently enrolled takes place in January. Registration forms are sent home with the students and are to be completed and returned with the required registration fee which is non-refundable. All students must re-register each school year.

NOTE: Registration for new families will take place after current families have been re-registered.

GOVERNANCE

Annunciata School is owned and operated by the Archdiocese of Chicago and is governed by the policies and procedures of the Office of Catholic Schools. The principal is the chief operating officer of the school and reports directly to the pastor, who is the administrator for the entire parish. The Annunciata Board of Specified Jurisdiction is an advisory board to the principal.

FINANCIAL AND OTHER CONTRACTED RESPONSIBILITIES

TUITION

Tuition rates are set by the Annunciata School Board in consultation with the Finance Committee of the Annunciata Parish Council and the approval of the Pastor.

TUITION CONTRACT

Parents are required to sign a tuition contract and to pay all fees according to the prescribed payment schedule. The school, for its part, agrees to provide educational services for the student. Should payment not be made as stated, the school reserves the right to withhold such services until such payment is made.

It is expected that the parent/guardian abide by the guidelines for the Parish School Family that are stated on the Tuition Contract

Tuition is paid in ten equal monthly installments.

Tuition payment number one is paid in mid-July, prior to the new school year.

The second through tenth tuition payments are due by the 5th or 20th of each month from September through May according to the agreement with the FACTS Tuition company.

If a family is delinquent in their tuition payments, students will be excluded on the days prescribed in the school calendar.

Ordinarily, tuition payments are not refundable; however, if a family is moving out of the area during the school year, tuition reimbursement may apply.

NOTE: All tuition must be current before re-registration of student(s) will be allowed.

FUNDRAISING

Every school family is required to participate in the fundraising program established by the administration of Annunciata Parish. Fundraising is an essential component of the financial success of Annunciata School. Failure to complete the prescribed fundraising obligation will result in an increase in the monthly tuition for the family. Each family is responsible for \$300 in fundraising for each school year.

REGISTRATION FEE

The registration fee collected at registration time is an Archdiocesan Student Fee and is non-refundable.

EDUCATIONAL MATERIALS FEE (EMF)

This fee covers the rental of school-purchased texts, workbooks, instructional materials, art supplies, duplicating materials, copier materials, report cards, standardized testing and test reports; and materials for the library, computer lab, science lab, and audio/visual equipment and supplies. The Educational Materials Fee is payable the week prior to the opening of school. This fee is non-refundable.

SERVICE HOURS

All families are required to perform eight hours of service to the school community. Four of these hours must be performed during the Annunciata Fest in August. Working bingo is in addition to the service hour requirement. Failure to complete the service hour requirement will result in an additional \$200.00 charge to the family or \$25.00 per hour that is not worked.

ATTENDANCE

Daily attendance is essential for success in school. The student's regular daily attendance is the responsibility of the parent. Illinois State Law requires that the school keep an accurate record of daily attendance. This record becomes part of the student's permanent school file.

DAILY SCHEDULE

Full Day	7:45 A.M.	Students may arrive at school
	7:55 A.M.	First Bell
	8:00 A.M.	Tardy Bell
	11:30A.M.	First Lunch
	12:10P.M.	Second Lunch
	2:55 P.M.	Pre-K/Kindergarten Dismissal
	3:00 P.M.	Grade 1-8 Dismissal

NOTE: On early dismissal days students will be dismissed at 1:00 P.M. At dismissal time, students are expected to go directly home or to extended day.

Teacher supervision of the school grounds begins at 7:45 A.M. No student should be on the grounds prior to 7:45 A.M. There is no playing in the school yard prior to school. Students line up and enter the school when the bell rings.

Students may not leave the school grounds during the school day.

INCLEMENT WEATHER SCHEDULE

During inclement weather, the students will enter the school at 7:45 A.M. and go directly to their classrooms.

TARDINESS

A student is considered tardy if not present in the classroom by 8:00 A.M. Tardy students are to report directly to the school office. Parent/guardian MUST send a signed and dated note of explanation by the next school day. Student punctuality is the responsibility of the parent/guardian.

ABSENCE

When a student is absent, a parent/guardian MUST call the school office at (773) 375-5711 or report the absence online on the school's website, www.annunciataschool.weebly.com, by 9:00 A.M. on the day of absence and send a letter

to the teacher on the day of return.

On the day of the student's return, a written excuse signed and dated by the parent/guardian MUST be presented to the teacher.

If a student is absent with a communicable disease or is absent for 5 days or more, notify the school immediately. A doctor's certificate is required upon his/her return.

All tardies and absences are recorded and will be reflected in the student's records.

Students who have been absent from school will not be allowed to participate and/or attend extracurricular activities scheduled on the day of their absence.

A written warning shall be sent to the parent/guardian indicating that the student's continued enrollment at Annunciata may be in jeopardy due to excessive absences. When a student's enrollment at Annunciata is terminated, the principal will notify the parent/guardian and the public school district in which the student resides.

EARLY DISMISSAL

Appointments with doctors, dentists, etc., should be made outside of school hours. If an unusual circumstance warrants the release of a student from school before the usual dismissal, prior arrangements must be made with the principal by written request. A student will only be released to a parent/guardian (or an adult designated by the parent/guardian) who must come into the school office to sign out the student.

EXTENDED ABSENCE

Parents are strongly advised against taking students out of school for an extended period of time because of family plans, vacations, etc. When such a request is made, the parents, principal and teacher will discuss the possible effect of the absence on the student's progress in school. Recommendations will be documented. The final decision, however, shall be the responsibility of the parents. Work will be given upon the student's return, and a reasonable schedule will be created by the teacher for its return.

MAKE-UP WORK

The responsibility for missing class work and assignments lies with the student. During an absence of more than one day, the parent should arrange to have someone pick up books and assignments from the teacher involved. The teacher should be notified in the morning.

TRUANCY

School attendance is compulsory in the State of Illinois. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation and take appropriate action. A student is considered truant when he/she is absent from school for a school day or portion of the day without a valid cause.

DISCIPLINE

In guiding the student's growth in Catholic attitudes, we believe it is better to emphasize the positive rather than the negative. The essence of Catholic discipline is self-discipline. The student should be guided in choosing one form of behavior over another and in accepting the consequences of his/her behavior. Inevitable thoughtlessness on the part of the student will arise, and teachers will deal with these situations accordingly. However, certain offenses are of a more serious nature and for these the student may be suspended, or in extreme cases, where all other available means of help and correction have been exhausted, the student may be expelled.

Each case will be handled individually according to the nature and the seriousness of the violation.

Corporal punishment is never an acceptable means of discipline at Annunciata School and will not be tolerated.

COMPLIANCE WITH REGULATIONS

Compliance with school regulations is expected of each student. If, in the judgment of the faculty and principal, a student is exerting a harmful influence or is entirely out of harmony with the spirit and standards of the school, his/her withdrawal will be required. It is understood that parents who place their children at Annunciata School accept these conditions.

Respect is essential as the basis for the standard of behavior expected in a Catholic School. The student who makes a choice not to follow the expectations of behavior for Annunciata shows a lack of respect for faculty and staff, clergy, fellow classmates, and other students in the building. If a faculty member determines that a student is in violation of school rules, that student will be have their participation in school activities restricted for a designated period of time. The child may have their lunchtime, playtime, recess, or another comparable activity modified to allow the student to have time to think about how to modify their behavior. If a student is removed from activities three times, he/she will then receive a detention for the fourth offense.

As dictated by Archdiocesan policy, students of Annunciata School are responsible to the principal for their behavior any time that they represent the school, including but not limited to, athletic activities and social functions. In addition, students who use social networking websites such as Facebook, Twitter, Instagram, Snapchat, and other similar sites are bound by the proper rules of conduct, especially when they are representing Annunciata School either in what they write or in pictures in which they display the Annunciata name.

DETENTION

Detention is held during the lunch period, in which students will eat their lunch in silence and lose their recess period while under the supervision of a staff member. After three violations of school rules or three missing assignments, the fourth behavior infraction or the fourth missing assignment is a detention.

Multiple detentions will require a conference that includes parents/guardians, students, appropriate teachers, principal, and/or the pastor. The conference may result in suspension and possible expulsion.

PROBATION

Probation is the supervision and evaluation of the student's conduct and/or academic progress for a specified period of time, at the end of which a determination is made as to whether the student has overcome his/her problem or is in need of further discipline. A student on probation (academic or disciplinary) will meet at times designated with his/her teachers and the principal. Parents will be notified of the probation. Parents may be requested to be present.

SUSPENSION

Suspension is the isolation of the student from some or all school activities. The students may be required to report to school during normal school hours but be separated from his/her ordinary classes and be expected to continue school work on an independent or private study basis. In some instances, students may be barred from school entirely.

Depending on the seriousness of the problem (academic or disciplinary), the suspension can be one or several days. Suspension is ordinarily invoked to prevent disruption of the school environment or to assist the affected student in overcoming a disciplinary problem. The following is a list of offenses that may lead to suspension:

1. Refusal to comply with basic academic requirements.
2. Fighting, cursing, or creating a disturbance.
3. Truancy
4. Flagrant disrespect of staff or other students.
5. Theft or vandalism of school property.
6. Sexual harassment.
7. Verbal threats of violence towards staff or students.
8. Repeated violation of school rules.
9. A fourth detention

The school reserves the right to bypass the detention process for serious offenses and to impose suspension for situations not listed above.

EXPULSION

Expulsion is the termination of the student's privilege to attend Annunciata School and requires transfer of the student to another school. Except in appropriate cases, expulsion will be imposed only after a period of suspension and/or probation.

COURTESY

Courtesy is an important part of day to day living and should be practiced by students with thoughtfulness and good manners. The following are specific points of courtesy to be practiced by all students and reinforced by teachers.

- Proper greeting to staff, parents, guests and school personnel.
- Proper posture and demeanor will be expected in the classroom.
- Proper respect and consideration will be shown to all students

CODE OF CONDUCT FOR SCHOOL AND PARISH FUNCTIONS

The Annunciata code of conduct for school and parish functions is for students and adults attending the functions, especially because the adults are directly responsible for the well-being and behavior of the students and any guests that they bring. These guidelines will be in effect for all events.

BEHAVIOR: Respect is the basis for all interactions among members of the Annunciata community. All students and parents are expected to treat each other in a respectful manner. Inappropriate language is unacceptable. Bullying and public displays of aggressive, unruly behavior will not be tolerated. Guests that accompany members of the Annunciata community are the responsibility of those who brought them and are bound by the code of conduct also. Anyone who fails to abide by these guidelines may not be allowed to participate in future Annunciata activities. All students must have a parent with them for the entire evening. Students may not be dropped off or left after a few moments to become the responsibility of others in attendance. Each family is responsible for their children. Each family is responsible to Annunciata School. Guests must also be accompanied by a responsible member of the Annunciata adult community. The behavior of all those who attend Annunciata functions, whether athletic or social, reflects upon Annunciata school.

DRESS CODE: Members of the Annunciata community and their guests are expected to dress in appropriate clothing for all Annunciata functions. Clothing which displays gang symbols, advertises alcohol or cigarettes, or is any way too revealing or in poor taste is unacceptable. Hats are not permitted within the building at any time. Anyone who wears a hat will be asked to remove it. First impressions last. What we wear reflects on the impression that others have of Annunciata.

DRUGS/ALCOHOL: Under no circumstances are drugs and alcohol allowed at

Annunciata sanctioned functions. Archdiocesan policy prohibits the use of drugs or alcohol at any school sanctioned function. As a school, Annunciata depends on funding from state and private agencies which could easily revoke their money because of the use of these substances. Use of these substances by students and/or adults will result in disciplinary action. Additionally, smoking is prohibited by state law in the school building. School officials are required to report any violations of the drug and alcohol policy to the local police.

GANGS: All gang activity is unacceptable at Annunciata functions. Any guests that a member of the Annunciata community brings to a school sanctioned function will be held accountable for their actions as will the community members who brought them.

Unruly behavior by students, adults, or guests will not be tolerated at school sanctioned events. Anyone who cannot or will not comport themselves in a respectful manner will be asked to leave. According to Archdiocesan policy, students who do not comply with guidelines for activities are subject to disciplinary action when they return to school.

SEARCH AND SEIZURE

All property of Annunciata School, including student desks and lockers, as well as contents, may be opened, searched, or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

Possession of weapons, dangerous materials/substances, drugs, gang symbols, or gang affiliations of any kind are prohibited. School officials are required to report weapon violations to the local police. Any possession of weapons or facsimiles of weapons are grounds for expulsion.

GANGS

Gang involvement of any kind by any student enrolled in Annunciata School is not tolerated. In accordance with Archdiocesan policy, any involvement in or suspicion of gang activity by an Annunciata student either during or after school hours will result in disciplinary action, including expulsion.

WEAPONS

To uphold the dignity of the human person, the sacredness of human life, and to provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs”, bats, pipes, sticks, and any other objects that cause bodily harm.

- Firearms (handgun, rifle, or shotgun) are defined as a weapon from which a shot is discharged by gunpowder.

School authorities have the right to inspect and search lockers, desks, parking lots, and school property. Parents/Guardians of students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

PARENTAL RESPONSIBILITY

In the spirit of Catholic attitude, parents are accountable for their child's behavior and academic performance. Parents are reminded that Illinois State law provides that parents can be held personally liable for destructive acts (e.g. vandalism of school property or personal injury to another) caused by their children. In such cases, the school will take all steps necessary to enforce the provisions of the Illinois Parental Responsibility Law and seek restitution from parents.

Parent/Guardian Conduct

As partners in the education of children, the parent/guardian in the Annunciata community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, Annunciata reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year. Unacceptable behaviors include, but are not limited to the following: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students, and volunteers of Annunciata School.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student's attendance in the school:

- To schedule meetings between Annunciata School staff and the parent/guardian outside of regular school hours in a monitored setting.
- To conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor, the behavior of a parent/ guardian seriously interferes with teaching, learning, or a positive school environment, the administration may take the following actions:

- To inform the parent/guardian of his/her right to be present on school grounds is temporarily or permanently suspended.
- To dismiss the child(ren) of the parent/guardian temporarily or permanently from Annunciata School.

ATTACKS ON SCHOOL PERSONNEL

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel, or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

Attacks are of two types and both are to be reported to the police, OCS, and to the ISP or SIRS:

1. Aggravated Battery—A person commits aggravated battery if he or she intentionally or knowingly without legal justification and by any means causes bodily harm to an individual or makes physical contact of an insulting or provoking nature with an individual that he or she knows the individual harmed to be a teacher or other person employed in any school and such teacher or other employee is upon the grounds of a school or grounds adjacent thereto, or is any part of a building used for school purposes. **Note: Aggravated Battery means there was physical harm to the victim.**
2. Aggravated Assault—A person commits an aggravated assault, when, without legal authority, he or she engages in conduct that places another in reasonable apprehension or fear of receiving an aggravated battery, and, he or she knows the individual assaulted to be a teacher or other employee is upon the grounds of a school or grounds adjacent thereto, or is in any part of a building used for school purposes. **Note: Aggravated Assault means there was no physical harm to the victim, only the fear or threat of harm.**

CURRICULUM

Annunciata School provides the following curriculum:

Religion	Mathematics	Music
Language Arts	Science-Health	Art
(Reading/Phonics	Social Studies	Physical Education
English/Spelling/ Vocabulary)	Technology	Family Life

Students requiring special service will receive assistance from both the Archdiocese of Chicago and the Chicago Public School system after the appropriate process is conducted.

COMPUTER PROGRAM

The purpose of Annunciata's computer program is to help students develop a functional knowledge of computer usage in the technology of the times. Computers are introduced at the Pre-school level with use of software in the reading and math curriculum. Primary grade classes are scheduled in the computer room and students receive instruction appropriate to their grade level. All students have access to chrome books in the classroom. Internet access is available. SMART Board technology is present in the school building.

EVALUATION/ASSESSMENT OF STUDENT PROGRESS

Annunciata School utilizes various means of regular student evaluation. In addition to text and teacher created tests, students in Kindergarten through grade 2 are assessed periodically using the EZ CBM instrument. Students in grades 3 through 8 are assessed using the summative and formative ASPIRE tests.

REPORTING STUDENT PROGRESS

Annunciata School utilizes numerous ways of regularly reporting student progress. No single method is adequate.

NOTE: Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. (Buckley Amendment)

The parent must make a written request of students' reports etc. to the school office. The parents should also supply a self-addressed, stamped envelope for the transmission of such reports.

HOMEWORK

Homework is necessary for the reinforcement of concepts learned in school and for enrichment. It helps to instill in a child a sense of responsibility and enables him/her to form independent study habits. Both written and reading assignments should be done in a quiet place set aside for this. Parents should avoid giving answers to assigned work. Parents should look over homework assignments to see if the assignments are complete and neatly done.

Correct spelling and punctuation is expected in all school work. Complete sentences must also be used in all appropriate cases. Students who do not conform to these expectations will have their grade lowered on the assignment.

As a sign of respect for their work and themselves, students should turn in all work in a neat and legible manner. Any work that does not conform to the standards of Annunciata will be returned to the student. The work must be done again and returned to the teacher the next day for a lower grade. Failure to return the work to the teacher will result in a missing assignment.

Students will receive a missing assignment notice for all assignments not given to the teacher when they are assigned. The notice must be signed and returned to the teacher the next day with the assignment completed. They will receive a lower grade on the assignment. This is to emphasize the importance of homework in the instruction of all subjects. Three missing assignments in any subject will lead to a detention. Continued detentions for academic infractions will lead to academic probation.

PLAGIARISM is unacceptable of any student at Annunciata School. Any student

found to have plagiarized from other sources or to have copied work from another student will fail the assignment and face disciplinary action.

GRADING CODE

Annunciata's grading code is as follows:

A	93-100	S	Satisfactory
B	85-92	N	Needs Improvement
C	77-84	U	Unsatisfactory
D	70-76		
F	Below 70		

POWER SCHOOL

Annunciata School uses the online Power School program to record attendance for all students in grades Pre-School through Grade 8. Additionally, all grades for students in grades 1-8 will have their scores recorded online in the Power School program. Parents and guardians will have access to their child's grade and attendance at all times. Teachers will update Power School on a regular basis to insure the accurate transmission of grading and attendance information to families.

REPORT CARDS

Report cards are the formal report that indicates your child's progress in school. Report Cards are issued once a trimester at Annunciata School. Parents are to sign and return the report within three school days. Signature indicates that the parent has examined the report card. The Report Card becomes part of the student's permanent school file. Any family that is in a state of nonpayment of funds to the school at the time of the distribution of report cards will not receive the report card until such fees have been paid to Annunciata School.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held at the end of the first and second trimesters. At this time, the parent(s) will have the opportunity meet with their child's teacher and pick up the report card.

The parent(s) may request a conference with the teacher at any time by written request or by checking the trimester report card.

COMMUNICATION

Communication is an essential part of the Annunciata school community. Periodically, teachers will make phone calls home or send notes or e-mails to the

parent/guardian in order to address issues with each student. Families are encouraged to make contact with the teacher as well.

When parents/guardians have an issue that they would like to address, they should always contact the teacher first. Most matters can be handled quickly and effectively at the classroom level. The parent/guardian should only contact the principal if the matter cannot come to a satisfactory conclusion with the teacher. Likewise, the teacher may also wish to involve the principal if the issues persist after talking with the parent/guardian.

In addition to phone calls, notes, e-mails, conferences, progress reports, and report cards, a Friday Folder will go home each week for the parent/guardian to sign all tests and quizzes. This is also a manner of communication so that the parent/guardian is aware of the progress the student is making in their school work.

The school office will frequently communicate with the parents/guardians through notes and flyers. Also, the school reach phone notification system will be used to communicate important messages to families. Families may contact faculty members through the school website.

STUDENT ACHIEVEMENT AWARDS

At the end of each trimester, the faculty and staff of Annunciata School will include students on the Honor Roll for academic achievement in the following categories: “A” Honor Roll, “A-B” Honor Roll, and “B” Honor Roll. Students must have all grades in their major subjects fall into one of these categories in order to be included on the Honor Roll.

In addition to the Honor Roll, students who achieve perfect attendance, specifically no unexcused absences or tardies, will receive a Perfect Attendance Award at the end of each quarter. Both of these awards will be distributed with the report card, and the students will have their names displayed in school.

STANDARDIZED TESTING

Students in grades 3-8 are tested 4 times per year using the ASPIRE instrument to enable the professional staff to assess individual student progress, to evaluate the total learning program in terms of class results, and to compare the school standards with the local/national norms. Additionally, students in grades 3-8 will complete the ASPIRE formative assessment in the spring. Parents receive a copy of the test results for their information and a copy is kept in the student’s permanent school file.

STUDENT PROMOTION AND RETENTION

While the decision to promote or retain a student generally is a cooperative one made by parents, teacher and administrator, nonetheless, the principal has the ultimate authority to make such a decision. Students are expected to receive satisfactory grades in all

subjects throughout the year in order to be promoted to the next grade. Failure to perform satisfactorily may result in summer school or retention. Ordinarily parents will be notified of the possibility of retention no later than mid-year. However, changes in academic performance during the second half of the year may require retention.

The decision to retain a student will be made only if there has been adequate evaluation and documentation indicating that the student would most likely profit from retention.

GRADUATION REQUIREMENTS

Upon successful completion of eighth grade, students may participate in a graduation ceremony held in conjunction with a liturgy. Diplomas will be awarded to students who have met the following requirements:

1. Completed the school's academic requirements.
2. Achieved passing grades on the Constitution of the United States and the State of Illinois examinations.
3. Adhered to the school's code of conduct.
4. Returned all school materials.
5. Maintained no outstanding balances on tuition or other required financial obligations.

Diplomas will not be awarded until all financial obligations are paid in full.

A diploma may not be denied as a disciplinary measure for a student who has completed the requirements for graduation from elementary school. However, under certain circumstances, a student may be denied the privilege of participation in the formal graduation ceremony as determined by the principal and/or pastor.

SUMMER SCHOOL

A student not being retained will be required to attend a summer school program approved by Annunciata if he/she has not achieved satisfactory grades on his/her report card in specific subjects for more than one quarter.

STUDENT RECORDS

The Archdiocese of Chicago, Office of Catholic Education, has established guidelines for school records. These guidelines describe your rights, as parents, with regards to your child's records, which are maintained by Annunciata School. These rules include:

1. **Right to Inspect:** You have the right to look at your child's permanent record which includes report cards, attendance records, and biographical information (name, address, etc.).

2. Right to Prevent Disclosure: The school will not disclose anything to third parties from your child's records unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested to be kept confidential, or (3) the information is requested by a school to which your child is officially transferring, or (4) a subpoena from court has been issued for the records, or (5) the request for the information meets one of the limited circumstances described in the Guidelines for School Records.
3. Right to Request Correction: You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation in the record.

Once your child turns eighteen, he/she obtains all the above rights.

In the event that either a current or former student is reported as a missing person by the Illinois State Police, Annunciata School will mark those records in the event that they are requested.

Transfer records will be requested from the receiving school within fourteen days of the student's enrollment at Annunciata School. Annunciata will send transfer records to a requesting school within ten days of receipt, provided that all financial obligations have been met.

HEALTH, SAFETY AND WELFARE

DENTAL, VISION, AND PHYSICAL EXAMINATIONS

Physical examinations as prescribed by the State of Illinois and the Chicago Department of Public Health are required of all students immediately prior to or upon initial entrance into school and at entrance into sixth grade.

Dental examinations as prescribed by the State of Illinois and the Chicago Department of Public Health are required of all students immediately prior to entering Kindergarten, second grade, and sixth grade.

Vision examinations as prescribed by the State of Illinois and the Chicago Department of Public Health are required of all students entering Kindergarten or transferring from another school.

Parents/Guardians must furnish the school with all pertinent health records before the first day of school. Students will be excluded from school for non-compliance with this state law. Non-Compliance may also result in the withholding of report cards and other school records.

MEDICATION

Students who require medication on a regular basis such as asthma inhalers and insulin injections must have a parent complete medical forms in the school office. Students who require daily medication beyond the previously mentioned situations must file medical forms with the office and discuss with the principal how the medication will be administered.

Every family must complete a Medication Authorization form for the office so that a student who needs to carry medication with them may do so.

Students who suffer from asthma are required to bring a note from their parent/guardian in order to keep their inhalers with them in school and during school-related events.

EXCLUSION FROM ACTIVITIES FOR MEDICAL REASONS

In the event that a physician requires that a student be excluded from physical activities like physical education class, the parent/guardian must provide the school with a doctor's note explaining the reason for and the duration of the exclusion. When the recuperation period for the medical condition has ended, the parent/guardian must provide the school with a medical release from the doctor so that the student may resume regular activities. A parent cannot request exclusion from Physical Education class for more than one class without a physician's note.

ILLNESS OR ACCIDENT AT SCHOOL

At the beginning of each school year, parents MUST complete both sides of a student emergency card. If a student becomes ill or injured at school the emergency card will be used as follows:

1. Parents will be called first. Please let the school know if you cannot receive personal calls at work.
2. If a parent cannot be contacted, the emergency numbers will be used.
3. In case of serious accident or illness, if a parent or guardian cannot be reached, the principal or principal designee shall call the proper authorities.
4. All parents shall review and sign the concussion protocols each year.

It is the responsibility of the parent to inform the school office of any change of address or telephone number during the school year.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the principal in the case of an educational opportunity for students, provided that the animal is properly housed, humanely cared for, and properly handled. Students will not be exposed to a dangerous animal or an unhealthy environment as determined by school administrators.

Out of respect for those students with allergies to dogs or other animals or for those students who may not be comfortable around animals, students and families may not bring animals on school grounds before school, during the school day, or at dismissal.

BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES

Bicycles, skateboards, scooters, and rollerblades may not be used or brought to school property. The school is not responsible for any damages or theft of any equipment on school property.

SUBSTANCE ABUSE

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

In the event that a student violates the substance abuse policy, the principal will notify the parent/guardian and suspend the student during the investigation. A conference with the appropriate parties will be held. The principal will notify the police as directed by law. The school's regional director will also be notified. The status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion. Appropriate confidentiality shall be maintained.

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

CHILD CUSTODY

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, he/she must present a court order appointing the person as legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings, and other events, unless an order of protection is in effect that prevents the parent from having access to his or her child, to school information about the child, and/or the parent is a registered sex offender. A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights.

In absence of a court order, Annunciata will provide the non-custodial parent the opportunity upon request for a parent/teacher conference. The sharing of school information pertinent to the child will be provided to the non-custodial parent in a timely fashion.

A grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

VISITORS

For security reasons, the school doors are kept locked from the outside. All students know that they are not to open the doors, be it for the principal, teacher or parent. This is strictly a safety measure. Only teachers or staff may open the door. All visitors are to report to the office and sign the Visitor Register.

ABUSED OR NEGLECTED CHILD REPORTING

The Abused and Neglected Child Reporting Act requires that school personnel, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, report to the Illinois Department of Children and Family Services. Telephone number (800-252-2873)

HARASSMENT

The Pastor, administration, and staff of Annunciata School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

BULLYING

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is defined as the following:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically.
- occurring on campus or off campus during non-school time.
- directed toward another student or students that has or can be reasonably predicted to
 1. place the student or students in an unreasonable fear of harm to the student or student's person or property.
 2. cause a substantially detrimental effect on the student or student's physical or mental health.
 3. interfere substantially with the student's academic performance.
 4. interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms including the following: violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation for

asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs, and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- Physical, which includes but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling.
- Verbal, which includes but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet.
- Emotional, which includes but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing, and peer pressure.
- Sexual, which includes but is not limited to, many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- During any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Annunciata School community, parents/guardians, teachers, staff, administrators, and others are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from Annunciata School.

The resolution of allegations regarding bullying can be handled in one of two manners.

1. Informal Complaint. An informal complaint should always be the first method in which an issue regarding bullying should be handled. With an informal complaint, a student who believes they are the victim of bullying should inform a trusted staff member, preferably the teacher in charge of the classroom where the bullying is taking place. The staff member will inform the student that a formal complaint can be filed if necessary. The staff member will call both parties together for a discussion that will hopefully resolve the situation.

2. Formal Complaint. In the event that an informal complaint did not solve the bullying problem, the student would then file a formal complaint with his/her parents or guardian with the administration. The complaint must be in writing and contain specific details regarding the incident in question. Confidentiality is not an option in this process. The administrator will then investigate the situation and file a written report regarding his/her findings. If the administrator concurs that an incident of bullying has occurred, then corrective measures will be taken.

SCHOOL SECURITY

Annunciata School is monitored by security cameras throughout the exterior and interior of the building. In addition, all visitors to the building must enter through the main entrance with approval of a member of the school staff and must sign in at the main office. The police will be notified by the administration about any suspicious activity in or around school property.

STUDENT ACCIDENT INSURANCE

Annunciata School provides parents the opportunity to participate in a school accident insurance program through an independent insurance company. All students are required to have some type of accident insurance.

TECHNOLOGY AND ACCEPTABLE USE PROCEDURES

The use of technology is a privilege, not a right. Appropriate behavior when using technology on the school campus is no different from behavior expectations in all other aspects of the learning and instructional program. Each student must have an Acceptable Use of School Technology by Student Form on file with the school each year.

Technology resources that are prohibited at Annunciata School include but are not limited to the following:

- Downloading unacceptable materials
- Violating copyright law
- Using technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity, and political purposes
- Downloading, installing, or storing software on a school computer without the approval of appropriate school personnel
- Changing or attempting to alter any configuration, program, or password on any computer or system
- Using a school computer without the knowledge or approval of school personnel responsible for the computer
- Using inappropriate language, pictures, and gestures in any form on the internet
- Using social networking sites such as but not limited to Instagram, Snapchat,

- Facebook, and Twitter
- Using the internet for unauthorized purchases

GUIDELINES FOR TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs, and threats.

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family.

USAGE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES

The use of personal electronic communication devices before, during or after the school day are prohibited. Teachers will collect all electronic devices from students at the beginning of the day and return them to the student at the end of the day. Any electronic devices found with a student during the school day will be confiscated and only returned to the parent/guardian during a conference with the principal.

GUIDELINES FOR COMMUNICATING ELECTRONICALLY WITH MINORS

Annunciata School will obtain written permission from parents before any electronic communication with students. Teachers, catechists, coaches, and other school employees

and volunteers will not collect student e-mail addresses and cellular phone numbers; this information must be provided in writing by the parent. Any contact with students by an employee or volunteer from Annunciata School must be copied to the parents or guardians as well.

PHOTO RELEASE FORM

For the purpose of safety, all students must have a release form on file with the school each year that allows the publication of their picture for academic and marketing purposes. Parents/Guardians who do not want their children's picture used should indicate it on the form.

TRAFFIC SAFETY

Persons driving students to and from school are NOT permitted to drive into the schoolyard.

Jay walking and double-parking are prohibited by law. Students MUST cross at corners.

School policy states that during morning arrival time, the streets in front of school on East 112th Street and Avenue H are no parking zones. Parking is also prohibited between 7:30 A.M. and 4:30 P.M. on school days. By not parking in this designated area, it increases the safety of all students. A drop off zone is designated along the parking lot entrance of Avenue H through the Avenue G exit. Consult the map provided by the school office for directions. These rules are made for the safety and welfare of your children.

REMINDER: NO student is to arrive before 7:45 A.M.

EMERGENCY SCHOOL CLOSING

If inclement weather threatens to close school, listen to weather broadcasts. Annunciata will be open UNLESS you hear our school name announced on the radio or television under school closings.

In the event of an emergency school closing, each family will receive a call from Annunciata School through the School Messenger program informing them of the closing.

If our school is open, our regular time schedule is followed.

PLEASE listen to your Radio or TV for school closing announcements.

PLEASE DO NOT CALL school, rectory or teachers.

EMERGENCY PROCEDURES

Fire Drills

In compliance with the state, city and Archdiocese regulations, Annunciata School conducts and documents monthly fire drills with the cooperation of the Chicago Fire Department. All persons must leave the premise during this time.

Tornado Drills

Annunciata School has a comprehensive plan for civil defense for use in the event of tornadoes or other disasters.

Practice drills, where students are instructed as to how and where to proceed for safety, are held frequently during the school year.

If a tornado warning is issued, the students will assume the appropriate emergency positions.

Until confirmation has been received that the danger has passed, students will not be allowed to leave the school unless signed out by their parent/guardian.

Crisis Management

As a result of the tragic events of September 11, 2001, the City of Chicago requires a crisis plan from all schools within the city. The following outlines the plan for Annunciata School:

For external emergencies, the children would remain inside the building under lock down. Faculty members would stay with the children and notify the parents. Children would be taken to the lower level if necessary.

For internal emergencies, the children would be taken to either the church or the Knights of Columbus Hall at 112th and Ewing. Teachers would contact parents.

LUNCH PROGRAM

Annunciata School has a closed campus; therefore, all students are to bring lunches from home or order Hot Lunch from the Archdiocesan Food Service Program.

NO "FAST FOOD" lunches are permitted. Children are not allowed to purchase soft drinks at school during the school day. High Energy drinks are not permitted in school at any time. High Energy drinks are clearly labeled that they are not recommended for children.

HOT LUNCH PROGRAM

Applications for free or reduced price lunch are available at the beginning of the school year or if need arises during the year. A monthly menu is sent home. Milk is included with the cost of Hot Lunch. Milk may be purchased separately from the Hot Lunch Program. All lunch orders must be completed online.

SPECIAL SERVICES

Students attending Annunciata School are entitled to special programs through the Chicago Public School District in which the parent/student resides. These programs include speech and language development, learning disability remediation and guidance programs as well as psychological testing.

VOLUNTEERS

Volunteers from the families of Annunciata students are an essential part of the community and are utilized in a variety of ways throughout the school. Volunteers may participate in several different activities like lunchroom monitoring, library duties, and various other activities scheduled throughout the school year. The principal reserves the right to disqualify volunteers from service in the school if they in any way do not comply with the policies of the Archdiocese of Chicago or Annunciata School. Volunteers, like employees, are ambassadors for the school to the community at large and should demonstrate a positive attitude towards the school.

SAFE ENVIRONMENT REQUIREMENTS

All employees and volunteers at Annunciata School must meet the safe environment requirements established by the Archdiocese of Chicago. The following are a list of the requirements all employees and volunteers must meet:

- Archdiocese of Chicago Application for Employment or Volunteer Service
- Criminal Background Screening
- Safe Environment Training (Virtus)
- Code of Conduct Acknowledgment Form
- Child Abuse and Neglect Tracking Systems Form(CANTS)
- Mandated Reporter Training (Employees only)

UNIFORMS

Girl's Uniform Code

Uniform Code	Pre-School	Kindergarten	Grades 1-4	Grades 5-8
White, short or long sleeve polo shirt with Annunciata logo (No visible undergarments from the bottom or sleeves)			X	X
Blue plaid jumper			X	
Blue plaid skirt or skort				X
Navy blue Uniform dress slacks (No jeans or tight-fitting, low riding pants. No side pockets)			X	X
Navy blue Uniform walking shorts (Aug., Sept., May)			X	X

Gray Annunciata "A" sweatshirt			X	X
Annunciata "A" Mayfair blue cardigan			X	X
Plain, solid-colored navy blue or white crew (above the shoe and ankle) or knee socks. Blue or White Tights in cold weather			X	X
Soft, soled solid black or brown dress shoes (no gym shoes, canvas shoes, flip-flops, or backless shoes)			X	X
Jewelry (On non-gym days, 1 necklace, watch, ring, bracelet, moderately sized post earring)	X	X	X	X

Boy's Uniform Code

Uniform Code	Pre-School	Kindergarten	Grades 1-4	Grades 5-8
Navy Blue Uniform dress slacks (No cargo pants)			X	X
Belt (Black or Brown)			X	X

Light blue, short or long sleeve polo shirt with Annunciata logo (No visible undergarments from the bottom or sleeves)			X	X
Navy Blue or White crew socks (above the shoe and ankle)			X	X
Gray Annunciata "A" sweatshirt			X	X
Annunciata "A" Navy Cardigan			X	X
Navy blue Uniform walking shorts (Aug., Sept., May)			X	X
Soft, soled solid black or brown dress shoes (no gym shoes, canvas shoes)			X	X
Jewelry (On non-gym days, 1 necklace, watch, ring, bracelet)	X	X	X	X
Traditional Haircut (must not extend over the shirt collar or the ears. Must not exceed 2 inches. No sideburns.)	X	X	X	X

Gym Uniform

Uniform Code	Pre-School	Kindergarten	Grades 1-4	Grades 5-8
Light Blue T-Shirt with Annunciata printed on the front.	X	X	Gym Days only	Gym Days only
Navy Blue Gym Shorts with Annunciata printed on the leg. (August, September, and May)	X	X	Gym Days only	Gym Days only
Navy Blue Sweatpants with Annunciata printed on the Leg	X	X	Gym Days only	Gym Days only

Navy Blue Sweatshirt with Annunciata printed on the front	X	X	Gym Days only	Gym Days only
Gym Shoes (no platform or wedges)	X	X	Gym Days only	Gym Days only

Students in Pre-School should have Velcro closures on their gym shoes.

For Kindergarten students, if your child cannot tie their own shoes, then they should wear Velcro closure gym shoes.

Students are not permitted to wear makeup, nail polish, artificial nails, hair dye, hairpieces, or fad hairstyles.

No Tattoos, permanent or temporary, are permitted.

Gum and Candy are not permitted.

Any violation of the uniform code will result in a written warning. Four written warnings will result in a detention. Any infraction must be rectified immediately.

UNIFORM CODE VIOLATIONS

The Uniform Code will be strictly enforced by the staff of Annunciata School.

Students will be issued Uniform Code Violation Sheets much like the Missing Assignment Sheets. On the fourth violation of any part of the Uniform Code listed above, a detention will be issued.

NEATNESS AND HOUSEKEEPING

All students from Pre-Kindergarten through Grade 8 are responsible for keeping the area around their desks clean. No one is responsible for being the cleaning service for another. This extends to desks, lockers, hallways, and lavatories.

Students are expected to keep their desks neat and clean. All books should be covered. If a cover should fall off, it must be replaced. Books damaged from being uncovered will be the financial responsibility of the parent. Also, repeated offenses regarding housekeeping may result in either exclusion from recess or a detention. Desks should also be kept in a neat and orderly fashion. Folders should be cleaned periodically and checked by parents.

The lunchroom should be kept tidy by all students. Proper manners and courtesy are expected of all students. Also, students should be mindful that the lavatory is for public use and should be kept clean for the benefit of all.

EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES

EXTENDED DAY

Annunciata offers an extended day program for all students from Pre-Kindergarten through Grade 8 who are enrolled at Annunciata School. The program runs from 6:30 A.M. until 8:00 A.M. and from 3:00 P.M. until 6:30 P.M. under the supervision of adult staff members. A monetary fee is required to attend the program.

LITURGICAL CELEBRATIONS

Liturgical celebrations are an important part of the religious development of our students. All grade levels share in preparing of Mass and prayer services. Grades 1-8 also help prepare and attend unit masses one day each week. Monthly Masses are also held for K-8. Students receiving any sacrament for the first time are expected to attend mass with their families every Sunday. Students also attend Holy Hour on a monthly basis.

LIBRARY

The school library has a wealth of materials for our students. Each class is scheduled for one period a week to take out books from the library. Students needing to use the resource materials may use the library during their scheduled time or at another time that the teacher designates.

FIELD TRIPS

Field trips are designed to supplement the curriculum and introduce students to the variety of resources in the area. Permission slips are required. The fees vary but will be kept to a minimum. Parents will be notified well in advance and are often asked to be chaperones. Chaperones must be 21 years old or older and must be in compliance with the Safe Environment policies of the Archdiocese of Chicago. All children are expected to attend. However, students whose conduct does not assure the teacher and students of a pleasant and beneficial day, will not be permitted to accompany the class. By giving written permission for their child to participate in a field trip, parents are acknowledging that Annunciata is free from liability in matters that extend beyond the normal parameters of the school's responsibility.

ALTAR SERVERS

Students in grades 5-8 are eligible to become altar servers. They are instructed by a priest moderator. Schedules for Masses and other parish celebrations are distributed every 2-3 months. Students should have a respect and reverence for the privilege of serving.

BAND

Participation in Annunciata's Band program is available and begins in fourth grade and continues through eighth grade. Lessons and rehearsals are scheduled before, during and after school. The band performs in both concerts and competitions. Keyboarding lessons are also available to children in Kindergarten and first, second, and third grade. A monthly fee is charged.

STUDENT COUNCIL

Annunciata Student Council is an organization designed to help students in grades 3-8 to develop leadership skills and to provide service to the school and community. Officers are chosen by the student body from the eighth grade class, and representatives are chosen from each class by the students in each grade. Monthly meetings are held, and periodic events are conducted and sponsored by the Student Council throughout the year. Students must maintain grades of "C" or better in all major subjects and maintain a satisfactory grade in Conduct to remain a part of the Student Council. Each child's eligibility will be monitored at the distribution of each Progress Report and Report Card.

SCHOOL NEWSPAPER

Annunciata will produce and distribute a school newspaper on a regular basis. Students from grades 4-8 may participate in the school newspaper and will be responsible for the complete production of the school newspaper under the guidance of staff moderators. All students must maintain a "C" average in all subjects and maintain satisfactory marks in conduct.

ANNUNCIATA HONORS SOCIETY

The Annunciata Honors Society is open to all students in grades 5-8, who maintain at least a "B" average in all subjects and maintain satisfactory grades in conduct. The Annunciata Honors Society will provide opportunities for academically talented students to help students in need through tutoring. They also will participate in academic competitions throughout the Archdiocese and create academic events for the Annunciata School community like Math and Literacy Enrichment Nights. Staff moderators will facilitate all activities.

ANNUNCIATA ATHLETIC ASSOCIATION

The A.A.A. sponsors a sports program in which all students are encouraged to participate. The activities offered are:

Basketball-Boys and girls in grades 4-8

Volleyball-Boys and girls in grades 4-8

The athletic board meets once a month. The time and day are published in the weekly Church bulletin.

Representing the school as a member of a team is both an honor and a responsibility. Every team member and spectator must display courtesy, good sportsmanship, and respect for property. Team members must also display good behavior in school, produce work to the best of his/her ability, and good character habits. If a student fails to meet these requirements he/she will be subject to suspension or removal from the team.

SCOUTING PROGRAMS

Annunciata offers a variety of scouting programs for both boys and girls.

Boys

Tigers-1st grade

Cub Scouts-2nd to 5th grades

Boy Scouts-6th to 8th grades

Girls

Daisies-Kindergarten

Brownies-1st to 3rd grades

Junior Girls-4th to 6th grades

GENERAL INFORMATION

SCHOOL OFFICE

Annunciata's school office is open from 7:30 a.m.–3:30 p.m. Monday through Friday. The phone number is (773) 375-5711. The school address is 3750 East 112th Street, Chicago, Illinois 60617.

CALLING HOME

No phone calls may be made by children to their home for such things as homework, school supplies, etc. They may call home for emergencies only. No parent should call a child at school except for emergency reasons.

BOOKS

Books belong to the school and are rented by the students. They are to be covered at all time during the school year and carried to and from school in a book bag. Full restitution will be required for lost or damaged books.

RECESS

A noon recess provides the opportunity for physical activity and social time with peers that better enables the children to participate in their afternoon studies. Even during the winter, some days offer the opportunity for outdoor recess. Children should dress for the weather. Children who are well enough to attend school should be well enough to go outside. Please do not ask for an exception without a written doctor's excuse.

ANNUNCIATA SCHOOL BOARD

The Annunciata School Board of Specified Jurisdiction consists of registered members of our parish and the community-at-large. The pastor is the spiritual leader and the principal is the educational and faith leader.

FAMILY AND SCHOOL ASSOCIATION

All parents with children in Annunciata School are encouraged to join the Family and School Association. This is a parent organization that supports the school throughout the year. Their major functions are home and school relations, open communications, and fund-raising. All money received in fund-raising is kept in the Family and School budget and is spent directly on the Annunciata School children. Dues are collected from each family. The dues help defray the costs of all the special activities throughout the year. Family and School has regular meetings where pertinent information is shared.

Your attendance is strongly advised. Meetings are filled with information, but this is also your chance to voice your opinion and give suggestions for future Family and School

events. It is expected that every parent take an active part in this organization.

NOTICE

“Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical, however, some changes might be made immediately due to unforeseen circumstances.”

“SIGN OFF” FORM

ANNUNCIATA SCHOOL

Dear Parent,

This is your copy of the Annunciata School Handbook. It is important that you read, understand and accept these policies.

Please sign and return the slip below which indicates that you have read and accepted the rules and regulations.

Sincerely,

Mr. Edward A. Renas
Principal

Cut here and return

I have read and do accept the rules and regulations as printed in the handbook and have explained them to my child(ren).

Parent Signature_____

Child(ren)’s Grade(s)_____

Date_____

ANNUNCIATA SCHOOL