

**Parent and Student Handbook
2011-2012
Policies and Procedures
For
ANNUNCIATION CATHOLIC SCHOOL**

**16 West Glendale
Webster Groves, MO 63119**

**School Phone: 314-961-7712
www.goannunciation.com
Parish Office Phone: 314-962-5955
School Fax: 314-961-2157**

ANNUNCIATION PASTORAL STAFF

**Pastor: Rev. Robert T. Evans
Principal: Mr. Michael Biggs
CRE & PSR: Mrs. Margaret Kelly
Bookkeeper/Finance: Mrs. Barb Koch**

Annunciation School is accredited by the Missouri Chapter of the National Federation of Nonpublic School State Accrediting Associations.

Annunciation School is open to students of any race, color, national, and ethnic origin.

SAFE ENVIRONMENT PROGRAM (SEP)

All volunteers and employees who work with children at Annunciation Parish must be in full compliance with the Safe Environment Program (SEP). This includes attending a Protecting God's Children workshop, undergoing a background check updated in even-numbered years, having an FBI fingerprint check if you have lived outside of Missouri within the past five years, and signing the Code of Ethical Conduct. These requirements are mandated by the United States Council of Catholic Bishops and are followed by every diocese in the country. The policies are the Church's attempt to ensure the suitability of all adults who work or volunteer around your children. If you have any questions about your compliance please contact our parish child safety coordinator, Barb Koch, at the rectory, 962-5955 or parishsecretary@goannunciation.com.

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FORWARD

For a School to function successfully staff, parents, and students must work together in a spirit of mutual respect and trust. Basic to this spirit is common agreement regarding the standards, policies, and procedures flowing from the Archdiocesan Policy and Procedure Handbook under which the school operates.

This Student/Parent Handbook contains established policies and procedures for the 2011-2012 school year. Since it is not possible for a handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in the Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

The following policies are issued for your information and reference.

MISSION STATEMENT

Annunciation School represents a commitment from the parish to provide quality Catholic education designed to encourage and challenge each student by means of successful experiences in the areas of spiritual, academic and social skills. Our goals are to build a dynamic faith community by focusing upon the uniqueness and strengths of our students, parents, and faculty, enabling our students to grow in knowledge and love of Jesus Christ.

PHILOSOPHY STATEMENT

Annunciation Catholic School is a Catholic School committed to working with parents to help each child learn the Catholic Faith, experience the life of a Christian community, and grow in the ability to give service to others.

The school incorporates a professional staff that will provide structured, sequential learning experiences. The staff and teachers will strive to instruct and guide the child to develop a healthy self-concept and to develop all his/her gifts: intellectual, social, aesthetic, spiritual and physical.

In the belief that peace can only come when all people are treated with justice, we are committed to the study and implementation of actions which will further respect for human dignity.

Our ultimate goal is to provide a child with a love for God, a love of learning, a feeling of security and belonging to the Christian community, and a desire to use his/her gifts for the benefit of human kind and the glory of God.

ANNUNCIATION SCHOOL FACULTY AND STAFF

Michael Biggs	Principal
Margaret Kelly	Religious Education Coordinator
Christine Federspiel	Pre- Kindergarten
Rebecca Floretta	Pre-Kindergarten
Eileen Zuckermann	Teacher Aide
Keri Decker	Kindergarten
Kathy Gilmartin	Kindergarten Teacher Aide
Mary Lehmann	1 st Grade
Amy McDermott	2 nd Grade
Linda Chandler	3 rd Grade
Cathy Cowan	4 th Grade
Anita Kern	5 th Grade
Melissa Wegmann	6 th Grade
Chris Lodes	7 th Grade
Sandy Mulach	Art
Bill Chandler	Technology
Stephanie Gummersheimer	Music
Susan Rice	Physical Education
Meghan Glenn	Learning Consultant
Jan Wallis	Library
Theresa Berra	Secretary
Jim McDevitt	Maintenance

ANNUNCIATION PARISH BOARD OF EDUCATION

The purpose of the Annunciation Parish Board of Education is to advise the Pastor in making policy for the Parish Education Program. These programs include the school, the Parish school or Religion, and other formal educational activities.

ANNUNCIATION PARENTS ASSOCIATION

EXECUTIVE BOARD

President	Jennifer Weis
1 st Vice President (President Elect)	Ann Kleitsch
2 nd Vice President (Fundraising)	Erin Brassler
3 rd Vice President (Social)	Colleen Duchild
Corresponding Secretary	Krista Rybak
Recording Secretary	Pam Barks
Treasurer	Shauna Rittenhouse

GENERAL BOARD

Milk Duty Coordinator	Ann Hillmeyer
Reception Coordinator	Jill Peterson
Room Parents Coordinator	Mary Thouvenot
Teacher Gift Fund Coordinator	Jennifer Weis
Papa John's Nights Coordinator	Erin Brassler
Adopt-A-New Family Coordinator	Ann Kleitsch
Box Tops Coordinator	Carol Henken
Together We're Better Co-Coordinators	Mary Anderson
	Katie Kroboth
	Christina Biundo
	Tricia Beavin

FUNDRAISING EVENTS

Fall Fundraising Sales Chair	Erin Brassler
McDonald's Night Chair	Jennifer Weis
Barnes and Noble Bookfair Chair	Erin Brassler
Poinsettia Sale Chair	Carol Henken
Flower Sale Chair	Erin Brassler

SOCIAL EVENTS

Ice Cream Social Chair	Rachelle Hinrichs
Fall Trivia Chair	Amy Kwentus
Trunk or Treat Co-Chairs	Laura Vogel
	Kris Costello
Breakfast with Santa	Pam Barks
	Andrea Conroy

SCOUTS

Cubmaster Pack 305	Pete Putnam
Girl Scouts	Mary Anderson

ATHLETIC ASSOCIATION

President	Tim Kelly
Registration Coordinator	Kristine Halstead

ADMISSION/REGISTRATION

Registration for children of parishioners will take place after the budget for the coming school year has been approved by the Parish Board of Education and the Finance Committee of the Parish Council. A non-refundable annual registration fee (\$100.00 per student) will be credited to that student's tuition for the next school year and is due at time of registration. Non parishioners will be considered for acceptance if room is available. Tuition is set annually with non-registered parishioners paying 20% more than those active registered members. Names on a waiting list will be reviewed in the order they are received and when notified of acceptance have one week to pay the registration fee or forfeit their acceptance in to the school.

Tuition payments for each school year are due on the 10th of each month for a 10-month period beginning July 10 through April 10 of the said school year. Families that are able to pay the tuition in full by July 10 will receive a 2.5 % discount. Tuition payments not received by the 10th of each month will be considered late. A late fee of \$25 per family will be applied. If tuition falls one month behind, Progress Reports and/or Report Cards will be withheld. No reimbursement will be made once tuition is paid. Anyone two months behind in tuition will be served notice by the Pastor. If after careful review resolution is not achieved, registration will not be accepted for the coming year and/or transcripts will not be forwarded to the next education institution.

Full payment of the book fee (\$150.00 per student) and activity fee*(\$50 per student) is due on August 1 of the said school year. A late fee of \$25 per family will be applied. If payment of additional fees falls one month behind, Progress Reports and/or Report Cards will be withheld. No reimbursement will be made once additional fees are paid. Anyone two months behind in additional fees will be served notice by the Pastor. If after careful review resolution is not achieved, registration will not be accepted for the coming year and/or transcripts will not be forwarded to the next education institution.

* The activity fee is to cover Field Day T-shirt, field trips and the yearbook.

The following guidelines are applied for accepting new students when the number of students exceeds the number of available places:

1. Siblings of current students who are parishioners.
2. Children without siblings in the school who are parishioners.
3. Siblings of current students not registered in parish.
4. Children of parents not registered in the parish.

Requirements for registration are as follows:

1. Birth certificate
2. Baptismal certificate
3. Health records with current immunization information
4. Readiness testing for kindergarten students
5. Copies of all records (health/academic/psychological, etc.) for all transferring students must be examined by the principal and, if necessary, discussed with the parents prior to final acceptance.)
6. A \$50.00 registration fee for each student
7. Anyone enrolling/entering Annunciation School after the first quarter will pay pro-rated fees for tuition.

A three month probationary period is in place for all new students.

In cases in which the parents of the student are divorced, a copy of the portion of the divorce decree which verifies custody assignments must be provided at the time of registration.

AFTER SCHOOL CARE PROGRAM

An After School Care Program is available from 3:00 pm until 6:00 pm daily. The program is based in the Cafeteria but many activities take place outside. If you request information on the program at registration, there will be a registration form in your parent pack. If your circumstances should change and you require aftercare during the year, please contact the office and every effort will be made to accommodate your family schedule. The current fee is \$3.50 per hour per child. The fee is charged for any portion of an hour. More information on this program is available through the school office.

AFTER-CARE PAYMENT POLICIES

After care fees are separate and not associated with the school tuition. After-care payment for each month is due on the 10th of each following month for a 10-month period beginning September 10 through June 10 of the said school year. An after-care payment not received by the 10th of each month will be considered late. A late fee of \$15.00 per family will be applied. If the After-care payment falls on month behind, Progress Reports and/or Report Cards will be withheld. Anyone two months behind in After-care payments will be asked to withdraw the student from the program. If after careful review resolution is not achieved, participation in the program will not be accepted for the coming year.

ATTENDANCE

The school doors will be opened at 7:30 am each day. All students are to go directly to the cafeteria to wait for the 7:50am bell; students are tardy if they are not in their classroom at 8:00 am.

ABSENCE

Appointments and vacations are discouraged during school hours. Because we wish to ensure the safety and responsibility of the children please call school by 8:00 am to report that your child or children will be absent (961-7712). When a student leaves for **more than two hours of the day**, he/she will be marked as such. When a student is gone for **less than two hours of the day**, he/she will be marked as such.

Students are considered absent whenever they are away from school during school hours except for school sponsored sanctioned co-curricular activities (e.g. field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Once present on school property, either before classes begin or during the school day prior to dismissal, students may not leave the school campus without a parent or guardian following the regular "sign out" procedure.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

When a student has been absent 10 days or more, consecutively or otherwise, during a grading period, the grade of Incomplete (I) is reported until the student has fulfilled the required work for that grading period.

Absences include:

a. sickness-All tests and assignments that occur during the student's absence must be completed within three (3) school days of returning to school. Extensions may be granted by the teacher.

b. appointments-(i.e. medical, dental, or other reasons) Parents are to pick up students at the school office. Upon their return, parents and students need to report back to the office.

-In the case of absence due to appointments and high school visits, it is the responsibility of the parent to notify the school office and teacher(s). It is also the responsibility of the student to obtain missed schoolwork/assignments and to reschedule any missed tests. The student will be expected to complete the schoolwork/assignments within the same timeframe set by the teacher for the entire class (i.e. when missing a class on a Monday afternoon due to an appointment, the student should obtain assignments from a classmate that evening and complete the assignment in the same time as the rest of the class.) Any missed tests should be rescheduled for the day following the absence. Extensions may be granted at the discretion of the teacher.

c. field trips-Unless ill or excused for a verifiable and reasonable situation, students who do not attend scheduled school sponsored field trips are required to attend school on that day and will be assigned academic tasks by the appropriate classroom teachers.

-At the discretion of the school administration, permission may be granted for a child to be excused from a field trip. Requests for permission to be excused must be submitted in writing to the school administration at least five (5) days prior to the date of the trip.

-A doctor's slip may be required of a student absent from school on the day of the field trip if the child has been reported by the parent or guardian as absent due to illness.

d. truancy-A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Students found to be truant will serve a three (3) day in-school suspension, beginning the day of their return to school.

-Repeated trancies could lead to withdrawal for cause.

e. vacation-Annunciation School respects the right of parents to remove children from school during the academic term for family vacations. However, teachers are **not** permitted to give assignments prior to the student's departure. All tests and assignments that occur during the student's absence must be completed the day following the student's return to school. Extensions may be granted at the discretion of the teacher. Make-up work and test scheduling are the responsibility of the student. Students, with teacher approval, may submit in advance long-term assignments or projects that are due during their absence. Students who are present part of a school day and then leave for vacation will be expected, prior to departure, to take any tests or turn in any assignments that were scheduled for that day.

Excessive absenteeism will result in a conference with the parents and principal.

DUAL ENROLLMENT

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

Annunciation School permits dual enrollment of its students only in other accredited schools. As the primary education provider, Annunciation School is responsible for instructing the student in the core curriculum.

When determining if dual enrollment is a viable option for meeting a student's educational needs, consideration should be given to the educational impact of the student's absence.

A student is not considered absent from Annunciation School when in attendance at the other school. Whenever dual enrollment is established, a written plan is developed and placed in the student's cumulative file. This plan will include specific information regarding:

- a. The education purpose the dual enrollment arrangement is intended to achieve;
- b. The amount of time the student will be away from Annunciation School;
- c. The mechanism by which Annunciation School will receive information from and provide information to the supplemental program, including attendance/absences;
- d. Transportation to and from Annunciation School.

HOME SCHOOLING

Prior to accepting a student who has been home-schooled, parents/guardians must provide evidence that the student has been receiving regular instruction.

The student's placement shall be determined by a review of submitted materials and student work samples. If the student's records are not sufficient to determine placement, the student will be given appropriate end-of grade assessments.

Simultaneous enrollment in Annunciation School and participation in a home school is not permitted.

STUDENT RELEASE FROM SCHOOL

Annunciation School students are permitted to leave the school for reasons of illness only after the parent/guardian has been contacted by phone.

Only contacted/authorized parents/guardians may pick up a child from school for early release.

Parents/Guardians must utilize the “sign out” procedure when picking up students for early release.

TARDINESS

A child is marked tardy when they are not in the classroom when the bell rings at 8:00 am. Tardiness is recorded on the child’s permanent record and may adversely affect future options, such as high school application. Parents will be consulted if repeated tardiness occurs. When a student is tardy, they are required to come to the office upon arrival for a late slip.

CHILD ABUSE

The faculty and staff of Annunciation School are required by state law to report suspected cases of child abuse to the Missouri Division of Family Services.

Except at the directions of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents/guardians and provide them the opportunity to be present.

COMMUNICATIONS

BUZZ BOOK

Each year a Buzz Book is published that is available to all school families. (One copy per family).

CALENDARS

The Calendar of events for the school year may be found on the school’s website: www.goannunciation.com. Parents will be notified in a timely manner if and when changes occur.

CONFERENCES

Parent-teacher conferences are held every fall in conjunction with receipt of the first report card. You will be notified of the exact time and date. Conferences by appointment are also available at the end of the third quarter. Any parent desiring to see a teacher at a time other than a scheduled conference time is encouraged to do so by making an appointment with the teacher. If necessary, for those students in the departmental program, a “staff conference” can be arranged so that all teachers involved with the student will be able to attend.

FRIDAY FOLDERS

Each student at Annunciation School will receive a “Friday Folder”. The purpose of this folder is to keep parents informed of their child’s progress and to distribute important information, such as newsletters, calendars, etc. Your child’s weekly work and tests are also sent in this folder. It is considered a homework assignment for your child to deliver the folder to you and to make sure it is returned to school on the following Monday. Parents are encouraged to look at their child’s work, go over it with them if necessary and sign the enclosed slip indicating you have seen the work. If a second folder is needed for your family, please contact the school secretary so that we may accommodate that need.

We ask the organizations which may have need to communicate through the Friday Folder to have any enclosure to the school office by Wednesday morning at 10:00 am. The school secretary will incorporate the information in the weekly newsletter. You may also e-mail information to school at anunschl_secretary@swbell.net.

Some items are not considered suitable for inclusion in the Friday Folder.

- For-profit organization information concerning retail sales, auctions, etc.
- Information concerning private parties or parish school mixers or dances
- Birthday party invitations
- Advertisements for yard sales or private sales of any kind
- Appeals or information from any organization whose philosophy, mission, or goals are contradictory to the accepted teachings of the Catholic Church and Mission Statement of Annunciation Parish

- Information in any form about programs, products or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

MEDIA

Members of the media are to be present on Annunciation School property only as invited guests, and are not allowed to interview students on matters unrelated to the purpose for which they were invited.

TELEPHONE (SCHOOL)

The office telephone may be used by students only in cases of emergencies. After the 8:00a.m. bell students are not permitted to telephone home for missing assignments, projects, etc.

If there is a need for a student to contact a parent after the 8:00 a.m. bell a member of the school staff will convey the message.

COMPUTERS

Annunciation students have access to computers and other electronic media in both lab and classroom settings. Each year, students and parents must review and sign the school's "Acceptable Use Policy".

Student violations of this policy will result in termination of electronic media privileges and, if warranted by the violation, further disciplinary action.

Annunciation School adheres to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned or borrowed or leased from the school. No students or others may use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

CURRICULUM

All students are educated in the core subjects of Religion, Reading, Math, English, Science, Social Studies, Spelling and Vocabulary. Kindergarten through Eighth grade students participate in Art, Music, Physical Education and Computer classes for varying amounts of time. Pre-Kindergarten students attend Music and Physical Education classes once a week. Art experiences are provided for the children by the teacher at the Pre-K level.

CORE CURRICULUM

The school's Core Curriculum Guide lists the major goals and objectives for each subject offered to Annunciation students and is available on the school link to the parish web site-www.goannunciation.com.

FIELD TRIPS

Field trips must have an evident educational purpose. This applies even if the trip takes place outside of the school year. Class visits to places of religious, cultural or educational significance give enrichment to the lessons of the classroom. The administration and faculty determine the appropriateness of school sponsored field trips.

Each field trip should be a safe, well-planned, educational experience that coordinates with the subject matter being taught.

Field trips that include potentially dangerous activities for are prohibited. Long trips to distant locations and multi-day, overnight trips are to be discouraged.

The written consent of parents/guardians must be obtained for every child participating in field trip.

Field trips are privileges. No student has an absolute right to go on a field trip. Students can be denied participation if they fail to meet behavioral requirements. (See the 'Attendance' section of this handbook if a student wishes to be excused from a field trip.)

Since students represent Annunciation School on field trips, appropriated behavior is expected at all times. School uniforms are always worn on educational field trips unless exceptions are communicated by the teacher or moderator of the trip.

The teacher oversees supervision during field trips. Any other adults accompanying the students are to assist the teacher with supervision of the students. The administration will approve the appropriate ratio after consulting with the moderator of the trip. No children are to be on field trips except those students in the designated class. The primary responsibility of every adult supervisor is to be actively involved with the activities of the students.

When feasible, bus transportation by an insured carrier will be utilized.

If special circumstances indicate the use of private passenger vehicles, the following criteria are to be implemented:

1. Drivers must have a valid, non-probationary driver’s license and no physical disability that may impair the ability to drive safely;
2. The vehicle should have a valid registration and meet state safety requirements;
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,00 per occurrence;
 - a. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting: Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh at least 40 pounds but are less than four feet nine inches tall must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872).
4. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system;
5. Adults are not permitted to smoke in the vehicle.

Volunteer drivers must provide the school with copies of a valid driver’s license, their vehicle registration, and proof of insurance coverage.

Admission and transportation fees for most field trips are part of the school’s instructional fee.

GRADING

The purpose of the report card is to indicate the child’s achievement level and his/her effort and conduct. Effort and conduct can impact a student’s progress toward a desired grade.

Quarterly report cards and daily student grades are available via Fast Direct.

Grading

A+	98-100	C-	78-80
A	95-97	D+	76-77
A-	93-94	D	72-75
B+	91-92	D-	70-71
B	88-90	F	69 or lower
B-	86-87		
C+	84-85		
C	81-83		

N	Not Yet
NI	Needs Improvement
S	Satisfactory
T	Taught, Not Graded
U	Unsatisfactory
*	An empty box denotes expected behavior

HONOR ROLL

First Honors

A+, A, or A- grade in ALL subjects
No "U" (unsatisfactory) on the report card
No less than an "S" in enrichment subjects

Second Honors

Any combination of A's & B's (or all B's) in ALL subjects
No "U" (unsatisfactory) on the report card
No less than an "S" in enrichment subjects

HOMEWORK

Homework is given to students to reinforce and practice what has been presented in class; to provide for discovery of new ideas, to stimulate independent investigation, to develop in-depth understanding through long-range projects, and to provide for the exploration of additional resources of information. Homework includes written work, study, reading, and research.

Parents can contribute to the process of learning through homework by being interested in the students' work, arranging a space conducive to learning, providing time and space for reading, making sure that completed work is returned to school, and helping the student develop good study habits.

IT IS THE STUDENT'S JOB TO BE PREPARED FOR EACH CLASS.

All assignments are expected to be completed and handed in on time. Each teacher will deal with missing assignments individually by either lowering the grade a specified amount and/or communicating the responsibility to gather assignments, make-up work, and submit the completed tasks to the respective teacher(s).

Parents are expected to monitor their child/children's homework. If it is determined that a student is experiencing difficulty in completing homework or spending an excessive amount of time the appropriate faculty member should be contacted.

PROMOTION AND RETENTION

Students are promoted to the next grade level upon satisfactory completion of the required academic work for the current grade level. This includes the achievement of a passing grade (70% or above in all required subjects) and the completion of all necessary coursework to the satisfaction of the teacher and/or school principal.

A plan for the make-up of all failing grades, through summer programs or tutoring, will be developed by the teacher, parents, school principal and learning consultant.

Students may be retained in the current grade level if they have not mastered the concepts and skill sufficiently to be successful at the next grade level.

To graduate from Annunciation School, a student must have successfully completed the minimum academic and religious requirements of the school, maintained a satisfactory attendance record, and demonstrated satisfactory conduct.

RELIGION

Annunciation School is a Catholic school. As such, the academic subject of "Religion" is accorded, at the minimum, the same importance that is extended to the rest of the curriculum.

Prayer, both informal and formal, is an integral part of the school day. Daily prayer and the reading of Scripture is incorporated into each school day in order to encourage the student's growth in the knowledge of the love of God and the important part He plays in their lives. We pray each morning as a school community and then throughout the day in individual classrooms.

The Archdiocesan Human Sexuality program-God's Own Making-is part of the school's Religion curriculum, as is the Archdiocesan Safe Touch Program.

When completing the annual school emergency forms please note that a parent/guardian's signature in the appropriate section gives permission for students to participate in the aforementioned programs. For further information about these activities contact the school office.

STANDARDIZED TESTING

Each fall, the Iowa of Basic Skills and Cognitive Abilities tests are administered to all students in Grades 2-8.

Individual student test results are made available to parents at the end of the first quarter.

The above testing is an important aid in monitoring the school's curriculum and measuring a student's progress from year to year.

DELIVERIES TO SCHOOL

Items brought to school for students (lunches, textbooks, projects, etc.) are to be brought to the office. Delivery will then be made to the proper student's classroom. No items are to be taken directly to the student's classroom.

Flowers delivered to the school for students' birthdays, special events, etc. are also to be brought to the office and will be given to the individual student at dismissal.

DISCIPLINE

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundations of justice.

ACADEMIC HONESTY

The consequences for a violation of the school's policy concerning academic honesty are at the discretion of the faculty. These consequences could be a demerit, detention, zero on a test, homework, or classroom assignment.

Academic "dishonesty" includes, but is not limited to, the passing of answers on quizzes, tests, or classroom assignments; verbal and/or electronic seeking, receiving, or transmitting of specific information about questions/answers on a test; the lending or copying of homework; use of cheat sheets or their possession in the testing room; and acts of plagiarism.

ALCOHOL/DRUGS/TOBACCO

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

No alcohol is to be served at any school-sponsored event.

According to government regulations there is no smoking permitted in the school building for anyone.

The St. Louis County Tobacco Ordinance prohibits possessing tobacco in any form for all children under the age of 18. Also, there is no smoking or possession of any tobacco products for underage students in or within 300 feet of a school building. Fines for anyone caught possessing tobacco or smoking start at \$150.

BLUE CARDS

Each student in Grades 4-8 is issued a blue card to help in the reinforcement of their behavior.

CLASSROOM BEHAVIOR

Each teacher will develop his/her own procedures for dealing with expected classroom behavior and what is accepted and what is unacceptable. If a demerit is issued on the blue card, the student will serve a detention after receiving the third demerit. Detention will be served on Wednesday afternoons from 3:05 pm – 4:00 pm.

Some behaviors will result in an automatic detention due to the severity of the action. These are:

1. ANYTHING THROWN either inside or outside the classroom window. NO OBJECTS SHOULD EVER BE IN THE AIR.
2. VULGAR/OBSCENE LANGUAGE OR GESTURES
3. PHYSICAL ALTERCATIONS- tripping, pushing, shoving, or elbowing, with intent to harm, to name a few.
4. DISRESPECT-especially in language to any adult or fellow student.

Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may be suspended or dismissed from school (withdrawal for cause).

Suspension means that a child may not return to school until the parents have a conference with the administration. A student under suspension is on probation for the remainder of the semester and may be given a probationary contract that specifically outlines the needs for improvement. A probationary status puts the student in close danger of dismissal. Infraction of rules, disinterest in studies, and excessive absenteeism during this time may result in the student's dismissal.

If suspended, a student will be removed from his/her peers for the stated number of days either in or out of school. Work will be provided by the appropriate teachers. If suspension occurs during testing time, all tests, quizzes or exams must be made up by the student. Arrangements for testing must be made with individual teachers.

Withdrawal for cause is the permanent end of enrollment of a student in a school. In the Archdiocese of St. Louis, only the Pastor of the parish may specify that a student is withdrawn for cause.

FALSE MESSAGES TO SCHOOL

Any student who contacts school (telephone, e-mail, written note, etc.) with false or threatening information deemed harmful to any individual member or group of the Annunciation school community or the community at large shall be subject to disciplinary actions deemed appropriate by the school administration.

Any of the aforementioned activities that result in legal violations will also be reported to the appropriate civil authorities.

HARASSMENT

Annunciation School maintains a learning environment that is free from all forms of harassment. No students in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Annunciation School investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

STUDENT DESKS/BACKPACKS

The students' desks are school property loaned to the student for use during the school year. Desks are to be properly taken care of and will be subject to inspection by the administration or faculty. The school reserves the right to check any desk unannounced. The student is to use the desk assigned to him/her by

the homeroom teacher. No student is to enter any desk other than his/her own except when getting homework for a student who is absent.

With good reason, school officials may request that a student empty the contents of pockets, purse or backpack. If a student refuses, disciplinary action may be taken on the basis of that refusal.

The student is responsible for damage to his/her desk and will be required to pay for the repairs.

Nothing is to be permanently affixed to the desks. The school is not responsible for lost or stolen items. Keep money and valuables with you at all times.

School officials with sufficient reasons to do so may search a student's desk.

VIOLENCE (WEAPONS)

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore violence is not tolerated at Annunciation School.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property.

A weapon in anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence will be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal actions depending upon the severity of the incident.

DRESS CODE/UNIFORMS

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendoes, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed.

GENERAL REQUIREMENTS

All students should be neat, clean and in full uniform. Parental written communication is required for any exceptions. It is the responsibility of the student, with the cooperation of the parents, to abide by the uniform policy. The final decision regarding the appropriateness of school attire is at the discretion of the administration.

WINTER UNIFORM

Girls:

Skirt: Green/gray plaid (5-8)

Jumper: Green/gray plaid (K-4)

Skirts and jumpers should not be more than two inches above the knee.

Pants: Navy blue uniform

Khaki (eighth grade only)

No carpenter pants, low riders, or Capri length

Blouses: White, solid polo, long or short sleeve, gray solid polo, turtleneck, no logos of any kind on shirts.

Socks/ tights: White, navy, or green ankle, knee high, or tights. The sock must be visible above the shoe.

Leggings purchased from our uniform supplier **only**, Just Me Apparel, may be worn under skirts or jumpers. No dance leggings (calf length, tight), may be worn. During cold weather, pants may be worn to and from school under the uniform, but must be removed before the school day begins.

Shoes: Black or brown leather or tennis shoes may be worn. No sandals, flip-flops or crocs may be worn.

P.E. Annunciation shorts (girls), available through Just Me Apparel, and tennis shoes are required for each class.

SUMMER UNIFORM

Shorts: Navy blue or plaid - August-October 15 and April 15-May, or as announced by the principal.
Khaki (8th graders only) uniform style, no cargo, Capri length or carpenter style.
All shorts should be plain walking style shorts, just above the knee.

Pants: Navy blue uniform (November-March)

Khaki (8th graders only) uniform style, no cargo or carpenter

Blouses: White blouse, solid white polo knit or turtleneck- undershirts, white only, no logos of any kind on shirts.

Socks: All white ankle socks. Socks must be visible above shoes.

Sweaters, pullovers, sweatshirts or cardigans: Green/gray uniform (Annunciation emblem) or fleece (uniform, Annunciation emblem) are available from Just Me Apparel. Non-uniform outer attire will not be permitted.

No make-up, including eye make-up, or jewelry, except for religious medals, watches, and post earrings which do not fall below the ear lobe will be permitted. No unnatural hair coloring (i.e. red, green, orange) will be accepted. Clear nail polish only may be worn.

DRESS CODE/UNIFORMS

Boys K-8:

Slacks: Navy blue, khaki (8th graders only) Uniform style only, no cargo or carpenter style

Shorts: Navy blue – August-October 15 and April 15-May

Khaki (8th graders only) uniform style, no cargo or carpenter style.

All shorts should be walking type, dress shorts, just above the knee.

Shirts: Solid white or gray polo knit or turtleneck, – undershirts, white only, no logos of any kind on shirts.

Socks: All white, navy, green or black

Sweaters, sweatshirts: Green/gray uniform (Annunciation embroidery) or uniform fleece.

No make-up or jewelry (except for religious medals or watches). No unnatural hair coloring (i.e. red, green, orange) will be accepted.

Shoes: Brown or black leather or tennis shoes are permitted. Please no black soled shoes that will scuff the floors. No hiking boots, hi-tops or sandals or inappropriate heels are allowed. Socks must be visible above the shoe.

OUT OF UNIFORM DAY/BIRTHDAY GUIDELINES

There are various days during the school year (birthdays, holidays) when the students are allowed to dress out of uniform. We recognize the popularity of the current styles, but do please realize these may not be appropriate for school, especially a Catholic school. (I.e. tight fitting tops and pants, short skirt lengths, strapless tops, cut off shorts, mid-drift baring tops)

1. Jeans are allowed but may not be faded or have holes, no hip huggers.
2. Shorts may be worn from August-October 15 and April 15-May.
3. Nice tops/shirts should have sleeves and be able to be tucked in the jeans and slacks.

If the clothing worn by the student is considered inappropriate for school, the student will call their parent to bring a change of clothing. This inconvenient and potentially embarrassing situation can be avoided by making sure that your child is appropriately dressed on out-of-uniform days. If appropriate attire is not worn, the student will not be allowed to participate in future out of uniform days.

Birthdays may be celebrated on the particular day or a designated day arranged with the teacher. If it falls during the summer the student should celebrate it on the ½ birthday.

ELECTRONIC DEVICES

CELL PHONES/PAGERS/iPODS/CAMERAS

On days when classes are in session students are not allowed to use cell phones, pagers, iPods, or cameras in the school building during school hours. Violations of this policy will result in confiscation of the device until the end of the school day.

A second violation of this policy will result in the offending student receiving a detention and the prohibition of the device from school throughout the remainder of the school year.

We further ask that all electronic game, musical, and toy devices be kept at home. These devices are disruptive and can be easily damaged. The school assumes no responsibility for the repair or replacement of electronic devices damaged while on school property. If students bring and use such devices during the school day, they will be confiscated and returned to the parent once. If this is a continuing problem, a principal/parent conference will be scheduled. Please help us continue to keep the focus on school when at school.

EMERGENCY PROCEDURES

To assure the safety of each student in the event of an emergency, specific drills are held periodically to familiarize students and teachers with emergency procedures.

EMERGENCY FORMS

At the beginning of each school year, forms are sent home asking for important information concerning your child and you. These forms will be kept on file so that we may contact you in case of an emergency. In case parents cannot be reached when your child is ill, there will be a place for you to list names of other contact people.

Please keep this information current. If there are any changes, please contact the school office.

Annunciation School parents are also advised to:

1. Make certain that your child/children understand and use the safest and most direct route to and from school.
2. Make certain that your child/children understand where to go when an emergency arises en route to and from school.
3. Be aware of, support and reinforce the emergency procedure information your child receives at school.
4. If a disaster should occur while your child is attending school report to student pick up areas designated by special signs and sign out your child/children before taking them home.

SNOW/INCLEMENT WEATHER

If weather conditions indicate opening school at the regular time would be hazardous, but does not warrant the school being closed the entire day, a "Snow Schedule" will be announced. When the "Snow Schedule" is being used, classes will begin at 9:30 am.

Information pertaining to cancellations or "Snow Schedule" will be listed on the Stormwatch Channels 4 and 5. Information will also be posted on kmov.com and ksdk.com.

In the event that school needs to be canceled once classes are in session due to a non-weather emergency, every effort will be made to contact you via email and phone calls. Information will also be broadcast on channels 4 and 5. All students will be cared for until parents arrive.

Once classes are in session students are not dismissed early due to inclement weather.

HEALTH (STUDENT)

Annunciation school maintains a health record for each student and follows the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

HEAD LICE

Students with head lice will be excluded from school until free of nits. Before a student may be re-admitted the volunteer nurse/office staff must check for any remaining nits or lice.

If it is determined that a student has contracted head lice then the volunteer nurse/office staff will examine all siblings of the infected student and send home a letter (outlining general procedures) to the appropriate classroom(s).

ILLNESS AND INJURY

Annunciation School maintains an emergency form for each student indicating the parent/guardian wish for the handling of any physical/medical emergencies for their child. This form bears the signature of the parent/guardian and is updated yearly.

If a child has been ill with a fever, he/she should not attend school until he/she has been fever free for 24 hours.

MEDICATION IN SCHOOL (ADMINISTRATION)

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities.

If a student requires prescribed or over the counter medication during the school day, the following must be in place:

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner; signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to school.);
2. Written consent of the parent/guardian for school personnel to administer the medication;
3. The medication in original container.

Written orders from a physician should detail:

- The name of the student
- The name of the medication
- Dosage
- Time interval the medication is to be given (if "as needed", a plan must be provided)
- Diagnosis or reason for medication

If there is any change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed (961-2157) or mailed to the school. A parent may not give permission to administer medication differently from the physician's order.

The school may request from the parent the right to call the physician to clarify a medication order.

Parents of those students with significant or potentially life threatening medical conditions must provide Annunciation School with the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

Students may not carry prescription or over-the-counter medication on their person, excluding cough drops and/or chapstick.

PHYSICAL EXAMINATIONS

All children newly enrolled at Annunciation School are expected to have a complete physical examination upon entrance into school. If they receive a physical for kindergarten, it is not required for first grade. They must also receive a physical at the beginning of third and sixth grades. The forms will be given out at the time of registration or may be picked up in the school office. These forms must be completed and signed by the physician and returned by the first day of school. The students cannot attend class if the forms are not returned to the school office.

The state of Missouri requires all students attending a public, private or parochial school to have the minimum immunizations against rubella, measles, whooping cough, polio, mumps, diphtheria, and hepatitis. The hepatitis immunizations must include a series of three injections with the series being completed before entering school. Any failure to get the immunizations on time can result in the student not being able to attend school.

Students in Pre-Kindergarten – 8th grade have the opportunity to be tested each year for vision and hearing.

LITURGIES (8:15)

Students attend Mass in small groups, depending on their grade level on Tuesdays. Mass is celebrated with the entire student body once a week, usually on Fridays.

Annunciation School students assist in the preparation and celebration of liturgies throughout the year.

The liturgical seasons and certain feasts of the church year are observed in special ways (Advent prayers, Stations of the Cross, Archdiocesan Chrism Mass, Living Rosary, and May Crowning).

Students are also invited to remain in church on Tuesdays for Perpetual Help Devotions and Eucharist Adoration.

LUNCH

Students have the option of bringing their lunch every day or purchasing a catered lunch, which is served Monday-Thursday. All lunches must be ordered on-line by going to www.finningerscatering.com and creating an account. All families will receive a packet explaining the program/procedures at the beginning of the school year.

On Friday's, students have the option of bringing their lunch or participating in the pizza fundraiser lunch. Order forms and details are available at www.goannunciation.com.

During lunch periods, all students are expected stay seated and exhibit proper manners. No one needs to get up once they're seated. Once the table and surrounding area are cleaned, students will be dismissed to either participate in recess or to return to class. All food and drink must be consumed in the cafeteria.

MILK PROGRAM

Milk charges will be sent to each family on a quarterly basis. Volunteers are needed to serve milk and record student charges each day. The master list of milk volunteers is posted on the website and reminders on the weekly school-to-parent communication, "Friday News Note". Volunteers should arrive on their assigned day at 11:50 am. Upon arrival, please sign in at the office and pick up the "milk folder" containing a student roster for recording charged drinks and a key for the milk cooler. We ask that you mark your calendars early for the days throughout the year that you are scheduled. If you are unable to work on a scheduled, day, please try and attain a substitute. Your help, as always, is greatly appreciated.

OBSERVATIONS/TOURS

Parents wishing to observe a particular classroom/tour the school must make arrangements to do so through the school office.

Observations/tours will be scheduled for times that create the least distraction/disruption for students and faculty.

PARTIES/CLASSROOM

All classroom parties are planned with the input and consent of the homeroom teacher. Room parents are expected to prepare for parties within the guidelines established by the school and the homeroom teacher.

PRE-KINDERGARTEN-AGES 3 AND 4

Registration for pre-kindergarten children of parishioners will take place on March 1 after the budget for the coming school year has been approved by the Board of Education and the Finance Committee of the Parish Council. A non-refundable annual registration fee (\$100.00 per student) will be applied to that student's field trips, yearbook, and snacks throughout the school year and is due at time of registration.

SACRAMENTS

Annunciation students, while enrolled in the full-time school, usually receive the sacraments of First Reconciliation and First Holy Communion while in the second grade and Confirmation in the seventh/eighth grades.

First Reconciliation usually occurs during the first semester, with First Holy Communion scheduled during the spring.

The date for Confirmation is determined by the Archbishop. During the seventh and eighth grades, students prepare for the reception of this sacrament.

For all three sacraments there are preparation meetings that parents/guardians need to attend.

Opportunities for Reconciliation are offered to all students throughout the year.

SCHOOL PRIVACY

Annunciation School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures, or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

SCHOOL SUPPLIES

A written list of needed school supplies per grade level is posted on the Annunciation Parish website. All supplies should be clearly marked with your child's name. **ALSO, PLEASE MARK COATS, JACKETS, SWEATERS, SWEATSHIRTS, BACKPACKS, AND ANY OTHER ITEM THAT COULD POSSIBLY BE LOST.** All lost items are initially placed in the "Lost and Found" container outside the cafeteria. They are then displayed on a table in the cafeteria before they are donated to the St. Vincent De Paul Society or some other worthy organization.

SECURITY

All students and parents are to use the main entrance when arriving and leaving the building. The doors will be locked between 9:00 am and 3:00 pm. For the safety of our students, everyone is asked to stop by the office to sign in. Delivery of forgotten items should be made to the secretary, who will deliver them in a timely manner.

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Annunciation School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

SERVICE

During the school year, Annunciation students are involved in a variety of projects (age-appropriate) that seek to engender a sense of service to classmates, school, and the larger Parish and societal communities.

Service projects comprise a significant portion of the students' preparation for the sacrament of Confirmation and students are encouraged to continue service projects following the reception of this sacrament.

STUDENT ACTIVITIES

Listed below are some of the activities available to Annunciation students:

Annual Art Show	Math Contests
Archdiocesan Music Festival	Geography Bee
Palmer Instrumental Music (for fee; during school hours)	D.A.R.E. (grade 6)
Bellarmino Speech League	Children's Choir
Camp Lakewood Outdoor Education (Grade 6)	Servers at the Altar
Canned Food Collections	Spelling Bee
Student Council	Spring Play (Grade 8)
	Essay Contests (Pro-Life)

Contact telephone numbers for Annunciation's extensive athletic and scouting programs may be found in the Buzz Book.

STUDENT RECORDS

- A. Access to student records by parents
 - Parents and guardians have the right to inspect and review the official active files of their children.
 - Non-custodial parents will be given access to copies of student records and staff will be available to discuss the student's records, unless a court order providing otherwise is filed with the school. Copies of such orders must be included in the student's record.
- B. Access to student records by others
 - The right of school personnel to access the records of students is limited to those who have legitimate purpose for the information the record contains. This includes teachers, guidance counselors, administrators, and special education personnel. In addition, the person must also have a professional responsibility for a specific student or a clearly identified group of students.
- C. Transfer of records
 - There will be no release of student records to other schools, institutions, agencies, or individual without the prior written consent of a parent/guardian, or the former student if age 18 or older. Official records are not released to parents but are transferred directly from the school to the institution designated to receive them.

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at Annunciation. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood.

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution will only be done with the specific consent of the student's parent or guardian. This applies to providing both written and/or oral information.

Student's records may be released without prior consent to the courts when subpoenaed.

TEXTBOOKS

All hard cover textbooks are the property of the school and are on loan to the student for the school year. The books must be covered at all times and returned in good order at the end of the year. Any books, including library books, lost or defaced, must be paid for by the student or parent. Notice of cost will be given at the end of the year and will be based upon replacement value.

TRAFFIC SAFETY/PARKING LOT PROCEDURES/BICYCLES

ARRIVAL 7:30 AM

Enter the parking lot by way of the Glendale driveway. Follow the sidewalk along the curb stopping at the entry to the school. Continue along the sidewalk, turn left across the parking lot to exit on West Glendale. We ask any student riding a bike to school, upon entering the blacktop areas, to walk the bike to the bike rack at the back of the building.

DURING THE SCHOOL DAY

Anyone coming to school to drop off forgotten items, help with cafeteria, milk or playground are asked to park on the front lot and use the main entrance. All visitors should sign in at the office.

When parking on school property, no vehicles are allowed in designated fire lanes.

DISMISSAL 3:00 PM

Enter the parking lot by way of the West Glendale driveway. Park in the lot at the west side (rear, by the playground) of the building. The children are dismissed at 3:00 PM and will walk to their cars. When all children are safely inside cars, the signal will be given to exit the lot onto Short Ave. Children and cars never move at the same time.

The walkers are to stay on the school side of the parking lot and cross to the Rectory side where the sidewalk ends. Continue to the street on the Rectory side of the driveway. Cross the street carefully, always obeying the lights and watching for drivers.

Bike riders are to walk their bikes across the back lot and exit up Short to South Gore or Central. Once they are on the street they may ride their bike.

BICYCLES

Bicycles **MUST** be walked across the school grounds and parked in the racks near the building on the back lot. Bicycles should be locked. The school cannot accept any responsibility for missing bicycles. Riding double on a bicycle is never permitted. For each child's safety, the school highly recommends that helmets be always worn while riding bikes.

TRANSFERS

Annunciation School will request a cumulative record from, or forward a cumulative record to, any parochial school in the Archdiocese of St. Louis. If transfers are being made to a public school outside of the Archdiocese, a copy of the student's cumulative record will be sent upon the request of the receiving school.

If a student is entering Annunciation School from another school, please authorize the school from which the child is coming to release to us the child's cumulative academic and health records. A student transferring from a public or private school may be accepted into Annunciation School after a thorough inquiry regarding the motivation for the request for admission. In addition, the standard requirements for admission to Annunciation would apply.

Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Catholic Schools.

Students may be accepted into Annunciation School on a conditional basis, provided all standard admission criteria have been met and after a thorough review of the student's previous school records and all records relating to any special needs of the student. The conditions for acceptance will be communicated to the parents/guardians in writing.

Home schooled students may be accepted only after evidence that the student has been receiving instruction has been provided by the parents/guardians.

Schools of the Archdiocese of St. Louis may enroll or allow the attendance of foreign-born non-immigrant students, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Schools must contact the Catholic Education Office before making an admission decision and must follow

designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws.

TREATS/CLASSROOM PARTIES

If treats are sent to school for classroom parties please check for food allergies among the homeroom students. This may be done by contacting the school office or the homeroom teacher.

Because of storage limitations and other potential problems, items that need to be refrigerated or frozen are not good choices for in-school treats.

Please direct questions about the suitability of any food or drink items you wish to send to school to the appropriate homeroom teacher or the school office.

TUITION: Tuition for the 2011-2012 school year is as follows:

Parishioner K-8

Number of Students	Annual Tuition
1	4,555
2	6,677
3	8,237
4	8,861

VOLUNTEERS

There are many opportunities for parents/guardians to assist in the activities at Annunciation School. Some of the major areas for service are shown below.

- APA Events
- Athletics
- Cafeteria/Milk
- Room Parents
- Scouts

To volunteer for any of the above, or to perhaps suggest a special way in which volunteers could be better utilized, please telephone the school office or check the Buzz Book for appropriate coordinators.

WITNESS STATEMENTS

PARENTS

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of faith. May you be also the best of teacher, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith.

Practically, this means I should:

- Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.
- Commit to speak more with my children about God and to include prayer in our daily home life.
- Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.
- Teach my children by word and example to have a love and concern for the needs of others.
- Meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.

KINDERGARTEN

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I LOVE GOD.

GOD MADE EVERYTHING GOOD.

I WILL PRAISE AND THANK GOD.

GOD MADE ME SPECIAL.

I WILL ACT AS A CHILD OF GOD.

GOD MADE ME PART OF HIS FAMILY.

I WILL BE KIND TO ALL OF GOD'S FAMILY.

GRADES 1-2

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
PRAYING EVERY DAY.
SPEAKING GOD'S NAME WITH RESPECT.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
BEING HONEST AND TRUTHFUL.
DOING WHAT IS RIGHT.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

BEING RESPECTFUL OF OTHERS.
HELPING OTHERS IN NEED.
BEING KIND AND INCLUDING OTHERS WHEN I PLAY.

GRADES 3-4-5

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
SPENDING TIME PRAYING EACH DAY.
LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHING OF JESUS.
RESPECTING GOD'S NAME AND HIS CHURCH.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

LEARNING WHAT JESUS EXPECTS OF ME.
RESPECTING MY BODY AS A GIFT FROM GOD.
BEING A PERSON WHO IS TRUTHFUL AND FAIR.
BECOMING THE BEST PERSON THAT I CAN BE.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
GIVING GOOD EXAMPLES AS JESUS DID.
PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS,
TEACHERS AND CHURCH.
BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.

GRADES 6-7-8

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

STUDYING ABOUT GOD-FATHER, SON AND HOLY SPIRIT-AND HIS CHURCH.
PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
FOLLOWING THE COMMANDMENTS AND BEATITUDES.
READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
VALUING MY SELF AND DEVELOPING MY GIFTS.
LIVING THE GIFTS OF THE HOLY SPIRIT.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.
GROWING IN COMPASSION BY SERVING THOSE IN NEED.
BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
WORKING WITH OTHERS TO HELP MAKE SCHOOL AND PARISH A BETTER PLACE.