



## **Parent/Student Handbook**

**2021– 2022**

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## **PERSONAL RESPONSIBILITY DURING THE CORONAVIRUS PANDEMIC**

It is the goal of Annunciation Catholic Academy to provide the safest environment for all students. Given the continued uncertainty of our current pandemic, please be aware that your decision to visit our parish & school campus is an acceptance of your personal responsibility to respect all social distancing guidelines and to respect the health and well being of others.

### **MISSION**

Annunciation Catholic Academy is a parish school committed to fulfilling the Church's mandate to teach the Gospel and the tenets of our Catholic faith. Guided by the Holy Spirit, the Academy strives to teach as Jesus taught and affirm the value of living as Jesus lived.

Annunciation Catholic Academy inspires hearts that are burning to know, love, and serve God by loving and serving others.

### **PHILOSOPHY**

Annunciation Catholic Academy is a parish school which strives to provide a stimulating environment in which each child can develop to potential spiritually, intellectually, socially, and physically.

We endeavor to promote a process of independent thinking, active learning, and responsible living in a global and technological society, which will become the basis of an active Christian life.

Annunciation Catholic Academy believes that parents and guardians must be actively involved in the learning process of the child and support the school. Both home and school must form a partnership to successfully enrich the heart, soul and mind of each child.

### **GOALS**

1. To foster the development of a personal relationship with a loving God.
2. To provide instruction in the teachings of the Catholic Church and Catholic traditions.
3. To emphasize the Church's call to social justice.
4. To develop an appreciation for the use and care of God's resources.
5. To provide an environment conducive to developing intellectual curiosity, self-discipline, self-motivation, and love for learning.
6. To provide a cohesive curriculum from kindergarten through eighth grades that appropriately challenges the students through the different stages of cognitive and moral development.
7. To maintain curriculum flexibility in order to maximize and develop the God-given talents of each child.
8. To develop critical thinking skills based on Catholic values.
9. To optimize learning through technology.
10. To develop an appreciation of one's own self-worth and the dignity of others.
11. To promote healthy competition, sportsmanship, and enjoyment of physical activity.
12. To foster the development of the total Annunciation community among all its members.

### **HISTORY**

In February of 1995, Reverend Patrick J. Caverly, V.G., pastor of the Church of the Annunciation, met with a group of his parishioners to determine if the parish was ready and willing to take on the challenge of starting a new school. Their response was so positive and enthusiastic that "The Promise and the Dream" of founding Annunciation Catholic Academy was begun. An advisory board was formed and the project was inaugurated immediately.

The advisory board worked with Father Caverly throughout the spring of 1995. The mission and philosophy of the school were determined early in the spring so that all subsequent decisions could be made in light of what had been decided as the parish's vision for the school.

The parish's response to the project was overwhelming. Two kindergarten classes were started in leased modular classrooms in the fall of 1995. Projections were to add a first grade in the fall of 1996 while fund-raising and building plans were finalized for the school, which eventually would become kindergarten to grade 8 in structure.

As the fund-raising phase of "The Promise and the Dream" began in the fall of 1995, momentum grew and it became apparent that the parish was willing to make a serious financial commitment to the project. It was equally apparent that the parish wanted a full K-8 school as soon as possible. Given the enormous amount of support, it was decided to open a full elementary school in the fall of 1996.

The official groundbreaking ceremony was held with Bishop Norbert M. Dorsey, C.P., on December 16, 1995. A stated campaign goal of \$5 million for the construction of the school and renovation of the church was reached before the end of December 1995.

During early January 1996, three orientation sessions were held for all those who might be interested in hearing about the proposed school. Hundreds of people attended each session. Registration was held for parishioners on Saturday, February 3, 1996; non-parishioners were allowed to register the following Saturday. By the end of these two registration days, it was decided that there were sufficient students to open three kindergarten classes, two each of grades 1 to 6, one of grade 7, and one of grade 8. Waiting lists were immediately started in most grade levels.

While construction moved along at an amazing pace, teachers were interviewed and hired during the spring of 1996. Many of those hired were parishioners who had been working in government-sponsored (public) schools previously.

Construction of the building was completed in July, a month before schedule. A certificate of occupancy was obtained from the City of Altamonte Springs on July 17, 1996, and the office staff moved into the building on August 1, 1996.

Classes began for grades K through 8 on September 1, 1996, just 18 months after Father Caverly asked a small group of parishioners if they felt there was interest in starting a school.

Over the past 20 years, the Academy has evolved into a flourishing spiritual and academic institution. Annunciation continues to earn accolades for its outstanding integration of technology and was named a No Child Left Behind Blue Ribbon School in 2003. In addition to its academic recognitions, the school community has also served the local and global communities through a variety of outreach programs. Students at the Academy have helped to build a well for a village in Africa, clothed orphans and refurbished schools in the Dominican Republic and in Louisiana after hurricane Katrina. In addition, students have helped to pack over 150,000 meals for those in need with programs like "Feeding Children Everywhere" and "Meals of Hope."

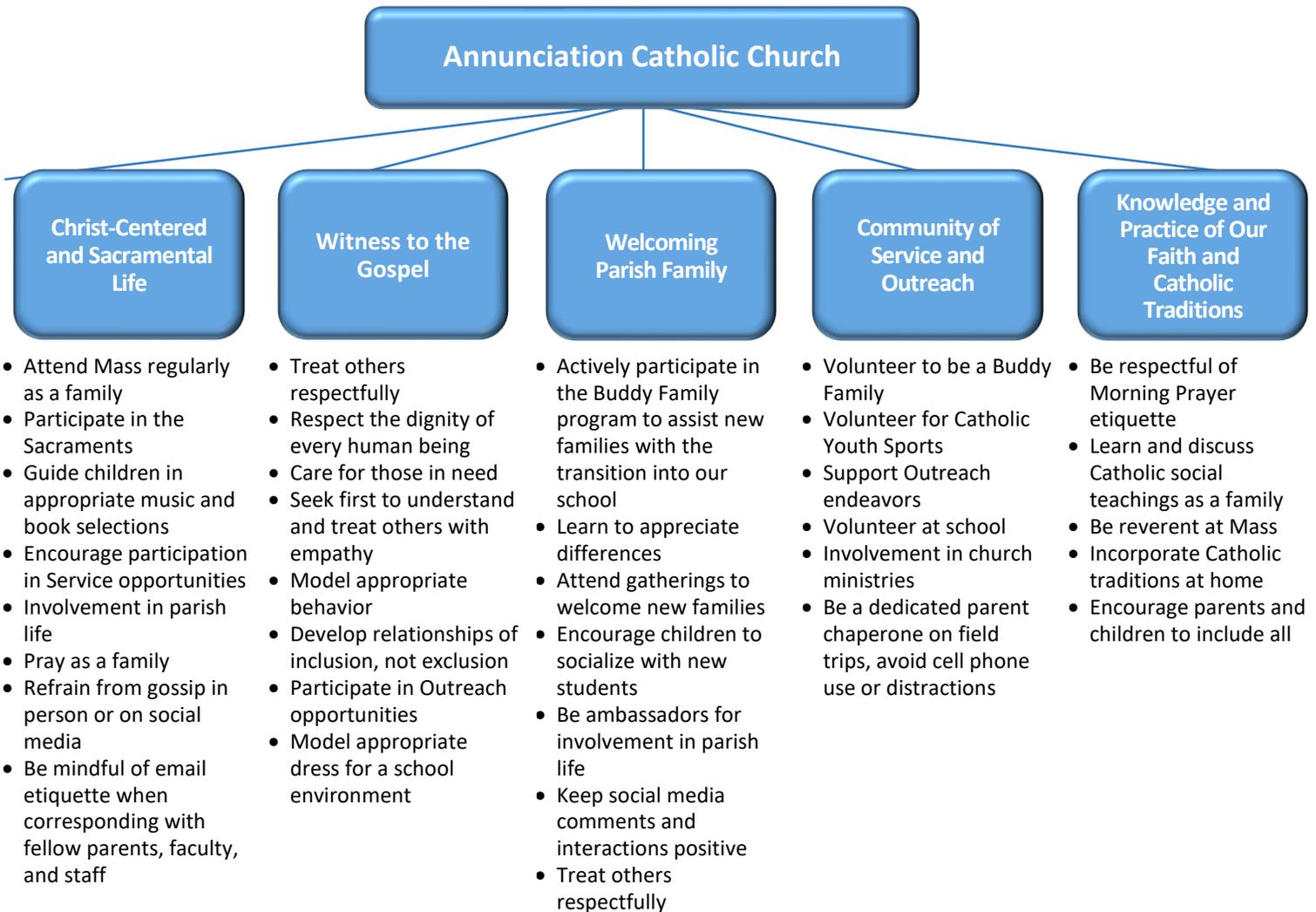
The same enthusiasm and commitment that helped to turn "The Promise and the Dream" campaign into a reality in just 18 short months, continues to drive Annunciation Catholic Academy to be a school of excellence. The Academy is blessed to be supported by a community that believes in providing a quality education for its students and is committed to inspiring "hearts that know, love, and serve God, by loving and serving others."

## PARENTS AS PARTNERS IN OUR CORE VALUES

We, at Annunciation Catholic Academy, believe parents are the primary educators of their children. It is our privilege to partner with parents in this vital role. Therefore, it is the right and duty of parents to become the primary role models for the development of your child’s life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of sending your child to Annunciation Catholic Academy involves a commitment and exhibits a concern for helping your child to recognize the role God and the Church should have in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless they are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Being a ministry of Annunciation Catholic Church, the school staff, students, families, and visitors are guided by the five core values discerned by the Parish Council. Quality partnerships are based on good working relationships and the realization that these relationships equip the children with necessary lifelong skills. Listed below are expectations for living out these essential core values.



## **PARENT REMINDERS**

As partners in the educational process at Annunciation Catholic Academy, we ask parents:

- To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Provides a nutritional bag lunch or purchases a school lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on their part;
- To notify the school with a written note **or email** when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

## **ACCREDITATION**

Annunciation Catholic Academy is accredited by the Florida Catholic Conference. We received our initial accreditation in 1999 and continually meet the standards for re-accreditation through writing and implementing a School Improvement Plan. The most recent re-accreditation was approved in November of 2015.

## **ADMISSION POLICY**

Priority for admission will be given in the following order:

1. Families with children currently enrolled and in good standing with Annunciation Catholic Academy.
2. Active parishioners of Annunciation Catholic Church. The pastor will determine which families are active; factors that the pastor may consider include:
  - a. regular attendance at Mass;
  - b. use of the envelope system;
  - c. involvement in parish ministry (for example, lector, usher, Eucharistic Minister, special parish projects, etc.); and
  - d. registered for at least one year.
3. Families from neighboring parishes who present a letter from their pastor stating that they are active parishioners.
4. Families from Annunciation and other parishes who have been registered for less than one year.
5. Non-registered Catholic families, families of other religious denominations, and registered non-supporting Catholic families.

Order of acceptance within each of the above groups will be determined by a lottery. Students in grades K-8 must take an entrance exam.

### **SPECIAL ACADEMIC SERVICES**

The admission of a student will be considered on an individual basis after a full evaluation of his/her educational needs is conducted. Annunciation Catholic Academy will determine whether the student's educational needs can be met and whether continued enrollment at the Academy is in the best interest of the student.

### **NON-DISCRIMINATORY POLICY**

Annunciation Catholic Academy does not discriminate on the basis of race, color, creed, national, and ethnic origin in the administration of our education policies and other school programs. All children regardless of religious affiliation are to attend Mass, pray at Morning Prayer and attend religion classes.

### **ARRIVAL AND DISMISSAL**

**Arrival:** 7:30 – 7:55 AM Prayer and the Pledge of Allegiance begins at 7:55 AM in the courtyard. **Parents are welcome to join us for prayer and are asked to stand behind the middle school classes.**

**Dismissal:** 3:15 PM Mon., Tues., Thurs., Fri. Dismissal on Wednesday is at 2:00 PM.

If because of a doctor's appointment or for another legitimate reason it is necessary to pick up your child before the usual dismissal time, please advise the teacher of your intentions by sending a note specifying the time and reason for early pick up. This will insure that your child has ample time to receive notices and assignments for the next day. Due to the disruption it causes to other students' learning, students may not be checked out of school 30 minutes prior to dismissal (after 2:45pm M, T, Th, F or after 1:30 on W.) Students coming to school late or being checked out early will need to present a doctor's note or appointment card in order for their absence to be excused. An absence from class must be excused in order to make up missed assignments.

In order to deliver communications with sufficient time, all change of dismissal requests must be submitted to the front office by 2:45 on M, T, Th, or F or by 1:30 on Wednesdays. No change of dismissal instructions will be delivered 30 minutes prior to dismissal.

Morning Extended Care is available at 7:00 AM. We ask that children not registered in the Extended Care Program not be on the premises before 7:30 AM, as the gates will not be opened until then.

Parents are requested to pick up children promptly. Unless involved in school-sponsored activities, children must leave the school grounds by 3:30 PM (2:20 on Wednesdays) or they will be sent to the Extended Care Program and the established fee will be assessed. Students who have stayed after regular school hours for special activities or tutoring must exit through the Extended Care Program. If students are not picked up from the after school activity within 15 minutes, they will be registered in Extended Care and charged the drop in fee. The extended care direct phone number is **407-712-8065**.

### **TARDINESS**

It is the shared responsibility of the school and the home to assist students in developing desirable habits of punctuality and attendance. Children are considered tardy if they arrive after **morning prayer** and must report to the office for a tardy slip before going to the classroom. Students with more than six unexcused tardies during a grading period will not be eligible for honor roll. In extreme cases where a student is tardy more than

20 times per trimester, the administration may suspend the student or require the student to withdraw from the Academy.

### **ATTENDANCE AND ABSENTEE POLICY**

As stated previously, it is the shared responsibility of the school and the home to assist students in developing desirable habits of punctuality and attendance. When a student is not present for all his/her classes it affects his/her academic progress and leads to a feeling of incompetence. Except in the case of hospitalization, exposure to COVID-19, or severe illness, students with more than 10 absences per trimester may be required to withdraw from the school. The administration will work with the family prior to this determination. Any correspondence received from a physician will be considered in making the determination. No student can be absent in excess of 30 days per year, excused or unexcused, without an academic progress plan approved by the school administrator. If number of days are exceeded, the student may be asked to withdraw or be retained because of impact to academic progress.

In situations where the student exceeds 30 days (excused or unexcused) without an approved academic progress plan, the school is obligated to report the attendance issue to the appropriate scholarship organization. This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school.

Please call the school office at 407-774-2801 ext.100 before 9:00 A.M. to report your child's absence. Following an infection or communicable disease, a note from the doctor must be presented stating that the child is able to return to school. Should a lengthy absence be anticipated, the parent should notify the school, and make arrangements for missed work. If a student is absent from school, he/she may not participate in any school event that evening. Teachers are only required to prepare assignments for students who miss more than two consecutive days of school due to illness. Teachers must be given 24 hours' notice to prepare the assignments so their regular teaching duties are not interrupted.

In the rare event of a planned absence, parents must submit to the principal (at least a week in advance) a written request explaining the absence and seeking approval. A planned absence will be classified as excused only if it is approved by the administration. If a child is absent for a reason other than illness, the teacher will not provide assignments before the child leaves. Two alternative ways of dealing with this situation are available:

1. The student may take all major books (or photocopies of approximate pages) with him/her on the last day of attendance prior to a trip and check Family Portal each evening to see what was covered and assigned in class.
2. The student can receive a list of work that must be covered upon returning to class after the trip.

In either case, the student will have the number of days equal to the number of absences, up to five days, to complete this work and return it to teachers. For example, if a student is absent for four days, four days after returning to school will be given to complete assignments. If a student is absent the day before a previously announced test, they are still required to take the test. This policy applies to absences due to illness as well.

Teachers will not be responsible for re-teaching material covered while a child is on a family trip. Students will not be given the opportunity to make up any work missed during an absence that has not been approved.

**Students absent more than half a school day are not eligible to participate in extra-curricular activities on that given day.**

## TRAFFIC PATTERNS AND CAR POOLS

In order to facilitate a safe and quick pick-up of our students, please follow the established dismissal procedures:

Cars are to enter from Montgomery Road and follow a one-way pattern behind Annunciation Catholic Pre-school and the Nazareth Center. **Cars should follow the designated traffic pattern established by our campus Security team, in order to prevent a backup on Montgomery Road.** Two lanes of cars should form in front of the Administrative building. Drivers should not leave cars unattended at any time during dismissal procedures (beginning at 3:15, Wednesday at 2:00). During the dismissal, students will remain in their classrooms until their vehicle for pick up arrives. **Please remember to “announce” your method of pickup using the PikMyKid app.** The children will enter the cars when announced and both lanes of cars will pull away at the same time. Cars may then proceed to exit onto Jamestown Blvd. (right turn exit only) if they have been in the left lane or continue around the Academy building exiting onto Montgomery Road from the right lane. At no time should parents park in employees’ reserved spaces, at the curb, or in the handicapped area or fire lanes in order to pick up children. All drivers picking up in the carpool lane should be fully licensed drivers. Teen drivers with restricted driver’s licenses should not be driving in the carpool lane.

## WALKERS

Parents not wishing to drive through the car pool line may arrange to have their children picked up at the gym of the Academy. At the beginning of the year, parents should send in written notification that their child will be a "walker" and specify if this will be for everyday or on specific days only. Families choosing to use the “walker” option, in lieu of the car pool line, must adhere to the following procedures.

- **Walk with your children on the sidewalk.** Please do not allow your children to walk unattended while you visit with friends and acquaintances. Please do not walk in the street blocking the egress of cars leaving the front of the building. If you have multiple children, walk with the youngest and have the older children walk together in front of you.
- **Cross in the crosswalks.** Do not cross in front of cars exiting the campus in the car pool line.
- **Park in the Padre Pio lot or over by the St. Gabriel Life Center.** Please do not park in front of the preschool or the gym. These spaces are not for the use of the school community. Please never park in the fire lane in front of the gym and Nazareth Center.
- **Do not use the handicapped parking area unless you are entering the building on business.** Those who have handicapped stickers have been issued them by the State to facilitate walking into buildings. Backing out of this area presents problems since the volume of traffic is very high at this time. If you are handicapped, nothing prevents you from driving through the regular car pool line. Handicapped permits are issued for ease in walking not for shortening your drive/wait time.
- **Please use the dismissal card assigned to your family to expedite the dismissal process.**
- **Parents picking up at the gym will need to wait in a line to retrieve their children. The “walker students” will be seated in the gym and called as their family member moves to the front of the line to pick them up.** Please do not crowd around the doors preventing children from exiting safely.
- **Pick your children by 3:15 PM or prior to the closure of the gym doors.** After that time they will be sent to Extended Care and you will be charged the established rate.

## UNIFORM AND DRESS CODE

A clean and neat appearance enhances your child's dignity and promotes proper behavior. The school uniform achieves these purposes. All uniforms are to be purchased through Dennis Uniforms. All children must be in the complete required school uniform unless a free dress day has been designated. Dress uniforms are required on all Tuesdays as well as other designated special occasions. Scout uniforms may be worn to school on the day of the Scout meeting. Shirts are to be worn tucked inside the skirt or trousers. Only white undergarments should be worn under uniform shirts. Skirts, skorts and shorts should not be rolled and must reach three inches above the knee. This policy is in effect for the entire school year, regardless of the number of school days left in the school year. Uniforms that are faded or torn should be mended in a timely manner or replaced. No tattoos or body piercings should be visible.

### BOYS

#### **Jewelry & Hair:**

Jewelry may be worn in moderation. Hairstyles should be natural and appropriate for a Catholic School setting. Hair should be cut above the eyebrow and not touch the shirt collar. Boys may not have dyed hair.

#### **Dress Uniform:**

Kindergarten – 8th Grade	Long Pants - Khaki Oxford Shirt – Light Blue, K-2 short sleeve, 3rd-8th long sleeve with tie Socks – White (no logos) Uniform Belt or solid dark brown Uniform Belt or solid dark brown
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#### **Casual Uniform:**

Kindergarten - 2nd Grade	Shorts - Khaki Polo Shirt - Red Socks - Red or solid White (no logos) Uniform Belt – Dennis belt or solid dark brown
3rd - 5th Grade	Shorts - Khaki Polo Shirt - Navy Socks - Navy or solid White (no logos) Uniform Belt – Dennis belt or solid dark brown
6th - 8th Grade	Shorts - Khaki Polo Shirt - Forest Green Socks – Solid Green or White (8 <sup>th</sup> grade boys may wear black socks) Uniform Belt – Dennis belt or solid dark brown with simple belt buckles.

**SHOES (K-5): Solid white or light gray sneakers** to be worn with the casual uniform. Dirty Bucks, OR solid dark brown, non-sneaker, non-marring soles to be worn with the dress uniform on mass days. **(No Sperries or deck shoes.)** See school website for examples of acceptable shoes.

**SHOES (6-8): Solid white or light gray sneakers** to be worn with the casual uniform. Dirty Bucks, Sperry (deck shoes) OR solid dark or light brown, non-sneaker, non-marring soles to be worn with the dress uniform on mass days. See school website for examples of acceptable shoes.

### GIRLS

#### **Jewelry, Accessories & Hair:**

Jewelry and hair accessories may be worn in moderation and not present a distraction to the classroom environment. Hairstyles and coloring should be natural in appearance and appropriate for a

Catholic School setting. Hair extensions are not permitted. The use of make-up is a privilege for our 8th grade girls only and should be worn in moderation.

**Dress Uniform:**

Kindergarten - 2nd Grade	Plaid V-neck jumper with blue piped Peter Pan collar Socks – White (no logos,) White Knee Socks, White Tights
3rd - 5th Grade	White blouse with Peter Pan collar – no piping Plaid jumper Socks – White (no logos,) White Knee Socks, White Tights
6th - 8th Grade	White blouse and plaid skirt Socks – White, White Knee Socks, White or Green Tights

**Casual Uniform:**

Kindergarten - 2nd Grade	Shorts or Skorts - Khaki Polo Shirt - Red Socks or Tights - Red or White Uniform Belt – Dennis belt or solid dark brown
3rd - 5th Grade	Shorts or Skorts - Khaki Polo Shirt - Navy Socks or Tights - Navy or White Uniform Belt – Dennis belt or solid dark brown
6th - 8th Grade	Shorts or Skorts - Khaki Polo Shirt - Forest Green Socks – Solid Green or White Uniform Belt – Dennis belt or solid dark brown

\*Girls have a long pants uniform option that may be worn on casual uniform days or cold weather days.

**SHOES (K-5): Solid white or light gray sneakers** to be worn with the casual uniform. Dirty Bucks, OR solid dark brown, non-sneaker, non-marring soles to be worn with the dress uniform on mass days. **(No Sperries or deck shoes.)** See school website for examples of acceptable shoes.

**SHOES (6-8): Solid white or light gray sneakers** to be worn with the casual uniform. Dirty Bucks, Sperries (deck shoes) OR solid dark or light brown, non-sneaker, non-marring soles to be worn with the dress uniform on mass days. See school website for examples of acceptable shoes.

**P.E. UNIFORM FOR BOYS AND GIRLS**

PE uniforms for all students consist of a red ACA shirt, navy uniform shorts, and uniform sneakers with non-marring soles. The 8th grade students will have the opportunity to wear the designated class shirt for PE & retreat days. **(CYS and other athletic shorts are not permitted during school hours.)**

K-5 students may wear their PE clothes the entire school day on their designated PE days. The only exception to this is on Tuesdays for Mass. Classes scheduled to attend Mass on Tuesday, must wear their dress uniforms to church.

**COLD WEATHER - BOYS and GIRLS**

Kindergarten - 2nd Grade: Red Sweatshirt or navy fleece  
3rd - 5th Grade: Navy Sweatshirt or navy fleece

6th - 8th Grade: Green Sweatshirt or navy fleece  
Sweatpants may be worn to school but removed in the classroom.

*On extremely cold days, the Principal will notify parents when the students may wear blue jeans with their uniform shirts and uniform jackets. Boys and girls may wear the uniform long pants as they choose on casual uniform days.*

### **NUTS DAYS**

On certain occasions, students are permitted No Uniforms to School (NUTS) Days. On NUTS Days, dress shorts are permitted. Slacks or jeans worn at the waist without shredding or torn areas are permitted. Clothing that is distracting or inappropriate for an educational setting is not permitted, including bicycle shorts, tank tops, halters, shirts with low cut necklines, bare midriffs, sheer clothing, backless shoes, hats of any type and short skirts. **If wearing leggings, the top worn must reach fingertip length.** Sayings and pictures on shirts must be appropriate to the mission and philosophy of ACA. Parents will be called to bring a uniform to school if clothing is not appropriate.

### **WRITTEN NOTES or E-MAIL**

A written note/**e-mail** to your student's homeroom teacher/advisor is required for any of the following reasons:

- permission to leave school early
- permission to miss P.E. due to illness or injury

### **USE OF THE TELEPHONE**

Unless a teacher requests a student to call home for a specific reason, students are not permitted to use the phones in the classrooms. The telephone is restricted to emergency use only. If a sports event or practice is changed, the coach will authorize students to call. **No students should have cell phones on school property or during school events.** If a cell phone is seen or heard at school, it will be taken from the student and returned to the parent the first time. If the phone is brought back to school, it will be confiscated and not returned until the last day of school.

### **DOCTOR APPOINTMENTS**

All doctor appointments, with the exception of emergencies, should be scheduled for after school hours. In the event of appointments requires early dismissal, a note from the doctor or an appointment card from the doctor's office must be presented before the child is excused. Students may not be checked out of school 30 minutes prior to dismissal (after 2:45pm M, T, Th, F or after 1:30 on W.)

### **PARENTS AND VISITORS IN SCHOOL**

All parents and visitors are required to register at the Academy office upon entering the school and obtain a visitor's badge. If a child is to be taken out of school during regular hours, you must sign the student out in the office. Please do not go directly to the classroom.

Education students and other professionals wishing to observe classes must obtain prior approval from the Assistant Principal who will instruct them on the procedures to follow.

No parent or visitor may interrupt a class or even the pre-class time (7:30 AM to 8:00 AM). Parents are invited to participate in Morning Prayer and attend Mass with the school community. Due to space limitations they are requested to remain behind the school assembly.

Teachers cannot confer with parents and attend to their duties at the same time. Volunteers should stay in the assigned classroom or workspace where they are scheduled. They should not use their volunteer time to “visit” with their children. All volunteers must have cleared fingerprints through the Diocese of Orlando.

If you wish to have a conference with a teacher, leave a voice mail or email the teacher directly. If in need of a middle school conference with more than one teacher, please contact the guidance counselor for an appointment. The teacher will be in touch with you within 48 hours.

## **WEAPONS**

In order to provide a safe environment for all our students, the possession or use of firearms, other weapons or explosive devices on school premises is not permitted. The possession of a concealed fire arm or weapon at school sponsored events or on the property of the school, including the buildings, parking areas, and other premises, is strictly prohibited.

## **UPDATING STUDENT INFORMATION**

Occasionally it is necessary for our staff to get in touch with parents. We stress the importance of notifying us if your home, cell, or work telephone number changes or if you change your address. It is essential that you also notify us of any change in family circumstances.

## **DIVORCED AND SEPARATED PARENTS**

Divorced and separated parents must provide the school with an updated and notarized copy of the custody section of the divorce or separation decree.

The school respects the rights of non-custodial parents. In the absence of a court order to the contrary, the Academy will, upon request, provide the non-custodial parent with access to academic records and to other school related information regarding the child in a timely manner. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The non-custodial parent will be provided the opportunity, upon request, for a parent-teacher conference.

Since most communications from the school are available electronically, the non-custodial parent is encouraged to check these forms of communication routinely. Requests to be included in the school directory and receive routine e-mail from the school will be honored if it is submitted in writing at the beginning of the school year.

## **WITHDRAWALS**

In case of withdrawal, parents should contact the Principal as soon as the withdrawal date is established.

## **FINANCIAL OBLIGATIONS**

Parents must remain current in their financial obligations to the school. Report cards will not be distributed and internet access to grades will be blocked if accounts are in arrears in any area including tuition, extended care, lunches, etc.

If accounts are in arrears at the end of a term, the student’s Family Portal account will be blocked and a report card will not be issued. Families that are not current in their financial obligations will not be allowed to register for the following year without the authorization of the principal or pastor.

## INSURANCE

Every child in the Academy is covered by the Diocesan insurance plan for the hours he/she is under school supervision. Twenty-four hour coverage is available at an extra charge. Applications for such coverage will be distributed at the beginning of the school year.

Students in the Extended Care Program must pay an additional fee to cover the hours they participate in this program. Annunciation Catholic Academy and the **After School Program** have partnered to provide a quality Extended Care program for our students. All program fees and insurance for Extended Care are determined by the **After School Program**.

## LOST AND FOUND

All articles found in the school are placed in the Lost and Found closet in the cafetorium. **Please mark all children's clothes and belongings with full names in permanent marker or whiteout pen.** Hundreds of dollars' worth of articles are lost each year. Unclaimed articles will be sold or donated to a charity.

## MEDIA CENTER

The Media Center is open for students and parents to use from 7:30 AM to 3:45 PM. During that time students may check out books or use the Media collection to do research. The amount of books each child may check out varies by grade level and is communicated to the students by the Media Specialist. **To relieve overcrowding, grade levels will be assigned "Media Mornings" that enable students at that grade level only to enter the Media Center prior to morning prayer.**

All students are responsible for returning items on time. For kindergarten through fifth grade, overdue slips will be sent home for books more than one week late. **A fine (no more than 10 cents a day) or consequence for late books may be implemented.**

If an item is lost or damaged, the media specialist will send home a bill for payment of the item. Bills will be printed every 9 weeks or by request. If the book is lost or damaged, the student must pay a twenty dollar lost/damaged book fee. The student may keep the damaged item once it has been paid for. If a book is slightly damaged but can remain in circulation with repair, the student is charged a five dollar damaged book fee.

## FORGOTTEN MATERIALS

The office is not able to interrupt instruction to deliver forgotten materials to students. In the case of a forgotten lunch, the child will be given a school lunch for the day and should pay the **\$6.00** forgotten lunch fee the next day.

## BIRTHDAY CELEBRATIONS

We at Annunciation Catholic Academy feel a child's birthday is a special day. We would like to share the joy of that day in the following ways:

1. The birthday child may wear regular clothes to school the day of the birthday. Follow guidelines printed earlier in the handbook for "NUTS" Days. If the child has a summer birthday, you may celebrate a half-birthday six months after/before the actual birthday. If a child wears NUTS clothes on a mass day, they should dress in clothing appropriate for attending a sacred event. **Except in the case of illness, an absence on a child's birthday forfeits the privilege of wearing NUTS attire to school and bringing in a birthday treat.**

2. The child may bring a treat to share with each classmate. The day for the treat must be cleared with the teacher at least 24 hours in advance. **The treat must be packaged or cut into individual servings** (cookies, cupcakes). **Middle school students will share this treat with their morning Advisory group.**

Be sure to talk with the teacher about what you are sending in for the class. A member of the class may be allergic to chocolate or nuts. "Goody bags" may not be passed out. Prohibited items and inappropriate treats will be sent home.

We are doing our best to celebrate with your child and yet not disturb the teaching/ learning cycle. We ask that you allow the teacher to help your child distribute the treat at the time the teacher feels is appropriate. Distributing invitations for parties can be a problem in the classroom. **Invitations & thank you notes to classmates may not be passed out at school.** Because they often become a distraction to learning, flowers and balloons may not be delivered to school.

### **EMERGENCY SCHOOL CLOSING**

In the case of hurricanes and other emergencies, Annunciation Catholic Academy will follow the same procedures as the Seminole County Public Schools in regard to closing. Re-opening the school will be done at the discretion of the administration after considering local conditions. Provided there is internet/cell service after a storm, an automated message will be sent to all home phones and cell phones which have been listed on a family's contact information. A message will also be left on the school voicemail announcement once power and phone service is re-established. Please call the school to access the message. Should the school not have power or service, a note will be posted to the front door of the school.

### **EMERGENCY PROCEDURES**

The school will conduct regular fire and safety drills and instruct students on the procedures to follow in case of an emergency. The cooperation of all students is required in order to practice exiting the school grounds in a quick and orderly fashion.

In the case of an actual emergency the school's emergency management procedures will be followed. Parents should not come to the school unless they are called to pick up their children.

The Diocese of Orlando also requires the following safety precautions and procedures:

- Each school will conduct an annual evaluation of school buildings and site to identify potential hazard and to develop plans to mitigate risk.
- Each school will implement an Emergency Operations Plan to respond to emergencies in a manner that maximizes safety and minimizes disruptions
- The Emergency Operation Plan will be updated annually in consultation with local law enforcement in preparing for potential emergencies
- The school principal will provide training for all staff and students and require all to participate in routine emergency preparedness drills and exercises
- The school will require all visitors, volunteers, and parents to check in and out through the main office and provide a valid government issued photo ID prior to entering the campus

- The school will require all visitors, volunteers, and parents to be processed through Raptor to check against the National Predator/Offender database each time they request access to campus.

### HOME & SCHOOL ASSOCIATION

This association is a vital link between school and parents. It is the vehicle for involving parents in various volunteer activities and for adding enhancements to our programs by engaging in fund raising activities.

By merit of registration, your family is automatically a member of Annunciation Catholic Academy Home & School Association. We urge you to participate in the activities of the Home and School Association and to attend its meetings. The best way to keep informed of all the Association's activities is through the STARS Newsletter. Please be sure to read it.

### FUND RAISING

Fund raising can be fun and exciting. The Home and School Board coordinates two major fundraisers per year. Your cooperation in both of these events is greatly appreciated.

### PHOTOGRAPHY AND PUBLICATIONS

On occasion we utilize pictures of our students for promotional purposes. As part of the registration process, families have been asked to sign a form which permits their children to be photographed and/or videotaped and for such pictures to be reproduced or published. If you do not give your consent, you must submit a written notification to the office.

### TECHNOLOGY RESPONSIBLE USE POLICY

Through the generosity of our parish and the continued support of our parents, ACA is blessed with the latest educational technology. Along with these blessings come clear responsibilities. Catholic values, morals and ethics must always guide the use of technology resources. All students and parents must sign the "Student Technology Responsible Use Policy." Violations of the policy will result in penalties that range from loss of technology privileges to removal from ACA.

**Think before you post!** Social media, whether public or private, should not be used to criticize or voice complaints against the school, staff, parents or children. Inappropriate use of social media by a student or parent will be taken seriously, and could result in removal from the school.

### VIRTUAL LEARNING IF Quarantined

If it is necessary to quarantine a class or group of students due to COVID-19 exposure:

- Livestreamed classes are not open to public view.
- Students must be present for class every day and at the time class starts. Students missing more than 5 undocumented class periods in a grading term will receive an Incomplete for the nine weeks term and lose the option of virtual learning.
- Students must wear school uniforms while attending virtually, just like their on campus classmates.
- Students using the virtual option must adhere to all policies listed in this Parent/Student handbook. Students that violate the handbook expectations will receive the appropriate consequences and may lose the option of virtual school.
- All students, both on campus and those participating virtually must meet all academic deadlines and due dates.

- The make-up work policy for virtual students is the same as that for students physically attending school on campus.
- Should face-to-face learning be suspended due to a COVID-19 local outbreak, tuition will not be discounted or refunded.

## **SPORTS PROGRAMS AND PARTICIPATION IN OTHER CLUBS AND ORGANIZATIONS**

Representing the school in the sports program of the Diocese and participation in other activities, clubs and organizations is a privilege extended to students. There are certain academic and conduct requirements for students who wish to participate.

### **Academic Requirements:**

Students must maintain a combined average of at least 77% in the core subject areas (science, social studies, religion, language arts, Spanish, and mathematics); and students may not have an F in any subject.

### **Conduct Requirements:**

Students must be recommended by their teachers based on their cooperation with school rules and regulations and their conduct in class. Students may be removed from activities if they do not display a Christian attitude.

Coaches will submit a list of players who wish to participate in each sport. The administration will advise the coaches of which students are eligible to participate based on the above criteria.

Eligibility is determined by performance in the prior grading period. The end-of-year report card is used in determining eligibility for activities during the first grading period of the following year.

In compliance with education amendment Title IX of 1972, Annunciation Catholic Academy does not discriminate on the basis of sex in any educational program or activity.

## **FIELD TRIPS**

**Field trips are learning situations connected with units of study being taught in the classroom and are an integral part of the education offered at Annunciation Catholic Academy.** Field trips are a privilege, and only students with official Field Trip Consent Forms signed by the parent or guardian will be permitted to leave the school grounds. The administration reserves the right to deny a child or parent the privilege of attending a field trip.

Siblings and children of staff members are not permitted to attend field trips with classes other than their own. Extended Care may be utilized in such cases if the class is not to return until after school hours and there is a concern for the child not attending the field trip.

Students will travel by bus as the main method of transportation on field trips. Per Diocesan policy, all field trips must begin and end at the school. This policy includes chaperones. When making the commitment to chaperone a field trip, plan to meet at the school and return to the school when the field trip has ended. Chaperones must be at least 21 years of age. On rare occasions when parent vehicles are used to transport children, the use of videos is not permitted since the appropriateness of viewing material varies from family to family. For reasons of insurance coverage, parents/chaperones under the age of 25 cannot drive on field trips. A copy of each driver's insurance card and license must be left in the office before each trip departure. The insurance of each driver is the primary insurance for coverage; the Diocese of Orlando does not provide insurance to cover drivers on field trips. Due to the nature of field trips as educational experiences, all students must return to the Academy at the conclusion of each field trip. Chaperone's fingerprints must be

cleared through the Diocese of Orlando. Drivers must proceed directly to the approved location and not make any other stop. No unnecessary phone calls should be made. Students may not have cell phones on field trips and may only bring disposable cameras.

If the driver of any vehicle is involved in an accident while transporting Academy students on field trips or to sporting events, an accident report form must be filed with the office immediately.

If the school goes into any phase of emergency procedures and a group of students is away from the building on a field trip; the teacher and/or chaperones will be contacted and instructed as to an alternate location to return with the students. Communication with the chaperones will continue throughout the emergency.

### **FLYERS**

At times the school gives permission to certain community agencies or groups to distribute flyers to the students. The distribution of these flyers does not in any way indicate that the school authorizes or takes responsibility for the activity announced.

### **HEALTH SERVICES**

All students must be in compliance with the Florida requirements for immunization and health screenings. A certificate of compliance must be turned in to the office before the student is allowed to begin taking classes. Religious exemptions from being immunized are not accepted by Diocesan schools. Students with this form of exemption will have to attend school elsewhere.

Students who are ill or injured are sent to the clinic where only emergency care may be rendered. If conditions warrant, the parent will be contacted to determine the appropriate action to be taken. Alternate emergency telephone numbers must be filed in the school office. If a child has a special medical condition, this information should be filed in the school office together with instructions on how to proceed. No staff member is permitted to give medication (even Tylenol) to a child.

Oral medications, which are prescribed by a physician, may be administered in school but only in cases where failure to take prescribed medication during school hours could jeopardize a student's health. Cough suppressants, including cough drops, are considered medication and must be administered in the clinic only.

Any medication to be administered in school must have a pharmacy label which includes the student's name, directions for administration and the physician's name and phone number.

The physician and the parent/guardian must sign an Authorization for Medication form prior to the administration of any medication. This form may be obtained in the school office.

Children that become ill while at school must be picked up by a parent or guardian within an hour, unless other arrangements have been approved by the school administrator. In an effort to prevent further spread of an illness, it is essential that a student is picked up within the agreed upon time. If not, DCF or other appropriate authorities will be contacted to intervene.

To safely return to school after an illness, the student must be fever free for 48 hours without any fever reducing medication, present a doctor's note to return to school, complete the terms of a quarantine if exposed to the coronavirus. According to the Seminole County Health Department, parents choosing to have their children tested for COVID-19 should wait until day 13 or 14 of the quarantine period for the most accurate results.

All students, families, and staff have the option of wearing a mask, but it is not required at this time. Any Diocesan mandates will supersede our procedures until further notice.

## STUDENT CODE OF CONDUCT

Central to the mission of Annunciation Catholic Academy is the maintenance of a learning environment which upholds the dignity of all individuals through faith, justice and love.

In our school community mutual respect, cooperation, and self-control are necessary. Violations of these basic principles detract from the Christian environment, which is fostered at Annunciation Catholic Academy. When students make poor choices there will be consequences for their actions.

The following are among actions that will be dealt with by the supervising teacher and for which detention may be given:

1. Dress code infractions
2. Chewing gum
3. Tardiness
4. Running, yelling or otherwise disturbing the school atmosphere
5. Violation of classroom, playground or cafetorium rules

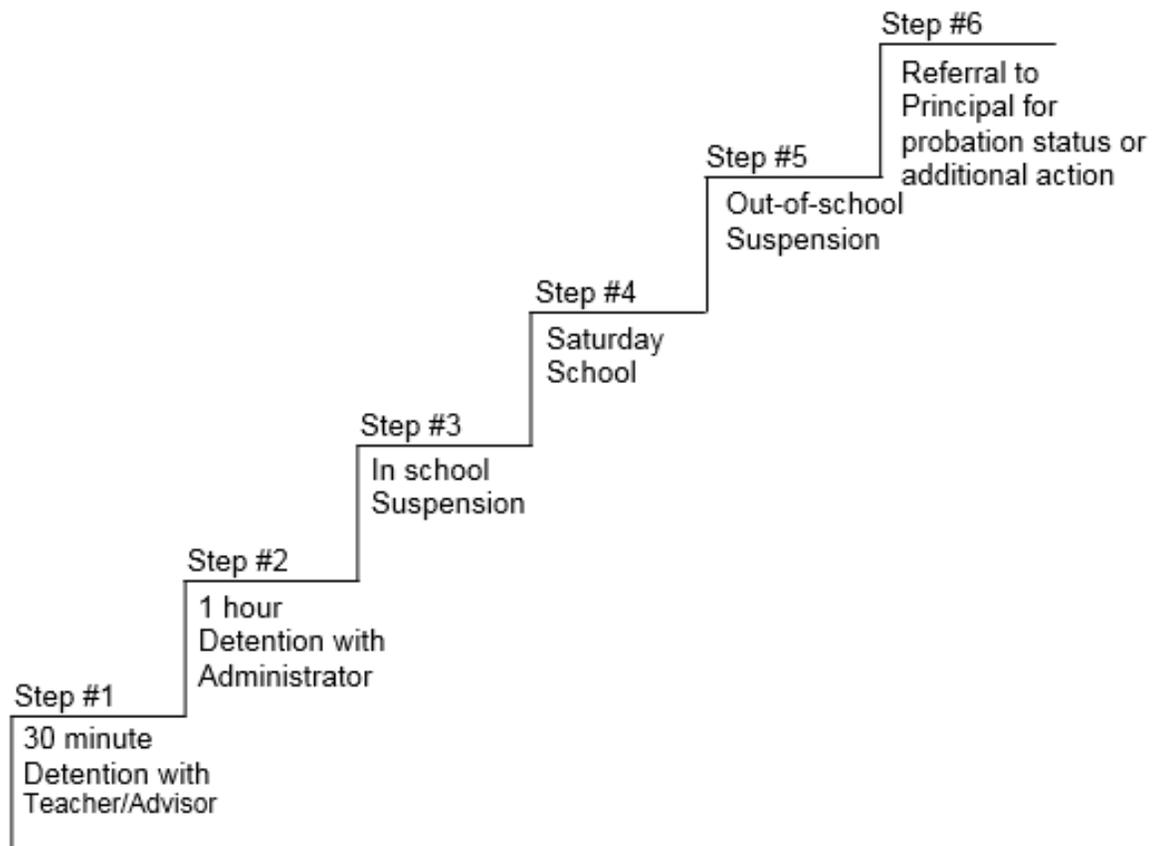
The following behaviors are offenses that can lead to immediate required withdrawal from Annunciation Catholic Academy:

1. Disobedience, insubordination, or disrespect for authority
2. Language or behavior which is immoral, profane, vulgar, or obscene, including racial slurs and/or hateful speech
3. The use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance. Our school is a smoke & vape free environment. Use or possession of smoking/vaping products or devices by underage children is illegal in Florida.
4. Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to, cyber bullying
5. Unauthorized absence or continued tardiness
6. Assault with, or possession of, a lethal instrument or weapon
7. Theft or dishonesty
8. Outrageous, scandalous, or serious disruptive behavior
9. Habitual lack of effort leading to academic failure in classroom work
10. Conduct at school or elsewhere which would reflect adversely on Annunciation Catholic Academy and the Church
11. Cheating
12. Consistent disrespect for other students such as sexual harassment of another student
13. Violation of Diocesan Network Acceptable Use Policy
14. Plagiarism

Serious offenses will be reported to parents as promptly as possible. What students do off-campus can detrimentally impact the school's reputation; therefore the administration reserves the right to discipline students for off-campus conduct. Conduct, whether inside or outside of school, and including use of the internet or social sites, which may be detrimental to the school, may be grounds for dismissal from school. If parents do not agree with the principal's decision to suspend or remove a student from school, an appeal may be made in writing to the pastor.

## DISCIPLINE LADDER

Educating the students of Annunciation Catholic Academy spiritually, academically, and socially is a priority of all the faculty, staff, and members of the administration. In an effort to create a positive school climate, students are encouraged to respect themselves and others at all times. Positive behavioral strategies and coaching techniques are implemented throughout the school on a daily basis. As in life, it is important to learn the lesson that there are consequences for making poor choices. To assist in the development of these social skills, the following discipline ladder will be implemented for those who need assistance in learning to act appropriately in a school environment. Students involved in incidents of a serious nature may still be referred directly to the Principal.



**Step #1** – Teachers in grades K-5 will determine if a student detention is necessary to discuss a child’s behavior at school. A middle school student will earn a 30 minute detention when they receive their fourth infraction on the behavior card or if deemed necessary by a teacher. This time together will give the teacher/advisor the opportunity to discuss the student’s behavioral choices and with them develop strategies with which they can improve their actions in the future.

**Step #2** – Students at this level on the discipline ladder will serve a one hour detention from 3:15 – 4:15 with the Assistant Principal. This step is designed to reinforce positive decision making in the future and may include manual labor.

**Step #3** – Having already served two detentions, a student that reaches the third level on the discipline ladder will be required to serve an in-school suspension. Students on this step will be given the opportunity to complete all of their daily assignments. In order to provide adequate supervision and assure that the student understands all assigned work, a substitute teacher will be assigned to work with the student.

**Step #4** – The fourth step on the discipline ladder requires the student to attend Saturday School from 8:00am – 12:00pm. During this time, students will participate in a character education program and may be assigned manual labor. These sessions will be conducted by a member of the administration. Students attending Saturday School will be charged a \$25 fee.

**Step #5** – At this step on the discipline ladder, students will be assigned an out-of-school suspension. This will be classified as an unexcused absence and disqualify the student from earning honors.

**Step #6** – If a student reaches this step on the ladder, the individual will be referred directly to the Principal. At this point, a probationary status and/or removal from the Academy will be considered.

If a student fails to report to the designated authority on time at any level, their tardiness constitutes being moved to the next step on the discipline ladder. As partners in educating the children of the Academy, it is vital to reinforce the importance of making positive choices. Knowing the consequences that accompany poor choices will hopefully encourage a more positive school climate. Trusting that students who have advanced through various steps of the discipline ladder will have learned from the experience, the system begins anew each August and January.

## **BULLYING PREVENTATIVE GUIDELINES**

As a member of the Body of Christ and part of the community of Annunciation Catholic Academy each person has a right to be treated with respect and dignity. No student has the right to treat another in any way that will cause physical or emotional pain. Annunciation Catholic Academy is committed to promoting and maintaining a healthy, safe, orderly, and caring learning environment, an environment free from bullying, inclusive of all students. This policy includes, but is not limited to, bullying based on an individual’s race, color, sex, religion, creed, ethnicity, political belief, age, national origin, linguistic and language differences, socioeconomic status, physical characteristics, or disability.

### **Annunciation Catholic Academy prohibits acts of bullying.**

Like other disruptive or violent behaviors, bullying or discrimination is conduct that impedes both a student’s ability to learn and a school’s ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff, student leaders, and volunteers are to be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

## **Bullying Defined:**

Bullying is the conscious, willful and deliberately hostile activity intended to harm someone else. Bullying is deliberate hurtful behavior repeated often over a period of time or on isolated occasions, by which somebody intimidates or harasses another. Some acts of bullying are simply one person or group of people exercising power and control over another person or group of people either in isolated incidents or through patterns of harassing or intimidating behavior. Bullying can take many forms including any combination of physical, emotional, and verbal abuse, including repeated teasing regarding a known sensitive matter or personal and/or physical characteristic. Specific acts of bullying may include but are not limited to name calling, teasing, physical abuse (e.g., hitting, pushing, pinching, or kicking), threats, taking of personal possessions, cyber bullying, sending abusive text messages, Internet e-mails, and phone messages, forcing others to hand over money or other property, forcing others to do things against one's will, ignoring or leaving others out, attacking others in any way, and talking (gossiping) openly and negatively with others about another.

It is important for students and adults to understand that not all hurtful behavior is bullying. All inappropriate behavior should be reported to an adult.

The tiers of hurtful behavior:

- When someone says or does something unintentionally hurtful and they do it once, that's **RUDE**.
- When someone says or does something intentionally hurtful and they do it once, that's **MEAN**.
- When someone says or does something intentionally hurtful and they keep doing it- even when told to stop —that's **BULLYING**.

## **Application of the Policy:**

All students, parents, teachers, assistants, staff, administration, volunteers must abide by the Annunciation Catholic Academy Bullying Preventive Guidelines.

This policy will apply, including but not limited to, the following circumstances:

1. While on any school premises before, during or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. During any school function, extracurricular activity or other activity or event;
4. When subject to the authority of school personnel; and
5. Any time or place when the behavior has a direct and/or immediate effect on maintaining order and discipline in the schools.

## **Expectations:**

The Principal shall oversee the development and implementation of a comprehensive program to deal with bullying. The Annunciation Catholic Academy Bullying Preventive Guidelines addresses consequences, effective interventions, reprisals, retaliations, or false accusations associated with acts of bullying. All forms of abuse are unacceptable in our school.

Active or passive support for bullying is prohibited. All school employees are required to report and act upon alleged acts of bullying promptly. Students are encouraged to walk away from observed acts of bullying, constructively attempt to stop them, or report them to the designated authority.

## PROCEDURES FOR REPORTING AN ACT OF BULLYING

Many children refrain from reporting or talking about being bullied because they feel embarrassed or fear they will be labeled "tattle-tales." Some children just put up with it in order to be included in a particular group. Annunciation Catholic Academy is committed to developing an atmosphere that strictly curbs bullying and encourages students to report bullying or harassment. In this regard, students are urged to follow the procedure outlined below. Where a student feels hesitant about "telling the teacher," Annunciation Catholic Academy encourages the student to talk with parents, a close friend, another teacher, the school guidance counselor or administration. In addition, Kindergarten and 1st Grade also may confide in their 7th and 8th Grade "Buddies," who then may speak to the teacher or administration on their behalf.

### Procedure:

If a student feels that he/she is being bullied, he/she should follow these three steps:

**First:** tell the person doing the bullying to stop. Clearly state, "I don't like what you are doing (saying), please stop." Then give the person the opportunity to stop.

**Second:** if the behavior is repeated on another occasion, again tell the person doing the bullying to stop and inform him/her that you are going to tell the teacher. Clearly state, "I don't like what you are doing (saying) to me. Please stop. I am going to tell the teacher." Then tell the teacher what has happened and tell her/him it is the second time that this has happened.

**Third:** the next time the same student bullies you tell him/her to stop and inform him/her that you are going to ask the teacher to investigate the incident. Clearly state: "I don't like what you are doing (saying) to me. Please stop. I am going to tell the teacher and ask her/him to make you stop."

Teachers and teaching assistants will follow these steps:

**First:** Each verified incident of bullying will be documented in writing.

**Second:** At the time of a second verified incident, the offending child will be instructed to call his/her parent in the presence of the teacher and explain his/her inappropriate behavior. Document goes home with child for parent signature. If the parent is not at home, a call will be made to the workplace rather than leaving a message on the answering machine. The teacher will ask that the parent discuss the incident at home and come up with a plan for dealing with peers in a more appropriate way. Document goes home with child for parent signature.

**Third:** If there is a third verified incident, the student will be removed from class until a conference can be scheduled with the student, the parents, the teacher and the principal. Appropriate disciplinary measures will be discussed at this time.

At the school, the principal or the principal's designee is responsible for receiving complaints from any individual or group alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. The initial report can be oral, but the formal report shall be written and should include the time, location, and context of the incident. All members of the school community, including students, parents, volunteers, and visitors, are encouraged to officially report, orally or in writing any act that may be a violation of the bullying prevention guidelines to the principal or principal's designee.

The Principal and/or the principal's designee are responsible for determining whether an alleged act constitutes a violation of the bullying prevention guidelines. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of the alleged incident.

**Consequences and Remedial Actions for Students Who Commit Acts of Bullying:**

In determining the appropriate response to students who commit one or more acts of bullying, the Principal or Principal's designee shall consider the following factors: the developmental and maturity levels of the parties involved, the degree of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of the bullying preventive guidelines requires a determination based on all the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined. Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Any or all of the following responses may be appropriate:

- Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups and punitive actions (e.g., in-school suspension, expulsion).
- Classroom responses can include class discussions about an incident of bullying, role-playing activities, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management. School-wide responses can include theme days, learning-station programs, parent programs, and information disseminated to students and parents.

**Reprisal or Retaliation:**

Retaliation or reprisal against any person who reports a bullying incident(s) is strictly prohibited. Likewise, students are prohibited from knowingly or willfully falsely accusing one another of bullying as a means of retaliation, or reprisal. The consequence and appropriate remedial action for a person who engages in retaliation or reprisal shall be determined by the principal or his/her designee after consideration of the nature and circumstances of the act.

**Consequences and Remedial Actions for False Accusations:**

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of retaliation or reprisal range from positive behavioral interventions up to and including suspension or expulsion.

**Preventive Guidelines Dissemination:**

The preventive guidelines shall be disseminated annually in the Student Handbook to all students, parents, and school staff, along with a statement explaining that the policy applies to all acts of bullying that occur on school property, or at school-sponsored functions. The Principal shall develop an annual process for discussing with students the school bullying preventive guidelines. All employees, students, and parents will sign a written statement indicating that they have received, read, and understood the preventive guidelines and that they agree to abide by the provisions of the policy.

## RECESS REGULATIONS

Students must stay in the areas assigned. All other areas are off-limits.

Rules to be observed:

1. Games such as tackle football, and other games of physical contact are not permitted.
2. Only balls provided or approved by the school are permitted.
3. Students are expected to respect and obey the staff and volunteers on duty.
4. No obscene language is permitted.
5. Students should stay away from all street areas. If play equipment goes out of the playground, an adult on duty should be asked for permission to retrieve it.

**A teacher and/or a teaching assistant may assign detention to a student who fails to follow recess regulations.**

## HOT LUNCH PROGRAM

Hot lunch will be available each day. Hot lunch is ordered on-line. Menus are available several weeks in advance. You may access them at <https://aca.boonli.com/login> or through the link on our web page. The lunch fee includes an entree, beverage and dessert. There is no need to add an additional beverage unless your child wants to have multiple drinks each day. **In order to purchase and prepare the appropriate amount of food, lunches should be ordered no later than Wednesday of the previous week.** Many parents prefer to order for the entire month at one time. Children who bring lunch from home may purchase milk or juice on a daily basis. A student who forgets his/her lunch will be provided a lunch for a fee of \$6 and a note will be issued to the parent. Parents are discouraged from bringing lunch to school after school has begun. Class will not be disrupted to deliver forgotten lunches. Refunds are not issued due to absence or for purchasing a lunch on a field trip day.

Soft drinks and candy may not be consumed during school hours or at school functions, except on special occasions approved by the principal. Fast food lunches are not permitted at any time. Because of space limitations we are unable to accommodate parents who wish to eat lunch with their child.

## MONEY-VALUABLES-TOYS

Children are responsible for any money and valuables they bring to school. Children are not allowed to borrow, lend, or give money or other valuables to any other student. Money for school activities and/or fees should be enclosed in an envelope, marked with the student's name and the use intended, and presented to the teacher in the morning.

Children are not allowed to bring toys, cell phones, cameras, or personal electronic equipment to school at any time. Cell phones are not allowed at school. If a cell phone is seen or heard it will be taken from the student and returned to the parent the first time. If the phone is brought back to school, it will be confiscated and not returned until the last day of school. **Apple or Smart watches are not approved for student use at school. If a student is wearing one of these devices, it is to be used to tell time only. If texting or playing games on these devices, the watch will be confiscated. Any unauthorized items brought to school will be confiscated and not returned to the student.**

In order for a student to bring an electronic reader to school, a signed parent permission form must be on file with the assistant principal. The form may be obtained on the school website.

## LOCKERS

The principal and/or her designee may inspect lockers, purses, clothing and school bags without giving prior notice to students. Lockers are to be used for the storage of approved school supplies, books, and P.E. uniforms. Food may not be left in the locker from one day to the next. Valuables should not be left in the lockers. The school will not be responsible for objects left in lockers. Possessions left in the lockers at the end of the school year will be donated to a charity.

## HOMEWORK

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Homework is seen as an integral part of the learning process. It is normally assigned to reinforce concepts learned during the day or to provide sufficient practice to make a skill become automatic. Homework should usually take approximately ten minutes per grade level per night. For example, second grade should have twenty minutes of homework, fifth grade should have fifty minutes of homework per night and so on.

In grades 3 to 5, newly assigned written homework will not be given on the weekends.

In Middle School, homework will be limited on the weekends. Math assignments may be given each weekend but will not be more than 10 problems. Other subject areas will give weekend homework no more than once per month. Please note that projects with at least one week lead time and which have been posted to the Family Portal do not fall into this category. No more than two tests will be given each day. Generally these days are:

Monday:	Science & Language Arts
Tuesday:	Social Studies & Math
Wednesday:	Spanish & Science
Thursday:	Religion & Language Arts
Friday:	Social Studies & Math

We urge parents to help their children develop good study habits early in life by setting aside a definite time for study each night. Children should study away from television and other disturbing noises.

Not completing homework or assignments is not an option. Consequences vary by the age appropriateness for each grade level. The teachers will explain their grade level policies at “Back to School Night.”

## STANDARDIZED TESTING IN THE DIOCESE OF ORLANDO

All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is *not* “high-stakes” – the results are not used to determine teacher efficacy, nor are they used solely to determine a child’s promotion or retention. Test results/scores are simply one measure of the total composite of a child’s individual academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child’s appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of “opt-out” of testing. Students who are absent for any reason, including medical absences, during the school’s designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school’s administration. Students will not be exempted from taking standardized tests.

Accommodations or modifications will be offered as required to meet the qualified child’s learning needs. This means accommodations or modifications are allowed *only* when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public school District, or through a private psychological-educational evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

## CURRICULUM

The curriculum utilized at Annunciation Catholic Academy is a blended model of the National Standards for Highly Effective Catholic Schools, the National Common Core State Standards, the Next Generation Florida Sunshine State Standards, and the guidelines of the Diocese of Orlando. It is based on national, state and professional association standards for each content area and is infused with tenets of the Catholic faith.

### MIDDLE SCHOOL MATH

In an effort to best support the needs of our students and prepare them for the challenges of high school math, Annunciation Catholic Academy offers a variety of math options that have been approved by the Diocese of Orlando. Math offerings may fluctuate each year depending on the number of students qualifying for each course. Placement in a math class is determined by a combined score of a student’s report card math average, math standardized test score, placement test score, and teacher recommendation. Students who do not qualify for the 8th grade Algebra I class, will be placed in Introduction to Algebra.

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
On-level 6 <sup>th</sup> grade Math	On-level 7 <sup>th</sup> grade Math	Intro to Algebra
Accelerated 6 <sup>th</sup> grade Math	Pre-Algebra	Algebra I or *Algebra I Honors

\*High school credit for Algebra I Honors is determined by the receiving high school. A requirement in order to be granted credit, is earning a passing score on the state administered end of course exam (EOC.)

### CRITERIA FOR ACCELERATED MATH AND ENRICHMENT

#### Accelerated Math 3-5

The intermediate accelerated math program is for students in grades 3-5. Children in these classes show a natural affinity for the subject matter and move quickly through the curriculum. **At each grade level, students participating in accelerated math will be exploring the math concepts at a deeper and more rigorous level than the on-level students.**

In order to be considered for the Accelerated Math program in the intermediate grades, students must:

- Students must have a grade of at least 90% in math on his/her report card prior to admittance in accelerated math. Once in accelerated math, maintain at least an 85% in math each term.
- Score no lower than the 95th percentile on the math section of the Terra Nova standardized achievement test administered in the spring of second grade.
- Score no lower than the 85th percentile in reading on the standardized achievement test.
- Have no 3’s in learner behaviors on the report card.
- Receive the current teacher’s recommendation to participate in the accelerated program.

These criteria must be maintained each year to remain in the program. If a child does not qualify for the program in third grade, he/she may enter the program at the beginning of fourth grade if the following conditions are met:

- The student now meets the above criteria.
- Either the parent or the teacher requests a review of the child's eligibility.
- The teacher will provide a curriculum map of the skills which the accelerated group has already mastered. The information on the book being used will also be given to the parent so that the student may purchase it.
- The child will be tutored during the summer months by a tutor provided by the parents.
- The child must pass with a grade of at least 90% on an exam prepared by the teacher which evaluates mastery of the concepts presented in the curriculum map. The exam must be taken no later than one week prior to the first day of school.

Because of the very nature of the accelerated math class, a student cannot enter the program after fourth grade has begun **without approval from the Principal.**

### **Enrichment Program**

The Enrichment Program is a one day per week supplementary program intended for students in grades 3 - 5 with a verified gifted IQ of 130. It is not an accelerated curriculum but rather an activity based approach in which students work cooperatively to achieve broad based knowledge and refine higher order thinking skills.

In addition to the IQ score of 130 or higher, students must meet the following requirements:

- A score at or above the 85th percentile on the reading and math portions of the standardized achievement test, administered in the spring. This test provides a comprehensive assessment of student progress in major content areas. The reading and math sections are seen as predictors of a student's ability to excel in the Enrichment Program.
- A checklist of gifted characteristics completed by the classroom teacher. Students must meet all four of these criteria in order to be considered for the program. Enrichment for third grade students will not begin until after Christmas break. This additional time will help students transition successfully into third grade before having the added challenge of a one-day-per-week pull-out program.

Once a student has entered the Enrichment Program, his/her progress will be evaluated at the end of each grading period. In order to remain in the program, a student:

- May have no grade lower than an 80% in any academic subject.
- May not have more than 8 absences in a grading period, or excessive tardies as determined by the Administration.

If a student fails to comply with the above and is removed from the Enrichment Program, he/she may seek re-admission by overcoming the obstacle which caused him/her to be removed. If grades and/or absences/tardies become the reason for exclusion from the program a second time, the student will not be eligible for re-admission.

If you have additional questions regarding the enrichment program, please contact the school counselor.

## PROMOTION AND RETENTION

Promotion to sixth, seventh and eighth grades will be earned by passing all major academic subjects: math, science, religion, social studies, language arts, and Spanish. A passing grade is determined by the average of all grading periods.

A student who fails one subject may only be promoted if he/she receives intensive tutoring during the summer and passes an exam prepared by the subject area teacher. Before tutoring begins, the subject area teacher will provide a detailed outline to the student. An administrative fee of \$100.00 must be paid when the outline is received. A student who fails more than one major subject may not be promoted to the next grade.

Graduation requirements are the same as the promotion requirements. An eighth grader who fails one subject will receive a blank diploma at graduation and will have the diploma mailed to him/her upon successful completion of the conditions described above. An eighth grader who fails two or more subjects will not graduate.

Primary (K -2) and intermediate (3 -5) students must pass language arts and mathematics. If a primary teacher determines that a student should be retained and the parent objects, the parent may request in writing that the child be assigned to the next grade. If the principal grants the request, the child's records will be marked "assigned to grade \_\_\_\_" instead of "promoted." Maturity will also be a consideration for promotion in Primary grades.

## REQUIREMENTS FOR HONORS

Students in 4<sup>th</sup>-8<sup>th</sup> grade may be eligible for academic honors. Honors are awarded in accordance with principles that are developmentally and educationally appropriate for each grade level. Honors are awarded in three categories. First Honors, Second Honors, and Principal's Honors. Students with more than six unexcused tardies per trimester will not be eligible for honors.

### KINDERGARTEN – 3rd GRADE

Academic honors are not awarded in these grades.

### 4th – 8th GRADE

#### Academic First Honors:

- 90% percent or above in all subject areas.
- No 3's for learner behavior marks in any subject.
- No more than 6 unexcused tardies can be earned per trimester in order to qualify for this honor.

#### Academic Second Honors:

- 80% percent or above in all subject areas.
- No 3's for learner behavior marks in any subject.
- No more than 6 unexcused tardies can be earned per trimester in order to qualify for this honor.

#### Principal's Honors:

- 94% or higher in all subject areas.
- All 1's in learner behavior marks.
- No more than 6 unexcused tardies can be earned per trimester in order to qualify for this honor.

## GOOD SAMARITAN HONOR

Students in K-8 that consistently demonstrate the characteristics of a “Good Samaritan,” as listed below, will earn a special certificate each grading term and a token of our appreciation at the end of the school year. There are no academic requirements for earning this honor.

- Helpful to teachers and classmates
- Display a positive attitude
- Encourage and motivate peers to do their best
- Demonstrate excitement for other’s successes
- Show kindness and compassion to classmates

## GRADING

Student grades are designed to indicate the student’s academic progress. In grades 3-8, grades are determined by points earned for academic performance on tests, projects and other formal assessments. The following is the grading scale utilized in the Diocese of Orlando.

**A** = 90% -100%      **B** = 80%-89%      **C** = 70%-79%      **D** = 60% - 69%      **F** = below 60%

Per the Diocese of Orlando, students in grades K-2 will be assessed using a standards-based grading system. Standards-based grading focuses on the mastery of skills as opposed to the accumulation of points. The following is the proficiency scale utilized in the Diocese of Orlando.

- P - Proficient:** Student work is secure and meets grade level expectations for this trimester with accuracy.
- DP - Developing Proficiency:** Student work is developing but is not consistently meeting grade level expectations for this trimester.
- EP - Emerging Proficiency:** Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for this trimester.
- IP - Insufficient Proficiency:** Student work shows insufficient progress/understanding and is significantly below grade level
- N/A - Not taught OR Not Assessed during this trimester**

## REPORTING GRADES

Electronic communications are the current method of written communication between teachers and parents regarding school achievement. They are the chief means of communicating a child's progress. Report cards will be issued at the conclusion of each trimester.

## ACADEMIC PROBATION

Students who fail to work to their God-given potential and are failing to achieve passing grades may be placed on academic probation for a determined period of time. During the probationary period the student is expected to meet the following requirements:

- Actively participate in the learning process;
- Submit all class work and homework on the dates assigned;
- Maintain at least a C average in all classes;
- Meet with the Assistant Principal once a week to discuss academic progress

## REVIEW OF RECORDS

The school voluntarily complies with the Buckley Amendment (1974) and allows parents to see the student's cumulative record file. A request to see a student's file must be put in writing. Within 24 hours the school will permit the parent to review the file in the presence of a witness delegated by the principal.

## ASBESTOS REVIEW

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos-Containing materials as developed by Law Engineering is available without restriction for your inspection at the school's administrative office. We ask that you make any appointment if you wish to review the plan. No materials containing asbestos were used in the construction of the Academy.

## CHILD ABUSE REPORTING

Annunciation Catholic Academy will cooperate with local agencies and law enforcement investigations concerning reported cases of child abuse. In compliance with state law, the Academy will report all incidents in which we have reason to suspect child abuse, neglect or endangerment.

## FEES AND TUITION SCHEDULE

New Families:	Application Fee:	\$ 75.00 per child, non-refundable
	Registration Fee:	\$125.00 per child, non-refundable, payable after acceptance
Returning Families:	Registration Fee:	\$175.00 per child, non-refundable

## TUITION

\*Annual tuition rate includes all books and curriculum fees\*

Tuition for the 2021-2022 school year is \$7,570 per student that qualifies for the Active Parishioner tuition rate. The general community rate is \$9,000 per child.

The Active Parishioner tuition rate is only given to parishioners that fully participate in a Catholic parish within a Catholic Diocese under the auspice of the Holy Father in Rome. The Pastor and Principal will determine which families are active; factors that may be considered include:

- A. Regular attendance at Mass
- B. Use of the envelope system
- C. Involvement in parish ministry for at least 35 hours per year (i.e.: lector, usher, Eucharistic Minister, special parish projects, volunteering at school, etc.)
- D. Registered in the parish for at least one year

Tuition payments are due based on the payment plan established through FACTS Tuition Management. Payment options include one annual payment, payments by semester, payments divided evenly over 10 or 12 months. The first payment for the new school year is due July 1<sup>st</sup>. Payments received after the established due date are considered late. The late fee is \$25.00. If a check is returned from the bank, there is a return check fee of \$25.00.

## NON-PAYMENT OF TUITION AND FEES

Access to student performance evaluations, such as report cards and Family Portal, may be withheld for non-payment of tuition and fees.

### **USE OF SCHOOL FACILITIES**

Groups or individuals wishing to use the gym or other school facilities must file the proper forms which may be obtained from the office, reimburse the school for all expenditures incurred, present proof of insurance, and abide by all other applicable diocesan policies.

### **HANDBOOK REVISIONS**

The administration reserves the right to revise the existing handbook at any time the school deems appropriate.



*A Code of Conduct  
for  
Parents, Guardians, Caregivers,  
Volunteers, and Visitors  
of Catholic Schools  
in the  
Diocese of Orlando*

***“Search Me, O God, and Know My Heart”***

*-Psalm 139*

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of Orlando. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Orlando.

# **Code of Conduct for Catholic Schools in the Diocese of Orlando**

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional media involving the school and/or Diocese. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (The Code of Canon Law, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

## **Mission Statement:**

Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership and compassionate service in order to create a more just and humane world.

## **Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff

## **Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies, extra-curricular or special events including athletics, concerts, academic and cultural events

## **As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:**

- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care

- *Please note that each school in the Diocese of Orlando has a “Raptor” comprehensive visitor check-in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver’s license, “Raptor” runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events*
- Support in words and actions the philosophy of Catholic Education
- Under no circumstances approach/contact another student to address, discuss or reprimand them because of actions towards your own child/ren. These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances.
- Respect teachers’ preparation and assigned supervisory time before, during, and after school Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school
- Respect the decisions made by the administration and faculty, even if you disagree with them
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Observe the school’s policies, as outlined on the school webpage and/or the school’s handbook and endeavor to support them in the home
- Cooperate where your child’s behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises
- During livestreaming instruction, parents/guardians must not record or take screenshots of the instruction or share the livestream link with others. A quiet space needs to be provided to the student only, to avoid disruptions or distractions to the teacher and other students. If parents/guardians have any concerns with the livestream instruction, they need to schedule time with the teacher outside of class time.

### **Addressing concerns regarding situations involving your student(s):**

Our Catholic schools want to work in partnership with our families. If anyone has a **current complaint, criticism, or concern**, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel.
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using

information on the website of the Diocese of Orlando - Office of Catholic for further facilitation (<https://www.orlandodiocese.org/ministries-offices/schools/>).

5. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance to Florida Statute.

**It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.**

***Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.***

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE ( 1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety.

*Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL.*



**DIOCESE OF ORLANDO / OFFICE OF CATHOLIC SCHOOLS**  
**STUDENT TECHNOLOGY RESPONSIBLE USE POLICY**  
**June 2020**

## **1.0 Introduction**

Annunciation Catholic Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are required to follow when using school technologies or personally owned devices on and off school campus.

- The Annunciation Catholic Academy network is intended for educational purposes.
- All activity over the network or when using school technologies will be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network or outside network can result in disciplinary action.
- Annunciation Catholic Academy makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are required to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

## **2.0 Definitions**

### **2.1 Authorized Users:**

- **Student:** any child 18 years or younger enrolled in Annunciation Catholic Academy
- **Faculty/Staff:** any person who is employed by Annunciation Catholic Academy, whether part-time or full-time, who provides instruction or supports the school operations.

**2.2 School Network:** communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless

**2.3 Internet:** includes both external and internal access of communications and data storage equipment, either owned or reserved for use by Annunciation Catholic Academy.

**2.4 Technologies Covered:** Annunciation Catholic Academy may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, Annunciation Catholic Academy may allow students to bring their personal devices which will also be covered by this policy. As new technologies emerge, Annunciation Catholic Academy will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

### **3.0 Usage Policies**

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know. In the event that the inappropriate behavior happens outside of the school and it is brought to the principal's attention, Annunciation Catholic Academy will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

#### **3.1 Web Access**

Annunciation Catholic Academy provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children's Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it should not be, the student should follow school protocol to alert Technology staff or submit the site for review.

#### **3.2 Email**

Annunciation Catholic Academy may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **3.3 Social / Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Annunciation Catholic Academy may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.

The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours.

### **3.4 Livestreaming**

For distance education, Annunciation Catholic Academy will implement a video conferencing platform that will allow teachers to livestream instruction to students at home. It is important to know that classes will be streamed in a secured platform with encryption of data in transit, password protection, will not be recorded, and only students assigned to the class will have access to it. The camera will be focused on the teacher and the content presented to the class. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct as if they were present in the classroom. In addition, they must not try to record or take screenshots of the livestream. If they need further assistance, they should schedule time to talk to the teacher.

### **3.5 Mobile Devices Policy**

Annunciation Catholic Academy may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same responsible use policies when using school devices off the school network as on the school network.

Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the student's care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

### **3.6 Personally-Owned Devices Policy**

Annunciation Catholic Academy may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep

personally-owned devices (including laptops, tablets, e-readers, smart phones, cell phones, and smart watches) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency.

Because of security concerns, when personally-owned mobile devices are used on campus requiring the use of data, these devices must only be on the school network, data services must be disabled and permission from the Technology staff is required. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally-owned devices.

Students must to follow the same code of conduct for use of personally owned devices on Annunciation Catholic Academy campus or at other functions, whether on or off property, related to the Annunciation Catholic Academy.

### **3.7 Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus.

### **3.8 Downloads**

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff.

Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, only for education purposes, and following copyright laws.

### **3.9 Netiquette**

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet and follow copyright laws for their use.

Students should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways it was never intended.

### **3.10 Plagiarism**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **4.0 Personal Safety**

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent or legal guardian if you are using the device at home) immediately.

## **5.0 Cyber Bullying**

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

## **6.0 Sexting**

Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” which can include, but is not limited to, pictures of themselves, other students or friends without appropriate clothing or in compromising or suggestive positions, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of

behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal.

## 7.0 Examples of Responsible Use

The student will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

## 8.0 Examples of Irresponsible Use

I, the student will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about others or myself.
- Agree to meet someone I meet online in real life.
- Send or distribute obscene, lewd or sexually explicit images.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

## 9.0 Internet Safety Plan

- Annunciation Catholic Academy implements an effective internet filtering and reporting solution {Name Solution}, that monitors internet activity, and uses current technologies to detect inappropriate usage and block and/or filter visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
- The internet filtering solution is in place to control access by minors to inappropriate matter on the Internet and the World Wide Web and restrict access to materials that may be harmful to minors
- Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- School network is secure with {Name Solution} to prevent from unauthorized access, including “hacking” and other unlawful activities by minors online
- Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
- Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and Annunciation Catholic Academy will hold an informational meeting to address the policy.

## 10.0 Limitation of Liability

- Annunciation Catholic Academy will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.
- While Annunciation Catholic Academy employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- Annunciation Catholic Academy will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

## 11.0 Violations of this Responsible Use Policy

Violations of this policy may have disciplinary repercussions at the discretion of Annunciation Catholic Academy, according to the Code of Conduct, and including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

## 12.0 References

- Children’s Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html> , <http://ifea.net/cipa.html>
- Children’s Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>

- Protecting Children in the 21<sup>st</sup> Century - [http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData\\_PublicLaw110-385.pdf](http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf)
- Consortium for School Networking – <http://www.cosn.org>



## COVID-19 Assumption of Risk and Liability Waiver

The novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Annunciation Catholic Academy has put in place preventative measures to reduce the spread of COVID-19; however, we cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attendance Annunciation Catholic Academy could increase your child(ren)’s or your risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Annunciation Catholic Academy and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 Annunciation Catholic Academy may result from the actions, omissions, or negligence of myself and others, including, but not limited to, School employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing COVID-19 associated risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, related to COVID-19 that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at Annunciation Catholic Academy or participation in school programming (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold Annunciation Catholic Academy and the Diocese of Orlando, and all of their current, former, and future agents, representatives, religious and employees and related entities (collectively, “the Diocese”) of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of exposure to COVID-19 at or related to attendance at school or school-related activities. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Diocese, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after School attendance or participation in any school program or activity.

Updated – January 2021



## **Digital Audio and Visual Release for Participation in School Livestream Events, Recordings and Live Learning Sessions**

I, for valuable consideration received, and for being allowed access to digital recordings of Annunciation Catholic Academy's digital learning live sessions and my child/ward's participation in Annunciation Catholic Academy's digital learning live sessions and other school livestream events, expressly assign to Annunciation Catholic Academy and the Diocese of Orlando including all of their current, former, and future agents and related entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of my child/ward's image or likeness, including, but not limited to all video, recordings, photographs, or audio recordings of, or made by, me and/or my child/ward during any and all digital learning classes and other livestream events in which my child participates ("the Property"). The Diocese shall have, without my consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando for educational purposes.

I hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, for any other educational purpose. Further, I hereby authorize the reproduction, copyright, exhibition, broadcast and/or distribution of the Property within the Diocese without limitation for any educational purpose whatsoever, and I further waive all rights to any compensation for me and/or my child/ward's appearance or participation in the Property for these limited educational purposes.

I hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in connection with the Property or the use of the Property for these limited educational purposes.

This release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property. I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.