



Parent/Student Handbook

2011- 2012

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593 Jamestown Blvd.
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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 to affirm the values of living as Jesus lived. Annunciation Catholic Academy is committed to preparing its students to live out their faith in a global, technological society.

PHILOSOPHY

Annunciation Catholic Academy is a parish school that 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 that 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 in support of 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. Dr. Margaret E. Curran was selected as principal at the beginning of October of 1995, and in December she began working at Annunciation two days a week while continuing her duties as principal of a neighboring Catholic school the other three days.

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 11 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 in the Dominican Republic, and refurbished schools in Louisiana after hurricane Katrina.

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 “teaching our faith and Catholic traditions to the leaders of tomorrow.”

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 2007. **A third year review was successfully completed in 2010.**

PARENT’S ROLE IN EDUCATION

We, at Annunciation Catholic Academy, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty 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 God 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.

Once you have chosen to enter into a partnership with us at Annunciation Catholic Academy, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical gifts. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of

all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

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.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best Christian person he/she is capable of becoming.

PARENTS AS PARTNERS

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
 - Has lunch money or nutritional sack 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 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.

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 the Church of the Annunciation. 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 entering grades six to eight 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.
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 a drop-in fee will be assessed. Fees are charged in hour increments. 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.

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 7:55AM and must report to the office for a tardy slip before going to the classroom. Students with more than four unexcused tardies during a grading period will not be eligible for the honor roll. In extreme cases where a student is tardy more than 18 times per semester, 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 or severe illness, students with more than 10 absences per semester 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.

Please call the school office at 407-774-2801 ext.100 before 9:00 A.M. to excuse 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 call the Homework Hotline 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 a number of days equal to the number of absences 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 children, please follow the established dismissal procedures:

Cars are to enter from Montgomery Road and follow a one-way pattern behind the Child Care Center and Cultural Center. Cars should wind through the parking lot behind the Child Care Center in order to avoid a build-up of traffic 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). The students will remain behind the white line until the all clear signal is given. Children will enter the cars from the sidewalk 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.

WALKERS

Parents not wishing to drive through the car pool line may arrange to have their children picked up at the back gate 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 gate, 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. Please walk no more than two abreast. 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 behind the Child Care Center.** Please do not park in front of the Child Care Center 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 Cultural Center. If you choose to use the parking spots behind the church or next to the mulch field, please wait for cars passing behind you. Do not anticipate that they will stop for you to cross or to back out your vehicle.
- **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.
- **Stand back a few feet from the gate to allow the teachers to see all parents and for children to exit.** Please do not crowd around the gate preventing children from exiting safely.
- **Pick your children up by 3:15 PM.** After that time they will be sent to Extended Care and you will be charge a “drop in” 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. To make this easier on you as parents, **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. Blouses and 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 **two inches above** the knee measured from the crease at the back of the knee. **If a skirt/shorts/skort is too short, one warning will be issued to the student. If the uniform continues to be worn after receiving the warning, the student will have to wear uniform pants until the skirt/shorts/skort is fixed or another purchased. This policy is in effect for the entire school year, regardless of the number of school days left in the school year.** No tattoos or body piercings should be visible.

BOYS

Jewelry & Hair: Jewelry may be worn in moderation: one necklace, one ring per hand, one bracelet, and no earring/s. 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 Polo Shirt - White Socks - White Uniform Belt Red and Navy (K-5th) or solid brown Uniform Belt Forest Green (6th-8th) or solid brown
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Casual Uniform:

Kindergarten - 2nd Grade	Shorts - Khaki Polo Shirt - Red Socks - Red or solid White Uniform Belt - Red and Navy or solid brown
3rd - 5th Grade	Shorts - Khaki Polo Shirt - Navy Socks - Navy or solid White Uniform Belt - Red and Navy or solid brown
6th - 8th Grade	Shorts - Khaki Polo Shirt - Forest Green Socks – Solid Green or White Uniform Belt - Forest Green and Brown or solid brown with simple

belt buckles.

SHOES (K-5): Dirty Bucks OR solid brown, leather, tie, dress shoes with non-marring soles.

SHOES (6-8): Dirty Bucks OR solid brown, leather, dress shoes with non-marring soles. Athletic type shoes may not be worn, except for P.E.

GIRLS

Jewelry, Accessories & Hair: Jewelry may be worn in moderation: one pair of post earrings worn in the ear, one necklace, one ring per hand, and one bracelet. Girls' hair accessories should match the color of their shirt or the uniform plaid. Hairstyles and coloring should be natural in appearance and appropriate for a Catholic School setting. Hair extensions are not permitted.

Dress Uniform:

Kindergarten - 2nd Grade	Plaid V-neck jumper with blue piped Peter Pan collar Socks - White, White Knee Socks, White Tights
3rd - 5th Grade	White blouse with Peter Pan collar – no piping Plaid jumper Socks - White, 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 - Red and Navy or solid brown
3rd - 5th Grade	Shorts or Skorts - Khaki Polo Shirt - Navy Socks or Tights - Navy or White Uniform Belt - Red and Navy or solid brown
6th - 8th Grade	Shorts or Skorts - Khaki Polo Shirt - Forest Green Socks – Solid Green or White Uniform Belt - Forest Green and Brown or solid brown

SHOES (K-8): Dirty Bucks, brown Classy Jumping Jack (Mary Jane Style) available at Dennis Uniforms, or solid brown, leather, tie, dress shoes with non-marring soles.

SHOES (6-8): Dirty Bucks, Classy Jumping Jacks, or solid brown, leather, dress shoes with non-marring soles. Athletic type shoes may not be worn, except for P.E.

P.E. UNIFORM FOR BOYS AND GIRLS

PE uniforms for all students consist of a red ACA stars shirt, navy shorts with ACA logo, and gym shoes with non-marring soles.

COLD WEATHER - BOYS and GIRLS

Kindergarten - 2nd Grade	Red Sweatshirt or fleece
3rd - 5th Grade	Navy Sweatshirt or fleece
6th - 8th Grade	Green Sweatshirt or fleece

Sweatpants may be worn to school but removed in the classroom.

NUTS DAYS

On certain occasions, students are permitted *No Uniforms to School* (NUTS) Days. In general students are encouraged to "dress up" not "dress down" for these special days. On NUTS Days, dress shorts are permitted. Slacks or jeans worn at the waist without shredding or torn areas are permitted. Tight clothing (including skinny jeans), bicycle shorts, tank tops, halters, bare midribs, sheer clothing, backless shoes, hats of any type and short skirts are not permitted. 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

A written note 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. If a cell phone is seen or heard at school, it will be taken from the student and returned to the parent. If the phone is brought back to school, it will be confiscated and not returned at all.

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. Because of 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 stop by the office to ask 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 you. We stress the importance of notifying us if your home 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 a 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. 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.

Since most communications from the school are available electronically, the school will only mail report cards to the non-custodial parent. 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 give written notice to the school office as soon as the withdrawal date is established.

FINANCIAL OBLIGATIONS

Parents must remain current in their financial obligations to the school. Quarterly 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 quarter, the student's Edline 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. The insurance fee will be assessed after using the services of the Extended Care Program for at least two days.

LOST AND FOUND

All articles found in the school are placed in a 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 book 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.

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. Middle School students will be charged a fine of ten cents per day for each overdue library book. The maximum late fee is \$20.

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 appropriate 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. Follow guidelines printed earlier in the handbook for "NUTS" Days (page 8). If the child has a summer birthday, you may celebrate a half-birthday six-month after/before the actual birthday. If a child wears NUTS clothes on a mass day, they should "dress up" 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).

Be sure to talk with the teacher about what you are sending. A member of the class may be allergic to chocolate or nuts. "Goody bags" may not be passed out. These 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 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. A message will be left on the school answering machine once power and phone service is re-established. Please call the school to access the message.

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.

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. The newsletter is also available on line. Please be sure to read it.

FUND RAISING

Fund raising can be fun and exciting. The Home & School Association coordinates one major fundraiser per semester. 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.

ACCEPTABLE USE POLICY

Through the generosity of our parish and the continued support of our parents, ACA is blessed with all 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 "Acceptable Use Policy." Violations of the policy will result in penalties that range from loss of technology privileges to removal from ACA.

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.

Chaperones must be at least 21 years of age. For reasons of insurance coverage, parents/chaperones under the age of 25 cannot drive on field trips. 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. 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 fliers to the students. The distribution of these fliers 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.

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.

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:

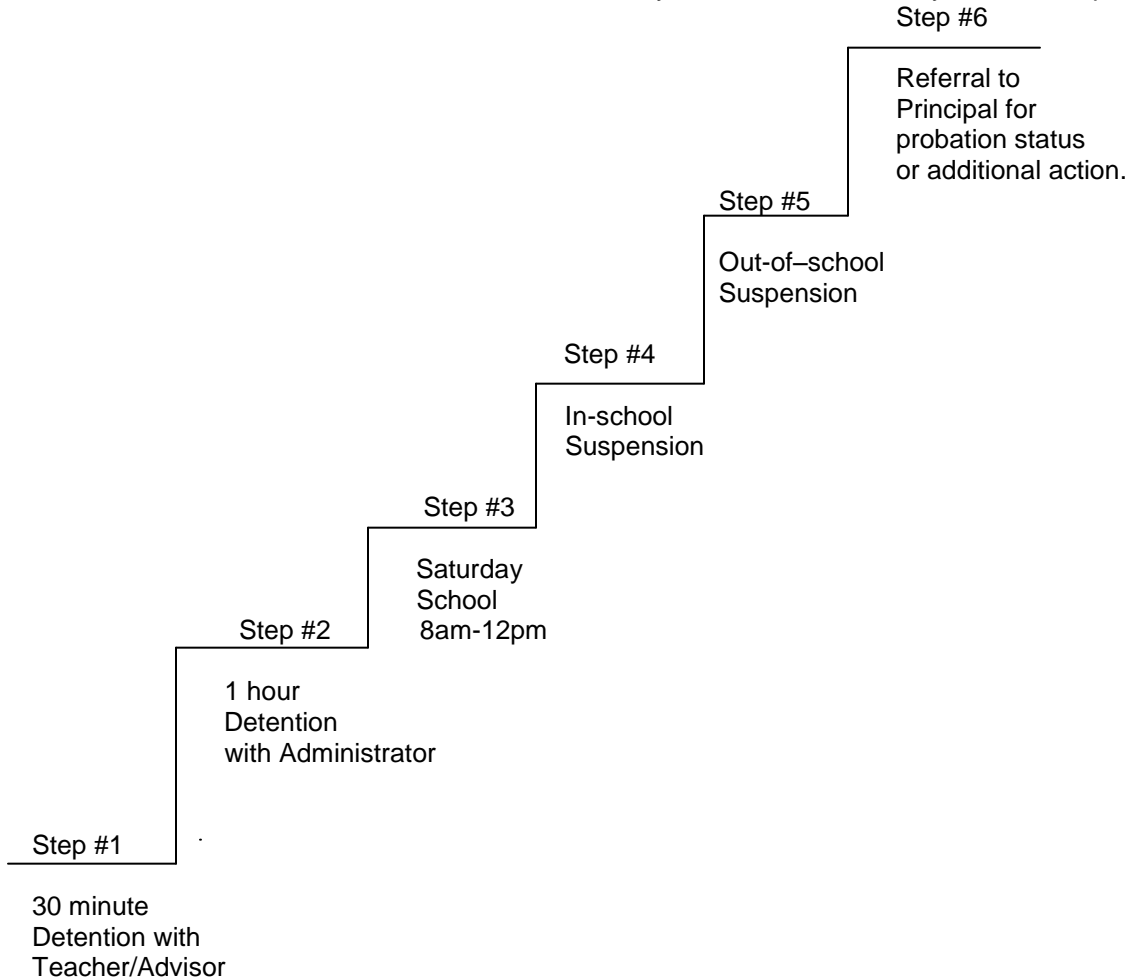
1. Disobedience, insubordination, or disrespect for authority
2. Language or behavior which is immoral, profane, vulgar, or obscene
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance
4. Injury or harm to persons or property or serious threat of same 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 that 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 3:20 – 4:20 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 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 the school Guidance Counselor &/or the Assistant Principal. Students attending Saturday School will be charged a \$25 fee.

Step #4 – The fourth step on the discipline ladder requires the student to attend 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. The family will be assessed the cost of the substitute for the day, usually \$75.

Step #5 – At this step on the discipline ladder, students will be assigned an out-of-school suspension. A student will not be eligible to make up any of the daily assignments missed during the duration of the suspension.

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 at Step 1 each semester.

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.

Bullying can be unintentional, particularly among school-age children. Indeed, many children can engage in repeated playful teasing or touching that is simply not meant to hurt another, but in fact is causing stress and unhappiness for the child being bullied. What is routinely viewed as fun verbal and physical jousting among children in one family may be completely foreign and offensive to children raised in another. It is therefore critical that parents sit down with their children and review the following Annunciation Catholic Academy policy regarding bullying. Once parents have reviewed and discussed the policy with their children, the policy must be signed by both parents and students and returned to the applicable teacher(s).

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, sending abusive text messages, instant 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.

Listed by grade levels are some additional offenses that are considered harassment or bullying. They are listed in the grade level where they are thought to be most common but are considered bullying at any grade level on which they occur. These lists are samples and are not all-inclusive.

Primary Grades K – 2

Name calling, taking and/or hiding another student's possessions, invading personal space, starting or spreading rumors, hitting, pushing, biting, writing unkind notes/e-mail, or social exclusion

Intermediate Grades 3 – 5

Name calling, **cyber bullying**, physical contact: pushing, shoving, poking, belittling, put downs writing and/or passing unkind notes/e-mail, lying about another student, negative gestures and facial expression, starting or spreading rumors, retaliating, demanding another's possessions, food, or money, or social exclusion

Middle School 6 – 8

Name calling, **cyber bullying**, lying about another student, starting or spreading rumors, physical threats, intimidation, writing and/or passing unkind notes/e-mail, negative gestures and facial expressions, insults of any kind, demanding another's possessions, food, or money, sarcasm with intent to hurt another, taking and/or hiding another student's possessions, or social exclusion

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.

PLAYGROUND 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 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.
6. With the exception of e-readers, no electronic equipment **is** allowed on school grounds.

A teacher and/or a teaching assistant may assign detention to a student who fails to follow playground 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 www.hotlunchonline.com 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. Lunch **should** be ordered no later than Tuesday 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 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. Please do not include forgotten lunch or milk money with your tuition check, as these are two separate accounts.

Soft drinks and candy may not be consumed during school hours or at school functions. 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 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. If the phone is brought back to school, it will be confiscated and not returned at all. **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 attained by clicking [this link](#).

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 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

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. For example, second grade should have twenty minutes of homework. Fifth grade should have fifty minutes of homework per night.

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 often than once per month. Please note that projects with at least one week lead time and which have been posted on Edline 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

The Homework Hotline is available **24 hours a day by calling 407 712-8050**. 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.

CURRICULUM

The curriculum utilized follows the 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.

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 \$75.00 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 -4) 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

Honors are awarded in accordance with principles that are developmentally and educationally appropriate for each grade level. Honors are awarded in three categories. Academic Honors, Citizenship Honors, and Principal's Honors. In certain cases the teacher, with the consent of the principal, may decide that no honors should be given to a student if his or her lack of Christian citizenship outweighs the merit of receiving academic honors. Students with more than four unexcused tardies during a grading period will not be eligible for honors.

KINDERGARTEN –THROUGH 2nd GRADES

- Honors are not awarded in these grades.

3RD THROUGH 8TH GRADES

Academic First Honors:

- Ninety-four percent or above in all subject areas.
- No "Needs Improvement/Unsatisfactory" in any subject.

Academic Second Honors:

- Eighty-five percent or above in all subject areas.
- Cannot have any "Needs Improvement/Unsatisfactory" in effort in any subject

Citizenship Honors: are given to students who have a minimum of two "outstanding" citizenship comments in grades 3-5 or two E's in conduct for middle school students. No students in grades 3-8 can have any U's, N's or "need improvement" comments in order to qualify for this honor.

Principal's Honors: are given to students achieving both First and Citizenship Honors.

GRADING

Student grades are designed to indicate the student's academic progress. Grades are determined primarily by 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%

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. In an effort to conserve the Earth's resources and utilize Edline to its fullest potential, reports cards will only be issued at the conclusion of the school year. Number grades are used to indicate a student's progress for the grading period in grades 2 - 8. Grades of "S"atisfactory and "U"nsatisfactory are used in all special subjects below grade 5.

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 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: \$ 40.00 per child, non-refundable
 Registration Fee: \$120.00 per child, non-refundable, payable after acceptance
Returning Families: Registration Fee: \$160.00 per child, non-refundable

TUITION

Annual tuition rate includes all books and curriculum fees

Tuition for the 2011-2012 school year is \$6,000 per student that qualifies for the Catholic tuition rate. The general community rate is \$7,250 per child.

The Catholic tuition rate is only given to active parishioners. 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 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

For each rate an initial non-refundable tuition payment of \$300.00, per student is due on July 1. Tuition payments are due by the 1st of each month, August through May. Payments received after the 5th of the month 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 EdLine, 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 make revisions to the existing handbook at any time the school deems appropriate.

ACCEPTABLE USE POLICY FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of Annunciation Catholic Academy community. Network and Internet access is provided to further the legitimate educational goals of Annunciation Catholic Academy. Annunciation Catholic Academy provides computing and network resources for the use of students, employees, and others affiliated with Annunciation Catholic Academy. Members of Annunciation Catholic Academy community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside Annunciation Catholic Academy network software for educational or Annunciation Catholic Academy related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through Annunciation Catholic Academy computer services are and remain the property of Annunciation Catholic Academy. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance learning projects.
- Listservs and newsgroups may be used to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any US or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through Annunciation Catholic Academy E-mail or other network resources in violation of US copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by Annunciation Catholic Academy. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.

- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit Annunciation Catholic Academy operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of Annunciation Catholic Academy computer resources.

Access to Annunciation Catholic Academy's E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. Annunciation Catholic Academy users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that Annunciation Catholic Academy cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.
- Annunciation Catholic Academy reserves the right to access E-mail to retrieve Annunciation Catholic Academy information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on Annunciation Catholic Academy computer's hard drive or computer disks which were purchased by Annunciation Catholic Academy are considered the property of Annunciation Catholic Academy.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of Annunciation Catholic Academy regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

**Agreement for the Use of
Computers and Telecommunications
& Acceptance of Terms Set Forth in the Parent/Student Handbook**

Parental Consent Form

Annunciation Catholic Academy has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that Annunciation Catholic Academy and the Diocese of Orlando do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, Annunciation Catholic Academy supports and respects each family’s right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications (“the policy”) and I have either explained it to my child/ward (“student”) or I have assured myself that the student understands it. I also understand my own and the student’s responsibilities regarding computer hardware, software, and Internet access at Annunciation Catholic Academy.

2. **Check one:**
 - I hereby consent to the student having access to, and use of, the telecommunications resources at Annunciation Catholic Academy. I also hereby indemnify and hold harmless the Diocese of Orlando and Annunciation Catholic Academy from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

 - I do not consent to the student having access to, or use of, the telecommunications resources at Annunciation Catholic Academy.

3. I have read the Annunciation Catholic **Academy 2011–2012** Parent/Student Handbook and have discussed it with my child/ren. We agree to abide by these policies and procedures.

Parent’s/Guardian’s signature	Date
<hr/>	
Name of Parent/Guardian (Please Print)	Phone
<hr/>	
Name of Student (Please Print)	
<hr/>	
Street Address	City/State/Zip

Please return this form to your teacher by August 31, **2011**

Annunciation Catholic Academy reserves the right to amend the Parent/Student Handbook and will notify parents of any substantial changes.

**Agreement for the Use of Computers and Telecommunications
& Acceptance of Terms Set Forth in the Parent/Student Handbook**

Student Consent Form

I have read the Acceptable Use Policy for Computers and Telecommunications, I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I chose to violate this agreement, my privileges will be revoked, and disciplinary action, and/or appropriate legal action may be taken.

I have read the Annunciation Catholic Academy 2011–2012 Parent/Student Handbook and have discussed it with my parent/guardian. We agree to abide by these policies and procedures.

Student Signature

Date

Name of Student (Please Print)

Name of Parent/Guardian (Please Print)

Street Address

City/State/Zip

Home Phone

Please return this form to your teacher by August 31, 2011