



# **Annunciation Catholic School**

Parent/Student Handbook  
2018-2019

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Cave Creek, AZ 85331

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[www.acsphx.org](http://www.acsphx.org)

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## Introduction to Annunciation Catholic School

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### History

For many years, the Catholic communities of Our Lady of Joy, St. Gabriel the Archangel, and St. Rose Duchesne longed for a Catholic school north of Loop 101. In the spring of 2009, Bishop Thomas Olmsted and the Diocese of Phoenix approved a Diocesan school to serve these three parishes, located on the St. Gabriel campus and Annunciation Catholic School was conceived. In its tenth year, Annunciation now serves students from fourteen parishes.

The school doors opened on August 12, 2009. In its inaugural year, Annunciation Catholic School offered 1st and 2nd grades. Adding a grade per year we reached our full K-8 status in 2015. We have now graduated three 8<sup>th</sup> grade classes and are proud to say that 100% of students who applied to a Catholic High School were accepted. Our school enrollment has grown from 23 in 2009 to a projected 220 in 2018.

We have recently embarked on a Capital Campaign to raise funds for our permanent school and parish complex. The school is also preparing for initial accreditation through the Western Catholic Education Association. New K-8 schools are required to graduate three classes before seeking accreditation. The onsite Accreditation Team Visit is schedule for November 28-30, 2018.

We need to remember, all that we do is for the greater glory of God. We pray for the intercession of our Blessed Mother Mary and St. Gabriel the Archangel as we continue to grow our school.

### Letter from the Pastor and Principal

Dear Families,

It is a privilege and blessing to welcome you to Annunciation Catholic School. This booklet has been prepared to be a source of information for you concerning the philosophy, purpose and operational procedures of our school.

At Annunciation, we share the Catholic Church's belief that parents are the primary educators of their children. We are grateful to each of you for entrusting your children to the Annunciation staff to continue the spiritual and educational formation that you began as their first teachers. Your participation as our educational partners will help us to continue to grow as a learning community.

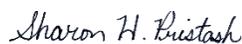
As we enter our tenth school year, we have already established a learning community rich with family tradition, cultural diversity, and faith in God. We feel that your choice of Annunciation Catholic School for your child's formal education is an indication of your special interest in the total development of your child. We accept this responsibility and look forward to joining with you to educate your child, build our school, and further the mission of the Church. Only in working together may we hope for success in the task before us.

May God continue to bless Annunciation Catholic School and give us His strength in our journey. May He work through each of us and help us grow in His wisdom and grace.

Sincerely in Christ



Rev. Dennis J. O'Rourke  
Pastor



Dr. Sharon H. Pristash  
Principal

## **Diocese of Phoenix Department of Catholic Schools Mission Statement**

The Diocese of Phoenix engages in the faith formation of the young through Catholic schools by integrating faith throughout an educational process that promotes academic excellence, moral values, and lifelong service.

### **Annunciation Catholic School Mission Statement**

Within our strong Catholic community, we develop children to their fullest God-given potential, spiritually, intellectually, morally, socially, and physically.

### **Annunciation Catholic School Philosophy**

We, the faith community of Annunciation Catholic School, are dedicated to the pursuit of academic excellence and life-long commitment to Christ and the Church. We believe it essential to teach each student to live in accordance with the spiritual, moral and ethical principles exemplified in the scriptures, teachings, and traditions of the Catholic Church.

We acknowledge parents as the primary educators of their children. Based on this acknowledgement, we strive to enhance and strengthen the faith and spiritual values students acquired and continue to acquire in their homes.

We firmly believe children are uniquely created and therefore enter Annunciation with unique needs as well as unique talents. We shall strive to optimize these talents and meet these individual needs in a caring and nurturing environment.

We are called to provide our students with the necessary virtues, skills and behaviors that will enable them to lead responsible, successful lives and become positive contributors to their family, the Catholic Church and the community.

### **Principal's Right to Amend**

This Handbook is developed with the school advisory board and staff and will be reviewed and revised, at least annually, in efforts to keep parents and students clearly informed of Diocesan and school policies and procedures. It is the intent of Annunciation Catholic School staff to abide by all Federal and State laws. The Principal has the right to amend, at any time, this living document. Revisions that are made during the school year will be communicated as they are made to all parents, guardians, staff members and students. The Handbook is a guide, but not necessarily an all-inclusive one. Situations may arise which are not specifically named or covered in the Handbook.

## Schoolwide Learning Expectations

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**All students of Annunciation Catholic School should strive to be a S.T.A.R:**

**Strong Communicators** who:

- Use oral and written language clearly, creatively and effectively
- Listen respectfully and interact cooperatively
- Develop effective personal organization, research, study, and technology skills
- Utilize a variety of tools for gathering, processing, and sharing information

**Thoughtful Citizens** who:

- Take responsibility for what they do and say
- Contribute to the community's well-being
- See each person as important in the community
- Show positive leadership and good sportsmanship

**Active Christians** who:

- Demonstrate a foundation of the teachings and traditions of the Catholic Church
- Participate in the liturgy
- Serve others
- Respect life and all of God's creation
- Develop one's own unique God given talents

**Resourceful Learners** who:

- Exhibit curiosity, enthusiasm, and self-motivation for lifelong learning
- Employ and demonstrates critical thinking skills
- Work cooperatively with others to design solutions to real-world problems
- Plan, organize, and strive to accomplish realistic goals

## **General School Information**

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### **School Hours**

The school day begins at 8:00 a.m. with arrival activities. Dismissal is at 3:00 p.m.

### **Arrival and Departure Procedures**

Parents/Guardians are expected to drop off their child in the designated drop off zone or escort their child to the gathering place. Children should arrive no earlier than 7:45 a.m. unless the child is registered for Before School Care, and no later than 8:00 a.m. Specific drop-off and pick-up procedures will be communicated at the beginning of each school year. These procedures are a safety measure for all, and everyone is expected to fully cooperate.

At the end of the school day, children will only be released to a parent, guardian, or designated adult whose name appears on the “Approved Pick-Up List” form. If anyone other than those mentioned above will be picking up, the school must have prior written notification. Annunciation Catholic School reserves the right not to release a child to anyone other than the custodial parent.

Parents/Guardians are responsible for maintaining custody of younger children, as well as school children, at all times. For their safety, parents/guardians will see that all children obey the rules of the school and are supervised at all times.

### **Before/After Extended School Day Supervision**

Annunciation Catholic School offers before/after school extension of learning activities. This service is offered every day that school is in session beginning at 7:00 AM and from class dismissal until 5:30 PM. More information about the Extended School Day program may be obtained from the school office.

### **Birthday Acknowledgment**

Students may have a free dress day on their birthday or the nearest school day (excluding Fridays due to Mass). No birthday treats (edible or non) are allowed at school.

### **Custodial Parents**

Recognizing the educational needs of the children and the unique circumstances related to legal custodial situations, the following requirements have been established to assist all parties concerned.

In situations where a student’s custody is legally defined, it is the responsibility of the custodial parents to provide the school office with legal documentation stipulating all custody provisions (i.e. joint vs. sole custody). If requested in advance, custodial parents may each receive separate copies of school communication documents.

In situations where one parent has sole custody, the custodial parent shall provide the school office with written and signed guidelines to be followed between the non-custodial parent and the school. These guidelines must be reviewed and updated annually prior to the first day of classes for each school year and will remain in effect until one of the following occurs: 1) the end of the school year, 2) revised and/or updated in writing by the custodial parent, or 3) a written statement is received from the custodial parent revoking the guidelines.

Parent/Teacher conferences will be scheduled according to related school policies and guidelines. Arrangements for parental/legal guardian attendance at the child(s) conference must be made between the custodial parents in advance. It shall be the sole responsibility of the parents/legal guardian to inform one another of scheduling and arrange conferences with the teacher(s) to promote the best interest of the child(ren).

**School Calendar**

The school calendar is set by the diocese each year. It begins in early August and ends in late May. To view the current school calendar, please go to <http://www.acsphx.org> and click on Calendars.

**Teacher Certification**

All classroom teachers are required to be certified by the Arizona Department of Education.

**Visitors on Campus**

All parents or other visitors to the school must sign in at the School Office and wear a visitor badge. Parents should not ask staff or students to let them into school buildings if they have not previously signed in at the office and received a visitor badge. All visitors to a classroom must have permission in advance from the teacher and be there for a specific reason.

## General School Policies

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### School Uniforms and Dress Code

All students are required to wear the approved school uniform. All uniforms must be purchased from our primary vendor, Educational Outfitters, or secondary vendor, Dennis Uniform. Clothing purchased from retail stores is not uniform. If a child comes to school and is not dressed according to policy, the parents will be notified in writing or called and asked to bring the proper attire to school.

PE Uniforms and Spirit Wear are available through the ACS School Store. Orders can be placed through the school website and at periodic special sale days at school.

**Educational Outfitters** 

1628 E. Southern Ave. Suite #11  
Tempe, Arizona 85282  
(480) 429-5136

<http://phoenix.educationaloutfitters.com/>

  
DENNIS  
school uniforms

Financial assistance for uniform purchases is available. Please contact Dr. Pristash for information.

*\*See Appendix for a detailed copy of the Uniform Guidelines.*

### Attendance

EXCUSED absences include student illness or death in the family. All other absences are UNEXCUSED. Teachers are not required to assign homework, accept homework, or give make-up tests to a student who has unexcused absences. Arizona Law 15-803 states that absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802.

#### Absence due to Illness:

- Parents must call or email the office **each day** a child is home ill. Be prepared to tell school personnel the reason for the absence. **If you do not notify the school by 10:30 a.m. the absence is unexcused.**
- In the event a child becomes ill or injured during the school day, school personnel will contact the parents. Depending on the severity, it may be necessary to send the child home. For health and safety reasons sick children cannot remain on campus or in school offices for extended lengths of time. The school asks that parents exert every effort to pick their child up quickly when notified of illness.
- In the event the child needs to be sent home, the parents/guardians must sign him/her out before leaving campus.
- A child should remain at home until free of vomiting, diarrhea or fever for a full 24 hours. If your child has had vomiting, diarrhea or fever during the night, he/she should not be sent to school the following day.

#### Absence for Part of a Day:

- A parent must send a note or email to the office and teacher explaining the reason a child will be absent for part of the school day.
- Anytime a student leaves campus during school hours, permission must be cleared through the child's teacher.

#### Tardy Procedure:

Being on time for class is a very important self-discipline skill which teaches children to learn how to set their own schedules and time limits. This skill will benefit them throughout their lives in whatever career they choose. A tardy is **excused** if it is a doctor's appointment, and an appointment card/slip verifying the same is presented; all other tardies will be **unexcused**.

The following policy has been established:

- Students are admitted into the classrooms promptly at 7:45 a.m. and classroom prayer begins at 8:00. A student is considered tardy if they are not in the classroom at 8:00 a.m. and will not be admitted to class without a tardy slip.
- Tardy students must be walked into the office by the parent/guardian, signed in, and receive a tardy slip before admittance to the classroom.
- Tardies are cumulative with five or more tardies per trimester reaching the excessive, habitual tardy level.
- Continued excessive and/or habitual tardiness negatively impacts a student's continued enrollment in ACS and will result in a conference between parent and principal to resolve the problem in order for the student to remain enrolled in the school. Tardiness after the conference may result in a request to withdraw the student.

#### **School-Owned Books, Supplies and Property**

Students may be issued materials for home use and/or have the use of a classroom set of supplies. Students are responsible for the proper care of the materials and supplies they have been issued, and therefore, will be charged for their damage or loss.

All books are to be stamped with the school stamp. If books are kept in students' desks, student names must be entered in each book the first week of school. Books used infrequently and kept on a shelf must be signed out by students when taking them home. Books taken home for homework should be carried to and from school in some type of backpack or book bag.

If students damage or lose a book during the year, they will be fined or asked to replace the text. The above procedure applies to library and supplementary books as well as basic texts. Consult the office about replacement costs.

#### **Parents' Rights to Students Records**

Parents, as primary educators, shall have the right to inspect and review the official record of their child in the presence of a school administrator to ensure that the record is accurate. Parents shall also be allowed to provide a written statement regarding the content of the record. This statement is to be included in their child's school file.

Custodial parents shall be recognized by the school as the primary decision makers for their children. Information regarding custody and visitation shall be provided to the school by the custodial parent at the time of registration. A copy of the court decision or order should be kept in the school file. A

parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school record of the child, unless restricted by court order. In order to establish visitation rights, the custodial parent should be asked for a notarized copy of the most recent court order. See also the handbook section “Custodial Parents.”

Records may be withheld until students or their parents/guardians satisfy their educational, financial, and disciplinary obligations to the school. Health records may not be withheld.

### **Technology Acceptable Use Policy**

Students have access to computer technology on daily basis. This is a privilege and proper conduct with regard to all equipment and access to online material must be used. Students’ use of computers will be closely supervised. Students will be instructed in both the operation of computer technology as well as the moral and ethical issues related to technology in respect to Catholic values, which includes Internet Safety Instruction. All students and adult volunteers must understand and sign the Acceptable Usage Policy Agreement form regarding use of the school computers, especially Internet use. This form must be signed and returned to school with your registration package before your child will begin classes.

*(See Appendix for Acceptable Use Policy /Signature form)*

### **Library Materials**

All students will have access to the school library materials. Damage to books should be immediately reported to the teacher. Please do not attempt to repair books at home. Lost library books must be paid for before a student can be given his/her report card. Refunds will be made on library books lost and paid for when books are returned to the library. Parents should encourage proper use of library materials, including having a special, safe place at home to keep library books away from pets and smaller siblings’ reach. Teachers encourage students to keep library books in their backpacks when they are not reading them so that the child has the book with him/her on Library Day each week.

### **Party Invitations**

Party invitations are not to be distributed at school unless the entire class is invited. The school will not host parties for individual students.

### **Trading Cards**

Collecting/trading cards or items are not allowed on campus. That includes during recess, before school care and after school care and clubs. Many young children do not understand the concept of swapping cards/items or the value difference among them. Swapping is much better undertaken at home, with parental supervision.

### **Withdrawal from School**

Parents/Guardians are asked to provide a minimum of two weeks’ notice when withdrawing a child from the school. An appointment should be scheduled to inform the principal of a family’s intentions to withdraw. An exit interview will be conducted by the principal when a family withdraws from the school. All fees, fines, and tuition payments must be paid in full. Any refund of tuition will depend on the status of the account, as well as date of withdrawal. Contact the school office regarding this information.

At the discretion of the principal, a child may be removed from the school if it is deemed appropriate and necessary. Situations may include, but are not limited to, failure of payment without a special arrangement, inability to meet the needs of the child, in consideration of the best interests of the

child, excessive and repeated tardiness, or as a result of a student's serious and repeated behavior infractions.

**3-1.4.11 RECOMMENDED TRANSFER**

**WHEN A STUDENT IS NOT MAKING SUFFICIENT ACADEMIC PROGRESS AT A PARISH OR DIOCESAN SCHOOL, OR IS EXPERIENCING EMOTIONAL DIFFICULTIES OR IS ENGAGING IN UNCOOPERATIVE OR DISRUPTIVE BEHAVIOR, OR IF A STUDENT'S PARENTS OR LEGAL GUARDIANS ARE ENGAGING IN UNCOOPERATIVE OR DISRUPTIVE BEHAVIOR, THE SCHOOL MAY REQUEST THAT THE STUDENT WITHDRAW AND TRANSFER TO ANOTHER SCHOOL.**

*(from Section 3-1.4.11 of The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures)*

## Admissions

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### Admission Policies

The Catholic schools in the Diocese of Phoenix, in compliance with Gospel values and the teaching mission of the Church, extend an invitation of admission to students regardless of their race, color, national and ethnic origin, gender, status with regard to public assistance, or disability. A disability, either temporary or permanent, is not a disqualification of admission *provided that with reasonable accommodation the school can meet the needs of the student*. Each school determines its suitability for meeting the extraordinary needs of students prior to formal admission of students with extraordinary needs.

The schools in the diocese have the right to give admission preference to students that are members of the supporting parish(es). At ACS, supporting parishes include Our Lady of Joy, St. Gabriel the Archangel and St. Rose Philippine Duchesne. Students who are not members of the supporting parish(es) are welcome to submit applications for admission, with the understanding that Catholic schools form part of the teaching mission of the Catholic Church. This mission involves the active transmission of the values, principles, teachings and traditions of Catholicism.

### Admission Preference

The school gives admission preference as necessary in the following order:

1. Current students
2. Siblings of current students
3. Registered Catholic families of any of the three member parishes: Our Lady of Joy, St. Gabriel the Archangel, and St. Rose Philippine Duchesne (equal preference among the three)
4. Registered Catholic families in parishes other than the three member parishes
5. Non-Catholic families

Admission to a Catholic school is contingent upon having met all financial obligations at ACS or a previous Catholic school.

### Admission Requirements

1. To enter the Kindergarten, the child must be 5 years old by September 1. No exceptions are allowed.
2. At the time of registration, parents must present the following:
  - The child's birth certificate
  - The child's immunization record
  - The child's latest report card and standardized test scores
  - Completed registration form, including signed policy agreement
  - Required fees (non-refundable)
  - The school may request two letters of reference (grades 2-8)

### Application

Upon request, families will be provided an enrollment application packet to be filled out and returned to the school office. A student is formally admitted only when: space is available, a faculty interview has taken place, and all required school and health records have been received and evaluated. Prior to the first day of class, all fees must be paid and all documents requested in the enrollment packet must be returned to the School Office.

Annunciation Catholic School does not discriminate on the basis of race, color, national, or ethnic origin in its admissions and educational policies. Continuing families and parishioners are given priority enrollment over new families applying to the school.

### **Tuition and Fees**

Tuition and fees are determined by February 1 for the following school year. A copy of the most current tuition/fee schedule and payment methods and policies may be obtained from the school office and found on the school website under Admissions.

### **TUITION PAYMENT OPTIONS**

Annunciation Catholic School partners with Smart Tuition for all tuition and fee billing. There are four payment plans available. All families are required to register with Smart Tuition regardless of the payment plan selected. There is a yearly \$50 Smart Tuition registration fee for all families. All payments of tuition and fees will be credited through Smart Tuition. **A Debit/Credit (AMEX, Visa, MasterCard, Discover) or banking account must be registered with Smart Tuition for all payment options.** If you choose the One Payment tuition plan you are required to register with Smart Tuition. The Smart Tuition account fee for a One Payment tuition plan account is \$20. If you choose to pay by Debit/Credit card, fees will apply, please see below.

Any additional school fees (ex. Extended Care, Athletics, Field Trips, 8<sup>th</sup> Grade Graduation Fee, etc.) will be billed through Smart Tuition during the school year and will be payable in full the month they are billed.

Tuition payment options:

**ONE Tuition Payment** due by August 5 or 20. Paid by check to Annunciation or paid to Smart Tuition by Credit/Debit/ACH. (Requires Smart Tuition account setup for student billing. \$20 Smart Tuition account fee apply.)

**TWO tuition payments** 50% due August 5 or 20; 50% due January 5 or 20. Paid by Credit/Debit/ACH to Smart Tuition only.

**10 MONTHLY tuition payments**, due the fifth or twentieth day of each month August through May (AUTO-PAY ONLY; NO CHECKS OR CASH); each payment is 1/10 of total tuition amount plus any outstanding fees.

**12 MONTHLY tuition payments** due the fifth or twentieth day of each month July through June. (AUTO-PAY ONLY; NO CHECKS OR CASH); each payment is 1/12 of total tuition amount plus any outstanding fees.

### **TUITION ASSISTANCE AND SCHOLARSHIP OPPORTUNITIES**

- I. **Student Tuition Organizations (STOs):** Tuition Assistance is available through Catholic Education Arizona (CEA) and other third party Student Tuition Organizations who distribute tax-redirected funds. For a complete list of these organizations and application procedures, please contact the school office or visit our school website.
- II. **St. Gabriel Parish Tuition Assistance Fund:** ACS families who are also active members of St. Gabriel Parish may apply for assistance from the St. Gabriel Tuition Assistance Program. Application for parish tuition funds should be made directly to the Pastor. Any family that requests assistance from the St. Gabriel Tuition Assistance Fund must have applied first for a CEA scholarship unless enrolled after the August deadline.
- III. **Other Parish Assistance:** Annunciation families who are active members of another Catholic parish may request assistance from their Pastor.

## **Family Service & Volunteer Expectations**

Parent service to the school enhances our family spirit, and enriches the opportunities offered to our students. The service commitment is as important to our school's success as tuition and fundraising revenue. As you complete your service commitment, all families are required to log your hours in X2VOL by May 30. Step-by-Step instructions are on the ACS website under the Parent tab and a training workshop is held at the beginning of the year for those wanting additional instruction. Hours that go toward your goal include serving on committees, fundraising events, service in the classroom, lunch duty, field trip chaperone, as well as special projects at the principal's request (e.g., painting, moving furniture in classrooms during the summer).

### *Lunch/Recess Duty*

It is expected that a portion of the Parent Service Expectation should be fulfilled through Lunch/Recess duty, one or two days per month for approximately 2.0 hours each day. Each family will receive a monthly lunch duty assignment. If you are unable to attend on your assigned day, you are responsible for finding another parent as a replacement.

### *Other Parent Service Opportunities*

Service hours can be fulfilled in a variety of ways, including in the classroom, take-home work, committee work, fundraising and other school events, etc.

Please see the ***Family Service & Volunteerism Guidelines*** handout for specific expectations and Lunch Duty procedures.

## Volunteer Guidelines

*All school volunteers are expected to do the following:*

- Complete of Safe Environment Training through the Diocese of Phoenix: <http://safeenvironmenttraining.org/index.php>
- Obtain permission from the teacher for a day and a time to volunteer.
- Check in at the school office. Sign out in the office when you leave.
- Wash hands before working in any classroom.
- Ask the teacher for specific directions/plans for the day.
- Wash hands and wear gloves when handling snack and lunch food.
- Maintain the utmost level of confidentiality and professionalism while in the classroom and on the campus especially if one becomes privy to information or situations pertaining to a school child or school family. Log hours on the volunteer website to track service hours: [http://www.acsphx.org/parents/service\\_volunteerism](http://www.acsphx.org/parents/service_volunteerism)

## **Fundraising**

Fundraising is necessary to the school operating budget. Each year, the Development Office will publish a list of planned events, and all families are expected to participate in these events to raise funds for our school. Families have the option to pay the fundraising expectation in lieu of participation in fundraising events. Fundraising does not include amounts raised for the Capital Campaign/Building Fund and the Annual Appeal.

\*\* The fundraising expectation is a minimum. We hope that many families will raise more than the minimum expectation. In fact, we need some families to go beyond this expectation in order to meet our budgetary expenses

### **Transfer Student Probation**

All incoming transfer students are accepted on a probationary basis for the first trimester that they attend ACS. If the student fails to comply with the school philosophy/core values, code of behavior, or academic expectations, the parents will be asked to withdraw their child from the school. This will occur at a formal conference with the parents after directed help from the teacher(s), parent(s) and principal. It is a privilege to attend a Catholic school, but the school's adherence to specific standards and values may not create the school setting compatible with some students.

## **Instructional Program**

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### **Curriculum**

Curriculum is the plan for learning which identifies the student's interaction with content, materials, resources, other learners, and procedures for assessing the attainment of educational outcomes.

ACS follows the curriculum guidelines of the Diocese of Phoenix and expands upon those guidelines in order to hold students to a high academic standard. The textbooks and other learning materials are chosen to meet school and diocesan educational goals. The Diocesan Curriculum Guidelines can be accessed at <http://www.catholicschoolsphx.com/curriculum.php>. An ACS Curriculum Summary by grade level can be found on the school website under the Academics tab.

We are proud to announce that ACS has adopted the STREAM model to enhance our curriculum. The initials in STREAM refer to the subject areas of Science, Technology, Religion, Engineering, Arts and Math. STREAM Education uses an interdisciplinary approach to bridge subject areas. It is not a new curriculum, but a philosophical framework for delivering excellence in education for 21st century learners. We endeavor to create holistic, real world learning experiences, so our students can put their knowledge to use developing ideas and solving problems.

The components of STREAM include:

- Interdisciplinary learning that integrates all the STREAM disciplines for a holistic approach to learning.
- Inclusion of hands-on, project based activities that require and develop high order thinking and problem solving.
- Increased use of science kits, real-world math, integrated engineering and the design process.
- Specialized, substantive extracurricular programs in the STEM fields
- Increased emphasis on technology integration.
- Infusion of Catholic teaching and moral responsibility throughout the learning process.
- A strong community connection to learning, including partnerships with local businesses and organizations

### **Homework**

Homework is an integral part of the learning process, as it encourages students to begin accepting responsibility for managing time and quality of work. Parents/Guardians should encourage their children to develop good study skills while doing their homework. There are instructional consequences for not completing homework, which may include marking work as incomplete and sending it home for completion and parent/guardian signature. Incomplete homework will affect a student's grades. Parents/Guardians are encouraged to check for completion of work, although the primary responsibility for completing work is the child's. The expected amount of work per grade per day is about ten minutes per grade in grades K-2, about an hour (average) in grades 3-5 and an hour and half in grades 6-8. Details concerning the homework routine for each grade level are communicated to parents/guardians through classroom web pages conferences, school newsletters, and Curriculum Night.

### **Academic Progress**

Throughout the school year, progress is evaluated on an on-going basis through assignments and projects, teacher observation, subject area testing, standardized test scores, and report cards.

Communication with parents/guardians is on-going throughout the school year by means of progress reports, conduct referrals, mid-term reports, phone calls, e-mail and conferences. Parents in grades 4-8 can monitor student progress through the online gradebook in RenWeb. The teachers keep parents/guardians informed of progress, achievements, and problems. If problems occur, the parents/guardians are notified and become part of the process of strategizing for a positive solution.

*Also see sections in this handbook: Grading System and Communication with Families*

**Grading System**

Student progress is formally reported three times a year (trimesters) with paper report cards. In addition, at least one conference a year is held for each child. Conferences may include student, teacher, parent(s) and/or principal.

Academic Grading Scale for Grades K-2

- O Outstanding
- G Good
- S Satisfactory
- I Improving
- N Needs Improvement
- U Unsatisfactory
- BL Below Grade Level

Academic Grading Scale for Grades 3-8

Letter Grade	%	GPA*
A	96-100	4.0
A-	94-95.9	3.7
B+	90-93.9	3.4
B	87-89.9	3.0
B-	85-86.9	2.7
C+	81-84.9	2.4
C	77-80.9	2.0
C-	75-76.9	1.7
D	65-74.9	1.4
F	0-64.9	1.0

\* GPA is reported for grades 6-8 only.

**Promotion**

Promotion of students shall be based on the completion of academic work and some mastery of academic skills. The teacher will make the evaluation of the student’s progress and will consider the social, emotional, physical, moral, and academic development of the student.

**Retention**

A student shall be retained on the recommendation of the teacher and the principal. When making an evaluation of the student’s progress, the teacher will consider the social, emotional, physical, moral, and academic development of the student.

- The teacher must be reasonably certain that repetition of a grade by a particular student will be beneficial.
- If, in the teacher’s judgment, retention is probable, the case must be discussed with the principal and then arrangements made for a conference with the parents. It is advisable that this be done **no later than January 30**. A written summary of this conference shall be kept.
- A follow-up conference with the parents/guardians will be held to evaluate the progress of the student.
- Evaluations and reports to the parents must indicate lack of student progress.
- If, contrary to the recommendation of the teacher and principal, parents/guardians request that their child be placed in the next grade, the principal may **choose to not honor the parent’s request**. If the principal does not honor the request, the parents/guardians will be directed to accept the recommendation or find an alternative educational setting.
- Retention in a grade after a second year requires careful consideration. A recommendation should be made to transfer the student to another educational facility.
- Retention shall not be based solely on the number of days in attendance.

The parents/guardians of the students who are **at risk** of being retained are to be notified in writing by January 30. The parents/guardians of those students who are **ineligible** to be promoted or to be graduating are to be notified in writing as soon as reasonably possible.

### **Communication with Families**

ACS believes that good communication between parents, staff, and administration is essential. The communication is accomplished in several ways:

- |  |                             |
|--|-----------------------------|
| Classroom web pages and blogs                | Parent committees           |
| Weekly Email Updates                         | Parent/teacher conferences  |
| Parent Orientation/Curriculum Night          | Monthly School Newsletters  |
| Trimester Progress Reports                   | State of the School Address |
| Written discipline notices signed by parents | School Website              |
| Parental involvement in the classroom        |                             |

### **Cell Phones and Electronic Devices**

ACS provides a quality communication link between students, faculty, and the community. The use of cellular phones and other communication devices is considered to be a disruption to the instructional process. Consequently, all personal electronic devices must remain in the student’s locker and turned off during school hours (unless special permission is given by the teacher). If any device is seen or heard by a teacher, the device will be taken away and a parent will be notified. The parent will need to come to school to retrieve the device.

### **Cultural Arts**

A cultural arts program is offered to all students. This program provides the visual arts and music to enhance student appreciation in these areas. In addition, students have the option to take private instrument lessons during the recess/lunch break or after school. After school clubs are also available. See **Extra Curricular Activities** for more information.

## **Physical Education**

All students will attend structured, weekly physical education classes and receive basic instruction on the benefits of exercise and good sportsmanship. They learn how to play various sports in a fun and supportive environment. The physical education program is focused on life-long healthy choices and fitness.

Students in grades 5-8 are required to purchase a school PE uniform, available through the school approved vendor. Students in grade 4 have the option to change for PE. If they choose to change, they must purchase the school approved PE uniform.

## **Field Trips**

In keeping with the philosophy of ACS, all field trips organized, arranged and/or sponsored by the school will have an educational purpose. Once the proposed field trip has been approved by the principal, the educational purpose will be communicated to the faculty, students and parents prior to the event. Parents must grant permission for their child to attend the field trip by signing a field trip form.

*Drivers must be over 21, preferably over 25 years of age. Drivers must have a valid unrestricted driver's license. A copy of each driver's license must be kept on file. A driver must carry liability insurance on the vehicle to be used. One seat belt must be provided for and used by each vehicle occupant. Drivers for field trips shall make no stops between the school and the field trip destination without prior approval from the classroom teacher.*

***See Appendix for a copy of:  
Transportation of Minor Person to/from School Campus, Off-Campus  
Permission Form, and Driver Information Form***

## **Extra-Curricular Activities**

Various extra-curricular activities are offered either during or after the school day. These include but are not limited to the following:

Boys and Girls Athletics – grades 5-8	Bricks4Kids
Music/Instrument Lessons	Karate Club
Young Rembrandts	Young Vincentians Service Club – grades 5-8
Chess Club	Student Council – grades 6-8
Robotics	Homework Angels
Clay Club	

Participation in all extra-curricular activities requires parent or guardian permission. If a cost is involved, all fees must be paid prior to start of the program according to vendor policies.

## **Social Media Use by Students**

Students are not allowed to use social media (Facebook, Instagram, Twitter, blogs, etc.) while on school property. In accordance with Safe Environment Policy, the following is prohibited: Communication between school personnel and minors through PERSONAL/PRIVATE means including but not limited to: websites, blogs, social networking profiles, text messaging, home/cell phones, instant messaging, or e-mail.

***See the Acceptable Use Policy for Students in the Appendix.***

### **Social Media and Personal Phone Use by Adults**

Teachers are not permitted to receive calls/texts during class time except in the case of an emergency. Parents who wish to contact teachers regarding their child may do so through the school office. Arrangements will be made to have the teacher return your call at a convenient time.

The use of social media by staff, parents, volunteers and other associated persons is for the sole purpose of communicating school events and accomplishments. When school staff, parents, volunteers or associated persons engage in any social media, on either personal or school accounts, they are held to the general standards of conduct outlined elsewhere in this handbook and in *The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures*. **See the *Acceptable Use Policy for Adults* in the Appendix.**

## **Religious Education and Sacrament Policy**

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### **Liturgy and Prayer**

ACS exists to transmit the values, principles, teachings, and traditions of the Catholic Church. Therefore, all students in our school are required to participate actively in all religious activities and services.

Special efforts are made to teach the liturgical seasons and feasts of the Catholic Church, especially Advent and Lent.

### **Religious Education Program**

The religious education program of our school develops in each student an attitude of prayer, respect for the sanctity of all life, and awareness of the presence of God in our world. The program fosters the knowledge and appreciation of the Gospel of Jesus Christ and the richness of Catholic teachings and traditions. The primary objective of the Religious Education Program is to bring the child closer to Jesus Christ through traditional and spontaneous prayer experiences, modeled attitudes and behaviors supportive of Church teachings and beliefs, daily religious instruction, Eucharistic liturgies, and prayer services. Peace and justice issues, Catholic social teaching, mission awareness, and Christian/community service projects are an extension of the Religious Education Program.

### **Religious Activities**

Prayer begins each day as students and teachers direct their minds and hearts to God and offer Him their daily activities. Students as well as other persons are encouraged to lead the opening prayers. Students may compose prayers, sing songs and lead the prayer of the day. Teachers help students by witnessing God in their lives by prayer, example and an awareness of God's presence during the day.

Religion is integrated daily through direct instruction, prayer, and multi-disciplinary activities. Students attend Mass each Friday at St. Gabriel the Archangel Catholic Church. Parents/Guardians and the parish community are encouraged to attend and participate in all school religious celebrations. See the calendar area of the school website for scheduled school Mass, Rosary and other religious events and celebrations.

When Mass or liturgical celebrations are held for the whole school, students should be reminded of appropriate conduct. Respect for the Blessed Sacrament and the sacredness of the altar and sanctuary as well as the church being a place of prayer and worship should be carefully fostered. Bible services, May Crowning, Stations of the Cross, celebration of religious feasts and praying the Rosary are planned by the faculty and the Catholic Identity Committee.

The classroom environment should reflect Catholicity. A crucifix, statue or picture of Mary, a bulletin board depicting a message of religious significance and/or a prayer corner with the Bible enthroned in a meaningful, prominent manner are all ways to accomplish this. Holy Water is available from the pastor and may be kept in the prayer corner for student and staff use. Great care should be taken that all of the above are kept neat, clean and treated with the utmost respect and reverence.

### **Sacramental Programs**

#### The Sacraments of Reconciliation, First Eucharist and Confirmation

Students will receive preparation for the Sacraments of Reconciliation, First Eucharist and Confirmation in their individual parishes according to the policy of the Diocese of Phoenix. The

school will support the preparation process taking place in the parish catechetical programs, but not replace it.

*(Diocesan Policy)*

*We approach Confession as the continuance of Baptism's gift of forgiveness and conversion. Through the Sacrament of Penance we receive the grace to live as children of God and the strength to serve God and neighbor as Jesus taught (Rite of Penance 7). The Sacrament of Penance helps form our consciences and strengthens us spiritually, and all the while we are continually building our relationship with a loving God and being called to unity with our brothers and sisters.*

*In the Diocese of Phoenix, the norm for preparation and reception of the Sacrament of Penance and Reconciliation is to be at the age of discretion, when a child is around seven years of age. The grade level at this age tends to be second grade.*

## **2.2: PARISH AS LOCALE OF PREPARATION**

*2.2.1: Sacramental preparation is to be received in the parish.*

*2.2.2: There should be one preparation process for all parents and children in a parish, in addition to the on-going catechetical formation that takes place in the catechetical programs and/or the Catholic School.*

## Discipline

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### Student Discipline

In keeping with our school mission statement, the ultimate goal of our discipline policy is to help students develop spiritually, morally and socially. In order to achieve this, the faculty and staff use a developmental approach to teaching self-discipline and good decision-making. Good behavior is reinforced and inappropriate behavior has its consequences. Our Schoolwide Learning Expectations are for students to be Active Christians and Thoughtful Citizens, and that is the goal of the student discipline policy.

### Student Conduct Expectations and Rules

#### **RULE #1: RESPECT YOURSELF, OTHERS AND YOUR SCHOOL**

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"><li>• Be courteous and responsive to faculty, staff members, lunchroom/playground supervisors, visitors, and each other.</li><li>• Listen to and follow directions of teachers, staff, and supervisors.</li><li>• Respect school property, others' property, and your own.</li><li>• Keep hands, feet, and objects to yourself.</li><li>• Do your own work.</li><li>• Own up to your mistakes. Be truthful.</li><li>• Be complimentary to people. Use kind words.</li></ul>	<ul style="list-style-type: none"><li>• Be rude. Ignore people.</li><li>• Ignore the requests of supervisors.</li><li>• Damaging or vandalizing objects, stealing, gum chewing, (markers, white out, etc.)</li><li>• Use normal objects in harmful ways.</li><li>• Touching others in inappropriate ways.</li><li>• Copy other's work. Give your work to another to copy. Sharing work with another student without teacher supervision. Cheating.</li><li>• Blame others. Lie.</li><li>• Use inappropriate language. Gossip.</li></ul>

#### **RULE #2: CONTRIBUTE TO THE LEARNING ENVIRONMENT**

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"><li>• Arrive at school promptly.</li><li>• Be prepared to learn.</li><li>• Return school communications promptly (i.e. family folders, permission slips, lunch orders, etc.)</li><li>• Use a quiet/classroom voice in school.</li><li>• Walk quietly in the halls.</li><li>• Respond appropriately.</li><li>• Be helpful to teachers and peers.</li><li>• Hand in carefully done assignments on time.</li><li>• Participate in class.</li><li>• Display a positive attitude.</li></ul>	<ul style="list-style-type: none"><li>• Come to school late.</li><li>• Forget your supplies, books, etc.</li><li>• Turn in school communications late and/or incomplete.</li><li>• Use a loud/disruptive voice.</li><li>• Run or be disruptive in the hallway.</li><li>• Be disrespectful.</li><li>• Ignore needs of others.</li><li>• Incomplete, messy and/or late work.</li><li>• Refuse to participate.</li><li>• Be negative toward staff and/or peers</li></ul>

**RULE #3: FOLLOW ALL SCHOOL PROCEDURES**

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"> <li>• Always be courteous, respectful and use manners.</li> <li>• Follow the uniform policy.</li> <li>• Take care of your school uniform.</li> <li>• Use playground equipment appropriately.</li> <li>• Do not use electronic devices during school hours and activities without permission.</li> <li>• Leave toys at home.</li> <li>• Keep desk/locker clean and organized.</li> </ul>	<ul style="list-style-type: none"> <li>• Use a loud voice, being out of your seat, and leaving a mess.</li> <li>• Be out of uniform.</li> <li>• Dirty clothing or clothing in need of repair.</li> <li>• Use playground equipment in an unsafe manner.</li> <li>• Use electronic devices during school hours and activities without permission.</li> <li>• Have toys at school.(i.e., Laser pens)</li> <li>• Have a messy, unorganized desk/locker.</li> </ul>

**These three rules apply to all school activities** on school property including Extended Care and field trips. Each classroom teacher has adopted these three rules. The teachers work with the students to make sure the rules are understood and the reasons for the rules are taught. Students learn that each adult may have different procedures to help them follow the rules.

**CLASSROOM DISCIPLINE CYCLE**

MINOR INCIDENTS of inappropriate and/or disruptive behavior are addressed in the classroom whenever possible. Each teacher has established a classroom management plan to assist students to follow the rules on a daily basis. The classroom management plan will be presented to students and parents at the start of the school year.

**The classroom management plan is designed to help the student:**

- Accept responsibility for his/her behavior.
- Resolve the problem to avoid a recurrence of the chosen behavior.
- Repair what has occurred (restitution will be required in some instances).
- A Student Action Plan may be completed to achieve these goals.

**Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:**

- Is in physical or psychological danger or puts another in danger.
- Is abusive in tone, gesture, or word.
- Displays out of control behavior.
- Has exhausted all possible attempts by the teacher to help the student become a productive member. Documentation indicates more help is needed.

**“The Big Three” Serious Behaviors**

**The lists provided below are not intended to be exhaustive.**

Physical/psychological danger	Severe disrespectful/abusive	Out of control/unreasonable
<ul style="list-style-type: none"> <li>• Fighting, rough play and/or throwing objects that could harm self, others, or property</li> <li>• Bringing dangerous or illegal items such as weapons, knives, matches, lighters, lasers, smoking materials, drugs, etc. to any area of the school property</li> <li>• Physical or psychological threats, intimidation, force or injury</li> <li>• Leaving the grounds without permission</li> <li>• Gang mentality/affiliation</li> <li>• Using normal objects in a dangerous way</li> </ul>	<ul style="list-style-type: none"> <li>• Harassment of any kind</li> <li>• Any unwanted behavior that makes others feel unsafe or uncomfortable</li> <li>• Intimidation/bullying</li> <li>• Disrespect in action, tone, or gesture after repeated correction</li> <li>• Profanity/unkind language</li> <li>• Vandalism</li> <li>• Invasion of privacy</li> <li>• Forgery/falsification of records</li> <li>• Stealing</li> <li>• Cheating, Consequences for cheating include a “0” for any assignment, they may be ineligible for Honors, they may be removed from Student council, any extra-curricular activities, etc. and/or suspension or expulsion.</li> <li>• Plagiarism – Consequences may be the same as for cheating</li> <li>• Illegal/harassing use of email, photo, text messages or internet in or out of school</li> <li>• Physical evidence of conduct in or out of school that reflects negatively on the school’s reputation, including but not limited to social media postings, internet activity, texts, and after school activities</li> </ul>	<ul style="list-style-type: none"> <li>• Willful misbehavior toward a teacher, school personnel or volunteer</li> <li>• Unable, incapable or unwilling to listen or follow instructions</li> <li>• Repeated violations of classroom rules</li> <li>• Repeated violation of dress code</li> <li>• Use of electronic equipment, including cell phones, during the school day or during school activities without permission of the teacher, supervisor, or coach.</li> <li>• Use of illegal substances including, but not limited to, tobacco, alcohol, e-cigarettes, vaping devices, etc.</li> </ul>

**Immediate action – Adult-imposed consequence – No debate**

- a) Immediate removal from the group
- b) Guidance: One-to-one conversation between student and adult at designated time
- c) Conference: Meeting of student’s legal guardian(s) and school personnel
- d) Special attention time: Extended conference with teacher/student or administrator to make a plan to do restitution and remediation
- e) Rearrangement of school schedule: In-school suspension or time-out
- f) Restriction of activities: Privileges may be taken away. Extracurricular or normal activities may be restricted for a period of time.
- g) Legal or criminal action: Depending upon the nature of the infraction.
- h) Fine imposed: See page 20 under “Vandalism.”

- i) Cheating: the act of deceiving somebody for personal advantage; breaking the rules in a game, examination, or contest, in an attempt to gain an unfair advantage.
- j) Plagiarism: the process of copying another person's idea or written work and claiming it as original or as your own.
- k) Students who have received Office Referrals for any of the Big Three Serious Behaviors may be ineligible to receive academic awards for that trimester or at the end of the year. The decision will be determined by teaching staff and administration.

If possible, the adult who removed the student will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal or dean of student, and a four-step discipline cycle will be set in motion. Actions that can be considered bullying behavior will be kept on file to help determine appropriate consequences for any repeated incidents.

### **Harassment and Bullying**

Annunciation Catholic School believes that all persons have a God-given right to be treated with dignity and respect. In light of this belief, any form of harassment by students, employees, parents, and school volunteers will not be tolerated.

The aim and goal of the school's harassment policy is as follows:

- To promote a Catholic educational environment in which harassment is not tolerated.
- To take positive action to prevent harassment from occurring through a well-communicated and clear policy.
- To inform students, parents, faculty, staff, of the school's expectations and to foster a productive partnership among the school's stakeholders which helps maintain a positive school environment.

### **Harassment Defined**

Harassment is unwanted, repeated, harmful behavior that is directed at an individual or group. Harassment is any activity that is meant to alarm, annoy, torment, intimidate, threaten, terrorize, or put a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim.

Harassment can occur at any time during school, school-related activities or non-school hours which involves or targets ACS students and/or ACS employees or volunteers. Harassment can occur whether the intended victim is present or not. It includes, but is not limited to, any of the following:

- Verbal conduct such as epithets, derogatory jokes, comments, slurs, imitations or comments; unwanted sexual advances or lewd propositions;
- Visual insults, such as derogatory posters or cartoons, drawings, photography, or gestures;
- Physical contact such as unwanted or offensive touching, impeding or blocking movement, or any unwanted activity that interferes with normal work, school, study or play.
- Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile or offensive work or school environment.

- Harassment can be blatant or subtle. General guidelines for determining whether actions constitute harassment include the severity, pervasiveness, or persistence of the behavior. Certain egregious behaviors need only to occur one time to be considered harassment.

The student is responsible for conducting himself/herself in a manner that fosters a positive school environment. He or she should refrain from behavior that may be considered discriminatory, intimidating, or harassing. If a student has been warned of harassing behavior, he or she should cease the discriminatory, intimidating, harassing, or unwelcome behavior.

All allegations of harassment should be reported in writing directly to the school administration. Allegations will be taken seriously and will be promptly investigated in a confidential manner. A charge of harassment does not in itself presuppose wrongdoing. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal. Annunciation Catholic School strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), whether verbal, physical, or environmental. Any person who violates this policy will be subject to disciplinary action, up to and including required withdrawal for students.

### **Bullying Defined**

***BULLYING POLICY: (Policy 3.1.4.30, DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS) THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF BULLYING. ANY VIOLATIONS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OR REQUIRED WITHDRAWAL.***

*It is the policy of the educational programs of the Diocese to maintain a learning environment that is free from any type of bullying (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no student associated with these programs is subjected to any type of bullying.*

*It shall be a violation of this policy for any student to commit an act of bullying against another student.*

### **DEFINITION OF BULLYING:**

1. "Bullying" is any aggressive and unwanted behavior by a student or group of students that:
  - is intended to harm, intimidate, or humiliate the victim
  - involves a real or perceived power imbalance between aggressor and victim
  - is repeated over time, or causes severe emotional trauma.
2. "Bullying" includes cyberbullying.
3. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

### **PROCEDURES**

*Any person who alleges bullying by a student shall file a written complaint by providing a completed “**Bullying/Harassment/Hazing Prevention and Intervention Incident Form**” (See **Appendix**) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses to the incident, and provide such other information as requested*

*Allegations of bullying reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner*

*The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of bullying, or for cooperating with the investigation of such a complaint.*

*Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate.*

*Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred.*

*The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment. It is not necessary to make a showing that the victim was psychologically harmed.*

## **SANCTIONS**

*A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or required withdrawal, consistent with the student discipline code.*

*The determination regarding appropriate disciplinary action shall be made by the school administration in its reasonable judgment, based upon the severity or pervasiveness of the conduct, the harm to the victim, and such other factors as the school administration deems relevant or appropriate in its reasonable discretion.*

**All students are expected to act in accordance with the mission and philosophy of Annunciation Catholic School at all times. Students who violate civil or criminal law, regardless of date, time, location may be expelled from Annunciation Catholic School at the discretion of the school administration.**

## **SCHOOLWIDE DISCIPLINE CYCLE**

A student may be placed at any step at the principal’s discretion depending upon the seriousness of the situation.

### STEP ONE

The student will be sent to the office.

- 1) The student will meet with a school administrator or designee.
- 2) Together they will develop a plan to correct the student's behavior.
- 3) The parent will be notified of the incident. The school office and homeroom teacher must be notified immediately of any changes of addresses, telephone numbers, or email addresses for notification purposes in case of an emergency.
- 4) The student will be held accountable for the plan developed.
- 5) The school administrator or designee will confer with the referring staff member.

If a school administrator is not available in the office at the time of the incident, a designee will be informed of the incident and a school administrator will carry out the above procedures as soon as possible.

### STEP TWO

If a student is sent to an administrator a second time within a trimester:

- 1) The student will meet again with the school administrator or designee.
- 2) The parent will be notified of the incident. The School Office and homeroom teacher must be notified immediately of any changes of addresses, telephone numbers, or email addresses for notification purposes in case of an emergency.
- 3) A conference with the teacher, parent, student, and school administrator will be scheduled.
- 4) A contract will be drawn up listing actions that will be taken by each participant in the conference.
- 5) A date to review the contract will be determined.
- 6) The School Wide Discipline Cycle will be reviewed with the parent(s).

**While on Step Two or Step Three, students will not be eligible for extracurricular activities — including Student Council, sports and field trips (unless permission is granted by the teacher and administration for a specific trip). Depending on the seriousness of these issues the student may be removed from any of these organizations.**

### STEP THREE

If a student is sent to a school administrator a third time within the trimester or in extreme cases when the administrator determines the seriousness of the action warrants starting at Step Three:

- 1) The student will meet again with the school administrator or designee.
- 2) The parent will be notified in writing that a suspension of up to three days has been earned. The length, type (in-school or out-of-school) will be determined by the administrator.
- 3) A conference with the teacher(s), parent(s), student, and the administrator, or designee, to write a plan with measurement for progress to assist the student in developing self-control.
- 4) A recommendation may be made to have the family visit with a counselor or other specialist.
- 5) The student will be responsible to complete school work missed including alternative assignments, during the period of suspension, to the satisfaction of the teacher. The

privilege of making up a test, lab, or quiz may be denied, by an administrator, if it is given during the suspension. Grades may be affected. Full credit may not be given for all assignments.

- 6) A probationary time period to monitor and review progress will be set once he/she is ready to return to class. While on Step Two or Step Three, students will not be eligible for extracurricular activities – including Student Council, sports and field trips (unless permission is granted by the teacher and administration for a specific trip). Depending on the seriousness of these issues the student may be removed from any of these organizations.

**When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the cycle.**

#### STEP FOUR

The principal will recommend an alternative school.

- 1) The decision for required withdrawal rests with the principal.
- 2) If required withdrawal is the decision, the student's parent will be notified in writing. The reason(s) for the dismissal will be given, and the right to request a hearing will be explained. The student will not attend school or school functions during the appeal process.
- 3) The required withdrawal may be reconsidered by the principal when a written request for a special hearing is made by the parent.
- 4) Serious infractions such as possession of drugs or weapons, or severe physical or moral conduct could result in an immediate move to Step Four of this cycle.

#### **Reasonable Contact**

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, escort or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

- committing a criminal offense;
- causing personal injury to, or damage to the property of, any person (including the student him/herself);
- significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior.

#### **Parental Expectations**

Parental support of the authority of teachers and school staff members is expected to implement the discipline program successfully. All students are expected to follow the behaviors outlined in this handbook while on campus or while attending any school sponsored functions (field trips, etc.) When clarification of a disciplinary action is necessary, the administration asks that the parent(s) should first consult with the teacher, and if further clarification is needed please contact the principal.

#### **Family Care Process**

ACS staff and parents need to take informal concerns seriously at the earliest stages to reduce the number of issues that may develop into escalated problems. A concern will be handled, if at all possible, without the need for formal procedures.

### Family Care Process – Step 1

Parents are asked to address the person directly involved with the concern such as a teacher or staff member as the first step in the Family Care Process.

### Family Care Process – Step 2

If the teacher or staff member is not able to resolve the issue, or if the issue continues to re-occur, the parent is encouraged to contact the principal and ask for an appointment to discuss the issue.

### Family Care Process – Step 3

If the parent remains dissatisfied they are asked to complete the *Formal Family Care Process Form* (see *Appendix*).

### FORMAL Family Care Process - Step 1

The parent fills out the Formal Family Care Process Form and hands the form into the ACS office or emails it to the Principal.

### FORMAL Family Care Process - Step 2

After reading the completed Form, the Principal may offer a different resolution, uphold the initial resolution, or may consult with the Pastor regarding the matter. The Principal's response to the Form will be provided in writing to the parent and a copy sent to the Pastor.

### FORMAL Family Care Process - Step 3

If the family is not satisfied with the resolution offered from the Principal, they may then request a formal review by the Pastor.

- Pastor will review all findings
- Pastor may interview all parties
- Pastor will give a new resolution or uphold given resolutions
- Pastor decisions are final

### **Abuse of Teachers**

The Diocese of Phoenix and Annunciation Catholic School policies incorporate the following Arizona Statutes:

*Arizona Statute 13-2911 (D) states that schools shall adopt rules for maintenance of public order on all property.*

*Arizona Statute 15-507 states that a person who knowingly abuses a teacher or other school employee engaged in the performance of his duties is guilty of a class 3 misdemeanor.*

*Arizona Statute 13-1204 (6) states that a person commits aggravated assault if the person commits assault knowing or having reasons to know the victim is a teacher or other person employed by the school, and the teacher or other person employed by the school is engaged in any authorized and organized school activity whether on or off school grounds.*

*Arizona Statute 15-341 (33) states that schools report to local enforcement any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teachers or administrators.*

## Safety

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### **On Campus Supervision**

School hours are from 8:00 a.m. to 3:00 p.m. Students are under direct adult supervision whenever they are on campus. Students are never sent on errands outside the school campus. They may be released from school only at the written request of the parent or guardian. Anytime a student is taken off campus, whether for athletic competition, field trips, or school-sponsored events, the written permission of the parent or guardian is required.

### **Fire Drill**

Monthly fire drills shall be carried out in accordance with the regulations of the State and City Fire Codes. Teachers orient all students and classroom workers to follow drill procedures.

### **Reverse Evacuation and Lock-down Drills**

At least two times a year, reverse evacuation and lock-down drills shall be conducted in accordance with the regulations of the school *Crisis Plans*. Teachers orient all students and classroom workers to follow drill procedures.

### **Intruders**

Persons with no legitimate reason or written documentation to be on school grounds will be asked to leave by school personnel. If the person does not leave or is armed, the police shall be called and a school wide lockdown initiated immediately.

### **Natural or Human-Created Disasters**

In the event of a natural disaster (flood, earthquake or any other type of natural disaster) or a human-created disaster (acts of terrorism, hostage taking, etc.) parents and staff will be notified immediately via the automated broadcast system.

#### **During school hours:**

All children will be kept on the school property or relocated to a safe location nearby until a parent or a parent-designate picks them up. Once notified, parents should follow the guidelines below:

- Do not telephone the school. There are limited phone lines. They **MUST** be used to respond to the emergency.
- Please do not come to the school unless requested to pick up your child at school. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media and/or email.

#### **Outside of school hours:**

The automated broadcast message will inform you of whether or not to send your child to school.

### **Child Abuse Reporting**

Arizona law requires the reporting by school personnel of suspected cases of child abuse and neglect to Child Protective Services and local law enforcement. A copy of the Diocesan Child Abuse Policy, **policy number 3-1.4.14**, is available for review in the principal's office.

**Release of Convicted Child Molester**

When the school receives notice of a convicted child molester in the immediate community or an incident involving children in the immediate community, the Principal shall notify employees, parents and students in writing.

**Release of Student Information**

Written permission from parents/guardians is required before a student's name or likeness can be used for any promotional purposes involving the Diocese, parish, or school, news or feature stories in any media, or other purpose whatsoever. This includes still-photos, motion pictures, audio or video takes, photographs and/or other reproduction, including voice and features with or without name.

Before printing student directories, written permission for publication of this information must be secured from parents/guardians.

***\*See the Appendix for a copy of the Photographic and Interview Release Form***

**Safe Environment Training**

Safe Environment Training is an annual requirement of all Annunciation Catholic School parents and volunteers. We can all be part of the solution; together we can prevent child abuse. All priests, deacons, employees, and volunteers in ministries that serve minors are required to take Safe Environment Training annually.

In the Diocese of Phoenix all volunteers must complete the approved Safe Environment foundation course. The course is a 3-hour program which will teach steps that can be taken to prevent child sexual abuse and as a component of the training everyone is required to complete a volunteer application and Code of Ethic.

A 30-minute renewal Training is offered for all subsequent years. This training is offered through in-class sessions or through computer 'online' training.

All ACS parents are required to complete this training by October 1. A Certificate of Completion for such training must be on file in the school office.

## Student Health and Wellness

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Annunciation Catholic School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating habits and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and life-long health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

The following components will be addressed during the school year:

- Nutritional guidelines
- Nutrition education
- Physical activity
- Other school-based activities
- Parent and staff involvement
- Evaluation

The Diocese of Phoenix Catholic Schools Office encourages school fundraisers to offer non-food items or healthy food choices.

### School Lunch

Grades K-3 eat lunch in the K-3 all purpose room. Grades 4-8 eat lunch outside under the pavilion, except during inclement weather when lunch will be held in the K-3 all purpose room. A hot entrée and salad entrée are available each day through our lunch vendor. Orders are placed through Boonli.com. A link is provided on the ACS website. Children also have the option to bring a sack lunch. Please send prepared food that does not require microwaving, cutting, or peeling. Please limit the sugar in the lunches. **Candy and soda are NOT allowed.**

### Snack and Water

Parents/Guardians are asked to supply snacks for their own child. Nutritious snacks are recommended.

Each child should bring a filled water bottle to school each day.

### Health and Wellness Guidelines

ACS asks that parents/guardians adhere to the following policies:

- Washing hands is the best way to protect from spreading germs. Students are asked several times throughout the day to wash thoroughly with soap and water. All volunteers are asked to wash their hands before working or volunteering in a classroom. Hand sanitizer is also available in each classroom.
- If a child has any symptom of a contagious disease, he/she should be kept home from school.
- These signs or symptoms may include, but are not limited to: fever, diarrhea, vomiting, swollen glands, sore throat, cough, nasal discharge that is not clear, and rash.
- Children who have had a fever or stomach disorder should be **free of those symptoms a full 24 hours before returning to school.**
- If a child has been prescribed antibiotics, he/she must have completed a **full 24 hour cycle of medication before the day of returning to school.**

### Medication Administration

If a child needs prescription medication administered to him/her while in school, or if a parent/guardian would like the school to be able to dispense over-the-counter medications (including chewable allergy

medication or cough drops), a “Permission to Dispense Medication to Students” form must be properly and completely filled out and signed. **A new form must be signed every year.**

All prescription medication must be in the original container as prepared and labeled by the pharmacist, including the date dispensed and date of expiration, patient’s name, name of the medication, dosage, and time(s) to be dispensed. Tylenol, Advil, Mylanta, Benadryl, cough drops, and all other over-the-counter medications and ointments must be in the original packaging showing directions, dosages, compound contents, and proportions. All over-the-counter medications must be supplied to the school by the parent. The medication you supply will be labeled with your child’s name for use by your child only. Stock supplies of any type of over-the-counter medications are not provided by the Diocese.

Student misuse of self-administered medication can cause illness, side effects, and/or seizure. For their safety, students may not have any prescription or over-the-counter medications in their possession unless a signed physician’s statement is presented indicating the necessity for a student to self-administer his/her medication. Students found to have prescription or over-the-counter medications in their possession will face disciplinary action.

### **Emergency Procedures in Case of Illness or Injury**

In the event a child is injured or becomes ill at school, they will be kept as comfortable as possible while the parents/guardians are contacted. In the event a parent/guardian cannot be reached, those listed as emergency contacts will then be called. It is imperative that emergency contact cards are kept current.

If a child suffers a serious medical emergency, the school will call 911 and the child will be transported to the nearest medical facility, as determined by the emergency personnel. Parents/Guardians will be contacted immediately and informed of the situation accordingly.

### **Liability and Accident Insurance Information**

Student accident insurance is provided for all students, secondary to any family coverage. Students are covered for accidents occurring during the school day when under school supervision. A copy of the policy is in the school office that details the actual coverage, conditions, and restrictions that may apply.

### **Peanut Allergy Awareness**

ACS is committed to making the school community aware of students with allergies, but does not have the capacity to ban allergens or provide an allergy-free environment.

Every student who is identified with a serious allergy or health issue will have an Individual Health Care Plan (IHCP) and an Emergency Health Care Plan (EHCP). This will be made known to all school staff.

Empathy and compassion are key elements in helping your child understand that allergies can be potentially life-threatening. **You can help by not sending nut products to school and explain how this will protect those with nut allergies.**

## **School Organizations**

### **Campaign Committee**

Purpose: Focus on raising funds and planning for the permanent facility.

### **Advisory Council**

Purpose: Provide strategic counsel and direction to the Pastor and Principal in order to assist them in accomplishing the mission of the school. The Principal is responsible for all school operations and will report monthly on operational status and other matters pertinent to the duties of the Council.

### **Partners In Education (PIE)**

Purpose: Maintain our strong Catholic community and encourage the active involvement of parents in order to achieve our school mission.

## Appendix

The following items are included in the Appendix:

- Transportation Policy – Roman Catholic Diocese of Phoenix
- Transportation of Minor Person to/from School Campus
- Off-Campus Permission Form
- Driver Information Form (for adults driving students to field trips)
- Photographic and Interview Release
- Uniform Guidelines
- Bullying/Harassment/Hazing Prevention and Intervention Incident Form
- Formal Family Care Process Form
- Acceptable Use Policy for Student use of media
- Acceptable Use Policy for Adult use of media
- Receipt and Acknowledgment of Handbook form\*

**\*Receipt and Acknowledgement of Handbook Form MUST be signed and returned to the school office with your registration paperwork prior to the first day of school. Thank you!**

## **Roman Catholic Diocese of Phoenix – Transportation Policy**

### **Policy Statement**

As it carries out its mission in service of the Body of Christ, transportation is critical to many of the pastoral and charitable works of the Local Church. While never failing in this mission of service, we must at the same time seek to develop and implement practices aimed at limiting the risk associated with our transportation activities and protecting the financial and other assets that the faithful have made available to us specifically for the purpose of carrying out our mission. This risk management is the responsibility of all clergy, religious, lay employees, volunteers, and faithful in the Diocese of Phoenix. Adherence to the Transportation Policy is required of all parishes and schools in the Diocese as well as other diocesan institutions that participate in its Group Insurance Program.

### Related policy information

#### **1. Church\*-owned Vehicles**

- a. Drivers must be 21 years of age or older.
- b. If minors are transported, driver must be 25 years of age or older.
- c. Drivers must have a valid driver's license and no physical disability that could in any way impair their ability to drive the vehicle.
- d. Each driver must complete a "Driver Information Sheet." The sheets are retained on file for the duration of each individual's service as a driver.
- e. Annual driving records must be obtained for frequent or regular drivers of parish or school vehicles. The record can be obtained from [www.azdot.gov](http://www.azdot.gov). The form is titled "Motor Vehicle Record Request."
- f. The use of 10 to 15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all but the two front seats are removed.
- g. Beginning July 1, 2007 all vans and buses must meet Federal Motor Vehicle Safety Standards (FMVSS) for visibility, bus body structure requirements for rollover accidents, strength of body panel joints and occupant protection requirements for passenger seating and barriers. A copy of the FMVSS regulations can be obtained from Catholic Mutual Group.
- h. Seat belts must be used at all times. Each occupant must have a seat belt. No passengers are permitted in the bed of a pick up or in the cargo area of a vehicle. This requirement does not apply to buses which are not equipped with seat belts, provided they meet the federal requirements as stated in §1.g.
- i. Church\*-owned vehicles may be driven outside of the United States only if adequate insurance is purchased for these occasions. If such a trip is planned, the Diocesan Claims/Risk Manager must be consulted.

#### **2. Personal Vehicles used for Church\* Business**

- a. Drivers must be 21 years of age or older.
- b. If minors are transported, driver must be 25 years of age or older.
- c. Drivers must have a valid driver's license and no physical disability that could in any way impair their ability to drive the vehicle.

- d. The attached driver information form must be completed for each driver and kept in parish/school files.
- e. The use of 10-15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all but the two front seats are removed.
- f. The vehicle must be currently registered and in good operating condition and have all safety equipment as required by law.
- g. The vehicle must be insured for the following minimum liability limits: \$100,000 per person and \$300,000 per accident.

**3. Rented/leased vehicles**

- a. The rental or lease of 10-15 passenger vans to transport children or adults is prohibited.
- b. When a vehicle is being rented or leased and the following conditions are met, liability insurance must be purchased from the rental agency: (a) minors will be transported in the vehicle or (b) non-church\*-employees will be transported in the vehicle.
- c. If vehicle will be driven to Mexico, purchase Mexican Insurance. Make two copies and keep one in the vehicle and one with the group leader.

**4. Chartered Vehicles**

- a. Obtain a Certificate of Auto Liability naming the Diocese and location as an additional insured. Minimum liability limits are \$1,000,000 combined single limit. If more than 15 people are being transported then minimum acceptable limits are \$5,000,000 combined single limit.

**\*The use of the word “church” here refers to all institutions of the Diocese of Phoenix that participate in its group insurance program.**

## TRANSPORTATION OF MINOR PERSON TO/FROM SCHOOL CAMPUS

The Catholic Diocese of Phoenix “Policy on Sexual Misconduct” as it pertains to Diocesan Personnel provides, in part, that “Field trips or other outings involving a minor in places and situations where no other responsible adults are present...” are to be avoided. The directive of this provision requires that another adult should accompany Diocesan personnel who transport minors to and from field trips and outings.

Because of the limited number of participants in the \_\_\_\_\_ (name of program) of \_\_\_\_\_ (name of school) and the time of day in which program events will occur, it may not always be possible to have two adults occupying each vehicle transporting minors to and from the programs.

The Diocese permits **exceptions to this policy** only upon a showing by the school that:

1) a school has made reasonable efforts to have two adults present in such vehicles, but without success; and 2) a parent or guardian of any student participating in such program has consented in writing to allow such student to be transported in a vehicle occupied by only one adult. However, for the exception to apply the parent/guardian of the minor person must consent in writing.

I, \_\_\_\_\_, of \_\_\_\_\_  
(name of parent/guardian) (name of minor student)

have selected one of three alternatives below by checking the applicable box to indicate selection:

(1) **CONSENT OF PARENT/GUARDIAN TO ALLOW FOR EXCEPTION TO POLICY.**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, (name of student) a participant in the \_\_\_\_\_ (name of program) of \_\_\_\_\_ (name of school) hereby consent to allow the student named above to travel to and from program events in a vehicle occupied by a single adult person at any time during the \_\_\_\_\_ school year. I further acknowledge that I have instructed my minor child to occupy only the rear seat(s) of such vehicle. I agree that if I wish to revoke this consent I will do so in writing and deliver such revocation to the Principal of the school. I further consent subject to the following additional conditions (if any):

\_\_\_\_\_

(2) NON-EXCEPTION

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, choose to have my child always travel in a 2 adult vehicle.

(3) ASSUMPTION OF TRANSPORTATION RESPONSIBILITY

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, will solely provide transportation for my child to all activities away from the school campus.

\_\_\_\_\_  
(Signature of parent/guardian)

\_\_\_\_\_  
(print name of parent/guardian)

State of Arizona  
County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



**Roman Catholic Diocese Of Phoenix  
Off-Campus Permission Form**

\_\_\_\_\_  
Name of School

I/we, the parent(s)/guardian(s) of \_\_\_\_\_  
Name of Child

request that the school allow my/our son/daughter to participate in

\_\_\_\_\_  
Activity/Trip/Destination/Date/Time

I/We hereby release and save harmless the school

\_\_\_\_\_ and any and all of its employees  
Name of School

from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip.

**(ADD DETAILS OF THE TRIP INCLUDING MODE OF TRANSPORTATION, WHO WILL ACCOMPANY THE CHILDREN AND THE EDUCATIONAL OBJECTIVES)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Parent/Guardian      Please Print Name      Date

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Signature Parent/Guardian      Please Print Name      Date

\_\_\_\_\_  
Phone Number(s)



**The Roman Catholic Diocese of Phoenix  
Driver INFORMATION FORM**

<b><u>DRIVER INFORMATION</u></b>				
Driver Last Name:	First Name:	Middle Initial	Date of Birth	
Street address:		City:	State:	Zip Code:
Phone #:	Drivers License #:	State:	Expiration Date:	
<b><u>VEHICLE INFORMATION</u></b>				
Name of Owner:				
Owner Street address:		City:	State:	Zip Code:
License Plate #:	State:	Date of Expiration:		
Model of Vehicle:		Make of Vehicle:	Year of Vehicle:	
<i>If more than one vehicle is to be used, the above information must be provided for each vehicle.</i>				
<b><u>INSURANCE INFORMATION</u></b>				
When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.				
Insurance Company:		Policy #:	Date of Expiration:	
Liability Limits of Policy*:				

*\*Please Note: The minimum acceptable limits for privately owned vehicles are \$100,000/\$300,000.*

<b>CERTIFICATION</b>	
I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older. I must be 25 years of age or older to transport minors. I must possess a valid driver's license, have the proper and current license and vehicle registration and have the required insurance coverage in effect on any vehicle used.	
<i>Signature</i>	<i>Date</i>



**Roman Catholic Diocese Of Phoenix  
Photographic and Interview Release**

Today's date: \_\_\_\_\_

I hereby grant my consent to use and release to the Catholic Diocese of Phoenix and (name parish/school) \_\_\_\_\_ the use of my name or likeness, or my child's name or likeness, whether in still, motion pictures, audio and video tape, photograph and/or other reproduction including voices and features with or without names for any promotional purposes involving the diocese or parish/school, news or feature stories in The Catholic Sun or other media including the Internet and/or World Wide Web or other purpose whatsoever, except for the endorsement of any commercial products.

These items may be used without limitation or reservation of any fee.

Minors cannot consent to media interviews or waive their privacy right. These decisions must be made by parents/guardians therefore this release form **must** be signed by parents/guardians when the individual is a minor.

\_\_\_\_\_  
Student Name (Please Print Name)

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature/Parent/Guardian (if minor] Please Print Name

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Phone

*The purpose of this form is to allow pictures in the yearbook, various brochures, publications, news items, video tapes, school events, programs, Internet, World Wide Web, etc.*

## ANNUNCIATION CATHOLIC SCHOOL UNIFORM POLICY

All students are required to wear the approved school uniform. All uniforms must be purchased from our primary vendor, Educational Outfitters, or secondary vendor, Dennis Uniform. Clothing purchased from retail stores is not uniform. If a child comes to school and is not dressed according to policy, the parents will be notified in writing.

PE Uniforms and Spirit Wear are available through the ACS School Store. Orders can be placed through the school website and at periodic special sale days at school.

**Educational Outfitters** 

**DENNIS**  
*school uniforms*

1628 E. Southern Ave. Suite #11  
Tempe, Arizona 85282  
(480) 429-5136

<http://phoenix.educationaloutfitters.com/>

Financial assistance for uniform purchases is available. Please contact Mrs. Pristash for information.

### **Dress Code Requirements**

#### **Girls**

- Uniform jumper, skort and skirts in Douglas Plaid only.
- All girls in grades 5-8 must wear approved skirts only.
- All girls must have at least one blue uniform shirt for yearbook portraits and special group pictures.
- Green or royal blue uniform polo shirt with school logo on front.
- Navy blue or black bike shorts must be worn under all skirts & jumpers.
- Full length leggings in Navy blue or black only may be worn in winter, no lace or decoration.
- No capri length leggings at any time.
- Girl's tights must be white, navy or black.
- Uniform girls white peter pan blouse should be worn under jumper in K-4.
- Uniform skirts/skorts should be no higher than 1" above the knee both in back and in front.
- No make-up of any kind.
- Girls' hair must be trimmed so that it does not hang in the eyes. Temporary hair dyes are not permitted.

#### **Boys**

- Green or Royal Blue uniform shirt with school logo on front.
- All boys must have at least one blue uniform shirt for yearbook portraits and special group pictures.
- Uniform khaki pants or shorts must be purchased at Educational Outfitters or Dennis Uniforms (must be the Annunciation approved style).
- Belts-Solid black or brown required.

- Socks are required: solid color white or black only no logos, stripes, patterns or designs. Socks must cover the ankle.
- Boys' hair must be kept cut in traditional boys' *short hair* styles--hair must be trimmed around the ears so that hair does not hang over the ears, on the forehead so that it does not hang in the eyes, and in the back to a length short enough so that it does not touch the shirt collar.

### **General School Dress Information**

- All uniform pieces must fit appropriately. Shirts MUST be tucked and appearance neat.
- Shoes: Leather Mary Jane shoes or athletic sneakers that fasten only. No shoes with heels or wheels. No boots. No Sandals. No slip-ons.
- Please make sure shoe fasteners are in working order (laces, buckle, Velcro). No lights, please, as they cause a distraction.
- Socks are required: solid color white or black only no logos, stripes, patterns or designs. Socks must cover the ankle.
- Sweatshirts, hoodies and cardigan sweaters with school logo (sold by both vendors).
- Only ACS sweatshirts/hoodies and cardigans may be worn in class. All other outerwear is not permitted in class and will be stored appropriately
- No long sleeve non-uniform shirts under the school short sleeve polo.
- Spirit shirts: All students should wear spirit shirts for field trips and special school events. Spirit shirts are sold at Annunciation only.
- Earrings – Girls only, single piercing in each ear. No hanging earrings for safety reasons.
- P.E. uniforms are required for 5th grade and up. They are optional in 4th grade. P.E. uniforms are available through the ACS uniform store. They must fit appropriately.
- On P.E. uniform days, students must change back into regular uniform after P.E. Students are not to wear their P.E. uniform all day.
- **Non-uniform day requirements:** Even when dressing out of uniform, students are expected to dress modestly and appropriately for school. The following are not allowed at any time in school: T-shirts with written message or characters, short shorts or cut-offs, spaghetti straps or tank tops, soiled or torn clothing, open-toed shoes, boots or high heels. Length of shorts/skirts must still adhere to uniform policy.
- Hats recommended for recess and field trips: bucket hat with school logo and baseball cap with school logo can be purchased only through the school uniform store.
- No tattoos, distracting jewelry, or piercing, other than ear piercings. Any jewelry considered a safety hazard or distraction by an ACS staff member will not be allowed.
- No fad or distracting hairstyle or hair coloring is permitted.
- No holes in clothing or frayed edges are permitted.

**Field Trip attire will vary according to the purpose and location of the field trip. The teacher will indicate the attire on the permission slip.**

**At any time, the administration reserves the right to make determinations regarding the appropriate dress of students. Parents will be notified and are expected to correct improper uniform dress before the student will be allowed back to class.**

**Thank you to all families for following the Annunciation dress code.**



**Roman Catholic Diocese of Phoenix**  
**BULLYING/HARASSMENT/HAZING PREVENTION AND INTERVENTION INCIDENT FORM**

**SCHOOL:** \_\_\_\_\_

**NAME OF PERSON PREPARING REPORT:** \_\_\_\_\_

Check whether you are the:     Target of the behavior     Reporter (not the target)

Check whether you are a:     Student-Grade \_\_\_\_\_     Staff member (specify role) \_\_\_\_\_  
 Parent     Administrator     Other (specify) \_\_\_\_\_

**I. INFORMATION ABOUT INCIDENT:**    **DATE OF INCIDENT:** \_\_\_\_\_    **TIME OF INCIDENT** \_\_\_\_\_

List who did the bullying/harassment/hazing \_\_\_\_\_ **Grade** \_\_\_\_\_

List who was the target of bullying/harassment/hazing \_\_\_\_\_ **Grade** \_\_\_\_\_

List Name(s) of witness(es) \_\_\_\_\_ **Grade** \_\_\_\_\_

**Indicate the type(s) of harassment/hazing/bullying\* behavior:**

<input type="checkbox"/>	Physical (hitting, pushing, poking, kicking, spitting, etc.)
<input type="checkbox"/>	Social/Emotional (taunting, mocking, spreading rumors, peer isolation, name calling etc.)
<input type="checkbox"/>	Verbal Threats of Aggression (inflicting harm, revealing personal information, etc.)
<input type="checkbox"/>	Cyber (email, Facebook, blogs, text messaging, cell phone, etc.)
<input type="checkbox"/>	Racial (racial or ethnic slurs, jokes, exclusion, etc.)
<input type="checkbox"/>	Sexual (jokes, verbal innuendos, public embarrassment, labeling, etc.)
<input type="checkbox"/>	Property (theft, graffiti, defacing or destruction of clothing or personal items, etc.)
<input type="checkbox"/>	Other—Please describe:

\* Please refer to Catholic Schools Office Policies and Procedures Section 3-1.4.30 (and related Appendices) for definitions of and procedures related to harassment, hazing and bullying.

**Using the space below and/or on an additional attached sheet, describe in succinct, objective terms the event and/or behavior. Include the place, time, actions/reaction, and specific language of the incident, and copies written or electronic messages.**

**I certify that the above incident(s) are true and reflect to the best of my knowledge and recall an accurate and factual statement of the event(s).**

**Signature of Person Filing Report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Telephone Number(s):** \_\_\_\_\_

Policy 3-1 Catholic Schools  
Appendix A.6  
05/2017



**Roman Catholic Diocese of Phoenix**  
**BULLYING/HARASSMENT/HAZING PREVENTION AND INTERVENTION INCIDENT FORM**

**FOR ADMINISTRATIVE USE ONLY**

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<b>Name of person receiving report</b>	<b>Position</b>	<b>Date</b>
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**Signature of person receiving report** \_\_\_\_\_

**II. NOTIFICATIONS:**

**PARENT/ GUARDIAN:**

Parent/guardian of alleged victim:

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Comment: \_\_\_\_\_

Parent/guardian of accused:

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Comment: \_\_\_\_\_

Parent/guardian of witness:

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Comment: \_\_\_\_\_

**OTHER PERSONS NOTIFIED:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Comment: \_\_\_\_\_

**III. INVESTIGATION**

**Investigator:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Interviews:**

**Interview alleged aggressor:**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Interview alleged victim:**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Interview witness(es):**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Summary of Investigation:**

**IV. CONCLUSIONS FROM THE INVESTIGATION**

**Finding of Bullying/Harassment/Hazing\***  **Yes**  **No** **Date:** \_\_\_\_\_

**Action Taken:** \_\_\_\_\_

\* Please refer to Catholic Schools Office Policies and Procedures Section 3-1.4.30 (and related Appendices) for definitions of and procedures related to harassment, hazing and bullying.



Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

## FORMAL FAMILY CARE PROCESS FORM

**Date of Submission:** \_\_\_\_\_ **Date of Incident (if appropriate):** \_\_\_\_\_

**Your name:** \_\_\_\_\_

**Pupil's name and grade:** \_\_\_\_\_

**Your relationship to the pupil:** \_\_\_\_\_

**Daytime phone:** \_\_\_\_\_ **Evening phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Preferred contact method:** \_\_\_\_\_

**Please give details of your incident or issue:** (Include what has transpired; who was involved; dates and locations, if relevant.)

**Have you previously tried to resolve your incident or issue?**

(What actions, if any, you have taken. Please include who you spoke to, and their response.)

**What is your proposed solution for the incident or issue?**

**Annunciation Catholic School  
Computer Network Acceptable Use Policy  
Student/Parent**

General Statement of Policy

Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe the benefits to students from Internet access, in the form of information resources and opportunities for collaboration, exceed any disadvantages. It is the intent of the administration, faculty, and staff of Annunciation Catholic School to provide guidance and instruction in the use of the Internet to the students of Annunciation Catholic School. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. **To that end Annunciation Catholic School supports and respects each family's right to decide whether or not to grant permission for access.**

Student Guidelines

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school library. Communications on the Internet are often public in nature. General school rules for behavior and communications apply.

Users are encouraged in using Annunciation Catholic School Internet resources for the following purposes:

1. Researching
2. Class projects
3. Inquiry searches
4. Communicating with others

\*Students may have access to the Internet via classroom and lab computers. Student access is limited to times when they are under the direct supervision of an Annunciation Catholic School employee or volunteer.

Users are prohibited from using Annunciation Catholic School Internet resources or accounts for the following purposes:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Violating copyright laws
4. Harassing, insulting, or attacking others
5. Damaging computers, computer systems, or computer networks
6. Accessing another person's materials, information, or files without direct permission from that person
7. Violating any local, state, or federal statute

8. Employing the network for commercial use or financial gain
9. Entering chat rooms
10. Downloading without administration's authorization (Downloading includes copying or saving plug-ins, programs, pictures, sounds, movies, or anything else from the Internet).
  - Meeting with those you meet through the Internet is strictly forbidden
  - Any action by a student that is determined by their supervising teacher or administrator to constitute an inappropriate use of the Internet at Annunciation Catholic School or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.

Violating the Acceptable Use Policy will result in:

1. Loss of Internet privileges.
2. Additional disciplinary action may be taken at the discretion of the principal.
3. Referral to the appropriate law enforcement agencies.

\*Files and communications may be reviewed to maintain system integrity and ensure that users are using the system responsibly.

**Use of the Internet is a Privilege**

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/Guardian permission is required. Access is a privilege – not a right. With access comes the responsibility of using that access responsibly.

The Internet Acceptable use Policy form must be read, understood, and signed by the user and that user's parent or guardian. The form will be kept on file at Annunciation Catholic School.

**Consistency with Other School Policies**

Internet uses shall be consistent with existing school policies and philosophies.

**Annunciation Catholic School**  
**Computer Network Acceptable Use Policy**  
**Faculty/Staff/Volunteer/Adult User**

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the Annunciation Catholic School community. Network and Internet access is provided to further the legitimate educational goals of the school. Annunciation Catholic School provides computer and network resources for the use of students, employees, and others affiliated with Annunciation Catholic School. Members of the school community are encouraged to use these resources for educational purposes or Annunciation Catholic School related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through Annunciation Catholic School computer services are and remain the property of Annunciation Catholic School. All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. In order to use these resources, users are required to read, understand, and agree in writing to the Acceptable Use Policy. 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.
- Staff/Faculty users may utilize the network for personal use outside of the school contract times, provided that use does not conflict with Church beliefs and/or is not illegal
- Students may have access to the Internet via classroom and lab computers. Student access is limited to times when they are under the direct supervision of a Annunciation Catholic School employee or volunteer.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those that violate law, the rules of network etiquette, or hamper the integrity of 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 materials without the written permission of the author or creator through Annunciation Catholic School E-mail or other network resources

in violation of U.S. 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 School (see sections 3.14, 4.21 and Appendix A.3 of the Diocese of Phoenix's Policy Handbook and The Sexual Misconduct Policy). 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 gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters which do not align with the philosophy of Annunciation Catholic School 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 use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of 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 the Annunciation Catholic School operator from intercepting and stopping E-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of Annunciation Catholic School computer resources.

Access to Annunciation Catholic School E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. Annunciation Catholic School users are expected to demonstrate the same level of ethical and professional manner as is required for 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 School 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 School reserves the right to access E-mail to retrieve Annunciation Catholic School 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 a Annunciation Catholic School computer's hard drive or computer disks that are purchased by Annunciation Catholic School are considered the property of Annunciation Catholic School.

This agreement applies to stand alone units as well as units connected to the network or Internet. Any attempt to violate the provisions of this agreement will result in the 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 School regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Use of the Annunciation Catholic School computer system is at the user's own risk. The system is provided on an "as is, as available" basis. Annunciation Catholic School will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on Annunciation Catholic School's diskettes, tapes, hard drives or servers. Annunciation Catholic School is not responsible for the accuracy or quality of any advice or information obtained through or stored on Annunciation Catholic School computer system. Annunciation Catholic School will not be responsible for financial obligations arising through unauthorized use of Annunciation Catholic School system or Internet. Annunciation Catholic School does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit or terminate any or all Internet and computer use. Annunciation Catholic School network is a private network used as an educational tool for students, employees, and others affiliated with Annunciation Catholic School.

**RECEIPT AND ACKNOWLEDGMENT OF  
THE ANNUNCIATION CATHOLIC SCHOOL HANDBOOK  
2018-19**

*The policies in this Handbook are to be considered as guidelines. Annunciation Catholic School, at its option, may change, delete, suspend, or discontinue any part or parts of the policies and benefits in this Handbook at any time without prior notice.*

*Should any provision of this Handbook be found to be unenforceable and invalid, such finding will not invalidate the entire Handbook, but rather only the subject provision.*

*Please read the following statements and sign below to indicate your receipt and acknowledgment of the Handbook.*

- 1. I have received and read a copy of the School Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of Annunciation Catholic School at any time.*
- 2. I understand that my signature below indicates I have read and understood the above statements and have received an electronic copy of the Handbook.*

*Dated:* \_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Signature of Student*