



## **Parent & Student Handbook 2023-2024**

### **Annunciation Catholic School**

*Committed to Serve, Learn, and Love*

3536 Lafayette St.  
Denver, CO 80205  
T: 303-295-2515 Fax: 303-295-2516

**Fr. Charles Polifka O.F.M. Cap, Pastor**  
**Deb Roberts, Principal**

website: [www.annunciationk8.org](http://www.annunciationk8.org)

FACTS Student Information System: <https://factsmgt.com/>  
School ID: AES-CO

#### **School Hours**

PK-8<sup>th</sup> Grade 8:00am-3:00pm

School Office Hours: 7:30am-3:30pm

303-295-2515

Just Kids Program: 6:30-7:30am & 3:00pm-5:30pm

303-295-2499

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## **MISSION STATEMENT**

We are Annunciation Catholic School, of the Archdiocese of Denver.

We are an inclusive urban community.

Committed to Serve,

Committed to Learn,

Committed to Love,

And committed to live these with integrity as Jesus did.

## **CARDINAL EXPECTATIONS**

**Compassion:** *I treat everyone with respect and love like Jesus.*

**Curiosity:** *I take joy in learning new things.*

**Integrity:** *I do the right thing even when no one is watching.*

**Reflection:** *I learn from my mistakes and successes.*

**Craftsmanship:** *I take pride in the work I create.*

**August 14, 2023**

**Dear Parents and Students,**

Welcome to Annunciation Catholic School: In choosing our school, you have demonstrated a commitment to the values and philosophy of Catholic education.

Please understand that this handbook reflects the policies of Annunciation Catholic School and the Archdiocese of Denver. Our ultimate goal is to maintain a safe and nurturing environment where our students can achieve academic, social, physical, and spiritual growth.

The rules and policies are set forth to apply equally throughout the entire school complex. This includes any other location where students represent or are identified with Annunciation Catholic School.

We are all partners in this effort – everyone shares the responsibility of making our school community a positive, supportive place that promotes the development of each child. We will inform you in the weekly newsletter if there are any updates to the handbook during the school year.

Please carefully read the handbook and sign and return the agreement form at the end of the document no later than September 6, 2023.

We thank you for your continued support of Annunciation Catholic School and all those who make up our school community.

God bless you,

*Deb Roberts, Principal*

# Annunciation Catholic School

## School Policies 2023-24

The specific Archdiocesan policies identified in this handbook are summaries only. For complete copies of the policies referenced, refer to the Secretariat for Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

**THE SCHOOL PRINCIPAL'S RIGHT** | The Principal retains the right to amend this Handbook for just cause. Parents/Guardians will be given prompt notice when changes are made.

**PASTOR AND PARISH** | The pastor is the ultimate authority for the school. Has delegated the responsibility for daily operation of the school to the principal. He should not be bothered with matters that the principal should handle and should never be contacted before the principal has an opportunity to handle the problem. Annunciation Catholic School is a part of the parish facility. Therefore, for good internal public relations, it is important to keep a positive attitude toward the other groups in the parish who use the building and classrooms.

**All parents must sign a paper (page 35) stating they have read and agree to be governed by this handbook.**

Annunciation Catholic School has ended its partnership with EL Education. We are venturing into a partnership with Teaching for Transformation (TfT). TfT takes many of the principles of EL Education and weaves them into faith-based schools. We will continue with targeted professional development, innovative school structures, and ardent intentionality to improving our classroom practices. We will continue to facilitate real-world encounters and authentic learning experiences for our students that open their hearts and minds to their potential and give them an opportunity to put their learning and their very lives in service of others and our God. All faculty and staff members are expected to participate fully in the school's partnership with TfT and work to promote high student engagement and achievement. Staff members are expected to follow the school-wide work plan and other grounding principles developed during this partnership.

## FACULTY AND STAFF

Fr. Charles Polifka O.F.M.....	Pastor
Deb Roberts.....	Principal
Jerilyn Manzella.....	Assistant Principal/Middle School Math
Toni Zito.....	Preschool Director/Just Kids Director
Yadira Zubia.....	School Secretary
Amanda Medina.....	Business Administrator
Melissa Rodriguez.....	Tuition Manager
Amber Groves.....	School Counselor
Elva Rodriguez.....	Preschool
Maria Rodriguez.....	Kindergarten
Kathline Anderson.....	First Grade
Emma Downing.....	Second Grade
Christin Guilfoyle.....	Third Grade
Liam Driscoll.....	Fourth Grade
Margaret Ellis.....	Fifth Grade
Andrew Brimeyer.....	Middle School Language Arts
Diego Reynoso.....	Middle School History
John Coffey.....	Middle School Science
Mariana Schumaker.....	Middle School Math
Connor Saeman.....	4th-8th Catechism
Paula Moore.....	Learning Interventionist
Kris Wittry.....	Music & Advancement
Sarah Keen.....	Art Education
Rafael Telles.....	Physical Education/Athletic Director
Priscilla Martinez.....	Bi-lingual Paraprofessional
Mariah Aguilar.....	Paraprofessional & Just Kids
Sylvia Espinoza .....	Paraprofessional & Just Kids
James Bardo.....	CVV Volunteer
Ron Pouncy.....	Chef
Francisco Badillo.....	Cafeteria
Maritza Flores.....	Cafeteria

## **PERSONAL AND COMMUNITY MEMBERS RESPONSIBILITIES**

### **SCHOOL FACULTY, PRINCIPAL, & TEACHER**

- Provides Christian atmosphere for students to grow
- Provides a safe place that enables learning
- Updates curriculum in accordance with Archdiocesan policies
- Respects all individuals involved in the students education
- Communicates clear directions and expectations for behavior and learning
- Provides time to talk to students after a problem to help determine a solution
- Works out problems with students and staff members on an appropriate level

### **TEACHER**

- Is consistent in their work as a teacher at Annunciation Catholic School
- Communicates to parents, students, other teachers, and principal in a timely and respectful manner
- Maintains a positive and supportive attitude about Annunciation
- Emphasizes positive behavior throughout the school
- Uses strategies to allow students a “time-out” or break to support behavior management
- Supports students by teaching strategies for and modeling good behavior

### **PARENTS**

- Parents are the primary educators of their child
- Download and utilize the various communication apps for the school
- Inform teachers of health or other problems that may affect learning
- Model positive and respectful behavior – The parent is a child’s first teacher
- Participate in school activities and programs - Attend classes for parents
- Show interest in child’s progress (classwork, papers, tests, etc.)
- Praise and Encourage the child to do his/her best inside and outside the classroom
- Learn Conflict Management Procedures and encourage non-violent responses
- If there is a conflict, please contact the school to get both sides before reacting
- Promote and reinforce the schools Cardinal Expectations
- Take your child to Mass weekly

### **STUDENTS**

- Respect all persons and property including the school’s property
- Be responsible for learning
- Take responsibility for your actions
- No bullying or harassment, whether verbal, physical, sexual, or visual
- Set goals for self-improvement
- Be ready for class by having supplies, homework, etc.
- Encourage positive behavior from others

- Follow school and classroom rules
- Work towards growth in the Cardinal Expectations
- Share his/her gifts with the school community
- Report any bullying or harassment to the teachers and/or staff members
- Communicate concerns to teachers and/or staff
- Show enthusiasm for school activities
- Be a model of the ACS mission and values at school-related functions both on and off campus



# ACADEMICS

**ACADEMICS** | Annunciation Catholic School provides instruction in Catechism, Language Arts (ELA), Math, Music, Art, History, Science, PE/Health, following the curriculum outlined by the Office of Catholic Schools. Technology is integrated into the instructional program. **(OCS Policy #4400)**

The Annunciation grading system is used in 3<sup>rd</sup> through 8<sup>th</sup> grades as follows:

A: 90-100 - Exemplary (EXE)

B: 80-89 - Accomplished (ACC)

C: 70-79 - Developing (DEV)

D: 65-69 - Developing (DEV)

F: 64 and Below - Beginning (BEG)

**CURRICULUM** | The primary goal of the program of instruction is to impart the knowledge and skills necessary for the spiritual, intellectual, emotional, and physical development of the student. The Office of Catholic Schools provides courses of study/curriculum guides for mandatory use in all Archdiocesan schools. All curriculum guidelines are maintained in the principal's office or can be viewed online at [www.archden.org](http://www.archden.org) **(Policy # 4020)**

**TEACHING FOR TRANSFORMATION (TFT)** | Annunciation Catholic School is part of the TFT Network. For more information, go to <https://www.teachingfortransformation.org/>

**HOMEWORK** | Reading at home is always assigned homework. The classroom teacher may assign additional homework. Recommended time for each grade for homework:

- Grades 1-2: 20-30 minutes
- Grades 3-4: 30-60 minutes
- Grades 5-6: 40-90 minutes
- Grades 7-8: 60-120 minutes

**HOMEWORK POLICY DUE TO ILLNESS** | When a student is absent for three or more days, a parent may call the school office or DOJO teachers to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. For short absences, students should make arrangements with classmates and teachers regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student absent for three days will have three school days to complete the missed work.

**HOMEWORK DUE TO VACATIONS/PLANNED ABSENCES** | The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during

these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers must be notified at least a week in advance if you would like to request assignments for your child to complete while on vacation.

**CONFERENCES** | Student Led Conferences are held twice a year. All parents/guardians and students are expected to attend the conferences. Teachers and/or parents may request additional conferences during the school year. Any parent wishing to see a teacher is requested to set up a time with the teacher on Class Dojo. Due to daily professional responsibilities, teachers are not free for unplanned meetings (such as in the morning before school), conferences, conversations, or unplanned classroom visits during the school day. If parents/guardians wish to visit their child's class, arrangements should be made at least one day in advance with the classroom teacher. (OCS Policy #4310)

**STUDENT EVALUATION** | Student evaluations (report cards) will be given out three times a year. Students must complete and pass the required courses in order to be promoted. If a student needs additional help, the parent/guardian needs to meet with the teacher to discuss what supports or programs are available to help the student. The teacher will work with the Student Support Team to find available resources to help the student. Annunciation Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, Annunciation will provide the non-custodial parent access to the academic records and other school-related information regarding the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. (OCS Policy #4400)

**TESTING** | Annunciation Catholic School participates in the Archdiocesan testing programs. The STAR Benchmark Assessment will be administered three times a year. The Assessment of Catechesis/Religious Education (ARC) is given during March to students in grades 2nd-8th.

**CHEATING** | Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student-athlete or student involved in extracurricular activities who are involved in cheating will also be unable to participate in sports/extra-curricular competitions. (OCS Policy # 2500)

**SPIRITUAL FORMATION** | The Religion curriculum guidelines identify student learning goals in each of the following areas. It uses language that identifies goals for students that can be measured concretely. (OCS Policy #4100)

- Catechesis promotes knowledge of faith.
- Catechesis promotes knowledge of the meaning of the Liturgy and the sacraments.
- Catechesis promotes moral formation in Jesus Christ.
- Catechesis teaches the Christians how to pray with Christ.
- Catechesis prepares the Christian to live in community and to participate actively in the life and mission of the Church.

- Catechesis promotes a missionary spirit that prepares the faithful to be present as Christians in Society (National Directory of Catechesis p. 59ff).

Annunciation Catholic School believes that spiritual formation is of the utmost importance. Daily prayer, Mass, scripture readings, liturgies, a celebration of the Sacraments, school retreats, and prayer services are an integral part of spiritual formation.

**THEOLOGY OF THE BODY (7TH & 8TH GRADE)** | Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, "As they (children and young people) advance in years, they should be given positive and prudent sexual education.". Education in sexuality includes all dimensions of the topic.

- Moral
- Spiritual
- Psychological
- Emotional
- Physical

Its goal is training that is in accord with the teachings of Christ and the Catholic Church, to be lived in a wholesome manner in marriage, the single state, the priesthood, and religious life.

**PROMOTION RETENTION** | Promotion of students shall be based on the completion of academic work and mastery of academic skills. All decisions regarding retention are the responsibility of the principal in consultation with the teacher/s and parents. **(OCS Policy #4420)**

**CONTINUATION** | Continuation is held for 8th-grade students that successfully complete the course of study. A liturgy and a simple ceremony and celebration will honor the students. **(OCS Policy # 2460)**

**TUTORING** | No teacher may accept pay for tutoring a pupil from his/her class during the academic year. In rare instances, the principal may sanction an exception. **(OCS Policy #3600)**

**CONTROVERSIAL ISSUES** | A controversial issue is defined as a current problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium or communication or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group. Catholic school administrators and teachers have the obligation of teaching and advocate Church doctrine, which is contained in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church, relevant to any controversial issue being considered. **(OCS Policy #4300)**

**POLITICAL & CONTROVERSIAL ISSUES** | The teaching of political matters should evoke faithful citizenship, an obligation to study the issues, and political involvement. However, advocating a specific political stance, party affiliation, and/or political agenda is not to be exercised by faculty, parents, and students in the building, in the name of the school, or during school-sponsored activities. The posting of political materials in Archdiocesan schools is strictly prohibited. Catholic school administrators and

teachers have the obligation of teaching and advocate Church doctrine. The administration will supervise the manner in which controversial issues are presented and discussed in the classroom. **(OCS Policy #4310)**

## **ACCREDITATION AND LICENSING**

**ACCREDITATION** | All Archdiocesan schools will be accredited by Advance ED and certified as Catholic through the Catholic School Endorsement of the Office of Catholic Schools. The purpose of accreditation is to acknowledge the professional educational standards of the school. The accreditation process is intended to act as a means of ongoing planning and school improvement. All Catholic, preschool, and elementary school, before and after-school care programs will be licensed by the Colorado Department of Human Resources. **(OCS Policy # 1010)**

## **ADMISSIONS AND WITHDRAWALS**

**ADMISSIONS** | In order to be admitted to Annunciation Catholic School, the parent/guardian, and students must agree to the school's philosophy and agree to abide by the educational policies and regulations of the school and Archdiocese. Students are re-admitted on a year-to-year basis. Admission is based upon timely and complete payment of tuition, cooperation with the school, adherence to the Parent-Student Handbook requirements, and a significant contribution of time to major fund-raisers sponsored by the school, which helps subsidize tuition. Only students who have a reasonable hope of successfully completing Annunciation Catholic School's program may be admitted. To be accepted, students in grades 5-8 must have a C average and not have been in any serious trouble. Students must sign a contract and be admitted on a probationary basis. Parents/Guardians will be required to provide evidence of the birth and/or baptismal dates of their children, as well as income verification when enrolling students in the school. Children entering Kindergarten must be five years old by October 1st; those entering First Grade must be six years old by October 1st. **(OCS Policy # 2000)**

**NON-DISCRIMINATION POLICY** | The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, S.T.L. and at the direction of the Superintendent, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accordance with the policy on Admissions in the Archdiocese of Denver Catholic Schools Administrator's Manual. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school-administered programs. **(OCS Policy #602)**

**REGISTRATION FEES** | Registration is conducted beginning in February of each year for the following school year, and a registration fee is due at that time. Registration fees are non-refundable. If delinquent

tuition balance exists at the time of registration for the next academic year, the student(s) will not be permitted to enroll for the next academic year until the tuition balance has been paid **(OCS Policy #5020)**

**ACTIVITY FEES** | At the start of the year, a \$25.00 activity fee is due. The activity fee covers the following:

Classroom Activities \$20

Peace Day Shirt \$5

Additional fees may be collected for activities throughout the year such as field trips that require additional costs outside of what the school is able to provide. The activity fee does not include the technology and any athletics fees.

**OTHER FEES** | Extended care (Just Kids), after-school enrichment programs, and sports programs involve additional fees. Families may also be asked to contribute for classroom activities and field trips throughout the year. These fees are also charged through FACTS as an Incidental Expense and must be paid in full monthly.

**SCHOOL TUITION** | At Annunciation Catholic School, no family is turned away for their inability to pay, given they are willing to apply for Financial Aid. Tuition for archdiocesan Catholic schools is set at the local level and shall be directly related to the per pupil cost. The Office of Catholic Schools recommends that schools set one tuition rate for Catholics who are registered at a parish within the Archdiocese of Denver and who meet the requirements for affiliated parishioners (affiliated Catholic tuition rate) and another rate for non-affiliated and non-Catholic students. The rate for non-affiliated and non-Catholic students may be equal to or greater than the per pupil cost. **(OCS Policy 5010)**

The tuition for Annunciation Catholic School is determined by the Parish Finance Council every year.

Annunciation offers the following payment plans through FACTS for our families:

- One full payment due by September 2<sup>nd</sup>, if this option is chosen, the family will be given a 5% discount.
- Two payments with the first due in October and the second due in March.
- 10 monthly payments with the first being due in August and the last in May. (Note: All families with a student in 8<sup>th</sup> grade must have their tuition paid in full by May 1st.)

An In-Parish tuition discount is offered to members of Annunciation Catholic Church. In order to qualify for the In-Parish Rate, a family must be registered members for at least six months with the church office, attend Liturgies on a regular basis, make verifiable financial contributions to the parish, and support the parish and/or school ministries with their time and talent. An affiliate rate is also offered to members that verifiably participate in the stewardship programs at any Catholic Church which does not have a parish school.

**AFFILIATION** | Families who are members of the Archdiocese of Denver parishes whose children are enrolled in an Archdiocesan elementary school for kindergarten or a higher class, or one of the Archdiocesan operated high schools are eligible to receive the affiliated Catholic rate if they meet the following criteria:

- The family has been registered in the parish for at least six months.
- The family verifiably contributes, according to their means, on a regular basis to the financial support of the parish.
- The family attends Mass regularly and is involved in the ministries, activities, organizations, and/or programs at the parish.

**PROCESS** | In addition to tuition, schools may reserve the right to charge additional fees as needed. These fees may be non-refundable at the discretion of the local parish/school. All tuition discounts must be approved by the Pastor as evidenced by his signature on the tuition contract.

**EMPLOYEE TUITION DISCOUNT PROGRAM** | To facilitate access to the life changing benefits of a Catholic education, a K-12 student tuition discount program is available to select full-time employees of schools, and, where feasible, to all full-time employees of participating employers. **(OCS Policy 5025)**

**EXTERNAL SCHOLARSHIP APPLICATION (K-8 Only)** | All K-8 families requiring financial aid are required to apply for Seeds of Hope. Once a family has applied for Seeds of Hope the Tuition Manager will let them know if they qualify for any additional scholarships such as ACE or Schmitz. If a Seeds of Hope application is not received/renewed, the family will be charged full tuition for their child(ren).

**FACTS TUITION PAYMENT SYSTEM** | FACTS Management Company is used to manage the tuition payment program and all other Incidental Fee payments. Incidental Fees are any additional fees charged by the institution such as Just Kids, Athletic Fees, Field Trips, etc. The security and convenience of payment processing and information technology offered by FACTS is congruent with our goal of professional business processing.

You will realize the following benefits from using FACTS for your tuition payment plan:

**Payment Dates for 10 month plans:** You may choose either the 1<sup>st</sup>, 7<sup>th</sup>, 14<sup>th</sup>, or the 21<sup>th</sup> of each month as your payment date. Automatic payments can be made through FACTS from a checking or savings account (**Preferred Method**) or from a variety of credit cards, if applicable. Families are also able to choose the Invoice Plan and can manually pay on FACTS with their bank account or credit card, or in the school's front office, if paying with cash or check. **A \$30 fee will be assessed for all returned checks.**

**Convenience & Security:** Along with the multiple payment plan options, your payments are processed securely through a bank to bank transaction.

**Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime.

**RETURNED FACTS PAYMENTS** | If you have a payment that fails, you will be notified of the failure and assessed a \$30 fee by FACTS. The notice will tell you the date on which the returned payment fee will be processed and the date on which the failed payment will be rescheduled (unless you take some action in the meantime to make the payment). If the **\$30** returned payment fee fails, it will be reprocessed immediately. If FACTS detects a pattern of failed returned payment fees, they may prohibit you from enrolling in payment plans administered by them in future years until the fees are paid.

If the reattempt is not successful because of insufficient funds, closed account, or any other reason, the payment must be paid directly to the school office no later than the 10th of the month immediately

following the reattempt. If payment in full is not received by the school on or before the 10th of the month immediately following the failed reattempt, the child(ren) will automatically be excluded from school at the end of the day on the 10th without further notification.

*Example:*

- *August 21 – Scheduled payment does not clear (because of insufficient funds, closed account, stop payment, etc.); financially responsible party notified by FACTS.*
- *September 6th – Automatic reattempt by FACTS. If it clears, no action is needed. If payment does not clear, pay the full amount directly to Annunciation Catholic School on or before September 10. The financially responsible party will be notified by FACTS.*
- *September 10 – If missed payment received by the school, no action. If payment is not received, child(ren) are excluded from school as of the end of the day until payment is made.*

**NOTICE OF DELINQUENT ( Tuition, Fees, and Other Financial Obligations) |** Timely payment of tuition and fees is the parent's/guardian's responsibility. It is anticipated that payment will be made by the due date. There is no "grace period" for the payment of tuition and fees. It is not the responsibility of the school to send notices of delinquent tuition, fees, Just Kids payments, or other amounts owed; nor shall the lack of notice preclude the school from enforcing its payment policies by holding report cards, excluding students, or taking other appropriate action including but not limited to contacting the appropriate authorities. In the case of monthly tuition payments, written notice of missed payment will be sent by FACTS. Annunciation is under no obligation to send additional notices. **All unpaid accounts will be sent to the collection agency at the end of the school year. (OCS Policy #5010)**

**REFUND POLICY |** Registration fees are non-refundable. Tuition is refundable on a prorated basis after a child is officially withdrawn. For each month (August – May) that a child is in school, one-tenth of the tuition is due. A "month" is defined as one school day of any calendar month that a child is enrolled.

**HARDSHIPS |** We understand that sometimes families have situations such as a loss of a job or a serious illness. This may cause the family to get behind not only on their personal expenses, but also on their financial responsibilities with Annunciation Catholic School. Families facing a hardship have the responsibility to communicate with the Tuition Manager within **30 days** of said hardship in order for us to come up with a payment arrangement that must be approved by the pastor. If the family fails to communicate within this timeframe, full tuition will be due and late fees will be assessed.

**WITHDRAWAL |** After the school has made attempts to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school. If a parent/guardian's behavior significantly reduces the school's ability to effectively serve its students, the parent/guardian may be requested to withdraw their student/s from school. Such action is in accordance with the Archdiocesan School Policies. Refusal to cooperate with school personnel, interference in matters of school administration or discipline, or refusal to adhere to Archdiocesan or local policies and regulations are some of the actions cited in the Archdiocesan Policy Book. **(OCS Policy #2630)**

**ASK TO WITHDRAW DUE TO PARENT BEHAVIOR |** Normally, a child is not to be deprived of Catholic education or otherwise penalized for the actions of parents. However, parents may so significantly



reduce the school's ability to effectively serve its students and parents may be requested to remove their student(s) from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel
- Refusal to adhere to Archdiocesan or Catholic School policies
- Interference in matters of school administration or discipline

In such cases, a reasonable effort to elicit parental cooperation shall be made and documented. If this effort does not correct the situation, after appropriate discussion with the Pastor and the Office of Catholic Schools, it may be recommended that the parents withdraw their children from Annunciation Catholic School. Students may be asked to withdraw on the grounds of Parental Behavior. **(OCS Policy # 2660)**

**FOREIGN STUDENTS** | All schools in the Archdiocese are approved to host foreign students. All requests for the acceptance of non-immigrant foreign students must be directed to the Office of Catholic Schools. All applicants will be required to complete an I-20 Form provided by the US Immigration and Naturalization Service. **(OCS Policy #2010)**

## ARRIVALS AND DEPARTURES

**SCHOOL HOURS** | School hours are from **8:00 A.M. until 3:00 P.M.** each day. The students enter the classrooms at 8:00 a.m. Children who walk to school should not arrive before 7:30. The students will be supervised by a staff member throughout the day and for ten (10) minutes before and after school. **IF A CHILD IS NOT PICKED UP BY 3:10, THAT CHILD WILL BE PLACED IN THE EXTENDED DAY PROGRAM FOR A FEE.**

**EXTENDED DAY** | Annunciation Catholic School requires that all enrolled students in K to 8th Grade complete the just kids registration packet per state licensing requirements. In the event that you are late picking up your child (past 3:30 pm) or your child needs to stay after school because of a late practice, they will be in the care of the Just Kids Staff.

### Monthly Enrollment Fee

\$65 before school

\$150 after school

\$185 for both before and after school

\$10 Daily for drop-ins

### Late Fees

At 5:40 p.m., a **\$15** fee will be charged to cover the additional cost of staff beyond their scheduled hours.

Payment is due within thirty days of being billed. There will be no grace period.

**DROP-OFF PROCEDURES** | For the safety of the children, the students are to be dropped off in FRONT of the school in the morning, not across the street. DO NOT ALLOW YOUR CHILD TO RUN ACROSS THE STREET. HAVE THEM CROSS AT THE CROSSWALKS IF YOU ARE DRIVING SOUTH ON LAFAYETTE.



**LEAVING SCHOOL** | Parents/Guardians picking up children early must report to the school office to receive permission. The adult **MUST** sign the student out at the front office. [Please try to schedule appointments for after-school hours. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office.](#) The school will not be held responsible for failing to honor arrangements that have not been made known. **(OCS Policy # 2280)**

**DETAINING STUDENTS** | Parents/Guardians will be notified if a child is required to stay after school.

**VISITORS** | All visitors must report to the office. Parents/Guardians are very welcome to visit the school. If parents/guardians wish to visit their child's class, arrangements should be made at least one day in advance by calling the school office.

## ATTENDANCE AND SCHOOL CLOSURE

**ABSENCES** | Regular attendance is important in the educational process. Parents/Guardians are to call the school when their children are absent. A school official will call parents/guardians to check student absences. **STUDENTS MISSING MORE THAN 25 DAYS IN A YEAR (except for severe illness) CANNOT BE PROMOTED WITHOUT CONSULTATION WITH PRINCIPAL.** The State of Colorado provides by law compulsory school attendance of all children between the ages of seven and sixteen years. [The school is required to report excessive absences to Social Services under educational neglect. If a student is absent 3 consecutive days, a doctor's excuse is required.](#) **(OCS Policy #2120)**

**TARDINESS** | Children must be in the classroom by 8:05 AM. Students who come to school after the bell must obtain a tardy slip from the office before attending class. Parents/Guardians will be notified if students are repeatedly tardy.

**WEATHER** | [School closure due to bad weather will be announced by 5:30 a.m. via television, radio, FACTS, Class DOJO, Facebook, & Instagram.](#) **(OCS Policy #1270)**

## BEHAVIOR EXPECTATIONS

**DISCIPLINE** | Self-discipline, exemplified by Christian courtesy and respect between children and teachers, students and students, parents/guardians, and students are the one main objective of Annunciation Catholic School. The Discipline policy for the school is located at the back of this handbook. The cooperation of parents, guardians, students, and teachers is a must to ensure that every child has a chance to learn and grow at Annunciation. [The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.](#) **(OCS Policy # 2500)**

**IN ORDER TO CREATE A SAFE ENVIRONMENT FOR ALL STUDENTS, THE FOLLOWING ARE PROHIBITED:**

- Students wearing an intimidating dress, including "colors."
- Students displaying intimidating or gang-related symbols.
- Students distributing printed materials that are intimidating and/or gang-related.

- Students harassing, bullying, or abusing others, whether physical, sexual, visual, or verbal.
- Students threatening of, in or actual possession of, weapons, or anything dangerous to others.
- Dangerous instruments, or other life-threatening objects on school property or at school activities.
- **Bullying & Cyberbullying** Annunciation Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. **Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion or per state laws criminal charges**

**If there is a very serious offense, the parents/guardians will be called at home or work to pick up the student immediately.**

**CONSEQUENCES FOR MISBEHAVIOR** | More serious offenses can result in AUTOMATIC and/or IMMEDIATE in-school suspension. This will occur in consultation with the principal. Parents will be notified. More serious offenses can include but are not limited to

- Disrespect for others (teachers, staff, students)
- Continued harassment, bullying, or abuse, whether physical, sexual, visual, or verbal
- Inappropriate use of language (verbal threats)
- Behavior that is intimidating, hostile, or offensive
- Abuse/disrespect for school or other's property.

**SUSPENSION** | Suspension is defined as a temporary dismissal of a student from the school. Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. **(OCS Policy # 2560)** Parents **MUST** make arrangements for the child during this time.

Serious offenses will result in IMMEDIATE suspension. The offenses can include, but are not limited to:

- Physically hurting another person, fighting, harassment-whether physical, sexual, visual, cyber, or verbal
- Deliberate destruction of property
- Stealing
- Possession of prohibited items

Reinstatement can only occur after a parent meeting with the student, parent/guardian, and Principal.

**OFF-CAMPUS BEHAVIOR** | Since Catholic schools are partners with parents in their children's formation and in providing for their safety, the school administration may notify parents when they become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done. Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process of the mission of the school community. Examples of such off-campus behavior include but are not limited to, the following –cyberbullying or harassment, threats of violence, alcohol use, deliberate defamation of

character, fighting, hazing, drug possession or sales, reckless driving, and sexual assaults. Interventions may include but are not limited to – required private assessment and counseling; detention, suspension, or expulsion, removal from participation in school activities, class trips, student government positions and other leadership positions, and continuation ceremonies. **(OCS Policy #3420)**

**PROBATION** | A student whose academic or behavioral performance indicates serious deficiencies may be placed on academic or behavioral probation. Parents/guardians will be notified through a meeting and a written account will be made of the terms of the probation. **(OCS Policy #2520)**

**EXPULSION** | Expulsions may occur after repeated offenses — Per Archdiocese protocol consultation with the pastor and Office of Catholic Schools before the decision to expel. Lethal weapons at school, possession of a mood-altering drug, assault of a staff member, or extreme harassment will result in an IMMEDIATE expulsion! **(OCS Policy # 2600)**

#### **MANDATORY EXPULSION**

- Expulsion is mandatory for deadly weapon possession and/or use in accordance with state and federal law.
- The Principal, upon consultation with the Pastor and the Superintendent, shall initiate expulsion proceeding as outlined in Expulsion for any students who carry, bring, use, or possess a deadly weapon/weapon/facsimile.
- Expulsion shall be for no less than one full calendar year for a student who is determined to have brought a deadly weapon/weapon/facsimile to school or a school-sponsored activity.

At the discretion of the administration/pastor, consequences for violent and/or aggressive behaviors can range from notification to the parent, refocus forms, behavior contracts, suspension, and possible expulsion. Privacy protects all parties from the disclosure of information regarding a student to anyone other than his/her parent or guardian, school staff, and other officials on a “need-to-know basis.” **(OCS Policy # 2600)**

**TOBACCO, DRUGS, etc.** | Possession and/or use of tobacco, possession, use, or being under the influence of alcohol or mood-altering drugs, is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from the school and notification of the proper authorities. **(OCS Policy # 2620)**

**STUDENT SEARCHES** | The Administration, Pastor, or OCS may conduct a search of the school building, lockers, and desks. A student assigned a locker or desk has the use of, but not the proprietary right to the locker or desk. Inspection of personal property, e.g., pockets, handbags, book bags, etc. cannot be conducted without the student’s permission. If there is just cause, the administration may call the police to conduct the search. **(OCS Policy #2300)**

## WEAPONS IN SCHOOL

- Possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the school community. “Possession” is defined as (a) physically holding and/or carrying a deadly weapon/weapon/replica, or (b) the deadly weapon/weapon/replica is under the control of a student whether it is located in a car, locker, backpack, or other location, or (c) being under control of or belonging to the student while on the school grounds and/or participating in a school-sponsored activity.
- Carrying, bringing, using, or possessing a deadly weapon/weapon/replica on school grounds, when being transported in vehicles to/from a Catholic school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to the school or any school-sponsored event without the authorization of the school is prohibited.
  - A deadly weapon/weapon/replica is defined as:
    - A firearm, whether loaded or unloaded.
    - Any pellet, BB gun, or other devices, whether operational or not, designed to propel projectiles by spring action or compressed air.
    - A fixed-blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
    - Any object, device, instrument, material, or substance—whether animate or inanimate—used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchakus, spring gun, throwing star, bludgeon, brass knuckles or artificial knuckles of any kind.

## CO-CURRICULAR ACTIVITIES AND VOLUNTEERING

**CO-CURRICULAR/EXTRA ACTIVITIES** | Annunciation Catholic School is proud to be represented by our students in a number of activities beyond the required school curriculum. [It is the responsibility of the Office of Catholic Schools \(OCS\) to direct Archdiocesan-wide co-curricular organizations and activities. OCS will establish policies and procedures regarding the activity, conduct, scheduling, financial accountability, supervision of students, and qualifications of leaders. The co-curricular programs offer our students an opportunity to participate in activities in addition to their academic curriculum.](#)

**(Policy # 4180)**

**We are role models for our children; therefore, it is very important for all of us to represent our school and ourselves in a positive manner at all events.** We are present to encourage our students so that the event is fun for everyone. At any of the events that occur during non-school hours, parents are responsible for their children. It is the parent’s responsibility to supervise their child(ren) at events where families are spectators or participants.

**All parents of student-athletes in all grades must attend one Play Like a Champion Today class that is taught by representatives of the Catholic Schools Athletic League (CSAL).** The cost for the class is \$10 and will be billed to the family after the class is completed.

All co-curricular must be self-supporting. The fee for participation will be set each school year. A fee will be charged per student, per activity.

**VOLUNTEERS** | All employees and volunteers who work with children are subject to a background investigation and must attend the Safe Environment Training offered by the Archdiocese. For training dates, go to [www.archden.org](http://www.archden.org) and click on the child and youth protection link. Trainings are valid for 5 years. The school office will notify you if it is time for renewal training.

**VOLUNTEER HOURS** | All families are required to volunteer twenty hours at Annunciation.

**FIELD TRIPS** | Parents/Guardians must sign a permission slip for each field trip. Going on a field trip is a privilege. Students can be denied participation if they fail to meet academic/behavioral requirements. Students who fail to submit a properly signed permission form will not be allowed to participate. Parents are expected to sign the permission form which releases the school from any liability and pay any field trip fees. All Parents attending Field Trips must have Safe Environment Training. **(OCS Policy #4340)**

**ATHLETICS** | Athletics at Annunciation Catholic School consist of the following teams:

- Cross Country: (Fall) Boys and Girls in Grades 5-8
- Basketball: (Winter) Boys and Girls in Grades 2-8
- Futsal (Winter) Boys and Girls in Grade 6-8
- Volleyball: (Spring) Girls in Grades 2-8

Other sports/events may be sanctioned by the Catholic Schools Athletic League.

**COACHING** | People wishing to coach need to contact Rafa Telles Athletic director. The athletic directors and the principal will make the final decision with regard to coach selection. Those selected to coach must complete a background check, attend Safe Environment Training, sign a copy of the Archdiocese of Denver Code of Conduct (available in the school office), take an online course and provide a certificate on concussions training and attend a mandatory "Play Like a Champion" meeting.

All coaches will follow the philosophy of The Catholic Schools Athletic League (CSAL). A copy of the CSAL handbook is available from the Athletic Director.

#### **TEAM LEVELS**

- *Varsity Teams:* Consist of 7th and 8th Grade students.
- *Junior Varsity:* Consist of 5th and 6th Grade students.
- *Widget:* The Widget Program is an instruction program for 2nd - 4th Graders with a focus on the development of skills for all students in basketball and volleyball.

**ELIGIBILITY** | Students are expected to follow all Cardinal Expectations and turn in all homework on time, and late assignments are not tolerated. The teachers will inform the school administration of students who are not following all cardinal expectations. The school administration will inform the athletic director and coach if the student will need to sit out of practice and or a game. The student is still expected to attend practice, complete homework, and/or watch from the bench. Students who are absent from

school may not practice or participate in any activity on the day of the absence or suspension. If a student goes home ill during the school day, he/she may not participate in practice, games, or any other co-curricular activity that day.

**PHYSICAL EXAMS** | Physical exams are not required for participation in athletics. If a child has medical concerns, a physician's statement may be required.

**CONCUSSION GUIDELINES** | Catholic schools are dedicated to a caring and orderly environment where students are provided safety in a community of faith. Sports and physical activity are a great way for children and teens to stay healthy and grow in virtue. Medical researchers have discovered that young athletes, especially children, and teens, don't often recognize their own limitations, especially when they have a concussion. This policy, based on the Colorado Jake Snakenberg Youth Concussion Act, applies to organized athletic activities for each public and private middle school and high school. It requires each coach of a youth athletic activity that involves interscholastic play to complete an annual concussion recognition education course. **(OCS Policy #2190)**

**ATHLETICS VOLUNTEERING** | All parents of students participating in sports are required to help, working the score table, selling concessions, helping monitor the gym, and donating snacks for the concession stand.

## COMMUNICATIONS

**COMMUNICATION CHANNELS** | All parents/guardians shall communicate any problem to the classroom teacher if the problem is not solved, please contact the principal of the school. If parents are still not satisfied, parents/guardians are to set up a meeting with the pastor. After that time, they may meet with the Superintendent or Associate Superintendent. A due process policy is in place through the Archdiocese. **(OCS Policy #4400)**

**APPEAL** | The Archdiocesan Policy Book outlines the Appeal Process. Families may obtain information about the process from the school office and ask to access the process to work out a conflict. **(OCS Policy #1500)**

## GENERAL POLICIES

**OFFICIAL RECORDS** | Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, and e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date. **(OCS Policy #2320)**

**PERMANENT RECORDS** | Permanent records of all students are kept in the office in a secure place. Parents/guardians have the right to view the records. Upon written request, schools shall release official

transcripts to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student. Unless a parent has initiated the request, a reasonable attempt must be made to notify the parent of the request for records. **(OCS Policy #2320)**

**BREAKFAST AND LUNCH PROGRAM** | Annunciation Catholic School participates in the Federal Hot Lunch and Breakfast Program. Since nutrition is an important part of learning, we ask all students (except those having allergies or doctor-verified medical issues) to eat hot lunch each day. Breakfast will be served for students beginning at 7:30 each morning. Under Provision **2 MEALS ARE FREE FOR EVERY STUDENT.**

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, 1400 Independence Ave. SW, Washington, D.C. 20250-9410 or call 800-795-3272. USDA is an equal opportunity provider and employer. **(OCS Policy #6000)**

**ITEMS BROUGHT TO SCHOOL** | Annunciation Catholic School is not responsible for the loss or damage to any items brought to school by a student. This includes but is not limited to all electronic devices, cellphones, and earbuds/headphones.

**LOCKERS** | Students are assigned a locker in which to keep backpacks and winter boots in order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. **Lockers may not be decorated inside or out by the student. (OCS Policy #2300)**

**LOST AND FOUND** | Clothing and other items left at school are placed in the lost and found bin located in the school cafeteria. Items not claimed will be donated at the end of each trimester. It is the family's responsibility to check the bin before the end of each quarter.

**MONTHLY AWARDS** | Cardinal Expectations & High-Quality Work Awards. These recipients made coming to school a top priority, turned in high-quality work, and exemplified all the Cardinal Expectations.

**TRIMESTER AWARDS** | The Mother Xavier Ross award is given to one student who models stewardship and Christian Values on a daily basis Peacemaker- Voted by classmates to one student who shows compassion to all on a daily basis.

**LIBRARY** | The library is available for students to check out books and do research. Students are responsible for every book checked out and will be required to pay fees for any missing or damaged books. The Library is run by volunteers and it is the responsibility of the teachers and students to act as stewards in the library.



# HEALTH POLICIES

**ACCIDENTS** | In case of a serious accident or illness, the parent/guardian will be notified immediately. The procedure on the emergency card will be followed. No child will be sent home for any reason without first contacting the parent/guardian. PLEASE send new telephone numbers to the school as soon as possible. **(OCS Policy #2220)**

**ILLNESS** | Children frequently become mildly ill. Deciding whether to keep your child home from school can be difficult. Clearly, there are instances when it is necessary for a child to remain at home. The following list gives guidelines and recommendations for exclusion from school. **(OCS Policy # 2220)**

SYMPTOMS	IS EXCLUSION NECESSARY?
<p><b>Mild Cold Symptoms</b> (<i>not knowingly exposed to COVID-19</i>)</p> <ul style="list-style-type: none"> <li>● stuffy nose with clear drainage</li> <li>● sneezing</li> <li>● mild cough</li> </ul>	<p><b>NO</b> – Student may attend if able to participate in school activities</p>
<p><b>Mild Cold Symptoms</b> (<i>might have been exposed to COVID-19</i>)</p> <ul style="list-style-type: none"> <li>● stuffy nose with clear drainage</li> <li>● sneezing</li> <li>● mild cough</li> </ul>	<p><b>YES</b> - Take a COVID-19 test and talk to your primary doctor.</p>
<p><b>COVID-19 Diagnosis</b></p>	<p><b>YES</b> - Inform the school of the diagnosis and keep the child home for five days.</p>
<p><b>Upper Respiratory Complications</b></p> <ul style="list-style-type: none"> <li>● nasal discharge of yellow or green productive cough</li> <li>● extreme</li> <li>● sleepiness</li> <li>● ear pain</li> <li>● fever of 100 degrees or higher</li> <li>● by mouth</li> <li>●</li> </ul>	<p><b>YES</b> – Seek medical advice and decide whether the child can return to school.</p>
<p><b>Nausea and/or Vomiting</b></p>	<p><b>YES</b> – If a child has thrown up, keep her/him at home. A child will be sent home if vomiting occurs at school.</p>
<p><b>Diarrhea with Illness</b></p> <ul style="list-style-type: none"> <li>● vomiting</li> <li>● fever</li> </ul>	<p><b>YES</b> – Seek medical advice and decide whether the child can return to school.</p>
<p><b>Fever</b></p> <ul style="list-style-type: none"> <li>● 100 degrees or higher by mouth</li> </ul>	<p><b>YES</b> – Seek medical advice and decide whether the child can return to school.</p>



<b>Chicken Pox</b>	<b>YES</b> – Children with uncomplicated chicken pox may return the 6th day after the start of the rash or not until blisters are crusted over.
<b>Conjunctivitis</b> (Pink Eye)	<b>YES</b> – Until 24 hours after treatment. If your health provider decides not to treat your child, a note is required in order to return to school.
<b>Hand Foot and Mouth</b>	<b>YES</b> - Return to school after the fever is gone and blisters dry up.
<b>Strep Throat</b>	<b>YES</b> – Until 24 hours after treatment and the child has been fever free for 24 hours.
<b>Vaccine-Preventable Diseases</b>	<b>YES</b> – Until judged not infectious by the health care provider.

**IMMUNIZATION** | Colorado law states that no child may attend school unless such a child can present to the school a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health. Students attending the extended day, Pre-Kindergarten, Kindergarten, and seventh grade must show proof of three Hepatitis B immunizations. **Request for exemption will be granted only in accordance with Colorado Law. (OCS Policy #2080)**

**INSURANCE** | Each parish, mission, educational, charitable, and religious institution under the control of the Archbishop is covered by Commercial General Liability. Coverage is extended to include clergy, employees, and volunteers while acting in the scope of their duties for the Archdiocese. Injuries resulting from student accidents ARE NOT covered under the medical payments feature. It is assumed that parents/guardians are providing accident and health insurance.

**COMMUNICABLE DISEASES** | Any student, teacher, or other staff member having a communicable disease will be dealt with on a case-by-case basis. Information will be conveyed on a need-to-know basis only. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services. **(OCS Policy # 1400)**

**MEDICINE** | School personnel, except under the following conditions, shall administer no medication, including aspirin, cough-and-cold medication, decongestants, or other over-the-counter prescription or medications: **(OCS Policy #2240)**

- Written orders from a physician shall be on file at the school, stating:
  - The child's name
  - Name of Drug
  - Purpose of the medicine and dosage
  - Time of day, circumstances in which medication is to be given
  - Anticipated number of days it must be given
  - Possible side effects

- Storage instructions
- The parent must provide written instructions to the school to provide the medication.

**HEAD LICE** | Diagnosis of head lice will be made by the family's health care provider or other person trained to identify live head lice. The school will notify families when a case of head lice occurs in a classroom reminding parents/ guardians to check their child's hair. If head lice are found in several students in one classroom or in more than one classroom in a school, all students should be respectfully examined by trained personnel. **(OCS Policy # 1420)**

## SAFETY ISSUES

**PHONE NUMBERS & ADDRESSES** | The school must have correct & current phone numbers and addresses at all times for emergency purposes. Please let the office know of any changes immediately. If a telephone number is unlisted, please indicate this. The number will be kept confidential. Names and addresses of students and faculty shall not be made available to anyone outside the school community, Office of Catholic Schools, or Seeds of Hope.

**CHILD ABUSE** | Anyone, administrator, teacher, or other employee who suspects that a child's physical or mental health or welfare may be being adversely affected by abuse or neglect must, by Colorado State Law, report suspected abuse to Social Services Department immediately. The school will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. Nor is it their responsibility to prove that the child has been abused or neglected. Employees who make a report of suspected child abuse in good faith while performing their official duties in response to such a report shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed. To ensure the safety of everyone, all employees and volunteers are subject to a background check and must attend the Safe Environment Training through the Archdiocese and sign the Code of Conduct of the Archdiocese. **(OCS Policy # 2200)**

**CONTACT WITH STUDENTS** | Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day MUST FIRST receive the permission of the principal. **(OCS Policy #2140)**

**COUNSELORS/SOCIAL WORKERS** | Annunciation Catholic School has two part-time licensed counselors who serve the needs of the students and parents through classes and individual consultation.

**CRISIS PLAN** | A "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated, and students will be moved to St. Charles Place as our designated location. **(OCS Policy # 1300)**

**EMERGENCY PROCEDURES** | The emergency crisis plan contains provisions for a variety of crises

including intruders, fire, tornado, and earthquake. It will be reviewed annually. Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building. **(OCS Policy # 1300)**

- *Tornado Drills:* Tornado drills will be practiced a minimum of two times per year.
- *Fire Drills:* Fire drills will be held monthly and are to be taken seriously by everyone. Everyone must leave the building when the alarm is sounded.
- *Intruders:* The school has installed an outdoor camera to identify visitors on campus and monitor non-authorized persons. Persons without legitimate reason, or written authorization to be on the school grounds, will be asked to leave by school personnel. If a person does not leave upon request, the police will be called. Visitors are asked to sign-in/out at the office so that an accurate assessment can be made of the number of people in the school in the event of an emergency. The students may not open doors to let visitors in the building. Parents are requested to ring the office to be admitted.

All teachers and staff are aware of the procedures to follow to keep the children safe. If the school needs to be evacuated, the students can be picked up at St. Charles Recreation Center 3777 Lafayette St, Denver, CO 80205 (303) 295-4462.

**SUPERVISION** | Students will be supervised by an adult during the regular school hours and during all school-scheduled field trips, during school-sponsored co-curricular activities, and other activities planned for a class or for groups of students. All volunteers who accompany students on field trips help to supervise the students. Supervisors shall be present and actively supervising students in a reasonable and prudent manner appropriate to the activities/classes to which they have been assigned. All supervisors must be Safe Environment Trained.

**PARENT SUPERVISION** | Students must be under the direct supervision of a parent or designee when at school during non-school times. This includes sporting events, special programs, and co-curricular events. Students are expected to follow the rules set forth in this handbook during these events. Parents are responsible for the actions of their children and financially responsible for any damage their children may cause to school or parish property. **(OCS Policy #2180)**

**ASBESTOS** | Annunciation Catholic School has a comprehensive Asbestos Management Plan and is inspected frequently to review compliance. Asbestos has been removed from the school in all areas where the students work. The Management Plan is in the office and is available for parents to read. The school has invested time and money in the facility to make it a safe environment. **(OCS Policy #1340)**

## **SOCIAL ACTIVITIES AND USE OF SCHOOL**

**SOCIAL ACTIVITIES** | School-sponsored social activities may be held with the approval of the pastor and/or principal. All school-sponsored social activities will be appropriately supervised by faculty members and parents. **(OCS Policy # 2700)**

**USE OF SCHOOL** | Any outside agency that wishes to use the school must obtain permission from the principal or pastor and obtain appropriate insurance certificates. **(OCS Policy # 5070)**

**USE OF NAME** | Any use of the school's name, logo, or other insignia for any event, activity, or publication must be authorized in writing by the principal and/or pastor. **(OCS Policy #1050)**

**FACILITY USE** | Use of the cafeteria, gym, and library, for school-sponsored events, must be approved by the principal before being submitted to the parish office. The responsible adults have the duty to make sure the children are always supervised and in the appropriate areas of the building. Students may be in the gym only during scheduled games and practices. It is the parent's responsibility to make sure a coach is present when dropping off a student for practice or a game. It is the parent's responsibility for picking up their student ON TIME after games and practices. The principal must approve all literature pertaining to any school co-curricular before it is published, distributed, or posted. Schools will adhere to Archdiocesan policies regarding the use of parish/school facilities. **(OCS Policy #5070)**

**FUNDRAISING** | No organization may promote a fundraising project in the school's name without the prior approval of the school principal and pastor. All funds collected by the various activity groups of the school shall be deposited in an authorized school account. These fundraising revenues are monitored and administered by the principal and pastor. **(OCS Policy #5040)**

**PARTIES** | Invitations for slumber or birthday parties should be sent to the homes of the students via the US Mail unless an invitation is being given to every student in the entire grade. Students should not exchange individual gifts at school. This gesture only creates hurt feelings among the other students. Birthday treats brought to school must be for the entire class. Check with classroom teachers in regard to any student allergies.

## **TECHNOLOGY**

**TECHNOLOGY** | All students and parents are to sign a technology agreement and pay the a \$10 tech fee per student (this fee is billed in FACTS). Students have access to the Internet under the supervision of the teacher. The school has a block on the computers/iPads to keep out programs that are not suitable for students. Students may not have a personal email address at school. All computers and iPads at the school are school property and the school and/or the Office of Catholic Schools reserves the right to view e-mails sent from or to the school/students and/or any Internet sites accessed on school computers. Harassment, threats, etc. through e-mail, websites, blogs, etc., either at school or at any location, are grounds for suspension, expulsion, or criminal charges. (OCS Policy #4030) If a student is not using their technology appropriately, the school has the right to suspend the student's technology privileges. If a

student damages a school device, they could be responsible for covering the repair or replacement cost. In the event the student and family cannot afford to repair or replace the technology, an alternate form of payment in the form of service to the school will be conducted.

**CELL PHONES** | In certain situations, cell phones may be brought to school under the following conditions:

- If a child brings their cellphone to school the student and parent are aware that the school is not responsible if the cell phone is lost, presumed stolen, or presumed missing.
- Cell phones must be kept in the OFF position and turned in Crew leader (6-8) or Front Office (K-5) at the start of the day.
- No cell phone may be used for picture taking.
- No harassment or threatening of persons via cell phone is permitted.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling, or making purchases of any kind.
- Those who violate any of the rules regarding cell phones will be required to have a consultation with the principal and may have their phone confiscated until the end of the year.

**HEADPHONES** | Headphones are provided to the students to use with school devices. Students are permitted to bring their own headphones to use, but the school is not responsible if those headphones are lost or presumed stolen.

**TELEPHONE** | Permission to use the school telephones must be obtained from a staff member. The office phone is a business phone, and students are permitted to use it only in case of emergency. Arrangements for after-school visits with friends should be made at home.

**MEDIA POLICY** | [The parent/guardian must grant permission to use the name, likeness, whether in still, motion pictures, audio or videotape, photographs and/or other reproductions of a student, including voice and features with or without the name of the students for any promotional purposes involving the Archdiocese of Denver or school or other publications. \(OCS Policy #2350\)](#)

## UNIFORM GUIDELINES

**UNIFORM CODE** | The purposes of our school uniform code are many-fold. We believe that uniforms...

- Increase student safety by easily identifying that only Annunciation Catholic School students are on the school grounds.
- Instill and promote student and school pride.
- Eliminate clothing issues regarding colors, messages, sports insignia, etc.
- Prohibit indecent or overly casual clothing, promoting a habit of professional dress
- Provide ease in administering.
- Students in grades PreK – 8 must abide by the Annunciation Catholic School student uniform code. It is the responsibility of each parent/guardian to make sure that this uniform code is followed.

**CREWNECK SWEATSHIRTS AND HOODIES** | Students are allowed to wear a navy blue crewneck with the Annunciation logo Monday-Friday. On Fridays, students are allowed to wear an Annunciation Athletics hooded sweatshirt. No other crewneck sweatshirts or hoodies are allowed unless it is a free dress day.

**MASS UNIFORMS** | These uniforms are professional and something our students can take pride in as we go to celebrate mass each week or host important events!

- Boys can wear either blue or khaki pants and a belt, with a white, button-down Oxford shirt, short or long sleeves.
- Girls can choose between blue or khaki pants, skirts, or jumpers.
- Girls in grades PreK-4 will wear white, button-down butterfly collar blouses, and girls in grades 5-8 will wear white, button-down long or short sleeve shirts. Blue or black leggings or tights can be worn under the skirts.

**PANTS, CAPRIS, AND SHORTS GUIDELINES** | Pants must have inner back pockets and are to be worn at the waist. For students in grades 2-8, belts must be worn if the pants are created with belt loops. Belts may not hang down to the side or in front. Shorts and plaid are to be worn at the waist and are not to be shorter than 3 inches above the knee. Capri's and shorts may be worn from August – October, and April – June.

**PEACE DAY FRIDAY AND SPIRIT DAYS** | On Fridays, students may wear regular uniforms, Peace Day shirts, or ACS Athletics shirts with their uniform pants, shorts, or skirts.

**JEANS DAY GUIDELINES** | Long, blue jeans without holes may be worn with any Annunciation shirt, fleece, or sweatshirt. This includes Annunciation Athletics, Peace Day shirts, or jerseys. Uniforms may also be worn. No other types of pants or skirts are to be worn.

**DRESS-DOWN DAY GUIDELINES** | Jeans, overalls, corduroy, and khaki pants may be worn. Sweatpants, warm-ups, or joggers are permitted. **No ripped pants/shirts are permitted.** Cargo pants or spandex/lycra may not be worn. Pajama pants are only permitted if dress down is indicated as a "pajama day." Sweatshirts and t-shirts are acceptable but may not have inappropriate sayings or pictures. Tank tops, midriff tops, crop-tops, spaghetti straps, and half shirts are unacceptable. Uniforms may be worn. All other dress code guidelines apply.

**DRESS-DOWN CONSEQUENCES** | If a student comes to school on a dress-up or dress-down day and has not followed the guidelines, the student will not be allowed into class until the proper clothing is brought to school.

**PLEASE NOTE** | *Students not adhering to the Clothing Guidelines will be allowed to change for a fee in our used uniform room and/or parents will be called to remedy the code violation. Repeat offenders will not be allowed to participate in Free Style-Out of Uniform Days. The administration will exercise discretion in assigning an appropriate consequence for repeat offenders.*

<b>School Uniform Purchasing Guidelines</b>		
<b>Item</b>	<b>Color</b>	<b>Where to Purchase</b>
Polo Shirt (short or long-sleeve)	White, Navy Blue, or Light Blue	Old Navy, Target, JCPenney, Walmart, Uniform Stores, etc.
Turtleneck (long-sleeve)	White or Navy Blue	Old Navy, Target, JCPenney, Walmart, Uniform Stores, etc.
Annunciation Logo Sweatshirt (no hood)	Navy Blue with Printed Logo	Annunciation
Sweaters (Cardigans, Sweatshirts, Crewnecks)	Navy Blue	Old Navy, Target, JCPenney, Walmart, Uniform Stores, etc.
Girls: Skirts, Skorts, Culottes, & Jumpers	Dunbar Plaid, Navy Blue or Khaki	Old Navy, Target, JCPenney, Walmart, Uniform Stores, etc.
Girls: Pants, Short, & Capris	Navy Blue or Khaki	Old Navy, Target, JCPenney, Walmart, Uniform Stores, etc.
Boys: Pants & Shorts	Navy Blue or Khaki	Old Navy, Target, JCPenney, Walmart, Uniform Stores, etc.
Belts: Solid Color (no adornment)	Navy Blue, Black, Brown, or Khaki	Old Navy, Target, JCPenney, Walmart, Uniform Stores, etc.
Sock, Tights, & Leggings (Girls may wear knee-high socks, tights or leggings)	White or Navy Blue	Old Navy, Target, JCPenney, Walmart, Uniform Stores, etc.
Boys Mass Uniform: Long or Short Sleeve White Button Down Oxford Shirt	White	Old Navy, Target, JCPenney, Walmart, Uniform Stores, etc.
Girls (5-8) Mass Uniform: Long or Short Sleeve White Button Down Oxford Shirt	White	Old Navy, Target, JCPenney, Walmart, Uniform Stores, etc.
Girls (K-4) Mass Uniform: Butterfly Blouse	White	Old Navy, Target, JCPenney, Walmart, Uniform Stores, etc.
Boys & Girls Mass Uniform: Annunciation Vest	Navy Blue with Embroidered Logo	Annunciation
Boys & Girls Mass Uniform: Tie	Red	Annunciation

Athletic or Tennis Shoes (no sandals, boots, clogs, crocs, etc.)	The color of the shoe should reflect the nature of the Uniform Code.	JCPenney, Target, Walmart, Sporting Good Stores, etc.
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**Additional Guidelines:**

- All clothing must be clean, in good repair, and properly sized.
- No logo, lettering, emblems, slogans, etc., on any clothing other than those sold by Annunciation Catholic School.
- A polo shirt, turtleneck, or oxford shirt must be worn under any sweatshirt or sweater.
- All t-shirts or undershirts worn under school shirts must be white with no lettering of any kind.
- Cargo pockets are not allowed on any type of clothing.
- Slacks and shorts are to be worn at the waist. No cargo side pockets.
- A belt is required (grades 2-8) at all times if the pants or shorts are created with belt loops.
- Shorts, skirts, jumpers, and skorts must be no more than 3 inches above the knee.
- Hats, bandanas, and scarves are not to be worn inside the school building.
- *Hair:* Bangs may not extend below the eyebrows; no extremes in hairstyle; no unnatural hair color. No extreme shaved hair designs for boys
- *Jewelry:* All students may wear a watch and/or necklace and/or bracelet. Only Girls may wear one pair of stud earrings. No large or dangling earrings. Boys are not to wear earrings.
- *Make-up:* Only 8th-grade girls may wear minimal make-up. No dark eyeliner. Clear lip-gloss and light mascara may be worn.
- No visible body piercings (ears excluded), tattoos, or artificial contact lenses.
- *Nails:* Girls: No acrylic or press-on nails. Finger nail polish is okay. Boys are not to wear fingernail polish.
- *Facial Hair:* Boys should not have any facial hair.
- Leggings may be worn under skirts, jumpers, or with shorts. Leggings are defined as any leg coverings that do not have feet but are not a substitute for pants.
- The appropriateness of any item is subject to the discretion of the administration

**BIRTHDAYS** | Students in Grades PK-8 may come to school dressed out of uniform on their birthday or half-birthday.





**Parent & Student**  
**Annunciation Catholic**  
**Committed to Serve,**

**Handbook 2023-2024**  
**School**  
**Learn, and Love**

I have read and agree to abide by the policies contained in the Annunciation Catholic School Parent and Student Handbook. I understand that nothing herein creates or is intended to create a contract with me. I acknowledge that the information contained herein is subject to modifications, change interpretation and elimination at any time by the School in its sole discretion, without notice. The specific archdiocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator Manual that governs.

This agreement form must be signed by the parents/guardians and students in grades 3-8 and returned to the School Office no later than September 6, 2023.

**Student Name(s) (printed):** \_\_\_\_\_

**Parent/Guardian Name(s) (printed):** \_\_\_\_\_

**Parent/Guardian Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian Signature**

**Date**

\_\_\_\_\_

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**Student Signature**

**Date**

\_\_\_\_\_

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**Student Signature**

**Date**

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**Student Signature**

**Date**

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