



## **MISSION STATEMENT**

Annunciation School is a Catholic parish school. We are a united and caring community of students, staff and parents committed to learning based on Christian values within our rich Catholic heritage. We provide our students with an outstanding religious and academic education, addressing the needs of the whole child.

### **Philosophy Statement**

We believe each student is a gift of God, a unique person, entrusted to our care. The education, development and growth of our students are our reasons for existence. Each student makes a unique contribution to our school. We expect our students to: use their individual talents to the best of their abilities; be responsible for their actions; treat all others with dignity and respect; follow the policies of the school; and contribute to the life of the school, parish and community. We provide them with: a Christian environment for learning; guidance, encouragement and discipline; love, respect and compassion; and nurture their spirit so they may achieve their full potential. We accomplish this by:

- Nurturing the development of the whole person in an open, inquisitive, respectful learning environment.
- Providing a Catholic, Christian value based curriculum.
- Combining innovative and traditional instructional methods.
- Providing an integrated curriculum. Knowledge and skills learned in one subject area are reinforced while studying other subjects. Skill development is continuous from kindergarten through eighth grade.
- Affirming and respecting the diversity of individuals and their beliefs.

- Equipping students with the tools for a lifetime of learning.
- We teach our students to live their faith in their lives; lead through example; become active participating members of their communities; respect God's gifts to us; serve others and enter into the sacramental life of the Parish.

### **Parish**

As part of the educational ministry of Annunciation parish, school is a vital part of a larger Christian community. We encourage our children to actively participate in parish life. The parish contributes a significant portion of its financial resources towards the education of its children. It is our obligation to use those resources wisely.

### **Parents and Guardians**

Annunciation School recognizes parents and guardians as the primary educators of their child(ren) and as consumers who are making a significant investment in their education. When parents and guardians select Annunciation School for their child(ren) they enter into a unique partnership.

The school is committed to open and frequent communication with parents and guardians about the educational progress of the child(ren), special issues, and school activities. Parents and guardians are encouraged to ask questions, share ideas and provide timely feedback to the school. Through volunteer activities in the school, and participation in the Annunciation parent's organization and school board, parents/guardians make a significant contribution to the education of their child(ren) and to the fulfillment of the school's mission. Parents/guardians are always welcome at Annunciation School.

## **Staff**

Annunciation staff consists of teachers, assistants, volunteers, custodians, food service, and administration personnel. Our staff is our greatest resource. They are the guides in the learning and growing process of our children. They function as a team to create an environment conducive to excellence in education. We believe each staff member: is honest and worthy of trust; shares faith and values with the students; is motivated to grow in knowledge, skills and effectiveness; keeps abreast of the latest trends in her/his field; has a real love for learning; an enthusiasm for education and takes pride in her/his work; recognizes that education is a profession, not a 9 to 5 job; deserves to be treated with dignity and empowered to perform her/his job; is responsible and accountable for the results of her/his work; has a role in problem solving, coordinates work with others, participates in decision making; is committed to work cooperatively as a team; evaluates and is evaluated according to fair, clearly communicated and consistently applied standards; makes an important contribution to the mission of the school; should be recognized for her/his contributions and achievements.

## **Administration**

Administration serves the parish school community by offering leadership in spiritual growth and faculty development. Administration offers cohesion to the educational ministry of the school community.

Administration also serves the school through the authority vested in the administration by the parish and the school board in matters of public policy, discipline and shared decision making.

## **School Advisory Council**

The School Advisory Council consists of 12 members who serve three year terms. A process of discernment guides the School Advisory Council in a consensus selection of new board members who are recruited by the Nominating Committee.

## **Community**

Annunciation School exists as a member of both a local and global Catholic community. Our students are taught awareness of their relationship as local and world citizens and that they have a calling to actively participate in their communities. We continually seek to strengthen contacts with local businesses and organizations, to expand opportunities to local and international communication, and to pursue programs which are of mutual benefit to the school and to the community. Annunciation School is committed to being a good neighbor.



## **CONTACT INFORMATION**

**612-824-9993** - This is the Voicemail number to the church & school. Enter the appropriate extension to listen to messages from the teacher or to leave a message.

**Attendance Line - 612-824-9993 – Ext 504**

### **Administrative Staff**

201 Jennifer Cassidy, Principal  
 202 Mike Langer, School Dean  
 200 Jen Renstrom, Secretary  
 204 Donna Ohme, School Tuition Administrator  
 255 Tom Konz, Development Director  
 289 Jessica Knutson, Alumni/Advancement Coordinator

<b>Voicemail</b>	<b>Grade</b>	<b>Teacher</b>	<b>Room</b>
219	Kdg	Beth Sable	104
217	Kdg	Terry Heer	108
	Kdg	Classroom Aides: Chrissy Fritzen	
214	Gr 1	Darcie Mullinax	101
213	Gr 1	Sheila Loschy	103
	Gr 1	Classroom Aides: Anne Stickney & Christine Sennentz	
237	Gr 2	Teresa Rademacher	206
227	Gr 2	Ashley Hannigan	204
		Classroom Aides: Janelle Oberst & Nancy Meyers	
229	Gr 3	Danielle Crowley	201
230	Gr 3	Anne Marie Urick	203
226	Gr 4	Sarah Kuykendall	208
224	Gr 4	Kathy Farstad	210
225	Gr 5	Kathy Paul	302
238	Gr 5	Margaret Warnemunde	304
240	MS	Rachel Wiehoff	111W
220	MS	Jeremie Nichols	112W
235	MS	Julie Steege	113W
222	MS	Beth Caldwell	210W
236	MS	John Pupkes	211W
234	MS	Emily Guilliat	212W
221	MS	Mairzy Gatrell	213W

**School Office 612-823-4394**

**School Fax 612-824-0998**

**Office hours 7:30am-4:00pm**

**EMAIL ADDRESSES** - To contact anyone at school via email - Initial of first name & last name spelled out @annunciationmsp.org

Example - For the principal it would be: [jcassidy@annunciationmsp.org](mailto:jcassidy@annunciationmsp.org)

<b>Voicemail</b>	<b>Teacher</b>	<b>Room</b>
253	Alexandra Franco - Spanish - Grades 3-8	110W
215	Serena Lovera - Spanish – Grades K-2	
211	Megan Stebbins - Library/Media Specialist	
232	Lorissa Letwin - Creative Arts	
206	Mike Langer/Harry Kaiser - Phy Ed/ Health Teachers	
233	Julie Loney – Computer Lab, Technology	308
	Megan Stebbins - Webmaster	
	Mike Simon – Network Support	
231	Ellison Smith – Learning Specialist	
283	Anne LaLonde Laux – Enrichment Facilitator & IB Coordinator	
258	Anne Rusert – Learning Support Assistant	
206	Harry Kaiser . Mike Langer – PhyEd & Health	
<b><u>Annunciation's LADC Preschool</u></b>		
207	Hannah Chisham – Lead Discovery Teacher	
316	Shannon Buncher – Site Director, Lead Kinderstart Teacher	
<b><u>Extended Day</u></b>		
210	General Messages - Jeff Wisdom, Director	
212	Extended Day Account Questions - Jeff Wisdom	
<b><u>Lunchroom</u></b>		
292	Anne Stickney, Lunch Program Director	
292	Recorded Lunch Menu	
<b><u>Custodians</u></b>		
209	Steve Marple – Supervisor/Maintenance	
	Richard Johnson, Maintenance	
<b><u>School Nurse</u></b>		
218	Beatrice Benda - at school most Wednesdays	
<b><u>School Counselors</u></b>		
	Sharon Buffie	612-203-9414
	Mike Weir	612-823-4394
<b><u>Special Education Services, Minneapolis School District</u></b>		
	Sandy Spray-Kerr	612-668-3935
<b><u>Hovland Conservatory</u></b>		
	Piano Lessons at school	651-636-4835
<b><u>Guitar &amp; Jazz Band Combos</u></b>		
239	Dick Danaher	612-722-2949
<b><u>Annunciation Church Office</u></b>		
		612-824-0787



## **PARENT LEADERSHIP**

### **School Advisory Council (SAC)**

The school advisory council serves as an advisory council to the pastor and school administration in the areas of policy, finance, marketing, advancement, facilities and strategic planning. The twelve members, selected through a process of recruitment and discernment, serve three year terms. The school is responsible for ensuring that the school fulfills its mission and for safeguarding the economic viability of the school.

The school advisory council meets the second Tuesday of each month in the Annunciation School Spirit Center Conference Room. Parents are encouraged to become involved in the school advisory council committees: marketing, facilities, and advancement.

### **School Advisory Council Members 2017-18**

Co-Chairs: Steve Peterson and Michael Lori

Vice Chair: Allison O'Brien

Secretary: Alison Golla

Wendy Bagley

Jayne Dow Larkin

Laura Vonhof

Adrian Woodward

Lori Huber

Angela Maurer-Green

Deb Ferrao

Josh Dingman

The agenda, minutes and school advisory council policy handbook are listed on our website.

### **Annunciation Parent Organization (APO)**

The Annunciation Parents Organization (APO) is made up of all parents and guardians of our students. In partnership with teachers, administration and the school board, it is APO's mission to help provide the best environment for our children to develop academically, spiritually, and socially. This mission is accomplished by:

- Recruiting and organizing parent volunteers.
- Welcoming and encouraging new family and current family participation.
- Fostering a sense of school support, pride, and enthusiasm.
- Serving as a resource for communication among parents, teachers, administration and the school board.
- Recognizing the contributions of the staff.
- Raising funds to support school initiatives.
- Helping build community consciousness within our school, parish, and the community at large.

An annual membership fee of \$25 per family provides financial support for APO initiatives. Annunciation School's parent volunteers are the backbone of many wonderful programs. Parent volunteers contribute greatly to the positive school climate and welcoming atmosphere. For the safety of children, the Archdiocese has mandated that all churches do criminal background checks on volunteers who work with children on a one to one basis or who work alone with a group of children – for example our health volunteers, athletic

coaches, tutors, Camp Foley chaperones, SOAR leaders, reading enrichment volunteers, etc. Volunteers who work with children must also complete the Virtus Training. In addition, all volunteers must read and adhere to the Code of Conduct.

#### **APO Officers – 2017-18**

- Co-Presidents: Sara Nuahn and Christy McFadden
- Co-Vice Presidents: Open
- Secretary: Heather Mueller
- Treasurer: Patty Lucey
- Volunteer Coordinator: Kerry Korman
- Pre-School Representative: Kate Swanson



### **REGISTRATION AND PROCEDURES**

#### **School Daily Schedule**

The school day begins at 8:00am and ends at 2:45pm. The first bell rings at 7:45am.

School Office Hours - 7:30am to 4:00pm

#### **Registration**

During the 2017-18 school year, Annunciation School will begin implementing a continual enrollment model. Students will be automatically enrolled **unless a family contacts us by 1/31**. Tuition payment plans will be set up based on the plan you selected this year. You will be able to log in to your billing account to review your plan. There will be a \$200 non-refundable registration fee per family. More information will be available as we move forward in this Continuous Enrollment process.

During Open Enrollment, priority is given to returning students. Following open enrollment, registration will be accepted on a first come, first served basis. Enrollment priorities are as follows:

1. Employee's children
2. Parishioners with siblings in school
3. Parishioners
4. Non-parishioners with siblings in school
5. Children and grandchildren of alumni
6. Catholic Non-parishioners
7. Non-parishioners

**All priority placements of students are based on meeting the required deadlines of Open Enrollment. All deadlines are clearly stated in the enrollment materials. Subsequent registrations received after Open Enrollment will be treated on a first come, first served basis regardless of parishioner, sibling or alumni status.**

Annunciation School administration will make the final determination regarding the enrollment of new students. Enrollment projections will be reviewed by the School Board.

#### **Kindergarten/First Grade Age Entrance**

Generally, children must be five (5) years of age on or before September 1 of the current school year to enroll in the kindergarten program. We feel that a child must be ready academically, socially and emotionally to have a positive first experience in school.

## **Kindergarten Retention**

If retention is being considered, parents will be notified by the end of January. The final recommendation, after reviewing school data, the child's maturity level and potential adjustments at the next grade level, will be made by the school staff in close consultation with the parent/guardian.

In grades 4-8, if a child fails two consecutive trimesters of any core subject, they will be required to attend and successfully complete summer school or be tutored so as to learn skills which are lacking.

## **School Drop-Off/Pick-Up Procedure**

Please be respectful of our neighbors around the school. Drive slowly and mindfully.

### **Morning Drop Off**

- School starts at 8:00am.
- The school doors open at 7:30am. Please do not bring your child(ren) prior to this time.
- Students may go to classrooms when the 7:45am bell rings.
- Bells ring at 7:55am and 8:00am. Any student entering a classroom after the 8:00am bell is considered tardy.
- Enter the parking lot from Harriet Avenue.
- Drop off children between pedestrian crossing and the end of the playground.
- Stay in your vehicle.
- Exit on Garfield.
- Children are not to be picked up or dropped off in front of the school. There is no stopping or parking on 54<sup>th</sup> Street.

## **Afternoon Pick Up**

- The children are dismissed at 2:45pm. Please be there on time to pick up your child(ren).
- Enter the parking lot from Harriet Avenue.
- When picking your child(ren) up at the rear of the building, please stay in line. Your number (displayed in your front or side window) will be called when you approach the pick-up zone, and your child will be ready to enter your car.
- If you have scheduled a meeting, or are coming in to the building, please park in the east lot by the church.
- Please do not park in the west lot, or arrange to meet your child anywhere in the parking lot area. It is extremely dangerous for the children to be crossing the traffic lanes.
- Children are not to be picked up or dropped off in front of the school. There is no stopping or parking on 54<sup>th</sup> Street.

Thank you for your continued cooperation in making this a safe, efficient process!

## **Channels of Communication**

Annunciation School believes in the importance of keeping the lines of communication open between parents, staff, and students. If parents are concerned about problems between student and teacher, the following procedure should be followed.

- Contact should first be made with the teacher and every attempt made to resolve the concern.
- If further discussion is deemed necessary, the school principal should be contacted.

- If both these steps prove unsatisfactory, the Annunciation School local conciliation policy should be followed.

### **Attendance**

Research on student attendance indicates that regular school attendance and punctuality are directly related to success in school and can impact students academically, socially, and emotionally. Research shows that missing 10 percent of the school, or about 18 days in most schools, negatively affects a student's academic performance. That's just two days a month and that's known as chronic absence. Because we believe attendance and punctuality are important to student success, Annunciation School will adhere to the State of Minnesota regulation concerning school attendance.

Students are expected to be present and punctual for all classes throughout the school year.

### **Absence**

When sickness or serious family obligation necessitates absence, please contact the school office:

- Parents are asked to call in absences and tardies on the School Voicemail (612-824-9993 ext 504) before 8:00am on the day the child will be absent to report the reason for the absence or tardy.
- Absence from school without permission is truancy. Truancy is a child 12 or older failing to attend school. A child who misses seven days of school or seven class periods on several different days without lawful excuse can be petitioned as a habitual truant. Students who are truant will have a conference with their parents and the principal. Students

will have to make up time missed for the truancy offense. Other disciplinary actions will be determined on an individual basis.

- It is the student's obligation to obtain and complete work missed during an absence. Middle School can access homework through Schoology. Younger students may collect homework from their teachers upon their return or parents can make arrangements to pick up the homework from school. Teachers should be notified before 8:00am so that assignments will be ready to be picked up at 2:45pm.

### **Tardy**

- A student is considered TARDY if he/she is not in the homeroom by 8:00am. A student who is tardy must check in at the school office. A pass will be issued for admittance into the classroom for Middle School students.
- Consequences of Unexcused Tardiness are as follows:
  - 3 tardies - Teacher will contact parents to discuss tardies.
  - 6 tardies - A letter will be sent home from the school office.
  - 9 tardies – Parents will be contacted to meet with school administration.
  - 12 tardies - Student may be referred to Hennepin County Truancy Court.

## Appointments

Whenever possible, parents are encouraged to schedule their children's medical and dental appointments after school. The student will be required to bring a written note from the parents the day before or on the morning of the appointment requesting that the student be excused. The student will give the note to the school office. Included in the note should be information about who will be picking the child up from school. This person must come to the office in person to sign the student out of the building.

## Lost and Found

Lost and found articles not claimed at the end of each semester will be given away to a local charity. Labels in clothes help us to return items to children.

The lost and found is located in the back of the auditorium.

## Volunteer Requirements

It is policy of the Archdiocese that all school employees, as well as volunteers who have regular or unsupervised contact with minors, submit to a criminal background check and receive training in preventing sexual abuse of children and youth. Records of background checks and training are maintained by VIRTUS@Online. All volunteers must be compliant with three essential Virtus requirements:

1. Register with Virtus and attend a live **training session**. The training is a three-hour program, and is offered periodically at Annunciation. Dates and times of sessions at other locations can be found at [www.virtus.org](http://www.virtus.org)

2. Once a Virtus connection has been established, volunteers submit to the **background check** online.
3. Volunteers sign (online) that they have read and agree to abide by the **Volunteer Code of Conduct**.

All three requirements must be renewed every three years (the training component is provided online).

If you have already completed the Essential Three, but need to know when you are due for renewal, please log on to your Virtus account at [www.virtus.org](http://www.virtus.org). If you have forgotten your username or password, please follow the prompts for retrieval or contact the Virtus Help Desk via email at [helpdesk@virtus.org](mailto:helpdesk@virtus.org) or call 1-888-847-8870.

If you have any questions regarding Virtus, please contact Michael Compton, Safe Environment Coordinator, at 612-824-9993 ext. 259 or [mcompton@annunciationmsp.org](mailto:mcompton@annunciationmsp.org).

## Communications

- Change of Address - It is essential that you notify the school office if you have a change of address, phone numbers, or email address. This information is needed to keep our records current and is critical to ensure your child's safety at all times.
- If you choose to bring your child's forgotten lunch to school, we will direct you to the auditorium to put it on the table at the back of the room. Students have been instructed to check the table for their forgotten lunch. Please remind them at home as well. You do not NEED to bring their lunch to school. We have a great lunch program and they can always order a lunch from school.
- Middle School students will not be called to the office to pick up forgotten homework. However, if parents feel it



important to bring forgotten homework to school, it will be put into a bin at the office that students can check at break or change of class.

- Newsletter – It is very important that families read the school weekly newsletter. The *Weekender* keeps parents informed of school happenings, important dates and events, and necessary information. A new issue is published each Friday on the school website. The parish bulletin is also available online.
- Teacher Contact voicemails and e-mails - You may call your child's teachers on the School Voicemail Line at 612-824-9993 - and at the introduction you may enter the extension. You may leave a message on voicemail for the teacher, who will reach you as soon as possible. The teacher extensions are listed on the Staff Directory in the front of the Handbook.
- All teachers and school personnel have e-mail access. Everyone's address is "initial of first name, followed by the last name @annunciationmsp.org. Example: For Principal – [jcassidy@annunciationmsp.org](mailto:jcassidy@annunciationmsp.org)
- Telephone Calls - Students are permitted to use the school telephone during school hours only in the case of an emergency. Forgotten homework or lunches, field trip permission slips, or plans for social engagements are not considered emergency matters.
- Children may not use cell phones in school. If a child has a cell phone, it must be turned off and stored during the school day. Please do not call or text your child during the school day. Contact the school office if a message is necessary. The office will email the teachers – however, a teacher might not see the communication until the end of the day.
- Transfers - Parents are asked to inform the school office as soon as possible when transferring a child to another school. All academic and health records will be sent directly to the new school upon request of the school or if the parents have signed a release form.

## **Dissemination of Official Records**

Parents or legal guardians may ask to review the contents of any records or data collected on or for their child. This may include any or all of the following:

- Identifying data
- Academic work completed
- Report Cards
- Attendance data
- Scores on standardized tests
- Health data
- Verified reports or serious recurrent behavior patterns
- Individual Service Plans or Plans for Accommodation

The administrator is provided reasonable amount of time to reply to a request but not to exceed 45 days.

## **Non-Custodial Parents**

Annunciation School abides by the provisions of the Buckley Amendment with respect to non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **Non-Discrimination**

It is the policy of Annunciation School to comply with Federal and State laws prohibiting discrimination.

## **Calendar**

The school calendar is subject to change as the year progresses. Any changes will be announced as far in advance as possible.

The proposed calendar complies with state law. For the most up-to-date calendar, please visit the school website and click on "calendar" at the top, this will link you to the school google calendar, which is updated regularly.

### **Hot Lunch**

Caravan Kids Catering (CKC) transports healthy meals to school each day.

#### Prices:

Hot lunch \$3.60  
Milk \$.40

School lunch and milk must be prepaid by check made payable to Annunciation or by paying online under the parent tab on the school website. Families may check their lunch account balances on the school's website.

The monthly lunch menu is listed on the school's website. Questions may be directed to Anne Stickney, Lunch Program Director, ext 292. Students may also bring their own bag lunch.

Families may qualify for free or reduced price lunches. Please contact Anne Stickney for an application.

NO POP is allowed during the school day.

If you choose to bring your child's forgotten lunch to school, we will direct you to the auditorium to put it on the table at the back of the room. Students have been instructed to check the table for their forgotten lunch. Please remind them at home as well. You do not NEED to bring their lunch to school. We have a great lunch program and they can always order a lunch from school.

### **Indoor Recess**

Children may stay inside for the following reasons only:

- Raining or wind chill factor of -10 degrees or lower. Children dressed properly should be able to withstand 15-20 minutes outside if the wind-chill is above -10 degrees.
- A note from home stating a physical reason. However, this should only occur for a day or two at a time.
- Disciplinary reason, at the request of the teacher.
- To complete some work with teacher approval (such as a test).
- To work on an assignment or project with teacher approval that normal class time will not permit to be completed and that absolutely cannot be done at home.

### **School Property**

The Annunciation community works hard to maintain and upgrade the facility. We hope that all students, parents, and guests who use the facility will also show pride in the building and keep it neat and clean. Any damage done to school property must be repaired or replaced at the expense of the offender.

### **School Supplies**

A list of necessary school supplies is available on the school website. APO offers you the opportunity to purchase supplies through a special fund raising program – School Tool Box.

## **Visitation**

Parents are welcome to visit during the school day provided they sign in at the school office and are VIRTUS compliant.

## **Student Lockers**

One locker is assigned to each middle school student. The home base teacher has a list with each student's name and locker number. A lock will be distributed to each student. All school supplies will be stored in the locker and not in the classroom. Coats and outdoor gear can be stored in the coat area of each MS room. Lockers are the property of the school and according to Minnesota State Law may be opened by an administrator or faculty member at any time. Desks and backpacks are also subject to search.

## **Curriculum**

Annunciation School uses a broad and balanced curriculum that is appropriate to the developmental levels of learning in the cognitive, physical, spiritual, social, and emotional areas. Teachers provide curriculum information at Parent Information Night in September and throughout the year.

## **Conferences**

Teacher conferences for students in grades K-8 are held twice during the school year. Parents may contact teachers at any time if they have concerns about the child's progress or conduct.

## **Homework**

Teachers at each grade level will give specific information regarding homework expectations to children during the first few weeks of school and to parents at Parent Information Night in September.

## **Homework/Assignments While on Family Trips**

Since material presented in class can never be completely made-up, parents are requested to plan vacations in accordance with school vacations. Parents who feel that some activity involving the family is important enough to require the absence of their child from school should advise the school in writing. Make-up work must be completed according to the timeline of the teacher(s).

Middle School students should talk with the teachers about assignments prior to the trip.

## **Reporting System**

Students in grades K-8 are issued progress reports each semester.

The primary grades (K-5) evaluate progress by using checklists of skills and standards by indicating strengths and areas needing improvement through a 3-2-1 scale.

Middle School (6-8) uses letter grades.

Report cards are posted on Educate.

If a student loses a text or classroom book, or does not return it at the end of the school year, a written notice will be sent to

parents. Report cards for the student will be held until the book is returned or until the book is paid for, according to the current book price to replace the book.

### **Enrichment and Support Services:**

Believing each child is created uniquely by God, Annunciation Catholic School is committed to providing support for our diverse community of learners. *As our mission states, our united and caring community of students, staff and parents is committed to learning based on Christian values within our rich Catholic heritage. We provide our students with an outstanding religious and academic education, addressing the needs of the whole child.* For students who need additional support, we offer enrichment and learning support services.

**Enrichment:** Annunciation School offers four levels of academic enrichment. In addition, we offer accelerated math pathways and a Dimensions class for students in middle school to participate in STEM experiences. See the School's website for details and identification process.

**Support Services:** Annunciation School seeks to provide a system to assist students with mild to moderate special needs or disabilities. The additional supports that students need may be provided by classroom teachers, support staff, public school district services, family-provided private services or a combination of each. The supports are determined individually based on assessments to identify the disabilities and needs when these needs interfere with learning in the classroom. See the school website for details on our support services.

### **Special Education**

These services include academic, psychological, physical, and speech therapy. If you feel your child has a difficulty which

interferes with his education, you have the right to these services if your child qualifies for special education.

Any child who qualifies has the right to individualized special education services. The state and federal programs for Annunciation students are administered through the Minneapolis Public School District. The contact person is Sandy Spray-Kerr at 612-668-3935 or [sandra.spray-kerr@mpls.k12.mn.us](mailto:sandra.spray-kerr@mpls.k12.mn.us)

### **School Counselors**

Annunciation School contracts school counselors through David Hoy & Associates. Sharon Buffie and Mike Weir work with Annunciation children and their families. Sharon and Mike are at Annunciation one day a week each.

### **Textbooks and Equipment–Government Program**

Annunciation School receives state funding on a per pupil basis to assist in the purchase of non-religious textbooks and certain equipment.

### **Middle School Guidance**

The Minneapolis Public Schools provide a staff person who meets with middle school teachers to provide materials related to career education, study skills, etc. as needed. This person also helps students who may be interested in attending public high schools with the registration process.

### **Library Books**

- Each book checked out of the library is to be returned in the same condition. Books are due in one week and,

with the exception of books on reserve, may be renewed twice.

- Students are notified verbally or by written notice each week a book is overdue.
- The current price of the book and processing fee will be paid for books that are seriously damaged by the student. This must be paid within one month after you have been notified by the librarian.
- A written notice by the parent or guardian must be sent to the librarian for lost books. If the book is still not found by May 15 of the current school year, the current book price and processing fee must be paid to replace the book.



## **TUITION**

Annunciation School is a treasured, vibrant and vital ministry of Annunciation Parish. The parish is committed to providing affordable Catholic education for parishioners by offering a tuition subsidy for the children of active parish families. This tuition rate is available to full time Annunciation parishioners who have been formally registered and meet the following criteria:

1. Time – Attends Sunday Mass at Annunciation Catholic Church on a routine, regular and on-going basis.
2. Talent – Actively participates in Annunciation Parish and School activities and ministries.
3. Treasure – Recognizes their financial obligation and responsibility to the parish by pledging and participating in the parish Stewardship Program.

Families are asked to prayerfully consider a pledge to the parish. Church registration takes place at the Parish Center (612-824-0787).

School Advisory Council policy states that “Continued enrollment at Annunciation School will be dependent upon full tuition payment, unless arrangements are made with school administration. Those who fail to comply with the tuition collection process, either in-parish or out of parish will not be admitted back in the school the next year.”

### **TADS Tuition Management**

Annunciation School uses TADS for our tuition agreements and billing. All families, even those who pay their tuition in a single payment, must have a TADS account. Families pay their tuition in one of three (3) ways:

1. Payment in Full – A statement is mailed or emailed in early June.
2. Monthly or variable payment through TADS – over a period of up to 12 months.
3. American Express, Discover or Mastercard credit card payment through TADS. A convenience fee of approximately 3% will be charged if you use this option.
4. All tuition accounts must be paid by June 30 of that school year.

Financial assistance may be made available for the children of families who cannot afford full tuition charges.

### **Parishioners**

<b>K – half day</b>	<b>\$3,000</b>
<b>K-8</b>	
<b>First Child</b>	<b>\$4,900</b>
<b>Second Child</b>	<b>\$4,485</b>
<b>Third Child +</b>	<b>\$3,980</b>

### **Non-Parishioners**

<b>K – half ay</b>	<b>\$3,900</b>
<b>K-8</b>	
<b>First Child</b>	<b>\$6,400</b>
<b>Second Child</b>	<b>\$5,985</b>
<b>Third Child +</b>	<b>\$5,985</b>

NOTE: In the event that a student is admitted to or withdraws from Annunciation after the school year begins, tuition for the entire semester in which the student is admitted or withdrawn is payable.

After school starts, changes from half day kindergarten to full day kindergarten may occur immediately after Christmas break. Changes must meet the approval of the classroom teacher and the principal by December 1. Half day Kindergarten rates do not affect multiple children rates.

For information about Annunciation's Preschool tuition, please see [www.ladcfamilies.org](http://www.ladcfamilies.org) or call 651-762-7884.

During the 2017-18 school year, Annunciation School will begin implementing a continual enrollment model. Students will be automatically enrolled **unless a family contacts us by 1/31**. Tuition payment plans will be set up based on the plan you selected this year. You will be able to log in to your billing account to review your plan. There will be a \$200 non-refundable registration fee per family. More information will be available as we move forward in this Continuous Enrollment process.

### **Financial Aid**

Annunciation is pleased to assist families in providing a Catholic education for their children by means of need-based tuition grants through the Help-a-Student Fund. The application

process is handled confidentially by a third party, TADS Financial Aid Assessment. Applicants apply online at [www.mytads.com](http://www.mytads.com) by March 1.

For questions, please contact Jennifer Cassidy, School Principal, at 612-823-4394 ext 201.



### **UNIFORM POLICY**

Here at Annunciation we take great pride in our students and we want our students to take great pride in being a part of the Annunciation School community. As a way to build and support that pride we continue to uphold a uniform policy. Wearing a standard uniform helps to create a neat and consistent appearance for students and reminds them that they are a part of and a reflection of the larger Annunciation community.

Annunciation partners with Educational Outfitters and Donald's for our uniforms. Please purchase all uniform supplies at these vendors. Uniforms purchased through these stores are made with fair trade/labor practices and have been designed to hold up for heavy wash and wear.

- \* All items must fit appropriately (not oversized, undersized or tight to the skin)
- \* Check description of each item to see if it is uniform compliant or designated as spirit wear.

Used uniforms are sold at Back to School Night. You may also visit the school office to purchase items throughout the school year.

	<b>Boys*</b>	<b>Girls*</b>
<b>Shirts/Blouses</b>	Green and white polos w/ school logo. Shirts must be tucked in unless they are the no-tuck style. Any shirt worn under the uniform shirt must be solid white	Green and white polos w/ school logo. Long or short-sleeve white blouses may be worn under jumpers. Shirts and blouses must be tucked in unless they are the no-tuck style. Any shirt worn under the uniform shirt must be solid white
<b>Pants</b>	Navy blue twill pants worn at the waist (no denim, corduroy, or cargo pants).	Navy blue twill pants worn at the waist (no denim, corduroy, capri or cargo pants).
<b>Skorts (Middle School only)</b>		Hems of skorts must be no higher than two inches above the knee. Skorts must be worn at the waist, hems may not be rolled, and the hem should be in good repair.
<b>Shorts</b>	Navy blue twill shorts must be no higher than two inches above the knee and worn at the waist. No cargo or athletic shorts.	Navy blue twill shorts must be no higher than two inches above the knee and worn at the waist. No cargo or athletic shorts.

<b>Jumpers (grades K-5 only)</b>		Plaid jumper. Bike shorts, leggings or tights to be worn under jumper. Socks must be worn with bike shorts and leggings. Hem of jumper must be no more than two inches above the knee and in good repair.
<b>Sweaters, Sweatshirts &amp; Jackets</b>	Must have school logo. Uniform shirts must be worn under Annunciation sweaters, sweatshirts, and jackets.	Must have school logo. Uniform shirts must be worn under Annunciation sweaters, sweatshirts, and jackets.
<b>Socks</b>	White, navy blue or black quarter, crew, or ankle length. No 'no-show' socks. Socks must be worn at all times.	White, navy blue or black quarter, crew, ankle, or knee-high length. No 'no-show' socks. Anklets are acceptable for girls in K-5. Socks must be worn at all times.
<b>Leggings/Tights</b>		White, navy or black
<b>Shoes</b>	Tennis, Velcro, buckle, slip-on, or tie shoes.	Tennis, Velcro, buckle, slip-on, or tie shoes.
<b>Accessories</b>	Simple (unadorned) blue, black or brown	Simple (unadorned) blue, black or brown belts. Simple

	belts. Simple jewelry. Face jewelry is not allowed).	jewelry. Face jewelry is not allowed).
<b>Hair</b>	Hair must be clean and neat. Exaggerated hair styles or colors not allowed.	Hair must be clean and neat. Exaggerated hair styles or colors not allowed.
<b>Makeup</b>		No inappropriate or excessive make-up is allowed. Minimal makeup may be worn in Middle School (grades 6-8) only.

\* All items must fit appropriately (not oversized, undersized or tight to the skin)

### Dress Code for Non-Uniform Days/Functions

Dress-Up Day – Please wear clothing appropriate for attendance at Sunday Mass.

- Non-Uniform Day – Clothing must be appropriate for the weather and activity of the day. Skinny jeans, leggings or jeggings are only acceptable if a shirt or sweater is worn that comes down below the buttocks. Halter, midriff, tight, tank or low-cut tops are not acceptable.
- Spirit Wear- Students should wear Annunciation branded clothing that is in good condition. Pants, skorts, and shorts should follow the rules as outlined above.

### What is Not Acceptable for Both Girls and Boys

- Clothing which is in disrepair (ripped/torn, cut off, frayed, fringed, patched, or faded)
- Advertising or logos or any inappropriate slogans, words, graphics, or decorations (small logos on socks are permissible but discouraged)
- Open toe or open-back shoes, flip-flops, croc-like sandals, clogs, slippers, or boots (including fashion boots)
- Long-sleeve shirts may not be worn under short-sleeve polo shirts
- Hats (except on designated spirit wear days).



### SAFETY AND CAMPUS SECURITY

Students shall not be permitted to leave school before the regularly scheduled dismissal time except for a valid reason and with the approval of the principal. Once approval is obtained, the parent must sign the student school log book in the office and ask to have the student paged and sent to the office. It is recommended that the parent send a written note to the school office ahead of time. Students may not leave school on their own before dismissal (i.e. – walking or biking to an appointment); they must be signed out in the office by a parent.

The outside doors of the campus will be locked at 8:00am. Visitors and volunteers may enter through the 54<sup>th</sup> Street door, sign in at the office and obtain a badge to wear while in the building. Hallway doors to the school will be locked at 4:00pm after school.



## **Child Abuse and Neglect**

Under Minnesota State Law, school staff and faculty are required to report suspected physical and sexual abuse and certain forms of neglect. Neglect may include failure to provide necessary food, clothing, shelter, medical care, school attendance, etc. Reports must be made to Hennepin County Child Protection Agency or to the police.

Anyone may report suspected abuse or neglect. The 24-hour Hennepin County Child Protection number is 612-348-3552.

For information about Parents Anonymous or to talk to someone if you're about to hurt your child, call the 24-hour Child Abuse Prevention Hotline – 612-348-3552.

## **Peanut and Tree Nut AWARE Policy**

Snacks – Peanut and tree nut free snacks: All snacks and foods for special functions such as Carnival, must be peanut/tree nut free. This includes fresh food, packaged food and homemade food. Check labels: Please remember to check labels every time you purchase a product, as ingredients may change. Avoid any products stating: "May contain traces of peanuts and tree nuts." or "Manufactured in a facility where peanuts and tree nuts are present."

Lunchroom – Peanut & Tree Nut Aware Table: There is a designated peanut and tree nut free table in the lunchroom for all three lunch periods. Non-allergic children are welcome to sit with the allergic friends at this table, provided that their lunches do not contain peanut/tree nut products. This table is optional for kids with peanut/tree nut allergies. After lunch, students who have eaten peanut/tree nut products must wash their hands with soap and water or use a wet wipe before class resumes.

This is very important in order to prevent cross contamination. For further information on peanut/tree nut allergies, check these websites: [aafa](#) and [foodallergy](#).

## **Bicycles**

Students may ride their bicycles to school and must lock the bikes in the bike rack. The school is not responsible for stolen or damaged bicycles. Bicycles are not to be ridden on school ground during the school day. Bike helmets are strongly recommended.

## **Cold Weather Procedures**

During the cold winter months we ask that parents make a special effort to see that their children are dressed appropriately (ie, hat, mittens, boots, etc).

The children go outside for recess at lunch. During winter months, we sometimes receive requests to keep children inside at recess. Such requests are difficult to honor because classrooms are not supervised at these times. We have found that a short period of outdoor activity is extremely important in order to refresh each child. The children then arrive back in their classrooms better prepared to resume their studies.

When temperatures fall below -10 degrees F wind chill, the students will stay indoors.

## **Skateboards and Rollerblades, Scooters**

Skateboards, rollerblades and scooters are not to be used in school or on school property.



## **HEALTH AND WELLNESS**

### **Health Information**

State funded health services for students are provided by a licensed school nurse hired through the Minneapolis Public School District. The nurse is at school one day a week but is available by phone daily. The duties of the nurse include assuring compliance with the state immunization law, supervising hearing, vision and scoliosis screening, and maintaining the health record that is kept on each child from kindergarten through graduation. The nurse also consults with students, staff and families regarding first aid, episodic care, medications, communicable disease and emergency care. Daily first aid duties are carried out by the school office staff and/or parent volunteers.

1. Health Volunteers: During noon recess, on some days, parent volunteers staff the health office when the school nurse is not on duty. Volunteers receive some training in first aid and school policies. The volunteers may not dispense medications.

2. Illnesses and Injuries: If your child has a fever or is not feeling well enough to work at school or to be outside at recess, please keep your child at home. You will be called if your child becomes ill at school, and he/she can be picked up in the office. If your child is injured at school, first aid will be administered. If a serious accident occurs, you will be called or paramedics will be called as necessary. It is important that parents notify the school of any changes in home or work numbers. We also ask to be notified if your child has a contagious disease so that we may inform other parents that

the illness is present in the classroom. The identity of the ill child is not shared.

3. Return to school following a sick day: To maximize learning and to minimize disease transmission at school, a student who is ill should stay home for 24 hours after a fever returns to normal (WITHOUT fever-reducing medication) from a high of over 100 and for 24 hours after the LAST episode of vomiting or diarrhea.

4. Medications: Giving medications to students in school presents possible problems of safety and reliability. If your child needs medication, please work out a schedule with your medical provider that does not include school hours, such as before and after school and at bedtime. If medications must be given in school, the medication policy developed by Minneapolis Public School Health Services will be followed. This policy states that medication can be given by school personnel only with written authorization of the physician and parent, and must be sent to school in a properly labeled bottle from the pharmacy. Medication must be kept in the school office. The policy applies to both prescription and over the counter medications. Consent forms and copies of the entire policy are available from the school office.

5. Immunizations: Minnesota law requires that all children enrolled in a public or non-public school must be immunized against diphtheria, tetanus, pertussis (DPT), polio (OPV), measles, mumps and rubella (MMR) and Hepatitis B. A record of these immunizations must be given to the school prior to entering kindergarten and must be updated before 7<sup>th</sup> grade. Students transferring from other schools must present the record upon registration. If the parent or guardian has a conscientious objection to immunizations, a notarized statement to that effect must be given to the school.

6. Physical Exams: Physical exams are requested when entering kindergarten and seventh grade and if your student is new to the Minneapolis Public or Non-public Schools. Students are expected to participate fully in the school program, including all physical education activities, unless your physician has recommended otherwise. Therefore, it is important that we have current health information in your child's record. Parents are asked to inform the teacher and school nurse of important health information, allergies, chronic illnesses, etc, to ensure proper care and safety for your child.

7. 7<sup>th</sup> Grade Immunization Requirements: Before entering 7<sup>th</sup> grade, state law requires that students show proof of a 2<sup>nd</sup> MMR, a Tdap, a series of Hepatitis B shots, and either a date of chicken pox disease or a varicella shot.

If immunizations are contradicted for medical reasons, a signed statement from the physician must be provided. Forms for both the conscientious and medical exemption are available in the school office.



## **EMERGENCY PROCEDURES**

### **Fire Drills**

Fire drills are necessary for the safety of the children. At the signal, all students and teachers leave the building quickly and silently. Teachers will take their class roster/grade book with them for roll call. Only when a signal is given does everyone return quietly into the building. Minnesota Law requires four annual fire drills.

### **Tornado Drills**

Tornado drills are necessary for the safety of the children. At appropriate signals, all students and teachers will proceed accordingly - following the school's tornado drill plan.

### **Lockdown Drills**

Lockdown drills are necessary for the safety of the children. At the signal, the teacher will lock the classroom door and have the children sit away from the door and windows. The teacher will account for all children in the classroom. At the end of the drill, a signal will be given to indicate an "all clear."

### **School Closings**

School closing due to inclement weather will be announced on WCCO 4, KSTP 5, FOX 9 and KARE 11 television, radio, and websites, as well as a posting on Facebook and an automated telephone call and email from the school.

Annunciation **does not** follow Minneapolis Public Schools for cold weather related closings.

### **Emergency Situations**

In the event of an emergency involving a child at school, first aid will be administered by a staff person. The staff person assisting the student will determine whether the emergency requires professional medical assistance. If the staff member determines that professional medical treatment is required, the staff person, or someone designated by the staff person, will contact 911 immediately. Current emergency medical information on file for the injured person will be delivered to the paramedics upon their arrival. Office staff will then notify

parents (or an emergency contact designated on the child's emergency form) of the emergency situation and the care given.

In the event that the injured party must be transported to a medical facility, the staff member assisting the child, or another staff member designated by the principal, will accompany the child to the medical care facility and will stay with the injured child until the parent or an appropriate guardian arrives.

Any expense incurred from the use of emergency medical care will be the responsibility of the child's parents.

### **Evacuation**

If the building must be evacuated for an emergency, children will be taken to the church for safety. Parents will be able to contact a school representative by calling the parish office at 612-824-0787.

### **Field Trips**

Field trips are encouraged as part of the school's educational program. Permission slips must be submitted to the homeroom teacher by the date due. Students without parental permission will not go on the field trip. Phone calls for permission will not be acceptable.

Field trip permission forms are filled out and submitted online. Teachers will notify parents of upcoming field trips. The links to the permission form will be posted on the Parent page of our school website. Bus transportation will be used on all field trips when appropriate.

It is policy of the Archdiocese that all school employees, as well as volunteers who have regular or unsupervised contact with minors, submit to a criminal background check and receive training in preventing sexual abuse of children and youth. Records of background checks and training are maintained by VIRTUS@Online. All volunteers must be compliant with three essential Virtus requirements. See page 8 for complete details and instructions.

### **School Bus Behavior**

Riding the bus is a privilege. The following rules are meant to protect the safety of all students who will be riding the school bus during field trips:

- Wait a safe distance from the curb at the bus stop.
- Wait until the bus comes to a full stop before boarding.
- Sit in selected or assigned seat and remain seated while the bus is in motion.
- Keep entire body inside the bus at all times.
- Do not throw things in or out of the bus.
- Stay out of the school bus danger zone. The danger zone is an area within ten feet of the bus in all directions.
- Follow the directions of adults on bus at all times.
- No eating or drinking on the bus.
- When leaving the bus and crossing a street, students should:
  - Walk at least 10 steps ahead of the bus.
  - Stop, look at the bus driver and wait for the signal to cross.
  - Walk quickly across the street. Do not stop or turn back.
  - Never cross behind the school bus.

### **Consequences for violation of bus rules:**

Students in violation of these rules will be issued a behavior consequence according to school policy.



## **STUDENT EXPECTATIONS**

### **Rights**

We believe that every student has certain rights that must be respected by all persons at Annunciation School. These include:

- The right to be safe and protected.
- The right to learn.
- The right to have his/her concerns heard.
- The right to be treated with kindness and consideration.

### **Responsibilities**

In conjunction with these rights, we expect students:

- To be responsible for their own actions.
- To be welcoming and courteous at all times.
- To display a Christian, caring attitude toward classmates, teachers, staff, school volunteers, and visitors.
- To respect others in what is said and done.
- To respect and care for school property and the property of others.
- To help maintain a positive and orderly learning environment.
- To follow the directions of ALL teachers and supervisors.
- To avoid actions or activities that could potentially result in negative feelings, aggressive behavior, or unsafe conditions.

### **Bullying**

Bullying will not be tolerated at Annunciation School. According to the U. S. Department of Education, bullying is defined as: "intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another. The victim does not intentionally provoke the negative acts, and for such acts to be defined as bullying an imbalance in a real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, emotional, or sexual in nature."

### **Discipline**

The objective of discipline is to develop a mature individual, capable of self-control and self-direction. Discipline is controlled behavior, designed to develop within the student responsibility for his/her own actions in accordance with socially accepted conduct.

### **School Consequences**

Rules are meant to support the students in learning to make wise and helpful choices. Students experience the satisfaction of their positive behavior, thus prompting them to choose such behavior on their own. However, they also must learn that there are consequences for unacceptable behavior.

While every effort will be made to help the students set positive plans of action; there may also be a need for serious consequences. If a student does not respond to positive guidance and does not change a negative pattern of behavior, the student will face the possibility of detention, behavior contract, a conference with the teacher and principal including the student and parents, or even suspension or expulsion.

The principal is the final authority in determining appropriate consequences based upon the student's age, behavior history, and the severity of the offense.

Discipline referrals will be written by teachers if classroom interventions fail to work. These referrals will then be documented for students and will be placed into their file.

### **Consequences for Violation of School Rules**

Administration reserves the right to modify consequences.

As each disciplinary interaction is different, appropriate consequences to offenses will also vary. Teacher response to behavioral offense may include any of the following (options "4" through "9" will include parent contact):

1. Verbal warning
2. Temporary removal from classroom
3. Lunch detention
4. Phone call to parent
5. Morning detention
6. Request for parent-teacher conference
7. Referral to administrator
8. In-school suspension
9. Out-of-school suspension

### **Severe Behavior**

The following behaviors will be considered severe and are governed by a separate set of consequences. Severe behavior includes:

1. Insubordination toward any school personnel, school representative or guest.
2. Intimidation of or any attempt to intimidate or bully other students or school personnel.

3. Fighting or causing intentional physical harm to another.
4. Disrespectful, sexual or abusive language.
5. Destruction of property/vandalism.
6. School truancy.
7. Stealing and/or cheating.
8. Leaving school grounds without permission.
9. Anything that constitutes a severe disruption of the learning environment, endangers the safety of students and/or teachers, or is in direct violation of the philosophy and goals of Annunciation school.

### **Consequences for Severe Behavior**

#### First offense

1. Student referred to the office by the teacher with discipline referral form.
2. Parent notified.
3. Student given consequence. (Detention, suspension depending on severity of consequence)

#### Second offense

1. Student referred to the office by the teacher with discipline referral form.
2. Parent notified.
3. Student given consequence. Suspension, expulsion.
4. Parent conference.

#### Third offense

1. Student referred to the office by the teacher with discipline referral form.
2. Parent notified.
3. Student sent home and is suspended.
4. Parent conference with Principal.
5. Principal determines student expulsion after conference.

## **Chemical Use/Possession**

If any student attending Annunciation School is found in possession of, buying, selling, distributing or under the influence of mood altering chemicals while on Annunciation School grounds, attending any school sponsored event, or while riding the bus, this student will face immediate suspension by the principal.

In such an instance, the principal or supervisor will:

1. Notify the parents of the child's condition and remove the child from school (or the sponsored event) immediately.
2. Inform the parents that the child is suspended, and schedule a re-entry conference with them as soon as possible.
3. Inform local authorities if deemed appropriate by school administrator.
4. Refer the parents and student to a chemical health specialist for evaluation.

Before suspension is lifted, the parents and student will be required to:

1. Provide valid proof that the student is receiving professional help from a drug/alcohol counseling service.
2. Agree to the student being placed on a 6-month probation at Annunciation School.
3. Agree to immediate expulsion from Annunciation School if a second violation of the chemical use/possession policy should occur.

Should the principal receive a substantiated report of any Annunciation School student violating the chemical use/possession policy, even while off school grounds, the

principal shall notify the parents regarding this report and schedule a conference with the parents and student to discuss the report.

Following the conference, the principal may take actions deemed appropriate to the situation, such as suspending the student until the student receives a professional evaluation from a drug counseling service, placing the student on probation, or expelling the student if there is inability or unwillingness on the part of the student or parent to resolve the situation.

\*\*\*MOOD ALTERING CHEMICALS include any substances such as drugs, alcohol or prescription drugs that significantly change the behavior of the person taking them.

## **Tobacco Use/Possession**

The use or possession of tobacco in any form by Annunciation School students during school hours, on school grounds, while riding the school bus, or while attending any school sponsored function will result in confiscation of the tobacco product and in the following disciplinary action by the principal:

1. First Offense - Parents will be notified. The student will face consequence befitting the offense, such as detention, suspension, denial of bus riding privileges, or loss of opportunity to attend school sponsored functions.
2. Second Offense – Steps of first offense will be followed. Then a conference with the student, parents and principal will be called to discuss a plan for change in behavior. Suspension from school may be recommended.
3. Third Offense - Immediate suspension up to five days from school, possible expulsion.

## **Student Sexual/Racial/ Religious Harassment**

It is the policy of the Annunciation Church and School to provide an environment in which students are able to realize their full potential. Sexual/racial/religious harassment, in any form or degree, is destructive of such a favorable environment and will not be tolerated. (Minn. Stat. 127.46)

### **Provisions**

Sexual harassment includes any unwelcome verbal or physical sexual advance, requests for sexual favors, or sexually motivated physical conduct or communication of a sexual nature, which is offensive to the recipient. It is considered to be sexual harassment when:

1. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual.
2. Such conduct has the purpose or effect of either interfering with an individual's work/learning performance or creating an intimidating, hostile or offensive environment.

Any student engaging in sexual or racial harassment or who resorts to reprisal against another student or teacher will be subject to disciplinary action up to and including possible expulsion.

The principal has an affirmative duty to maintain a school free of sexual, religious and/or racial harassment. This duty includes discussing this policy with students and assuring them that they are not required to endure insulting or exploiting sexual, racial or religious treatment.

The duty to report incidents of sexual or racial harassment extends to acts perpetrated by all employees and anyone conducting business on the premises (e.g. parents, vendors, volunteers, and visitors).

### **Procedures**

Any student who believes that he/she has been the subject of sexual or racial harassment or who has any knowledge of that kind of behavior should report the alleged act immediately to school staff. The staff member is required to document the event and share this information with the principal. If the harassment involves a staff member, the student should report the alleged act immediately to the principal. If the harassment involves the principal, the student or staff member should report the act to the pastor. If the harassment involves the pastor, the student or staff member should report the act to the Archdiocese of St. Paul/Minneapolis.

1. The principal or appropriate delegate will investigate the alleged harassment and proceed to do whatever is necessary to resolve the complaint. Actions may include any or all of the following:
2. Investigation of the complaint by interviews with the parties involved.
3. Consideration will be given to suspension of alleged perpetrator during the investigation.
4. If facts warrant, the perpetrator will face expulsion from school.
5. Investigation will be conducted and a resolution of the issue will be submitted within sixty (60) days of the formal written allegation.



6. All information will be held in confidence until and if a decision is made that a student will be disciplined. At that time, it may be necessary to provide information as to the alleged conduct to, but only to, those individuals who are required to know of the allegations.

### **Weapons**

“Weapons” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of causing bodily harm or death, or any other device or instrument which, in the manner it is used or intended to be used, is likely to cause bodily harm or death. Look-a-like weapons may not be brought to school and will be dealt with as weapons.

Some examples of weapons include, but are not limited to: Boy Scout knives and Swiss army knives, pellet guns, knives, razor blades or knife blades of any kind, metal knuckles, numchucks, mace, stun guns, or explosives. Students witnessing the presence of any weapon should report it to a teacher or the principal immediately. Weapons will be confiscated and the police may be notified. Parents/guardians will be notified.

Possession of a weapon will result in a mandatory five-day suspension, probation when the student returns to school and/or expulsion. The use of a weapon in a threatening manner will result in expulsion.



### **TECHNOLOGY USE**

Technology resources and capabilities at Annunciation School must be used in an ethical, responsible and legal manner. Failure to adhere to the guidelines for the use of computers, networks, and internet at Annunciation will result in the following:

- Revocation of access privileges
- Disciplinary action by Annunciation School
- Prosecution by legal authorities (if applicable):

All users of technology, networks, and internet at Annunciation (including, but not limited to: students, teachers, parents, staff) are expected to follow all guidelines stated below, in addition to other legalities governing the use of technology, networks, and internet:

- There must not be an access or an attempt to access systems, data, or disks that are not authorized to be accessed. Use of loopholes, hacking, or other means of entering computer systems or software are not allowed.
- Making or distributing unauthorized copies of licensed software is not allowed.
- Annunciation technology must not be used to promote products or services for the intent of financial or other gain for individuals, companies, employers, or other enterprises.
- Personal software must not be installed on school computers. Unauthorized software will be removed without notice and confiscated.
- References obtained through the use of technology must be attributed to the source. Plagiarism is expressly forbidden.
- Access to the internet and networks will be for specific educational purposes only. While on the internet,

students must stay focused on the topic they are researching and log out when done.

- Information downloaded from the internet must be classroom related including, but not limited to: software, graphics, images, and text.
- Abusive or impolite language, sexually explicit materials, and materials that are obscene, vulgar, fraudulent, harassing, threatening, or offensive in terms of race, sex, religion, etc., must not be created, downloaded or transmitted.
- Personal information such as addresses or phone numbers must NEVER be given out. Meetings must NEVER be arranged without parental/guardian supervision. Abusive or suggestive messages must NEVER be acknowledged, sent, or responded to. All such instances must be reported immediately to a teacher.
- Students must never go "live" on line. Talk rooms, chat rooms, e-mail, instant messenger and other areas on the internet where communication is immediate is expressly forbidden.
- Any use of electronic media in a manner compromising, embarrassing or hurtful to students will be considered bullying and the school may declare this a violation of the Severe Clause of the Annunciation discipline code.

Internet use at Annunciation will be a closely supervised activity and access is limited and will be monitored. (Despite this, it is a wide-open system that contains information and images that are not appropriate for students.) While we will use filters that attempt to block inappropriate images, words, and materials, students may encounter materials that parents may consider inappropriate. The student is responsible for not pursuing materials that could be considered offensive. Web 2.0 resources may be used at the discretion of the classroom teachers. Parents should feel free to discuss any concerns they

may have about their child's computer or internet access. Please read the above with your student.

### **Personal E-Reader Policy**

- E-reading devices must be approved by the teacher.
- Annunciation School is not responsible for lost, stolen, or damaged e-readers. If you bring a personal e-reader on campus, it is your responsibility to care for it.
- All personal e-readers must be labeled with the student's first and last name.
- Each student is responsible for his/her own e-reader and is not allowed to lend it to another student while on campus.
- E-readers can be used in class only when the teacher gives the student permission. If a student is using an e-reader at an inappropriate time, the teacher may confiscate it and leave it in the office for the student to pick up after school.
- E-readers are to be used for reading school related material only.
- Any student found to be using his/her e-reader for internet access during class will lose his/her privileges. This means that books must be downloaded off campus, prior to coming to school.
- Material downloaded by each student must be monitored by his/her parents.

### **Cell Phone Policy**

- All cell phones and electronic devices must be powered off at all times during school hours – 7:45am to 2:45pm.
- No cell phones or electronic devices are allowed out of a student's locker or backpack during school hours.
- Pictures/videos are not allowed to be taken with a cell phone or any digital device during school hours.

- Pictures/videos are allowed at school sponsored events. However, pictures/videos taken at school sponsored events must represent Annunciation's core values.
- No pictures/videos of school sponsored events may be distributed or posted on the internet without the express permission of the parents of those students who are represented in the picture/video.
- The first violation of this policy will result in the confiscation of the cell phone or electronic device. It will be sent to the office and may not be picked up until the end of the day by the student.
- The second violation of this policy will result in the confiscation of the cell phone or electronic device for the day. It will be sent to the office and must be picked up by the parent.
- A third violation of this policy will result in administration contacting the parent to discuss the resulting consequences. If found in violation, such cell phone or electronic device could result in the cell phone being banned or checked in and out of the school office each day.
- If a student uses any cell phone, electronic device or social media in a manner compromising, embarrassing, or hurtful to another student, it will be considered bullying and the school may declare this in violation of the Severe Clause of Annunciation's discipline code.
- School administrators may confiscate and search cell phones and electronic devices, including, but not limited to, text-messages, call logs, pictures, e-mail messages, and voice messages if they have reason to believe a cell phone or electronic device has been used for a prohibited purpose or that such a search would produce evidence of misconduct. If a student refuses to have a cell phone or electronic device searched, it will be held until a parent can be present to assist in the checking of such cell phone or electronic device.



## **CO-CURRICULAR ACTIVITIES**

### **Sacramental Programs**

The Parish director of sacramental programs coordinates the following:

1. Baptism - Family preparation for the Sacrament of Baptism varies with the age of the child. The theology of the sacrament is explored through input and discussion. Registration is handled through the parish office.
2. First Communion - Preparation begins in the fall with parent meetings and parent/candidate activities and continues through the celebration of the Sacrament during the Easter season. Information concerning these sessions is found in the parish bulletin.
3. First Reconciliation.
4. Confirmation – 8<sup>th</sup> grade

Please contact the Parish Office at 612-824-0787 for further information.

### **Church of the Annunciation Mass times:**

Saturday: 5:00pm  
 Sunday: 8:45am & 10:30am  
 Monday: 8:15am (Word and Communion Service)  
 Tuesday: 5:30pm  
 Wed-Fri: 8:15am

\* Mass times are subject to change. Please check the church website for current Mass schedules.

## **Service Projects**

Annunciation students all participate in service projects throughout the year. Examples are working at Feed My Starving Children sites, Thanksgiving collections, and raking for neighbors in need.

## **Extended Day Program**

An extended day program is available to parents of children at Annunciation School in grades K-6 if childcare is needed on a regular basis. Hours are from 7:00am to 6:00pm. For more information, call 824-9993 – Ext 210 - Jeff Wisdom, Director.

For questions on Extended Day rates or on your billing for Extended Day, call 824-9993, Ext. 212.

## **Patrol**

School patrol responsibilities are held by volunteers from fifth grade. Training is held early in the fall. The patrol is on duty from 7:40am to 7:55am and 2:45pm to 3:00pm on school days.

## **Athletics**

Athletic programs at Annunciation School are to contribute to the physical, social, religious and educational missions of the School. All athletic programs should be positive, educational and recreational. Widespread participation should be promoted. Sportsmanship, teamwork, school spirit, skill development and fun should take priority over competitive concerns.

Team sport opportunities for boys and girls in grades 4-8 are:

- Basketball
- Baseball
- Softball
- Soccer
- Volleyball

## **Annunciation School Participant Athletic Code of Conduct**

As a participant in the Annunciation School Athletics program, I agree to exemplify the highest standards in ethical behavior and fair play by accepting responsibility for myself and my team by:

- Showing good sportsmanship at all times.
- Abiding by all league rules and regulations in the spirit as well as the letter.
- Respecting officials and players and refraining from use of obscene language and/or gestures.
- Attending practices and games regularly and understanding that missed practices will lead to a reduction in playing time during the following game.
- Respecting coaches by paying full attention during both practice sessions and games.
- Respecting the school and parish facilities used by having the proper clothing and using the athletic facilities /equipment for their intended purpose only.
- Respecting the personal property of others.
- Remembering the main purpose of sport is fun and recreation.

## **Annunciation Youth Ministry**

Annunciation Youth Ministry is a service and faith based program offered to Annunciation seventh and eighth

graders. AYM provides an accepting, safe, fun, challenging and faith-filled environment for our youth.

WHO: AYM Junior High Youth Group serves all youth in grades 7 & 8.

WHEN: Most of AYM programming (both summer and school year) is on Wednesday afternoons or evenings. (Recreation Event and Retreat Dates vary).

WHERE: Youth Room at Annunciation Church.

CONTACT: Jimmy Dunn, Director of Youth Ministry - 612-824-9993, ext 243. [jdunn@annunciationmsp.org](mailto:jdunn@annunciationmsp.org)

### **Out of School Activities**

Activities including but not limited to: Improv Cast Party, Graduation Party, etc, are not sponsored by Annunciation School or Church and are not an official school or church event. Annunciation School and Church assume no responsibility or liability for any injuries or claims related to these events.



### **FUNDRAISING: MAKING A DIFFERENCE**

Annual giving helps to bridge the gap between tuition and the full cost of education. Generous yearly contributions make it possible for Annunciation to offer a more affordable tuition. It is separate from parish stewardship. Annunciation has four primary fundraising programs that all members of the community are asked to support. Participation is the main goal, no gift is too small. Contributions may be made online through our school's website: [www.annunciationmsp.org](http://www.annunciationmsp.org). Your employer may match your contribution, some employers also

allow you to designate Annunciation School in their annual campaigns such as the United Way.

- Annual Funds: Monies may be used where the greatest needs exist, for example, the school operating budget, for capital improvements, financial aid, or to increase the school's endowment.
- Christmas Appeal: Funds raised support the Creative Arts Program and other academic opportunities for students.
- Help a Student Fund: All monies raised go to need-based financial aid for students.
- Silent/Live Auction: Proceeds are used for the school's operating budget, for capital improvements, and to increase the school's endowment.

Additional fundraising that closes the gap between tuition revenue and the true cost of educating a child at Annunciation School:

- **Golf Tournament** (June)  
Who participates: school families, grandparents, parishioners, local alumni, parents of alumni, faculty, staff & friends of the school. Proceeds go to Annunciation's Help-A-Student Fund for tuition assistance.
- **Rummage Sale** (June)  
Who participates: parish families, school families and community members. All sale proceeds go to school; some items are given to charities

## **APO Sponsored:**

- **Barnes & Noble Book Fair** (November or December)  
Who participates: any shoppers, school families & parishioners. Funds projects like classroom supplies, hospitality at school events, 5<sup>th</sup> Grade DARE program, etc.
- **SCRIP** (Year round)  
Who participates: parish and school families. Purchase merchant gift cards through the Scrip program at Annunciation. Benefits student enrichment through classroom mini-grants.
- **Trivia Night** (January)  
Who participates: parish and school families and community members. Team competition raises funds for classroom resources and school improvements
- **Business Partner Programs**  
Provides funding for Geography Bee, math competitions, Quiz Bowl, Historical Perspectives, concerts, art materials, and transportation to Feed My Starving Children, Science Fair, and more.
- **Box Tops for Education** (Year Round)  
Who participates: parish, school and community members. Collection boxes can be found in the school and church. Rebate type funds are directed to the school.
- **Other retail/restaurant fundraisers** (Year Round)  
Who participates: school families, grandparents, parishioners, alumni, parents of alumni, faculty, staff & friends of the school. On designated days a percentage of your purchase goes to Annunciation School.



## **CONCILIATION**

### **Stage I – Local Conciliation Procedure**

If at all possible, complaints, disputes or disagreements should be resolved on a person to person level. If this cannot be accomplished, the following steps should be taken by the person seeking relief:

1. Contact the respondent's immediate supervisor. If there is no relief, then
2. Discuss the problem with the next level of administration.

#### Example A

1. Parent to teacher. If no resolution, then
2. Parent to principal. If no resolution, then
3. Parent to pastor. If no resolution, then
4. Parent requests in writing to begin local conciliation.

Any complaints to the school advisory council or a member of the council concerning personnel or curriculum should be referred to the principal for resolution.

### **Stage II – Local Conciliation Procedure:**

1. The request to begin the next stage of the local conciliation procedure must be made in writing to the school administrator by the person seeking relief within 10 working days after conferring with the last level of administration (pastor or canonical administrator).
2. The local conciliation committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the person seeking resolution.
3. The local conciliation committee will meet in a time period not to exceed 15 working days of being formed to receive evidence and make recommendations. The

committee shall have the discretion to determine whether evidence shall be written, oral, or both.

4. At the conclusion of the meeting, and upon due consideration (discussion, thought, prayer), the committee will write a summary of the meeting and make its recommendations in writing to the administrator, who in turn will determine that no parish and/or school policies have been altered or amended. The recommendations will then be forwarded to all concerned parties.
5. The local conciliation procedure should be completed within 25 working days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.

### **Stage III – Local Procedure Moves to the Archdiocesan Process**

If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedure.

#### **Pre-Conciliation Form**

Name \_\_\_\_\_

School Building \_\_\_\_\_

Respondent's Name \_\_\_\_\_

Statement of facts of dispute:

\_\_\_\_\_

Particular Relief Sought:

\_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Person Seeking Relief)