



ANNUNCIATION

CATHOLIC SCHOOL

PARENT AND STUDENT HANDBOOK

Annunciation Catholic School

525 W. 54th St.

Minneapolis, MN 55419

Phone 612-823-4394

www.annunciationmsp.org/school

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VISION, MISSION & VALUES

Annunciation Catholic School fosters each child's potential to create a better world through faith, virtue, knowledge, and service to others.

Annunciation Catholic School's mission is to form students in the Catholic faith, to instill in them a love for God and neighbor, and to guide their lifelong potentiality into the world.

We have served South Minneapolis since 1923, providing excellence in education for students from Pre-K through 8th grade. The International Baccalaureate program now enhances our tradition of values-based learning and outstanding academics.

Through an inquiry and action-based approach to learning and teaching, we are helping to develop responsible, disciplined problem-solvers, ethical citizens, and compassionate, creative leaders who will change the world.

We are devoted to:

† Inspiring in students a lifelong curiosity about the world and their role in it.

† Encouraging students to live their faith in their lives; to lead through example; to become active participating members of their communities; and to serve others.

† Nurturing the development of the whole child in an open, inquisitive, respectful learning environment.

† Affirming and respecting the diversity and uniqueness of each individual.

† Collaboration between our committed community of parents, teachers, students, administrators and the Church.

† Sharing the joy of our fellowship and spreading love, hope and peace.

PRAYER FOR ANNUNCIATION CATHOLIC SCHOOL

Heavenly Father,

We praise you for the gift of Annunciation Catholic School and we ask for your blessings upon our students, parents, teachers, and staff. May Annunciation always be a place where your Son, our Saviour Jesus Christ, is welcomed, loved, and adored. Pour out the Holy Spirit on our students so they may grow in faith, wisdom, and service. Give us the courage to be joyful witnesses of the Gospel, and may our joy attract many, filling our school to capacity. Help us to be like our great patroness, Mary the Mother of God, who always said "Yes" to your holy will. We ask this through Christ our Lord. Amen.

OUR CATHOLIC IDENTITY

Parents are their children's first teachers. Annunciation's faculty and staff have the privilege of partnering with parents and families in providing our students with a foundation in the Catholic faith and bringing excellence to their academic growth. As a Catholic School, we believe each student is a gift of God, made in God's image.

We expect our students to: use their individual talents to the best of their abilities; be responsible for their actions; treat all others with respect; follow the policies of the school; and contribute to the life of the school, parish and community. Our goal is to develop active and participating members in the sacramental life of the parish. Our students learn about the rich heritage of shared traditions and values of the Church and have

opportunities to be involved in social justice needs, a valued aspect of the Catholic tradition.

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 Organization (APO) and the Annunciation School Council (ASC), parents/guardians make a significant contribution to the education of their child(ren) and to the fulfillment of the school's mission.

PARISH

As part of the educational ministry of Annunciation parish, school is a vital part of a larger Catholic 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 Catholic 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 Catholic School for their child(ren) they enter into a unique partnership.

PARENTS/GUARDIANS AS PARTNERS

As partners in the educational process at Annunciation Catholic School, we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights.
- Arrives at school on time and is picked up on time at the end of the day.
- Is dressed per the school uniform code.
- Completes assignments on time.
- Has an ordered hot lunch or nutritional lunch from home every day.
- Appropriate seasonal clothing.
- Supports the religious and educational goals of the school.
- Reads school notes and newsletters and to show interest in the student's overall educational experience.
- Supports and cooperates with the discipline policy of the school.
- Treats teachers with respect and courtesy in discussing student problems.
- Actively participates in school activities such as Parent-Teacher Conferences.
- Pays for any damage to or loss of school books, electronic devices and equipment, or property due to carelessness or neglect on the part of the student.
- Notifies the school office when the student has been absent or tardy.
- Notifies the school office of any changes of address or important phone numbers.
- Meets all financial obligations to the school.
- Informs the school of any special situation regarding the student's well-being, safety, and health.
- Promptly completes and returns to school any requested information.

The education of students at our school is a partnership between parents, students, teachers, and this school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her student from our school. In addition, the administration reserves the

right to deny any future enrollment of a family member's acceptance to the school if a student or parent's behavior is deemed contrary to the expected code of ethics of the school.

PARENT LEADERSHIP

Annunciation School Council (ASC)

The Annunciation School Council (ASC) is a volunteer group of parents who represent the voice of our parents on school issues regarding policy and operations. Working closely with the Pastor, Principal and the Parish Finance Council, we provide guidance to develop policies that will enable the school and larger parish community to reach its goals. We advise school administration on items including enrollment, facilities, finances, and strategic planning. As a way to streamline communication to ASC, please email us at asc@annunciationmsp.org. As always, you are welcome to contact Interim Principal Christine Spevacek anytime at cspevacek@annunciationmsp.org.

The school advisory council meets the second Tuesday of each month at 6:30pm in the Annunciation Church community room (lower level). Parents are encouraged to become involved in the school advisory council committees: marketing, facilities, and advancement.

Questions? Contact Meggie Meyer, Chair, at meyer172@yahoo.com or asc@annunciationmsp.org.

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 ASC.
- 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 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, 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.

The Annunciation Parent Organization meets the third Tuesday of each month at 6:30pm in the Annunciation Church community room (lower level). All are welcome!

Questions? Contact Co-Chairs Mollie Merkel (mollie.c.merkel@gmail.com) or Katie Halsne (kthalsne@gmail.com).

STAFF

Annunciation staff consists of teachers, assistants, 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 in matters of public policy, discipline and shared decision making.

COMMUNITY

Annunciation Catholic 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 Catholic School is committed to being a good neighbor.

IB AND ACCREDITATION

Annunciation School is a Primary Years Program (PYP) International Baccalaureate (IB) World School. This means that grades K-5 participate in the IB programming. As a Catholic school, we have a long tradition of values-based learning and outstanding academics. In 2018, we added an International Baccalaureate (IB) approach, which further deepened our commitment to a strong learning community.

IB education emphasizes creative problem solving, hands-on projects, inquiry-based learning and community service. This means that at Annunciation, your student will “learn how to learn” while developing strong critical thinking and inquiry skills.

When combined with the strong, faith-based foundation of Annunciation Catholic School, this approach will empower your child to reach their full potential. Together, we’ll create a better world through faith, virtue, knowledge and service to others.

The School is accredited by Minnesota Nonpublic School Accrediting Association (MNSAA). This accreditation process takes place every seven years. Annual reports are submitted to MNSAA to meet association standards. We are proud to say we are accredited through the year 2028.

The renewal process includes an intensive self-study and the development of a strategic improvement plan and concludes with a three-day onsite visit conducted by a team of education professionals approved by MNSAA.

The team completes a thorough review of the school's self-study and improvement plan and interviews all staff and several other stakeholders. The team reports back to the MNSAA board of directors who then rules on our accredited status. This formal accreditation process takes place once every seven years. Annual reports are filed by the principal updating MNSAA on our progress towards meeting the goals of our self-improvement plan. The self-study, improvement plan, and team report are available for review by any interested parent. Contact the school office to review a copy of these documents.

ADMINISTRATION GUIDELINES

During the year, Annunciation Catholic School administration may need to revise, update and/or add to guidelines, regulations and/or policies included in this handbook. Parents will be given prompt notification.

THE SCHOOL ADMINISTRATOR HAS FINAL RECOURSE OR CAN WAIVE ANY OR ALL REGULATIONS AT HIS/HER DISCRETION.

All students are enrolled on a probationary basis of one school year. If during this probationary period there are any problems, a student may be asked to withdraw his/her attendance from Annunciation Catholic School. The recommendation and decision of the school system are final. Annunciation Catholic School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible.

The staff of Annunciation Catholic School recognizes that parents are the primary educators of their children. Since the parents authorize the school to serve as an extension of the educational process of the home, the attitude of parents toward the school and educational process should be one of respect and support. Parents are encouraged to share their honest suggestions and feedback through the proper channels. Parents are expected to support the school (teachers & administration) with the consequences imposed upon their child due to the actions of your child.

Annunciation Catholic School strives to address and make appropriate adjustments for special learning needs, but in some cases it may not be feasible. If the system does not have the resources to address the need, if an appropriate education requires more than the minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk, enrollment may be terminated. In such cases, we will try to assist families in finding appropriate alternatives so that the student's needs are ultimately met.

CONTACT INFORMATION

School Phone Number – 612-823-4394

School Fax Number - 612-824-0998

Attendance - Please email nurse@annunciationmsp.org AND cfritzen@annunciationmsp.org OR call 612-823-4394 x200 with any absences, or to notify the school of late arrival or early departure.

Voicemail – 612-824-9993 + 3-digit extension

Church Office – 612-824-0787

School hours – 8:00am - 2:45pm

Office hours – 8:00am - 3:30pm (School days only)

Administrative Staff

Interim Principal

Assistant Principal

Office Manager

Administrative Assistant

Christine Spevacek x201

Matt DeBoer x202

Jennifer Renstrom x204

Chrissy Fritzen x200

Enrollment Coordinator/School Nurse Christy McFadden x265
 IB Coordinator Sheila Loschy x283

EMAIL ADDRESSES - To contact anyone at school via email - first initial of first name & last name spelled out @annunciationmsp.org Example - For the principal it would be: cspevacek@annunciationmsp.org For a complete staff directory, please visit: <https://www.annunciationmsp.org/contact/directory>

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 year, or about 18 days in most schools, negatively affects a student's academic performance. Because we believe attendance and punctuality are important to student success, Annunciation Catholic School will adhere to the State of Minnesota regulations concerning school attendance.

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

Drop-off window is from 7:45am to 8:00am. Students must enter through doors #2 or #3 and will not be allowed to wait in the foyer. Students must be in their classroom by 8:00am or they will be marked as 'Tardy'. (Door #1, the main door on W. 54th St. will be locked until 8am. Only students arriving after 8am may enter through this door.) Please email ALL absences to nurse@annunciationmsp.org.

SCHOOL DROP-OFF AND PICK-UP PROCEDURES

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

All students must come in and out through the carpool line. There will be no drop-off at the front door in the morning. Students who walk to school must enter & exit through doors #2 or #3. For student safety, only students will be allowed in the building at drop-off and pick-up. Also, for the safety of our students and staff, please do not bring pets to the carpool area during drop-off or pick-up.

- Enter the parking lot from Harriet Avenue and 56th St. **No entry at 55th St intersection please.**
- 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 54th Street. Parents may not enter the school for drop-off or pick-up.

Morning drop off:

Drop-off window is from 7:45am to 8:00am. Students must enter through doors #2 (East side by 1st grade classrooms) or #3 (by the playground/foyer) and they will not be allowed to wait in the foyer. Students must be in their classroom by 8:00am or they will be marked as 'Tardy'. Door #1, the main door on W. 54th St. will be locked until 8am. Only students arriving after 8am may use this door.

Afternoon Pick Up

School is dismissed at 2:45pm. Please be on time to pick up your child(ren). Your carpool number must be clearly displayed in your front or side window. Students will exit through doors #2 or #3 when their car arrives. Please do not park in the 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.

If your child has not been picked up by 3pm, he/she will go to the school office to wait for parent pickup. If timely pickup is not available, your child will go to Extended Day until a parent/guardian arrives. Your family will be billed accordingly.

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 grounds during the school day. Bike helmets are strongly recommended. Skateboards, rollerblades and scooters are not to be used in school or on school property.

Patrol

School patrol responsibilities are held by volunteers from 5th 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.

ABSENCE

When sickness or serious family obligation necessitates absence, it is required that you contact the school office. Parents are asked to contact the school office regarding absences and tardies **before** 8:00am on the day the child will be absent or tardy to report the reason for the absence or tardy. **Please email nurse@annunciationmsp.org OR call 612-823-4394 x200.** For absences related to family obligations known in advance please follow the family activity directions below to minimize disruption.

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 assistant principal or principal. Students will have to make up time missed for the truancy offense. Other disciplinary actions will be determined on an individual basis. Unexcused absences and those absences not acknowledged by note or telephone call are subject to truancy/attendance procedures. All enrolled children are subject to Minnesota's compulsory attendance laws. Schools are required to notify parents and Hennepin County Juvenile Court when a child is deemed truant.

It is the student's obligation to obtain and complete work missed during an absence. Middle School can access homework through Google Classroom. 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 their homeroom by 8:00am. Consequences of Unexcused Tardiness are as follows:

- 3 tardies - Assistant Principal 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 - Students may be referred to Hennepin County Truancy Court.

APPOINTMENTS

Whenever possible, parents should try to schedule their children's medical and dental **appointments after school**. If an appointment during the school day cannot be avoided, parents must email nurse@annunciationmsp.org AND the student's teacher or call 612-823-4394 the day before or on the morning

of the appointment requesting that the student be excused. Parents must come to the office in person to sign the student out of the building early.

FUNERAL/FAMILY EMERGENCIES: Notification to the school office must be made and we will accommodate the absence. Please do this by emailing nurse@annunciationmsp.org.

FAMILY ACTIVITIES: A student may be gone from school for family activity with prior approval. In these cases, please adhere to the following.

- At least 10 days before leaving, **please contact the nurse inbox & your student's teacher** to let them know you will be gone for a family activity.
- Before leaving, get your child's homework and agree that your child will finish the homework.
- Make sure that your student will not be gone for important tests.

EXTENDED ABSENCE: If your student has missed more than 5 days of school in a row or for repeated absences we reserve the right to ask for a provider note addressing the illness. Administration will also become involved at this point.

VISITORS

All parents/guardians or visitors who are volunteering in a classroom must check in at the school office and pick up a visitor badge before going to their designated location. Any school volunteers must be VIRTUS compliant prior to volunteering. This includes chaperoning field trips. Please see Page 17 for visitor/volunteer requirements.

REGISTRATION AND ENROLLMENT

Annunciation School uses a continual enrollment model. Current students will be automatically re-enrolled ***unless a family contacts us by the end of January for the following school year.*** There will be a \$200 non-refundable registration fee per family. Families will still need to complete registration each year in TADS to confirm their enrollment and set up their tuition agreement.

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 that school or if the parents have signed a release form. All academic and behavioral records will be reviewed by the school administration prior to acceptance to determine whether the programs available at Annunciation Catholic School will meet the educational needs of the student.

During Open Enrollment (November 1, 2024 - January 7, 2025) 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

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 Annunciation School Council.

KINDERGARTEN AGE ENTRANCE

In Minnesota, children are eligible to attend kindergarten when they are **five years old on or before September 1** of the calendar year that schools starts (Minn. Stat. § 120A. 24). We feel that a child must be ready academically, socially and emotionally to have a positive first experience in school.

KINDERGARTEN / STUDENT RETENTION

Parents will be notified if retention at the current grade level is being considered. 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.

CLASSROOM TEACHER ASSIGNMENTS

Annunciation Catholic School Staff will assign students to classes for the next school year. We endeavor to meet the needs of the individual child and develop classes whose balance and dynamics contribute to a positive learning environment. To achieve well balanced classes, we consider academic ability and to help maintain positive class dynamics, we consider which pupils should and should not be placed together. "Former" and "Current" teachers will consider the benefits of possible assignments to each student, as well as the contributions each student and various groupings of students can bring to the dynamics and balance of each class. Only under special circumstances will requests be considered, but not promised.

TUITION

Annunciation Catholic 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 in the parish 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 by filling out this form: <https://annunciationmsp.wufoo.com/forms/x12zccb1n4vhta/> or by contacting Emily Koenig at ekoenig@annunciationmsp.org.

Annunciation School policy states that continued enrollment at Annunciation Catholic 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, may not be admitted back for the next school year.

TADS TUITION MANAGEMENT

Annunciation School uses TADS for our tuition agreements and billing. All families must have a TADS account that is tied to a bank account or a credit card for automatic tuition payments, according to the billing plan you

choose when setting up your tuition agreement. Tuition payments start in July. TADS offers various payment plans to choose from. All tuition accounts must be paid in full by June 30 of that school year.

2024-25 Tuition *	In Parish Tuition Rate **	Out of Parish Tuition Rate
First Child: K-8th Grade	\$6,570	\$7,855
Second Child: K-8th Grade	\$6,100	\$7,365
Third Child: K-8th Grade	\$5,580	\$6,690
Fourth Child: K-8th Grade	\$4,115	\$6,180
Fifth Child: K-8th Grade	No Charge	No Charge

* We strive to avoid turning any student away because of financial considerations. Please see below for information about financial aid

** This tuition rate is available to full time Annunciation parishioners who have been formally registered in the parish and meet the above criteria.

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.

For information about Annunciation's Discovery Center Preschool tuition and enrollment, please see www.ladcfamilies.org or call 651-762-7884.

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. The application deadline is typically at the end of February. A detailed timeline will be provided to families in January.

For questions regarding enrollment, tuition or financial aid, please contact Jennifer Renstrom, Office Manager, at jrenstrom@annunciationmsp.org or 612-823-4394 x204.

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 612-824-9993 – Ext 210 - Jeff Wisdom, Director (direct extension x285). We also offer a summer program for registered students.

For questions on Extended Day rates or on your billing for Extended Day, please call Jeff Wisdom to discuss or email jwisdom@annunciationmsp.org.

UNIFORM POLICY

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. 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. You must purchase shirts, jumpers and skorts from these vendors. Pants and shorts can also be purchased through them, or at a retailer of your choice, as long as they conform with the guidelines below.

Notes:

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 – they can be paid for with Venmo, check, or exact change. You may also visit the school office to purchase items throughout the school year. When purchasing at the office, please bring a check or exact change. We cannot accept credit cards at the office, nor do we have petty cash for change.

	Boys	Girls
Shirts/Blouses	Green and white polos w/ school logo. Shirts must be tucked in unless they are the no-tuck banded bottom 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 banded bottom style. Any shirt worn under the uniform shirt must be solid white.
Pants	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.)
Skorts (Middle School ONLY)		The hems of skorts must be no higher than 2"-3" inches above the knee. Skorts must be worn at the waist, hems/waistbands may not be rolled, and the hem should be in good repair. The shorts underneath must be intact and may not be removed. *** See note below
Shorts	Navy blue twill shorts must be no higher than two-three inches above the knee and worn at the waist. No cargo or athletic shorts.	Navy blue twill shorts must be no higher than two-three inches above the knee and worn at the waist. No cargo or athletic shorts. *** See note below

Jumpers (K-5 ONLY)		Plaid jumper. Bike shorts, leggings or tights must be worn under a jumper. Socks must always be worn (unless wearing tights). Hem of the jumper must be no more than two-three inches above the knee and in good repair. *** See note below
Sweaters, Sweatshirts & Jackets	Must have a school logo. Uniform shirts must be worn under Annunciation sweaters, sweatshirts, and jackets.	Must have a school logo. Uniform shirts must be worn under Annunciation sweaters, sweatshirts, and jackets.
Socks	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.
Leggings/Tights		White, navy or black
Shoes	Tennis, Velcro, buckle, slip-on, or tie shoes. Shoes that light up, have wheels or are otherwise distracting are not allowed. Rain or snow boots may be worn to school and left outside the classroom. Appropriate gym shoes are needed during PSPE.	Tennis, Velcro, buckle, slip-on, or tie shoes. Shoes that light up, have wheels or are otherwise distracting are not allowed. Rain or snow boots may be worn to school and left outside the classroom. Appropriate gym shoes are needed during PSPE.
Accessories	Simple (unadorned) blue, black or brown belts. Simple jewelry. Face jewelry is not allowed.	Simple (unadorned) blue, black or brown belts. Simple jewelry. Face jewelry is not allowed.
Hair	Hair must be clean and neat. Exaggerated hair styles or colors are not allowed.	Hair must be clean and neat. Exaggerated hair styles or colors are not allowed.
Makeup		No inappropriate or excessive make-up is allowed. Minimal makeup may be worn in Middle School (grades 6-8) only.

*****Compliance to the uniform policy is important for many reasons. We want our students to take pride in their appearance and to dress appropriately for their school day. This includes dressing for the weather. Therefore, between MEA break in October and spring break, students who wear skorts, skirts, or jumpers must have leggings or tights worn under them. Students who normally wear shorts, will be required to wear pants**

during this time frame. Modifications to this policy may be made by administration due to weather conditions and this will be communicated to families in advance.

We view adherence to the uniform policy as a partnership between home and school. If students are not in compliance (torn or ripped attire, skorts/skirts too short, wearing non-school sweatshirts or not wearing a uniform shirt under a sweatshirt for example) it may result in the below consequences. A call home for a change of clothes will not always occur.

Dress Code for Out of Uniform Days/Functions:

- Clothing must be appropriate for the weather and activity of the day.
- Leggings or jeggings are only acceptable if a shirt or sweater is worn that comes down below the buttocks.
- Halter, midriff, tight, tank, spaghetti straps or low-cut tops are not acceptable.

Spirit Wear - Items that can be worn on Spirit Days include those items listed below:

- Shirts displaying Annunciation's logo or name from our Spirit Wear vendor.
- T-shirts received at kindergarten round-up or spirit wear given away at Back to School Night.
- Annunciation sports jerseys/t-shirts for baseball/softball, volleyball, soccer, cross country and basketball.

What is Not Acceptable for Both Girls and Boys:

***This includes Uniform & Out of Uniform Days alike.**

- 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, slides, crocs or croc-like shoes, clogs, or slippers.
- Long-sleeve shirts may not be worn under short-sleeve uniform polo shirts.
- Hats

Please make sure your child is always dressed appropriately for the weather! During winter and on cold days, please send your child to school with a jacket, hat, mittens, boots, snow pants (if applicable), etc. Students go outside for recess every day!

Dress Code Consequences:

1st Offense: Sent to the Main Office, Asked to Change (provided uniform compliant change of clothes), Parents/Guardians emailed.

2nd Offense: Sent to the Main Office, Asked to Change (provided uniform compliant change of clothes), and assigned a demerit (middle school). Parents/Guardians emailed.

3rd Offense: Sent to the Main Office, Asked to Change (provided uniform compliant change of clothes), assigned a demerit and have a Parent Conference or Phone Call with Administration.

LOST AND FOUND

Lost and found articles not claimed at the end of each semester will be given away to a local charity. Please label clothes, water bottles, jackets, etc. to help us to return items to children. The lost and found is located in the

back of the auditorium. Please have your child check for lost items, or send a description of the item to Chrissy Fritzen (cfritzen@annunciationmsp.org) and she can check on your behalf.

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.

Before volunteering, all adults working with children **MUST** complete their Essential Three (E3) credentialing requirements online **AND** be listed on the approved volunteer list on our parish website.

Essential Three (E3) - **All completed online at VIRTUS.org**

- Complete VIRTUS training
- Sign a Volunteer code of Conduct
- Complete a Background Check

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. 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 or call 1-888-847-8870.

If you have any questions regarding Virtus, please contact Teresa Thein, Safe Environment Coordinator, at 612-824-9993 ext. 255 or tthein@annunciationmsp.org.

VOLUNTEER INITIATIVE

School parents are welcomed and encouraged to join us in the day-to-day activities at Annunciation Catholic School and are welcome in the school and classrooms to visit or volunteer. To ensure we account for all visitors within our school, we ask all visitors, including parents, to check-in at the school office via the 54th street entrance upon arrival. At Annunciation, we recognize that parental involvement also empowers parents by providing each family with a window into the learning and school climate.

Volunteering is a large part of the Annunciation community and it helps our school and church flourish. Because of our wonderful volunteers, we can hold a variety of programs and events. There are so many ways to pitch in and do our part to keep our community strong such as chaperoning field trips, volunteering in classrooms, and helping plan and execute community events.

If you are interested in volunteering, please contact Teresa Thein in the parish office to ensure your VIRTUS training is up-to-date.

For the 2024-25 school year, we are asking each family to volunteer 5 total hours of their time.

Volunteer Opportunities will be featured in The Spirit Weekly in the “Get Involved” section of the newsletter.

CONFIDENTIALITY- DATA PRIVACY ACT

Volunteers must recognize and respect the Data Privacy Act. Volunteers should consider anything they see or hear while involved in a volunteer activity to be confidential. The Data Privacy Act covers all students and simply means that volunteers should not talk about or discuss specific students with other adults or students.

COMMUNICATION

Newsletter – It is very important that families read the school weekly newsletter. **The Spirit Weekly** keeps parents informed of school happenings, important dates and events, and necessary information. A new issue is emailed each Thursday. The parish bulletin is also available online.

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.

All teachers and school personnel have email access. Everyone's address is "first initial of first name, followed by the last name @annunciationmsp.org. Example: For the Interim Principal, Christine Spevacek - cspevacek@annunciationmsp.org. You may email the teacher, who will reach you as soon as possible, but it may not be until after the end of the school day.

Change of Address, email or phone number - It is essential that you update your contact information in Sycamore 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. Please ensure that your information is always up to date.

Telephone Calls - Students are permitted to use the school telephone during school hours only in the case of an emergency. Forgotten homework or plans for social engagements are not considered emergency matters.

Students may not use cell phones or other Bluetooth enabled electronic communication devices (i.e. smart watches) turned on during the school day. Cell phones, smart watches, and other Bluetooth enabled electronic devices have the potential to disrupt instruction. They are not to be visible, on, or used during the school day. If a child has one of these devices it must be turned off and stored during the school day (see pages 33-34 for cell phone/smart watch policy). 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 or call the teachers and do their best to get the message to your child.

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
- Individual Education Plans or Plans for Accommodation

The administrator is provided a reasonable amount of time to reply to a request.

CALENDAR

The school calendar is subject to change as the year progresses. 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.

SCHOOL MEALS

Annunciation participates in the Free School Meals For Kids Program through the state of Minnesota. Our school breakfast and lunch program is serviced through CKC. School meals are always free to our students.

Meal Ordering – To help guide our ordering of meals, families are encouraged to order one month in advance, which is done through Sycamore, our school management tool. There will be an ordering deadline each month about two weeks prior to the new month. All meal choices must be made by the deadline. Your child is always welcome to still get a free meal, though it may not be the same offering as the menu if they didn’t pre-order or they can bring a cold lunch from home, with a drink, or order milk from school through Sycamore.

Please note – breakfast and lunch ordering is not compatible with the mobile app. You must use a computer to order breakfast and lunch in Sycamore.

Online payment is available through Lunchtime. The only item that is charged is milk if it is ordered a la carte when your child brings breakfast or lunch from home. You may also bring a check to the school office and make sure “lunch” and your child’s full name is written in the memo line.

Questions may be directed to Anne Stickney, Lunch Program Director, ext 292 or astickney@annunciationmsp.org.

SNACKS AND BEVERAGES

Students are encouraged to pack healthy snacks and refrain from including beverages and foods without nutritional value.

Only plain water is allowed as a beverage in the classrooms. NO POP is allowed during the school day. No specialty drinks like Prime, Gatorade, sparkling water, etc.

Annunciation Catholic School will limit the use of foods or beverages as rewards for academic performance or good behavior.

PEANUT AND TREE NUT AWARE POLICY

All classroom snacks, including foods for special functions such as Carnival, must be peanut/tree nut free. 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.”

For further information on peanut/tree nut allergies, check these websites: <https://www.aafa.org/> and <https://www.foodallergy.org/>.

FORGOTTEN ITEMS

Students are encouraged to learn independence; however, if you choose to bring your child's forgotten lunch, water bottle, jacket, etc. to school, you will leave it at the front desk and the student will be called down at a convenient time.

INDOOR RECESS

Children may stay inside for the following reasons only:

- Raining or wind chill factor of -10 degrees Fahrenheit (F) or lower. Children must be dressed properly and should be able to withstand 15-20 minutes outside if the wind-chill is above -10 degrees F.
- A note from the child's doctor 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.

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) as they will go outside for recess every day.

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.

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 fundraising program – School Tool Box. Orders are typically due at the beginning of August for that school year.

STUDENT LOCKERS

One locker is assigned to each middle school student. The homebase 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 Catholic School is unique in that we are a Catholic school and a PYP (Primary Years Program) IB (International Baccalaureate) school. Through an inquiry and action-based approach to learning and teaching, we are helping to develop responsible, disciplined problem solvers, ethical citizens, and compassionate, creative leaders who change the world.

As an authorized International Baccalaureate (IB) school, Annunciation staff has collaboratively constructed a Program of Inquiry (POI)—that is boldly displayed in our main hallway for all members of the school community to visit and explore. One of the primary purposes of the POI is to ensure that student academic needs are being properly addressed both vertically and horizontally--particularly in the areas of social studies and science. K-5 teaching staff has worked diligently to create units of inquiry that integrate these standards within them. Teachers reflect on these units each time they are taught to keep them updated to updated standards and best practices.

Annunciation School recognizes that a variety of learning styles exist within its student body. To effectively meet the academic and social emotional needs of our students, Annunciation utilizes a variety of researched based instructional strategies. These include: differentiated instruction, mini lessons, small group rotations, group projects, flipped classrooms, one-on-one teacher instruction, math manipulatives, audio books, hands-on science lessons, educational technology and leveled reading. The Believe and Read phonics program used in the elementary grades is based on the science of reading and includes progress monitoring and intervention for students based on need. The Benchmark Reading and Writing curriculum includes literature, nonfiction, and poetry which exposes students to a wide variety of genres. Lastly, our IB framework fosters active and meaningful student-centered engagement on a daily basis.

Annunciation strongly emphasizes technology across curriculum and grade levels—including a one to one chromebook program in middle school and use of ipads and chromebooks throughout the school. We utilize a variety of assessment tools such as AIMS Web, K-3 Believe and Read, NWEA-MAP testing, unit tests, regular formative assessments, IB unit concluding summative assessments (K-5), and group projects and presentations.

Annunciation School implements and follows curriculum standards in each subject area:

- English Language Arts: Minnesota State ELA Standards
- Math: National Math Standards and Minnesota State Standards
- Science: Minnesota State Standards
- Social Studies: Minnesota State Standards
- Spanish: Standards made by the American Council on the Teaching of Foreign Languages (ACTFL)
- Religion: Archdiocese of St. Paul & Minneapolis Religion Standards
- Technology: implements a combination of International Society for Technology (ISTE) Standards, Minnesota Common Core State Standards, and the National Educational Technology Standards
- Creative Arts: Minnesota Academic Standard Arts K-12
- Physical Education: Minnesota Physical Education Standards

We use the following curriculum series along with other resources to guide our instruction:

- Religion:
 - K-5-Catholic Brain/Adventure Catechism
 - 6-8-We Believe Series & Life of Christ Lectio Divina Journal
- English Language Arts
 - K-5-Benchmark Reader's and Writer's Workshop
 - K-3-Groves Literacy (Believe and Read)
 - 4-5-Benchmark Phonics
- Math:
 - K-5-Math Expressions

- 6-8-Envisions by Pearson-Math
- Social Studies:
 - 6th Social studies-Northern Lights textbook by the Minnesota Historical Society
 - 7th Social studies-Pearson American History textbook & Everything You Need to Ace American History
 - 8th Social studies-National Geographic Society's World Cultures and Geography textbook
- Science:
 - K-8 Generation Genius and Mystery Science
 - 6-8-Everything You Need to Ace Science

CONFERENCES

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

ACADEMIC EXPECTATIONS

Students are expected to do their best to reach their potential while allowing other students to do the same. Specifically, each student is expected to:

- Be on-time to school.
- Come to class prepared with assignments and necessary supplies.
- Be attentive and an active participant in class.
- Do their own work.
- Make up work/assignments after an absence within a reasonable amount of time.
Develop a plan with the classroom teacher on reasonable expectations and time allotment of completing assignments.

To create consistency and avoid surprises from one grade level to the next, these expectations are identical for every grade level offered at Annunciation Catholic School. Consequences, however, will vary from different grade levels due to the difference in age and maturity.

CHEATING AND PLAGIARISM

Cheating and plagiarism are not tolerated. (Plagiarism is stealing the words, ideas, etc. of another and using them as one's own. Students who plagiarize do not give proper credit for the ideas or quotations of others.) Disciplinary measures will be left up to the teacher and administration on a case-by-case basis.

ACADEMIC HONESTY POLICY

Annunciation students and staff are expected to demonstrate personal honesty and integrity. Academic honesty is central to the IB learner profile. Students at Annunciation Catholic School are expected to submit authentic work that represents their individual and original ideas and clearly acknowledges the work of others. Academic pursuits can be challenging, but as with all challenges, accomplishing a goal often yields rewards far greater than the effort put into the work. The creation of authentic work is often an arduous task, but the skills learned in doing so – problem solving, articulating arguments, synthesizing information, rigorous academic research, etc. – will be invaluable to lifelong learning.

International Baccalaureate Standard:

- The school promotes responsible action within and beyond the school community.
- The school has developed and implements an academic honesty policy that is consistent with IB expectations.

- Teaching and learning promotes the understanding and practice of academic honesty.
- Teaching and learning supports students to become actively responsible for their own learning.
- Teaching and learning develops the IB learner profile attributes.

Guiding Principles: **We believe** that creating a culture of academic honesty is the responsibility of all members of the Annunciation community. **We believe** that only through the practice of academic honesty students can reach their individual potential. **We believe** that inquiry based learning encourages creative and critical student work. **We believe** that authors have a right to determine how their work can be used, shared and built upon, and these decisions should be respected. **We believe** that by promoting academic honesty, we are striving to create a community based on respect and encourage creativity and personal responsibility.

Academic Honesty: Annunciation teachers aim to instill an understanding and respect of academic honesty. All subject teachers work with students of all age groups to develop understanding, highlight the importance of completing one's own work, promote best practices and identify skills that need developing. Violations will be dealt with on a case-by-case basis, primarily between the teacher and student, but when deemed necessary, with the cooperation of administration and parents/guardians.

An academically honest student does not cheat.

Cheating includes:

- Copying another student's work and turning it in as their own
- Allowing others to copy their work
- Allowing others to do work for them
- Doing work for others
- Using aids while taking a test or quiz unless it is allowed
- Giving or receiving answers during tests or quizzes
- Discussing test or quiz questions and answers with anyone who has not yet taken the test or quiz

An academically honest student does not plagiarize.

Plagiarizing includes:

- Copying directly from a source, either print or web-based, into their work
- Infringing copyrights (such as making illegal copies of music, games or movies).
- Presenting someone else's words, expressions, art, ideas, or data as their own
- Purchasing someone else's work and turning it in as their own

Artificial Intelligence

Annunciation encourages students to submit original work in all subject areas and across all assignment types. However, we don't prohibit using Artificial Intelligence (AI) provided it's done appropriately and with integrity. Students must use artificial intelligence (AI) tools and resources in an ethical and responsible manner, following all relevant laws, regulations, and school policies, and avoiding any actions that may cause harm or offense to others.

- Users must give proper credit when using materials created by others, including AI (Artificial Intelligence) by citing the source of such materials.

Potential Consequences:

- Parent contact

- Office referral
- Potential for partial or no credit for all involved
 - Ex. Students have to make corrections to plagiarized items for a reduced grade or an alternative assignment/project for a reduced grade.
- Alternative assignments may be given at the teacher's discretion.
- Parent conference with school representation to determine further appropriate actions

Annunciation's academic honesty expectations are communicated to all students annually, posted in classrooms, and posted on the school website. For full Academic Honesty Policy can be viewed by clicking this link. [Academic Honesty Policy](#)

Defining Academic Dishonesty/Malpractice

"The student is ultimately responsible for ensuring that all work submitted is authentic, with the work or ideas of others fully and correctly acknowledged." IBO Academic Honesty (2011)

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 breaks. 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 3-2-1-0 scale.

- 3 - Meets expectations
- 2 - Partially meets expectations
- 1 - Does not meet expectations
- 0 or blank - Not evaluated at this time

Middle School (6-8) uses letter grades.

100% A+	
94-99 A	74-76 C
90-93 A-	70-73 C-
87-89 B+	67-69 D+
84-86 B	64-66 D
80-83 B-	60-63 D-
77-79 C+	Below 60% U

Report cards are posted electronically in Sycamore.

If a student loses a textbook, classroom book, library book, chromebook, chromebook charger 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 item is paid for, according to the current price to replace the item. This also includes damaged chromebooks or books that are not repairable, etc.

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. For students who need additional support, we offer enrichment and learning support services.

Enrichment

We offer accelerated math pathways and a semester-long STEM class for students in middle school. We are offering a Math in Action enrichment program for K-5 students this year. We continue to explore other enrichment opportunities for our students including after school clubs and activities. Our K-5th grade students are encouraged to use Dreambox Math to accelerate and support their math growth.

Support Services

Annunciation School provides a system to support students in need of mild to moderate interventions. The additional support that students need may be provided by classroom teachers, support staff, public school district services, family-provided private services or a combination of supports. To read our full policy on Admissions and Inclusion click this link. [Admissions and Inclusion Policy](#)

Learning Specialist

Annunciation employs a learning specialist who is our main point of contact with Minneapolis Public Schools Special Education. The learning specialist also writes learning plans and provides reading intervention.

Special Education

These services include academic, psychological, physical, and speech therapy. If you feel your child has a difficulty which interferes with his/her education, you have the right to these services if your child qualifies for special education.

The special needs of students in non-public schools are addressed through the public school district in three ways:

1. Classroom teachers assess the needs of their students and our learning specialist will consult with the Minneapolis Public School District. An intervention may be suggested to meet the needs of a student. The needs may be in the areas of academics, behavior, health, or motor skills.
2. If the intervention is not successful, the student may be referred for assessment by either the school or the parent/guardian.
3. When the assessment is complete, a meeting is scheduled with parents/guardians to review the results and possibly develop an Individual Education Plan (IEP). The IEP lists the area(s) that need improvement and sets goals for reaching achievement.

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 Andrew Meierding at 612-668-5495 or Andrew.Meierding@mpls.k12.mn.us.

Title Funding

Title funding is provided by the Minneapolis Public School District. Annunciation receives Title I, II and IV funds for our students.

- Title I funds: Improving the academic achievement of the disadvantaged.
- Title II funds: Preparing, training, and recruiting high quality teachers and principals.
- Title IV funds: Student support and academic enrichment. This includes state funding on a per pupil basis to assist in the purchase of non-religious textbooks and learning materials.

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" may 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, but is not limited to, the following:

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. Chemical Use/Weapons violations.
10. 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 a discipline referral form.
2. Parents are notified.
3. The student is given a consequence. (Detention or suspension depending on severity of consequence)

Second offense

1. Student referred to the office by the teacher with a discipline referral form.
2. Parents are notified.
3. The student is given a consequence. Suspension or expulsion.
4. Parent conference.

Third offense

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

CHEMICAL/TOBACCO USE/POSSESSION

If any student attending Annunciation School is found possessing, buying, selling, distributing or under the influence of any mood altering chemicals while at Annunciation School, attending any school sponsored event, while riding the bus, or at any time while affiliated Annunciation School, this student will face immediate suspension and further consequences that may include expulsion at the discretion of the principal. Mood altering chemicals include any substances such as drugs, alcohol, tobacco (vape), prescription drugs, or household items that significantly change the behavior of the person using them.

If the principal receives a valid 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 will take actions deemed appropriate to the situation,

WEAPONS

"Weapons" mean 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-alike 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, nunchucks, 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 authorities may be notified. Parents/guardians will be notified. Possession of or threatening to use a weapon may result in a suspension of up to 5 school days, probation when the student returns to school, and/or expulsion at the discretion of a principal. The use of a weapon in a threatening manner will result in an automatic expulsion.

TECHNOLOGY - ACCEPTABLE USE POLICY AND CONFIDENTIALITY AGREEMENT

Goals for Student Users

- ☐ To increase students' productivity in and outside of the classroom when completing assignments, projects, and other activities.
- ☐ To capitalize on the vast array of academic resources that support best practices.
- ☐ To facilitate mobile learning across the school campus and beyond.
- ☐ To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft academically relevant information.

General Information

Student use of a device in school falls under the guidelines of Annunciation School's Acceptable Use Policy for Technology, found in the student handbook. Access to the internet is monitored through Annunciation school's content filtering software and all rules and expectations apply to the use of the device. All applications, activity, and documents stored on the device are the property of Annunciation and subject to regular review and monitoring.

Students should not:

- Modify the device in any way other than those instructed by the teacher.
- Allow other students to retain or remove the device from their presence.
- Apply any permanent marks, decorations, or modifications to the device.
- Remove the supplied cover for the device.
- Disable the device or its applications.
- Record other students or any teachers or staff using personal devices or school-issued devices for a non-educational purpose.

Failure to comply with these guidelines will be treated as failure to comply with the school's Acceptable Use Policy for Technology and will be dealt with as specified in the school's discipline code. The parent/guardian is responsible for damage, including up to the replacement cost of the device, or, if applicable, any insurance deductible if any malicious attempt to destroy the device has been discovered, or if the device has been stolen or lost.

Use of the Device

Use of the device requires regular maintenance to keep the device performing well:

- Clean the screen only with approved cleaning towels.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Sign out of all online tools (i.e. Google).
- Report any software/hardware issues to the teacher as soon as possible.
- Keep the iPad or Chromebook in its cart when not in use, or at home in a secure area. iPads or Chromebooks should not be kept in vehicles, this frequently results in theft.

Student Pledge for Device Use

I will take good care of the device by:

- Not modifying the device's settings in any way, including (but not limited to) turning on the alarm, changing the desktop image, and moving apps.
- Being gentle with the Chromebook keyboard and not removing keys.
- Treating others' devices respectfully; I will not intentionally close the Chromebook, move, hide, or use another student's device without his/her knowledge.
- Using a soft cloth to clean the screen.
- Keeping the device away from food or beverages.
- Not marking the device (with any writing utensil or other medium) or adding anything (stickers, etc.) to the device.
- Not placing any objects on top of the device.
- Keeping the supplied cover on the device and safely storing it at all times.

I understand that the device I use will be inspected by the teacher.

I will be responsible for all damage caused by abuse, theft or loss.

I understand that using the device is a privilege, not a right. If I do not adhere to this policy, future usage of the device may be revoked.

Google Workspace for Education

Annunciation Catholic School will provide students with Google Workspace for Education accounts. Google Workspace for Education includes free, web-based programs like document creation tools, calendars, and collaboration tools. This service is available through an agreement between Google and Annunciation Catholic School.

Your student's teachers may use Google Classroom for lessons, assignments, and communication (4th-8th grade). Collaboration and communication will be restricted to accounts within the Annunciation Catholic School domain only. Students will not be able to receive communication or documents from outside this password protected domain.

As a user of Annunciation Technology Assets and Services, I understand the school may access my child's data at any time without prior written notice or consent and any violation of the Annunciation Acceptable Use Policy will result in appropriate disciplinary action up to and including expulsion and referral to law enforcement authorities.

During potential school closures/distance learning, Annunciation Catholic School has authorized the use of Google Meet/Zoom/Seesaw/etc. for your child. During the use of technology for continuous learning, it is imperative that you and your child maintain the confidentiality of other information and interactions of students and of staff who may be observed through these apps. The goal for use of these technologies is specifically to allow direct instruction for your child. All school policies and guidelines remain in effect during the use of school directed apps.

Names or any other identifying information regarding students, teachers, and staff may not be recorded, shared or discussed. Participation in any discussions or dissemination of confidential information or observed interactions between other students or the students and staff in the classroom is prohibited.

Due to the seriousness of violations in confidentiality, the consequence for such behavior is - at a minimum - immediate termination of the use of the Google Meet/Zoom or other apps/technology that allow for live streaming into the classroom.

CELL PHONE AND APPLE/SMARTWATCH POLICY

To promote a healthy, safe environment, to remove distractions from the academic environment, and to protect the integrity of the curriculum, Annunciation Catholic School prohibits students from using and/or having cell phones or other Bluetooth enabled electronic communication devices (i.e. smart watches) turned on during the school day. Cell phones, smart watches, and other Bluetooth enabled electronic devices have the potential to disrupt instruction. They are not to be visible, on, or used during the school day.

- All cell phones, smart watches, and other Bluetooth enabled electronic devices must be powered off at all times during school hours – 7:45am to 2:45pm.
- No cell phones, smart watches, or other Bluetooth enabled electronic devices are allowed out of a student’s locker or backpack during school hours. In middle school and other grades as necessary, such devices must be checked in and locked up during homebase and remain there for the duration of the school day.
- 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. Pictures/videos taken at non-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.
- If a student uses any cell phone, smart watch, Bluetooth enabled 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.
- If a cell phone, smart watch, or other Bluetooth enabled electronic device is confiscated during a quiz, test or exam, the student may be subject to more serious disciplinary consequences.
- Annunciation Catholic School is not responsible for any lost, stolen, or damaged cell phones, smart watches, or other Bluetooth enabled electronic devices.
- Parents should NOT contact students during the school day on their cell phones, smart watches, or other Bluetooth enabled electronic devices.
- School administrators may confiscate and search cell phones, smart watches, and other Bluetooth enabled electronic devices, including, but not limited to, text-messages, social media posts, videos, and/or stories, call logs, pictures, e-mail messages, and voice messages if they have reason to believe a cell phone, smart watch, or Bluetooth enabled 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, smart watch, or other Bluetooth enabled electronic device searched, it will be held until a parent can be present to assist in the checking of such a cell phone, smart watch, or other Bluetooth enabled electronic device.

Violation of Cell Phone/ Smart Watch Policy

1. The first violation of this policy will result in the confiscation of the cell phone, smart watch, or other Bluetooth enabled electronic device and the student being assigned a detention. It will be sent to the office and may not be picked up until the end of the day by the student.

2. The second violation of this policy will result in the confiscation of the cell phone, smart watch, or other Bluetooth enabled electronic device for the day and the student being assigned a detention. It will be sent to the office and must be picked up by the **parent**.
3. A third violation of this policy will result in the administration contacting the parent to discuss the resulting consequences. If found in violation, such a cell phone, smart watch, or other Bluetooth enabled electronic device could result in the device being banned or checked in and out of the school office each day.

VALUABLES

The school does not assume responsibility for damage to or loss of personal possessions. Items brought to school for non-educational purposes must remain in the student's backpack. Students are not permitted to use any sort of personal Bluetooth enabled electronic device during the school day. Items brought to school in violation of this provision will be confiscated and returned only after a conference between the student and principal has taken place.

SOCIAL NETWORKING AND TEXTING

Social networking websites and applications, including but not limited to TikTok, Facebook, Instagram, Snapchat, and Twitter (X) are a viable and timely means of communication. Additionally, texting also falls into these expectations. Violations of these suggested guidelines may be considered inappropriate behavior, and may be the basis for disciplinary action:

- Display of vulgar language.
- Display of language, video, or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or that would be contrary to the teachings of the Catholic Church.
- Presentation of or sharing of personal photographs, videos, or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website, or any entry that would be contrary to the teachings of the Catholic Church.

PARENTAL NETWORKING

It is a violation to use the name of a school, its logo, or its initials in any way as a title for a social networking site belonging to a group or organization for an individual goal.

- Parents are solely and personally responsible for any litigation that may arise from unauthorized use or posting of other people's children on the internet in any fashion.
- The school has the right to post pictures of and or use images in a responsible manner for the marketing, celebration, and promotion of the school and system (media releases on file).
- If you oversee an official event and need to use the system or school logo, we have specific files on site digitally that must be used. Please contact the office for further information.

SCHOOL COUNSELORS

Annunciation Catholic School contracts two school counselors through Phoenix Counseling. Peggy VanWyk and Sheri McLeod work with Annunciation children and their families.

Grades 7 & 8 also receive support from a guidance counselor from Minneapolis public schools who will help students navigate the high school application/registration process, along with providing organizational and study skills for students.

HEALTH AND WELLNESS

State funded health services for students are provided by a licensed school nurse liaison hired through the Minneapolis Public School District. The duties of this 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.

Annunciation also has a daily on-site school nurse who is on-site M-F from 10am to 2:30pm. The duties of this nurse include consults with students, staff and families regarding first aid, episodic care, medications, communicable disease and emergency care. Daily first aid duties may also be carried out by the school office staff and/or parent volunteers.

1. Injuries: If your child is injured at school, first aid will be administered. If a serious accident occurs, you will be called and EMS will be called as necessary. It is important that parents notify the school of any changes in home or work numbers, or by updating their personal information in Sycamore.

2. Medications: **The school is not permitted to give students medication without written permission from the parent and written orders from a provider. This includes over the counter medications.** 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. The medication 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 or by emailing nurse@annunciationmsp.org.

3. 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 7th 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. Please contact nurse@annunciationmsp.org with any questions

4. Physical Exams: Physical exams are requested when entering kindergarten and seventh grade and if your student is new to Annunciation. 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.

5. 7th Grade Immunization Requirements: Before entering 7th grade, state law requires that students show proof of a 2nd MMR, a Tdap, a series of Hepatitis B shots, and either a date of chickenpox disease or a varicella shot. If immunizations are contraindicated 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.

6. Vision and hearing screenings will be performed at minimum for first, third, fifth and seventh grades and are conducted annually under the supervision of the school district & Annunciation nurse. Students may also be screened at the request of the teacher or parent.

7. Notification of Illnesses: The school will notify families of communicable diseases when they are in their child's classroom. We will use the Hennepin County guidance as found here:

<https://www.hennepin.us/childcaremanual#Sec6> **Families must notify the school of any communicable disease.** A generic notification is then sent out to the appropriate classrooms or grade level as best practice.

8. Illness at school: If a child becomes too ill to remain in school, parents will be contacted. If a student's temperature is 100 or greater they must go home. **Students who are ill are expected to stay home until they are 24 hours fever free (a fever is defined as a temperature of 100.4 F or higher) without medication.**

Children are to be picked up at the main school office. No child will be permitted to leave the school grounds unless the parent/guardian/emergency contact is present at the office to take them home.

9. Return to school: Children who are ill are to remain at home. Do not send children back to school until they have fully recovered and are able to go outdoors during recess. Please do not ask that your child be kept indoors during recess. **Students who are ill are expected to stay home until they are 24 hours fever free (a fever is defined as a temperature of 100.4 F or higher) without medication, 24 hours free of vomiting or diarrhea, and/or their cold or flu-like symptoms have improved.**

SAFETY AND CAMPUS SECURITY

Students will not be permitted to leave school before the regularly scheduled dismissal time except for a valid reason and with parent permission. The parent must sign the student out at the front office and ask to have the student paged and sent to the office. It is recommended that the parent send a written note/email 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 Door #1, the 54th 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 3:30pm after school. Please refer to visitor / volunteer information on page 17.

EMERGENCY SITUATIONS

In the event of an emergency involving a child at school, first aid will be administered by the nurse or 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.

EMERGENCY PROCEDURES

Fire Drills

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

Tornado Drills

Tornado drills are necessary for the safety of the children, teachers and staff. At appropriate signals, all students and teachers will proceed accordingly - following the school's tornado drill plan. An annual drill occurs in April during weather safety week.

Lockdown Drills

Lockdown drills are necessary for the safety of the children, teachers and staff. Annunciation will conduct three lockdown drills during the school year.

School Closings

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

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

Evacuation

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

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 AND CYBER-BULLYING

Bullying and cyber-bullying will not be tolerated at Annunciation Catholic 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.” To report a bullying incident, please visit:

<https://www.annunciationmsp.org/school/current-parents/forms>

NON-DISCRIMINATION

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

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)

Annunciation Catholic School believes in the multicultural, multi-ethnic, and multi-racial community of Annunciation. We must be aware that what we say, do, think, allow to happen, or fail to stop has the power to harm or to help students, their families, our colleagues, and ultimately ourselves. Remarks and actions that negatively impact members of our community are not acceptable. There are times when each of us is a member of a majority and times when we are in a minority. Each of us must be sensitive to the people around us and work for a school community and world in which we will be judged only by the content of our character. We are working to fully support the notice of non-discrimination and we want to know of any situation that might be in non-compliance. (adapted from: <https://www.falmouth.k12.ma.us/Page/2931>)

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:

- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual.
- 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.

Examples of actions that may constitute sexual harassment include, but are not limited to, the following unwelcome actions:

- whistling, catcalling or making offensive noises;
- staring or making obscene gestures;
- making suggestive remarks, telling jokes of a sexual nature, or using derogatory sexual terms;
- displaying offensive photographs, illustrations, or sex related objects;
- blocking a person's movements;
- touching, brushing, pinching or patting;
- pulling or lifting of clothing;
- pressuring a person for dates, sex or information about personal relationships or sexual experiences; or
- leaving pictures of a homosexual or sexual nature on a locker or making derogatory comments of a homosexual nature;
- transmitting harassing remarks or pictures on the Internet, through a cell phone, or by other electronic means.

Harassment includes, but are not limited to, the following unwelcome actions:

- using racial slurs;
- displaying intimidating symbols or words such as swastikas;
- making generalizations;
- using stereotypes;
- telling racial or ethnic jokes;
- leaving pictures of a sexual nature;
- transmitting harassing remarks or pictures on the Internet, through a cell phone, or by other electronic means.

(adapted from:<https://www.falmouth.k12.ma.us/Page/2931>)

Harassment in the Form of Bullying: Although not unlawful discrimination, actions in the form of bullying or victimizing (hate crimes) by any members of the Annunciation school community will be considered harassment. A student is being bullied or victimized when the student is exposed to negative actions from others that have the purpose or effect of substantially interfering with the student's school performance or creates an intimidating, hostile, or offensive learning environment for the student.

Examples may include but are not limited to:

- physical threatening (bullying);
- making derogatory comments of a homosexual nature;
- making derogatory comments about peoples' size, weight, height, disability; or
- making derogatory comments about peoples' perceived intelligence or ability.

School Administration has an affirmative duty to maintain a school free of sexual, religious and/or racial harassment. This duty includes discussing this policy when necessary 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.

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:

1. Investigation of the complaint by interviews with the parties involved.
2. Consideration will be given to suspension of the alleged perpetrator during the investigation.
3. If facts warrant, the perpetrator will face expulsion from school.
4. Investigation will be conducted and a resolution of the issue will be submitted within sixty (60) days of the formal written allegation.
5. 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.

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.

EMOTIONAL AND MENTAL HEALTH

Emotional or mental health situations may occur that create concern for the immediate safety and/or well-being of an individual or group. Safety for all concerned is a priority. All appropriate persons will be notified, and 911 will be called if necessary. When the immediate safety issue has been resolved, the administration will meet with parents/guardians to help and refer to appropriate local agencies. A plan regarding the student's future at the school will be developed by the administration in conjunction with the parents/guardians. Information regarding the incident will be communicated to all those impacted by the situation.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of a teacher's concerns. Parents, in partnership with the school, are expected to uphold these same standards of confidentiality.

CHILD PROTECTION, CUSTODY AND NON-CUSTODIAL PARENTS

Annunciation Catholic School abides by the provisions of the Buckley Amendment, with respect to the right of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher, and any other costs associated with the testimony (mileage, parking, food, etc.). Annunciation Catholic School abides by the Child Protection and Reformation Act that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity might be abused or neglected must report to the Minnesota Department of Family Services. "The Minnesota Child Protection and Reformation Act requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report this information to the Minnesota Department of Family Services."

CUSTODY AND RELEASE OF MINORS

It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. No authorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parents or guardian. To cooperate with students and family needs, the school should be informed of custody arrangements. Parents may sign a Durable/NonDurable Power of Attorney giving the school permission to discuss their child with a grandparent or another designated person. This document will be kept in the child's file for one year. The school cannot intervene in custody matters unless court documents are provided to the Principal and reviewed/advised by the Minneapolis/St. Paul Archdiocesan lawyer.

SACRAMENTAL PROGRAMS

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 of 2nd grade 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 - 2nd grade.
4. Confirmation – 8th grade

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

Church of the Annunciation Schedules:

Mass Schedule:

Saturday: 5pm
 Sunday: 9:30am & 5:30pm (Youth Mass) once per month
 Tuesday: 5:30pm
 Wednesday, Thursday & Friday: 8:15am
 Holy Days: See bulletin

Reconciliation Schedule:

Tuesday: 4:45 - 5:15pm
 Friday: 8:45 - 9:15am
 Saturday: 4:00-4:35pm

Adoration Schedule:

Adorers scheduled 24/7.

Open to all: Daily 7:00am-10:00pm

Please note: The chapel is not open during Mass times.

*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. Field trips are part of the educational curriculum and are designed to support the curriculum and introduce students to community resources.

FIELD TRIPS

Field trips are encouraged as part of the school's educational program. Permission slips must be completed online by the date due. Students without parental permission will not go on the field trip. Parents will be called to pick their child up from school in this case. Phone calls for permission will not be accepted.

Teachers will notify parents of upcoming field trips. The links to the permission form will be sent from the teacher and also 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 17 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 a selected or assigned seat and remain seated while the bus is in motion.
- Keep your 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 the 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.

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

EDUCATIONAL ENRICHMENT OPPORTUNITIES, GUEST SPEAKERS AND ASSEMBLIES

Guest speakers and assemblies are presented throughout the school year to enhance the students' learning opportunities. All topics and programs will be consistent with the mission, philosophy, and objectives of the school.

The Art Adventure Program fosters an appreciation of art and is sponsored by the Minneapolis Institute of Arts. Parent volunteers visit the classrooms once or twice a year to present and discuss reproductions of art on loan from the Institute. In addition, students in Grades K - 5 may take a field trip to the Minneapolis Institute of Arts or the Walker Art Center.

Math in Action-Math in Action is an optional math problem solving program offered to all students in K-5. New challenges come out every 2 weeks and are available from the teacher or can be printed from an online link shared in The Spirit Weekly and in Seesaw.

Band, instrumental and piano lessons (optional) are offered to students at Annunciation. Band/instrument lessons are available for grades 5-8 and are led by Andy Wolf from Academy of Holy Angels. Piano is offered for K-8 students through Dani Fream. Band practice, instrumental lessons and piano lessons take place at school during the school day. There is an additional cost for these opportunities. Twin Town Guitars will also offer after school ukulele lessons for students after school.

Youth Choir is available for students in grades 2-8 and meets on Wednesdays after school. There is a small fee to participate in the youth choir.

ATHLETICS

Athletic programs at Annunciation Catholic 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 concern.

Annunciation School Participant Athletic Code of Conduct

As a participant in the Annunciation School Athletics program, students agree to exemplify the highest standards in ethical behavior and fair play by accepting responsibility for themselves and their 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 (AYM)

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. Most of AYM programming (both summer and school year) is on Wednesday afternoons or evenings. (Recreational

events and retreat dates vary). AYM meets in the Youth Room at Annunciation Church. Ellie Schmitz is our youth minister leading AYM programming.

OUTSIDE OF SCHOOL ACTIVITIES

Out of school 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.

SCHOOL / CHURCH EVENTS

Including but not limited to:

First Friends: All new families will be paired with a current family as their “first friend” who will provide helpful guidance as they start their new school year at Annunciation.

Back to School Night: A late afternoon/evening event typically held the week prior to the first day of school. Families sign up for times to come in and meet their child(ren)'s teacher(s), drop off school supplies, and learn more about school programs such as Extended Day, music lessons, school lunch, etc.

Parent Information Night: Typically held the second week of school. Teachers present an overview of the curriculum, classroom and teacher expectations, and school year as a whole.

SeptemberFest: Typically held the third weekend in September. Held on the church and school grounds, SeptemberFest is the largest church annual fundraiser, featuring food, live music, entertainment, games, prizes and more.

Christmas Program: This is held the week before Christmas break. First grade students present the story of Jesus’s birth while all other grades perform individually throughout the program.

Carnaval: This is held on the Tuesday before Ash Wednesday. Each grade learns about another country during the year and showcases their learning through Carnaval in some way. We always learn about our country through our social studies standards throughout K-8 education, but also are able to compare and contrast cultures, traditions, governments, and more as we look at our own country and learn about another country.

Catholic Schools Week: This takes place the last week of January and celebrates who we are and what we do as a Catholic school. The National Catholic Education Association chooses the theme used throughout the week, and many special activities take place during this fun-filled week.

Field Day: This is held on the last day of school and is organized by the physical education teacher. Track and field events consist of age-appropriate outdoor games and a picnic lunch, followed by early dismissal.

PARTICIPATION AND REPRESENTATION OF SCHOOL

Participation in student activities is a privilege, and not a right. Creditable citizenship shall be one of the criteria for participation in school activities. Creditable citizenship includes such things as regular and punctual attendance and a quality of conduct that promotes the best interests of the school. Therefore, students shall exhibit standards of behavior that will bring credit to the student, the activity, the school, and the community. There are other student activities at Annunciation School that provide a program for students to pursue special interests, in addition to the more formal class activities. Student activities help develop leadership abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn to work as a part of a group. Although student activities are important for the all-around development of students, they must ultimately be of secondary importance. Regular classroom work must come first. Students who attend Annunciation Catholic School should model Christian conduct and decorum while at school, during all

school-sponsored events, and/or when representing our school. When students attend events/activities as representatives of their school, their conduct not only reflects on themselves and their families, but also on the entire school and Church community. Hence, behavior outside of school which harms the image of our school or displays attitudes which are contrary to Catholic beliefs and practices may result in disciplinary action.

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 three 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. Your employer may match your contribution, some employers also allow you to designate Annunciation School in their annual campaigns.

- **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.
- **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, and supports teachers and additional in-school programming, such as:

- **Golf Tournament:** 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.
- **Book Fair:** (November/December) - Who participates - any shoppers, school families & parishioners. Funds support Annunciation's school library.
- **Raise Right:** (Year round) - Who participates - parish and school families. Purchase merchant gift cards through the SCRIP program at Annunciation. Funds raised benefit student enrichment through classroom mini-grants and teacher classroom supplies.
- **APO fundraisers:** Funds raised benefit student enrichment through classroom mini-grants and teacher classroom supplies.
- **Dancing with Annunciation Stars:** Chosen members of the Annunciation community are paired with professional ballroom dancers to perform in front of a live audience. Funds raised support our Help-a-Student fund and the school's operating budget.

PARENT EXPECTATIONS

We consider ourselves blessed and privileged at Annunciation Catholic School to work with parents in the education of children, because we believe parents are the primary educators of their children. Therefore, it is your right, and your duty, to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of Catholic schooling involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

During these formative years at Annunciation, your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there

is an incident at school, you as parents must make an investigation of the complete story as your first step. Evidence of mutual respect between parents and teachers will model mature behavior and relationships.

Together, let us make a commitment to partnership as we support one another in helping your child to become the best person he/she can become.

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:

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)