

Annunciation Catholic School



**Parent-Student Handbook
2021-2022**

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THE SCHOOL CREST



The four symbols within the Cross, which is the symbol of of learning signifies the The school's mascot, the dedication to spreading the pelican feeding her young state of Louisiana and the Orleans, but also the sacrifice eternal life. The bread and Eucharist. These images

indicating that Catholic formation provides the foundation for all endeavors of the school.

The motto below the crest, "Super Omnia, Fides" means "Above All, Faith." Olive branches encircling the crest signify the school's strong commitment to peace, tolerance, and harmony.

crest are divided by the Christianity. The lamp pursuit of knowledge. crusader, depicts a Gospel message. The symbolizes not only the Archdiocese of New of Jesus that gave us wine symbolize the complete the inner crest,

MESSAGE TO PARENTS AND STUDENTS

Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News, and to translate this proclamation into action. (*To Teach As Jesus Did, November, 1972*)

The policies and procedures contained in this handbook are the result of a concerted effort to assist you to know the policies of Annunciation Catholic School and to solicit your support and cooperation.

We ask that you and your children read through this handbook carefully and become acquainted with its contents. The rules and regulations in this booklet have been established for the safety of each student and the betterment of the school. Violators of the rules and regulations will be subject to disciplinary measures as listed herein.

PURPOSE STATEMENT

The Annunciation Catholic School community seeks to educate and form the whole person by promoting the spiritual, intellectual, emotional, social, and physical development of each student in light of the Gospel message of Jesus and the tradition of the Catholic Church. We recognize that each person is created in God's own image, and, therefore, respect and welcome all races, creeds, and cultures.

Annunciation Catholic School provides a strong academic curriculum and challenging, competent instruction to all of its students. In a spirit of love, we strive to help each student attain his/her fullest potential and develop a true sense of self-worth. Annunciation strives to foster a love of life and learning in our students that will enable them to become responsible American citizens who will serve the needs of others and work for peace and justice for all humanity.

In cooperation with the home, parish, and community, Annunciation Catholic School provides students with opportunities to proclaim the Gospel message, worship and pray together, to be of service to others, to work cooperatively with others, to build community, and to be educated fully in order to be successful both now and in the future.

MISSION STATEMENT

Annunciation Catholic School prepares students of all faiths for the challenges of an ever-changing world by providing opportunities for academic excellence, character development, and humble service in a Catholic, Christ-centered environment.

SCHOOL BELIEFS

- Fostering the academic, spiritual, social, and physical development of students is the primary mission of the school.
- The Roman Catholic Faith permeates all subject areas, providing students with many opportunities to be educated about their faith.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- All students can learn.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff.
- Students need to demonstrate their understanding of essential knowledge and skills through problem solving and producing quality work.
- Students learn best when they are actively engaged in the learning process.

SCHOOL VISION

Annunciation Catholic School will foster the spiritual, intellectual, and social development of the whole child. We seek to develop within our students a personal desire for life-long learning, faith enrichment, social justice, and a meaningful contribution to society.

PROFILE OF AN ANNUNCIATION GRADUATE

Affirming the mission and beliefs of Annunciation Catholic School and serving as a living example of the value of Catholic education, an Annunciation graduate:

- Understands the Catholic faith and strives to live by its ideals daily;
- Exudes a healthy respect for self, others, and God's creation in all of its diversity;
- Projects a self-confidence that inspires acceptance of the challenges of daily life;
- Values the importance of education and is dedicated to the pursuit of truth, knowledge, and higher learning;
- Is well rounded intellectually, physically, and socially;
- Is proficient in technology;
- Behaves with discipline and dignity;
- Appreciates God-given gifts and recognizes the need to share time, talent, and treasure with those less fortunate;
- Recognizes and lives by the ideals of good citizenship and social responsibility;
- Differentiates between right and wrong and promotes ethical behavior;
- Takes pride in the Annunciation educational experience and is ever grateful for the foundation received;
- Serves as a Christian role model and leads by example.

CRUSADERS FOREVER

Annunciation Catholic School is proud of its former students and alumni. They are one of the school's most valuable assets. As such, our former students are invited back to school to share high school, college, and career advice to our students. They are also an excellent source of knowledge about life skills and personal growth. They may provide training or educational experiences. Teachers may contact their former students, or the former students themselves may contact the school to volunteer their services. If relevance to the school goals or curricula is noted, they will make presentations to or have discussions with the students at approved times. Visitors to our school are discouraged from dropping in during class times or without prior approval from faculty and/or administration. All visitors to Annunciation Catholic School are required to sign in with the office for safety.

PARENTS' OBLIGATION TO ANNUNCIATION CATHOLIC SCHOOL

By virtue of enrolling their children at ACS, parents take on certain obligations to the school in order for the standards and reputation of the school to be upheld.

Parents are expected to:

- Support the philosophy and standards of Annunciation Catholic School in the Student/Parent Handbook;
- Be honest and supportive in their dealings with the school administration, faculty, and staff;
- Ensure that their children attend school and school functions;
- Explain their child's absence from school;
- Assure the student's arrival to school on time each day;
- Uphold the school dress and grooming code;
- Meet their financial obligations in a timely manner;

In order for ACS to continue to provide the high quality education and opportunities it is known for, parents are expected to:

- Be ambassadors for the school in the community and on social media;
- Contact the school with their concerns and work cooperatively and respectfully with the administration and faculty for solutions to problems;
- Support and attend school functions;

- Generously participate in the fund-raising activities of the school to the fullest extent possible;
- Be role models of positive Christian behavior to the students.

ACS is grateful and proud of the outstanding support and involvement of its parents throughout the years.

CATHOLIC IDENTITY

Annunciation Catholic School is a part of the Archdiocese of New Orleans and the universal Catholic church which is based on the life and teaching Jesus Christ. We welcome and admit students of any race, color, creed, national, and ethnic origin to all the rights, privileges, programs, and activities.

In order to be identified as a Catholic student, the candidate is to have received a valid Catholic baptism, or all of the Sacraments of Initiation through participation in a Children’s Rite of Christian Initiation. To be considered a “Catholic” student, the child must attend Sunday Mass in a Catholic church on a regular basis. Having a sacramental certificate is not enough to be considered “Catholic.” The student must participate in Catholic worship and be formed as a Catholic. Only those who have been mentioned above are to be considered for Catholic tuition rates.

To be in this category, the student and family should be baptized and attending Catholic worship for at least **one year prior** to or after receiving the sacrament(s).

CONCLUSION

It is impossible to cover every situation that will arise and have a guideline in print that will address it. If a student is involved in a situation that is unacceptable and in opposition to the philosophy and goals of Annunciation Catholic School, the situation will be dealt with in as fair and appropriate a manner as possible. THE ADMINISTRATION IS THE ULTIMATE INTERPRETER OF THESE GUIDELINES.

AT ANNUNCIATION CATHOLIC SCHOOL, STUDENTS ARE ENCOURAGED TO BECOME RESPONSIBLE MEMBERS OF THE COMMUNITY, DEVELOPING POSITIVE ATTITUDES AND VALUES, INCLUDING A SENSE OF SELF-DISCIPLINE AND RESPECT BOTH FOR THEMSELVES AND OTHERS. IT IS HOPED THAT RESPECT AND CONCERN FOR EACH INDIVIDUAL PERSON WILL BE CHARACTERISTIC OF ALL AT ACS.

The primary criterion of the success of these guidelines will be the willingness of EACH FAMILY to make them work, to realize that each person is unique, and that each person has a responsibility to every other person and to the community as a whole.

ADMINISTRATION OF ANNUNCIATION CATHOLIC CHURCH

Pastor: The pastor is the spiritual leader of the parish community and of the Catholic educational community within the parish. The pastor has ultimate responsibility, with the authority delegated to the Principal, for establishing policies and rules in conformity with the requirements of the Office of Catholic Schools in the Archdiocese of New Orleans. He is also responsible for maintaining the catholicity of the school according to the teaching of the Catholic Church.

Administrative Team: The Pastor, the Principal, and the Coordinator of Religious Education comprise the Administrative Team.

GENERAL INFORMATION

Annunciation Catholic School admits students of any race, color, creed, national, and ethnic origin to all the rights, privileges, programs, and activities. National and ethnic origins are not a basis in the administration of educational policies, admission policies, athletic, or other school-administered programs.

Before any applicant is accepted, previous school records (academic and behavioral) must be reviewed. All new students are accepted on a probationary basis for the first semester. The academic and disciplinary performance of the student will be evaluated during this time. Students must maintain appropriate grades and conduct for the year.

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, student behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw the student and sever the relationship with the school.

Annunciation Catholic School does not provide special education services or facilities. The school, its principal, faculty, and staff are only required to make minor adjustments in the education program to attempt to accommodate whatever special needs the student may have. The nature and extent of such minor adjustments are within the sole discretion of the principal of Annunciation Catholic School. Should the principal determine that the minor adjustments in the education program have not resulted in satisfactory accommodation of the program to the special needs of the student, and that it is in the best interest of both the school and the student that he/she be placed in a more appropriate learning environment, then the principal may ask that the parent withdraw the student from the school and/or the student will be removed from the rolls of Annunciation and not allowed to re-enroll.

Registration does not guarantee admission/placement if the school is not able to serve the needs of the student.

ACADEMICS

All students are required to take all subjects including Religion and Enrichment.

Grading

The grading code is as follows:

A = 94-100
B = 86-93
C = 78-85
D = 70-77

O = Outstanding
S = Satisfactory
N = Needs Improvement
✓ Participation

Report Cards/Progress Reports

1. Progress reports are distributed mid-quarter if the student has below a C in any subject area.
2. Report cards are distributed quarterly (each nine weeks) to students.
3. First, third, and fourth grading period report cards are given to the student. Second grading period report card is given to the parent during parent/teacher conferences.
4. Students in Pre-kindergarten and Kindergarten receive their first report cards at the end of the second quarter.
5. Progress reports and report cards must be signed and returned the next school day.

Academic Awards

Grades K-2

Honor/Banner Roll is not given.

Outstanding Effort

K—Students earning at least Satisfactory in all areas.

1-2—Students earning all As and Bs on report cards, including behavior.

Merit

Students exhibiting self-discipline and always striving to do their best.

Reading

K Students earning at least an S in reading and/or completing grade level reading requirements.

1-2 Students completing grade level reading requirements.

3- Students independently reading and summarizing per teacher chosen documentation at least 150 pages

4- Students independently reading and summarizing per teacher-chosen documentation at least 200 pages.

5- Students independently reading and summarizing per teacher chosen documentation at least 250 pages

6-7 Students independently reading and summarizing per teacher-chosen documentation at least 450 pages.

End of Year

Outstanding Effort

K-2—The final grades must be indicative of Outstanding Effort.

Merit

K-2—The final grades must be indicative of Merit.

Reading

K—Students earning Reading award for three quarters.

1-3—Students earning Reading award for all four nine weeks.

Grades 3-7

Banner Award

For the Quarter—Students must have all As in academic subjects and conduct. Also, students must have an S in all enrichment classes. (Handwriting is excluded from this criteria.)

For the Year—The final grades must be all As in the academic subjects and conduct. Also students must have an S in all enrichment classes. (Handwriting is excluded from this criteria.)

Honor Award

For the Quarter—Students must have As and Bs in academic subjects and conduct. Also, students must have an S in all enrichment classes. (Handwriting is excluded from this criteria.)

For the Year—The final grades must be As and Bs in academic subjects and conduct. Also, students must have an S in all enrichment classes. (Handwriting is excluded from this criteria.)

Merit Award

For the Quarter—Students who, in the teacher's judgment, exhibit excellent self-discipline and always strive to do his/her best but do not receive the Banner or Honor award will be given the Merit award.

For the Year—Students must have met the criteria set by the teacher to earn this end-of-year award.

Seventh Grade Exams

Students in seventh grade are given mid-term and final examinations. The mid-term and second semester grade for the seventh grade student is determined by tripling the percentages for the previous two nine-week periods, adding the mid-term or final exam, and dividing by seven. The final grade is determined by adding the mid-term percentage and the end of the second semester's percentage and dividing by two. Seventh grade students who maintain a 94% average throughout the school year will be exempt from final exams.

Homework

Homework reinforces material taught in class. The amount of time required for homework varies by grade level and subject area. Homework is a part of the Annunciation Catholic School curriculum. Students are expected to return homework as assigned by the teacher.

Textbooks

Textbooks must be covered at all times. Book fines for lost or damaged books will be assessed throughout the year.

PROMOTION/RETENTION POLICIES

Promotion

If a student earns an F in a major subject for the last grading period, regardless of other grades, the student may fail that subject for the year. Promotion will be at the discretion of the teacher and Dean of Students. Students must also meet the minimum attendance requirements of 160 school days per year.

Retention

1. Pre-Kindergarten and Kindergarten students may be retained if consistent readiness has not been shown.
2. Students in 1st and 2nd grades who fail reading or math must repeat the grade.
3. Students in 3rd - 7th grades who fail one major subject must successfully complete a summer program approved by the principal. A student who fails two major subjects must repeat the grade.
4. Major subjects in 3rd - 5th grades are Reading, English, Math, Science, Social Studies, Spelling and Religion. Major subjects in 6th - 7th grades are Literature, English, Math, Science, Social Studies and Religion.

Multiple Failures

Students who fail twice (consecutive years or not) may not be allowed to return to Annunciation. Each case will be evaluated individually. Final decision rests with the school administration.

Criteria for 7th Grade Graduation

1. Students who are not promoted will not be permitted to repeat the 7th grade at Annunciation.
2. Any student who fails one major subject will be permitted to participate in graduation activities; the diploma will be held until a summer program is successfully completed.

Summer Programs

1. Students who have failed one major subject must attend a summer program approved by the principal; the approval must be in writing.
2. Failure to achieve a passing grade will result in automatic retention in the current grade.

PARENT-TEACHER COMMUNICATION AND CONFERENCES

Parent - Teacher Communication

1. Parents will be kept informed of the student's progress by papers sent home, Rediker, phone calls, notes, Remind app, and conferences.
2. Parents who would like to meet or speak with a teacher should send a note to the teacher, or call the office and leave a message for the teacher.
3. Parents should not visit a teacher in the classroom without an appointment.
4. Teachers should **NEVER** be called at home.
5. Official school communication should **NEVER** be conducted via text message between parents and teachers/principal.
**This does not include general information text messages or official social media posts that may be sent out by school staff/administrators.

Procedures for Problem Solving (Individual Conferences)

Conferences provide teachers with an opportunity to present parents with suggestions for complementing the child's work at school as well as giving parents the opportunity to express their observations and concerns and to discuss with the teacher the uniqueness of each individual child.

1. Conferences, whether initiated by parent or teacher, must be scheduled outside of regular teaching hours.
2. Teachers are not allowed to have a conference while on supervisory duty.
3. Please do not call teachers at their homes or on their cellphones to schedule a conference. This includes text messages, Facebook messages, etc.
4. To schedule a conference with a teacher, please call the office, email, or write a note in your child's assignment book requesting an appointment with the teacher. You should receive a response from your child's teacher within one school day.
5. Please do not attempt to discuss matters with a teacher before or after school without an appointment. A teacher's time before class is used for immediate preparation and organization.
6. Teacher assistants are not to discuss student progress or behavior with parents.
7. If the problem is not resolved, phone the office to speak with the Dean of Students.

Parent-Teacher Conferences

1. Parent-Teacher conferences will be scheduled at mid-term.
2. The teacher will notify the parent if the student should attend the conference.

Communication Channels

Respect for all people and concern for the common good require that the principle of subsidiarity be observed in the life of a community. This principle, enshrined in Catholic social teaching, requires that decisions and issues be handled at the lowest, most appropriate level in order safeguard the rights and responsibilities of the human person. The clergy of Annunciation Catholic Church, in consultation with the Administration and School Advisory Board, establish the mission and philosophy of our Parish school, create policy and ensure that it is properly carried out. The Principal is responsible for the day to day operation of the school and for implementing the policies established by our pastor.

1. Questions or issues, which from time to time, may arise in the life of a school, **should first be addressed to the teacher or faculty member concerned.** Normally, issues are resolved at this level. Only after exhausting this opportunity should parents take their complaint or issue to an administrator.
2. In the event that a situation or concern had not been resolved at the initial level, resolution of the issue should be attempted with the teacher or faculty member and the principal.
3. If a situation or concern requires still further attention, resolution of the issue should be attempted with the teacher or faculty member, the Principal, and the pastor.
4. The communication channel must be followed in the sequence listed above. The principal will be available to help solve

a particular issue only after an attempt to resolve the issue with a teacher or faculty member has been exhausted. The communication channel must be followed in the sequence listed above. **Parents are not permitted to skip any steps in the process.**

Civility

Members of the Annunciation Catholic School faculty and staff will treat parents and other members of the parish family with respect and expect the same in return. Our school is committed to maintaining orderly administrative processes in keeping the school community free from disruptions.

This statement promotes mutual respect, civility, and orderly conduct among school staff, parents, and students. In the interest of highlighting school teachers and faculty members as positive role models to the children of Annunciation Catholic School, as well as the parish community, the school administration encourages positive, Christ-like communication and dialogue and discourages volatile, hostile, or aggressive actions.

Any individual who disrupts or threatens to disrupt school operation, threatens the health and safety of students or staff, willfully causes property damage, or uses loud and/or offensive language which could provoke a violent reaction will be directed to leave the school promptly by the principal or his/her designee.

If any parent uses obscenities or communicates in verbal or written language in a demeaning, loud, or insulting manner, the teacher or faculty member to whom the remarks are directed will calmly and politely ask the parent to communicate civilly. If corrective action is not taken by the parent, the teacher or faculty member will verbally notify the parent that his/her participation in the meeting, conference, or telephone conversation is terminated and will immediately notify the principal or his/her designee.

Confidentiality

Annunciation Catholic School encourages a cordial family atmosphere. This situation, along with the norms of professionalism, requires strict observance of confidentiality in and out of the school. As the staff of Annunciation Catholic School are required and committed to honoring the confidentiality of all matters and information they are privy to, so too must the families of Annunciation Catholic School respect the welfare of others and the school as a whole and likewise maintain confidentiality at all times.

It should be noted that all staff of Annunciation Catholic School are agents of the school. As such, all personnel are required to bring to the administrator any information they possess regarding enrolled students insofar as that information concerns the welfare of the student, other students or the school as a whole.

Grievance Procedures

Annunciation Catholic School wishes to provide an opportunity for individuals to be heard. The administration of this school maintains procedures by which the parents of students may seek redress from a policy, regulation, or decision that is perceived as an unjust hardship on an individual or group. Complaints may be heard from individuals, parents, parent organizations, and employees. ***Final determination of day-to-day discipline, dress, and grooming rests with the administration and cannot be appealed.***

STUDENT ILLNESS

Stay Home If

Fever: 100.4 or higher

Vomiting: Within past 24 hours

Diarrhea: Within the past 24 hours

Rash: Body rash with itching or fever

Head Lice: Itchy head, active head lice, nits

Eye infection: Redness, itching, and/or

Return When:

Fever free for 24 hours without meds

Free from vomiting for at least two solid meals

Free from diarrhea for at least 24 hours

Free from itching and fever; doctor's evaluation and note if needed

Treated with appropriate lice treatment at home and nurse or doctor evaluation

Doctor evaluation and

“crusty” drainage from eye

note from doctor to return to school

Hospital stay and/or ER visit

Released by medical provider to return to school

GENERAL PROCEDURES AND POLICIES

1. Parents are not allowed in the classrooms to deliver messages, supplies, or speak to teachers. Emergency messages are handled through the office.
2. Graded papers and communications from the school (newsletters, calendars, etc.) are sent home on Wednesdays. Progress Report and Report Card distribution dates are listed on calendar. Communications are sent with students. Teachers shall post grades on Rediker on a weekly basis.
3. Students are allowed to use the telephone for emergencies only. Students are expected to listen to announced meetings and make arrangements. If meetings are changed or canceled, the students will be allowed to call.
4. The school will not accept balloon bouquets, flowers, etc., for the students at school.
5. Party invitations are not to be distributed at school unless the entire class is invited or all girls or all boys in the class.
6. Student birthdays can be celebrated with cupcakes, cookies, or cookie cakes only. They are distributed during afternoon homeroom with permission of the teacher. Please notify the homeroom teacher of your desire to send a treat two (2) days in advance. All treats must be ready to serve (pre-sliced).
7. Students are allowed to bring highly nutritious snacks such as, fresh or dried fruit, or peanut butter, popcorn, and/or cheese crackers, for a mid-morning snack. Sports drinks, water enhancers, carbonated drinks, coffee, energy drinks, tea, **candy**, or other “junk” foods are not allowed.
8. The school will not keep on hand or administer any medication (prescription or over-the-counter, cough drops, ointments, etc.). If a student needs medication during the day, a parent or other adult must come to school to administer the medication to the child. Students are not allowed to bring any medication to school and/or administer it to themselves (including aspirin, cough drops, Chap Stick, ointments). Exceptions will be made for students with chronic health situations. Contact the office for guidelines concerning these situations.
9. All students are covered by an Archdiocesan insurance policy from the time they arrive at school until they leave campus. This policy is a secondary policy. If your child is injured at school, contact the school office immediately so that the proper forms may be processed.
10. Visitors must sign in at the school office. Students from other schools are not allowed on the grounds during school hours unless they have permission from the principal.
11. Parent volunteers should sign in at the office. All volunteers must complete the Archdiocesan Safe Environment Training. Background checks may be required. Volunteers should dress appropriately.
12. Custody notices: It is the responsibility of the custodial parent to furnish the school with the custody section of the divorce decree. In the absence of this decree, students will be released to either parent. The school abides by provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
13. Fire, disaster, bomb threat and active shooter drills are conducted at regular intervals as required by the Department of Safety.
14. When the Archdiocese announces a school emergency closing, all archdiocesan schools must comply. The official media announcements are made on radio station WWL-870 AM, and local television channels.
15. Annunciation’s Crisis Response Plan will be instituted when/or as necessary.
16. Evacuation of campus: In the event the campus must be evacuated, teachers in the Early Childhood Building will walk students to the First Presbyterian Church. All others will walk to Annunciation Catholic Church.
17. In accordance with Archdiocesan policy, parents and students are hereby notified of the presence of Asbestos Containing Building Materials (ACBM) in the school’s boiler room.
18. The school has a nit-free policy concerning head lice. Parents are obligated to follow school protocol in the event their child contracts head lice. Children who have contracted head lice must be treated and be free of lice and nits. This must be verified by a written statement from a medical source. The school reserves the right to check any student for head lice and nits.

ATTENDANCE POLICIES

School hours are 7:50 a.m. - 3:05 p.m. (Students are considered tardy after 7:55 a.m.)

Absences

1. Parents are required to call the office between 7:30-8:05 a.m. to report absences. The request for homework should be made in the morning so that the teacher has time to gather the materials. Also, one day of absence does not necessitate the request for homework. If homework is requested, parents are asked to actually pick up the work. **It is the responsibility of the student to obtain and complete assignments covered during his/her absence.**
2. A student who is absent one day should be prepared to take missed quizzes, tests, or exams the following day. A student who is absent more than one day should be prepared to make up work within a reasonable amount of time. Students will make every effort to make up work **within three days**. A student who will be absent more than five days should contact the teacher/principal to make appropriate arrangements.
3. A student who is absent five or more days or a student who had a contagious disease must present a doctor's release to the office/homeroom teacher to be admitted to school.
4. All absences must be explained in a written note to the homeroom teacher. The note must be signed by a parent/guardian.
5. An excused absence is a result of sickness, medical appointment, or family emergency.
6. An unexcused absence is non-medical related, a vacation, or any other non-emergency. Students are expected to be a school. Parents should make every effort to schedule appointments after school or during breaks.
7. Work missed during an unexcused absence shall be made up at the discretion of the teacher. Assignments will not be given in advance.
8. Any student that knows he/she will be absent due to family emergency must advise the teacher/administration of the absence in writing as soon as possible. Arrangements regarding the completion of missed assignments/tests/exams will be at the discretion of the teacher/administration.
9. Truancy occurs when the student misses one or more classes without the permission of parents or school authorities. Work missed may not be made up; the student will receive an F in any graded work, tests, etc. The student may be liable for additional consequences.
10. By law, attendance at school for all children between the ages of 7 and 16 is compulsory. Students must be present a minimum of 160 days to be eligible for promotion. A student who is absent more than 20 days may be retained or required to attend summer school.

Tardiness

1. Any student who joins the class after 7:55 a.m. is tardy.
2. Tardies are recorded by computer in the office and accumulate into days of absence.
3. Every fifth tardy will result in an after-school detention.

Student Checkout

NOTE: Students may not be checked out after 2:45 P.M..

1. Any student leaving campus before dismissal must be signed out in the school office. Parents should not go to the classroom. Early dismissal minutes are recorded by computer in the office and accumulate into days absent.
2. If checkout is anticipated, the parent should write a note to the teacher. Students leaving during lunch should pack his/her books and bring them to the school office.
3. The parent/guardian completes and signs an emergency card at the beginning of the school year. The card is used in case of illness, emergency, etc.; therefore, it is important that the information be kept up to date. The parent must make any additions and/or changes to the card.
4. Students will be released only to those adults listed on the emergency card. In case of illness or emergency, the school office starts notification with the first name listed and proceeds down the list. It is the responsibility of the parent/guardian to indicate on the card which parent should be called first if a different order should be followed.
5. Parents are strongly encouraged to make doctor appointments after school and during holidays and not during core subject instructional time.

ARRIVAL/DISMISSAL PROCEDURES

Carpool Arrival and Dismissal

Parents should not park in the teachers' parking lot before and after school. No one should leave their car to walk through the back gate or front gate to get a student during dismissal. This is a safety issue, and we ask for your cooperation.

Parents are to remain in their cars and drive through the after school pick up line. Adults and students are NOT ALLOWED to cross the street except at the cross walk. Do not park and walk across the street to get a child. This causes confusion and slows the line down. If the child is young and must be buckled in by an adult, parents are to pull completely out of the car line onto the right hand side of Avenue C. After the child is secured, the parent can once again merge and continue out at the direction of a faculty member. The line at ACS is not ever very long, and we work to ensure everyone's safety.

PK students who do not have an older sibling will be picked up/dropped on Avenue D. Students in PK who do have older siblings through 3rd grade are picked up/dropped off on the LEFT side of Avenue C in front of the school/cafeteria. Vehicles should pull up and stop at the furthest available traffic cone. Students should enter/exit the backseat of vehicles on the driver's side. When entering the vehicles, students should quickly fasten seat belts. Students should avoid crossing in the path of vehicles. Always follow the directions of the traffic coordinator. **TRAFFIC SHOULD SLOWLY EXIT TO THE RIGHT ONTO WEST 5TH STREET. NO ONE IS TO PARK IN THE ALLEYWAY AT ANY TIME DURING THE SCHOOL DAY FOR SAFETY REASONS.**

Students are dropped off in front of the school on Avenue C. On rainy days, drop off is permitted behind the school in the alley. Afternoon pick up for 4th-7th grades is in the alley BEHIND THE SCHOOL (Avenue D side). Vehicles should pull up and stop under the covered area. Students should enter/exit the backseat of vehicles on the passenger side. When entering the vehicles, students should quickly fasten seat belts. Students should avoid crossing in the path of vehicles. **VEHICLES SHOULD EXIT WITH THE FLOW OF TRAFFIC TO THE LEFT ONTO WEST 5TH STREET.** Any student requiring the use of a car seat, regardless of grade, must use Avenue C for dismissal.

Students in grades 1st -7th are assigned to the dismissal station of the OLDEST child in the carpool. Students carpooling with PRE-KINDERGARTEN OR KINDERGARTEN students are assigned to the dismissal station on Avenue C.

Students arriving after the 7:55 A.M. tardy bell must report to the office to get an admission slip from the designated school personnel. Every fifth tardy will result in an after school suspension.

Students should not be checked out after 2:45 P.M. The office is closed for business at 2:55 P.M.

Inclement Weather Arrival and Dismissal

1. Students arriving before 7:15 a.m. must wait until staff has opened the front gate.
2. Students arriving after 7:15 a.m. are to be dropped off at their regular assigned areas.
3. Students will report to the cafeteria until directed to move to homeroom.
4. Dismissal during inclement weather will remain the same.
5. Walkers/bike riders must have alternate plans for severe weather days. Students will not be allowed to walk/ride bikes in severe weather. Parents should use the regular carpool line.

Severe Weather Dismissal Policy

Severe weather can produce much anxiety and concern among parents, students, and staff. When a threatening weather situation arises during the school day, please listen carefully to any emergency messages from the school and to the radio and/or television stations for the official announcement from the Office of Catholic Schools. Please be advised of the following procedures:

1. The public school buses will attempt to run their regular routes. Bus drivers will make sure that students get into their houses before leaving. If a student cannot get into the house, the student will be returned to school and sent to after school care.
2. Regular carpool dismissal procedures will be followed if possible. Any student not picked up will be sent to after school care.
3. Students normally sent to after school care will be directed to after school care unless the parent makes other arrangements.
4. Any parent/guardian that decides to check out a student before dismissal or official closing needs to follow the regular

check-out procedure. The school supports the parents' concerns for student safety and urges all parents to do what they think is best.

5. Students will not be left unsupervised at school. However, we ask that any parent not able to pick up his/her child(ren) make alternate arrangements as soon as possible, so that school staff can get home to their families. The after school care phone number is 985-516-6785.

Dismissal Procedures for Sports Teams and Cheerleaders

Students being dismissed early to attend an event must be signed out in the office.

NOTES

1. Students not picked up by 3:25 P.M.. will be sent to After School Care and charged accordingly.
2. For the safety of all students, please adhere to procedures listed. Students not following arrival and/or dismissal procedures may be liable for a detention.

SCHOOL BUS TRANSPORTATION

1. Bus transportation is available through the Bogalusa City Schools.
2. Parents must register students for the bus at the Bogalusa City Schools office in August. The bus schedule will be distributed at that time.
3. Bus service is available according to the public schools' calendar.
4. For the safety of all students, safety rules must be observed:
 - Wait for the bus on the sidewalk
 - Wait until the bus comes to a complete stop before boarding/exiting
 - Sit in the assigned seat
 - Cross in FRONT of the bus
 - Remain seated while on the bus
 - Students may talk quietly; no yelling, fighting, leaning out of windows, etc.
 - No eating, drinking, or chewing gum on the bus.
5. The bus driver is in complete charge. Students who do not cooperate are subject to disciplinary action including, but not limited to, detention and/or loss of bus riding privileges.

DRESS CODE AND UNIFORMS

Neat, well-maintained uniforms are required for all students and must be purchased from the school's designated vendors: The Shack by the Creek and Inka's in Baton Rouge). Navy blue uniform items may be purchased at any retail location, but the items must be "uniform". Leggings, golf shorts, dri-fit, and cargo-type shorts are not considered uniform. **Please note that there will be consequences for uniform violations.** The official school uniform is as follows:

| UNIFORM | | |
|---------|---|---|
| GRADE | GIRLS | BOYS |
| PK | Navy skort, shorts, pants or Capri (elastic waist) Smocked dress—available through Inka’s Red pique polo with heat press logo) Bloomers to match dresses | Navy shorts or pants (elastic waist) Red pique polo with heat press logo or monogram school crest |
| K -2 | Navy skort, skirt, or pants Plaid shorts or skort—available through Inka’s Plaid jumper with white shirt (Peter Pan collar) Light blue polo with navy heat press or monogram school crest | Navy shorts or pants Light blue polo with navy heat press or monogram school crest |
| 3 - 5 | Navy skirt, skort, or pants Plaid short or skort—available through Inka’s Plaid jumper with white oxford or Peter Pan collared shirt Light blue polo with navy heat press or monogram school crest | Navy shorts or pants Light blue polo with navy heat press or monogram school crest |
| 6 -7 | Navy, skort, or skirt or pants Plaid shorts or skort, or tennis skort—available through Inka’s Light blue polo* with navy heat press or monogram school crest Plaid skirt with white oxford shirt with navy crest or light blue polo with navy crest | Navy shorts or pants Light blue logo with navy heat press or monogram school crest |
| PK-7 | The navy blue ACS crew neck sweatshirt or hoodie, available for order in August, is the first layer of warmth against the cold. The PK navy blue sweatshirt with small early childhood logo is optional. Grades 6-7 may wear the ACS navy blue blazer with crest. All students may wear navy cardigan sweaters and/or sweater vests. | |
| SHOES | | |
| PK-7 | Shoes must be low quarter, lace up, Velcro, leather or canvas tennis shoes. PK & K must have VELCRO! Shoes must coordinate with school colors. Shoes may be any combination of navy, white, black, or gray. Absolutely no neon colors present anywhere on shoe. The following colors are not allowed in any color variation: pink, yellow, orange, red, green, purple, or brown. Shoes must not have sequins, glitter, or lights. High-top shoes are not allowed. Grades 6-7 should wear brown dress shoes (Sperry-type loafer) with dress uniform. Girls in all grades may wear Mary Jane-type shoes or saddle oxfords. | |
| SOCKS | | |
| PK-7 | Solid white crew or ankle crew socks (no emblems) which must be visible at least two inches over the top of the shoe. Girls may wear white/navy knee socks. Socks may be monogrammed. If tennis shoe is predominantly navy blue, navy blue ankle crew socks are allowed. If tennis shoes are predominantly black, black ankle crew socks are allowed. No-show socks are NOT allowed. | |
| BELTS | | |
| 4-7 | Plain navy canvas (military style) or brown or black leather belt is required if clothing is designed for a belt. No designs, studs, big bulky buckles, etc. | |

NOTE: Please label all wearing apparel.

**Please note that 7th grade students wear their “class” shirts. Do not purchase light blue polo shirts for seventh grade.*

Dress Uniform Grades PK-7

Dress uniforms are to be worn for Mass days and special designated days, class programs, class pictures, and yearbook pictures. The dress uniform is as follows:

Boys Dress Uniform

| | | |
|------|------------|--|
| Boys | Grade PK | White oxford shirt (long/short sleeve) with crest on left pocket, navy blue uniform pant (elastic waist) |
| Boys | Grades K-5 | White oxford shirt (long/short sleeve) with crest, navy blue uniform pants |
| Boys | Grades 6-7 | White oxford shirt, long sleeve with crest, khaki pants, plaid tie (purchased at Inka’s or ACS) |

Girls Dress Uniform

| | | |
|-------|------------|--|
| Girls | Grade PK: | Smocked dress (available through Inka’s) with matching bloomers; navy Mary Jane. saddle oxford, or plain white shoe |
| Girls | Grades K-2 | Uniform white long/sleeve blouse, uniform jumper, or smocked dress, (navy Mary Jane shoe, saddle oxford, or white shoe) |
| Girls | Grades 3-5 | White Peter Pan collared shirt with uniform jumper |
| Girls | Grades 6-7 | White Oxford shirt, long sleeve with crest, plaid skirt, plaid cross tie (purchased at ACS or Inka’s), brown dress shoes (Sperry-type loafer) Brown tennis shoes are not acceptable. |

(Oxford shirt: heavyweight cotton shirt with buttoned-down collar.)

Lightweight Jacket/ Heavy Jacket/Cardigan/Hoodies (No Sherpa)

Jackets (both lightweight and heavy) must be **navy blue**. Jackets (sweatshirt jacket with hood and zipper) are acceptable and may be purchased through the school office) with ACS logo or crest. Jackets must be plain with no pictures or designs—except official crusader or school crest. Also, plain, navy blue cardigans are appropriate with or without ACS logo or crest.

Students in Grades 6-7 may wear the navy blue blazer with crest.

Heavy uniform jackets are not required. **HEAVY** jackets may be worn only on **EXTREMELY** cold (**below 40 degrees**) days outside the classroom. The heavier jacket may be worn over the Annunciation sweatshirt. It is not to replace the uniform jacket or uniform sweatshirt. The uniform sweatshirt is the first layer of warmth.

Please label all uniform sweatshirts and jackets with child’s first initial and last name.

ACS Uniform

The ACS uniform must be worn with respect at all times. Students should take pride in their appearances:

1. Shirt tails must be tucked in while on campus.
2. Skort, jumper, and skirt lengths must be appropriate and of modest length for a Catholic school. The hem length cannot be more than three (3) inches above the back crease line of the knee. This rule also applies to plaid shorts.
3. Boys’ pants/shorts must be worn properly. They need to be worn no lower than two (2) inches below the natural waistline.
4. T-shirts worn under the uniform shirt/blouse must be a solid white T-shirt.
5. Uniform crew socks must be at least two (2) inches over the top of the shoe.
6. Navy blue or black athletic shorts must be worn under skirts. No other shorts are permitted.
7. There is no area for changing clothes at ACS. Therefore, clothes will not be changed for physical education class.
8. PE athletic shorts will be worn as uniform bottoms for all sports teams.
9. Students are not allowed to wear sweatshirts/jackets from other schools or teams
10. During the months of August and September, sweatshirts may only be worn inside buildings, not during recess, in order to prevent overheating
11. If the temperature is 40 degrees or less, girls should wear pants or tights under skirts, jumpers, or skorts.
12. Girls may wear **LIGHT** pink or other **neutral** nail polish. Nails should be neatly manicured and of a short length. False fingernails are not permitted.

13. Seventh grade girls may wear light makeup to school. Eyeshadow and dark lipstick are not allowed.
14. Students MAY NOT wear pants with belt loops cut off.
15. **All clothing worn to ACS or to an ACS function must fit properly and not be faded or discolored.**

Winter Uniform

1. The navy blue ACS sweatshirt is worn first over the uniform shirt or blouse.
2. Girls may wear plain, solid navy, black or white colored tights/leggings that cover the entire leg (not capri length) with skirts in cold weather. No sweatpants may be worn. (No athletic leggings.)

Scout Uniforms

Boy Scouts and Girl Scouts may wear their **official** scout uniform on meeting days. The scout uniform should be in alignment with the school uniform (no leggings or T-shirts).

Hair

1. Hair styles should be neat and clean; no extreme hairstyles for girls or boys. Extreme hairstyles include mullets, wedges, carvings into hairline, hairpieces/extensions, feathers, etc.
2. Bangs must be cut above the eyebrow. Neither boys nor girls may have hair in their eyes.
3. Boys' hair should not extend beyond the top of the collar.
4. Coloring hair (highlights, streaks, bleaching,) is NOT acceptable for girls or boys.
5. Students with unacceptable hair color/styles will be asked to remain out of class and/or school until hair is returned to an acceptable state as determined by the administration.

Contact lenses

Students may wear natural color contact lenses if able to do so without assistance of school personnel.

Dress Code Violations

PreK-2: Parents will be contacted by a uniform committee member.

3-7: Dress code violations will be reported to parents on the ACS Uniform Violation Dress Code form. First offense is a warning. Second offense is a recess detention. Third offense warrants an after-school detention. Violations will be noted in classroom behavior grade. Repeated offenses can result in suspension, loss of privileges, or loss of membership in leadership positions.

Jewelry

1. Wristwatches, religious medals on a chain worn under the blouse/shirt, and medical alert bracelets or medallions are permissible. No fitness bands or smart watches are allowed.
2. Earrings may be worn by girls only. Earrings may only be worn in the bottom ear lobes. No earrings may be worn in the cartilage section of the ears. Earrings must be identical---no larger than 5 mm, no hoops or dangles, and no more than one earring in each ear.
3. No visible body piercing is allowed in either girls or boys with the exception of the bottom section of girls' ear lobes.
4. Jewelry worn not meeting the guidelines will be sent to office and released to the student's parent.
5. Students may wear one ring on each finger.
6. Girls may wear simple headbands/ barrettes/bows consistent with school uniform colors. For the week prior to a holiday, colors and prints appropriate for the holiday may be worn.
7. Multiple colored bracelets are not allowed.

Tattoos

Absolutely no visible tattoos are permitted.

Free Dress/Spirit Shirt Days

1. Spirit shirt days are used as fundraisers for certain school clubs, activities, or service projects. **School uniform pants and athletic shoes** are to be worn unless otherwise stated. All students may wear an ACS spirit shirt on Fridays with uniform bottoms unless otherwise directed.
2. Free dress days are given as rewards or as celebrations. Appropriate attire is expected. Jeans must not have holes; shorts must be 3 inches above back crease and may not be tight-fitting on girls, short athletic shorts are NOT allowed; bike shorts are not allowed leggings must be accompanied with shorts that cover rear end; there must be **NO** slogans that are

vulgar, racial, or promote alcohol, etc. For student safety, shoes must be appropriate for recess and physical education. Pajamas may only be worn on specifically designated pajama days.

3. High-heeled shoes are not allowed.
4. On free dress days, under no circumstances may leggings be worn as pants unless the backside is entirely covered by a dress or shorts. T-shirts are NOT a sufficient covering for leggings. Young ladies who violate this rule shall remain in the office until proper clothing is worn.

All uniform items must be in good repair and fit properly. Parents will be informed if better-fitting clothing is required. Students must always present themselves as young ladies and gentlemen. As such the ACS uniform is an extension of that. All students are expected to dress in a way befitting of this institution.

PRINCIPAL/DESIGNEE IS FINAL INTERPRETER IN ALL DRESS CODE MATTERS.

STUDENT CONDUCT

ANNUNCIATION CATHOLIC SCHOOL RESERVES THE RIGHT TO DISCIPLINE STUDENTS FOR CONDUCT ON OR OFF SCHOOL PROPERTY THAT IS DETRIMENTAL TO THE REPUTATION OF THE SCHOOL.

School-wide Discipline Program

The school has adopted an assertive discipline program to help provide a safe, healthy, and Christian learning environment. Students and staff members are expected to treat each other with respect and acceptance. Misconduct, bullying, harassment, intimidation or discrimination for any reason and of any type will not be tolerated. Violation of ACS Conduct Code will result in detentions/suspensions/or expulsions. A copy of your child's discipline program will be distributed during orientation.

Expected Behavior at School

1. No student, whether accompanied by a parent or not, is allowed in the classrooms before school, during lunchtime, or after school without teacher supervision.
2. Quiet is expected after the bell rings in the morning and after each recess.
3. Silence is expected during prayers and announcements.
4. Students may use the restroom during free time and/or recess; otherwise students need teacher permission to be in the restroom.
5. Electronic equipment/devices, personal toys, and games are not to be brought to school unless special permission has been granted by the teacher.
6. If after school arrangements necessitate a child having access to a cell phone at school, they must be given to the teacher to be obtained at the end of the school day. Cell phones that go off or are used during school hours will be held in the office to be picked up by a parent. First offense, phone is kept for one day; second offense, phone is kept for three (3) days; third offense, phone is kept for five (5) days. Further offenses will result in the student not being permitted to bring a cell phone to ACS and written Behavior Referrals.
7. Foul language is not to be used at school. Depending on the severity of the foul/vulgar language, students will be suspended/expelled from ACS. Violations will be reviewed by the principal. In extreme or repeated instances, the Annunciation Catholic Church pastor will also be consulted.
8. Destruction of any school property will not be tolerated. Parents will be held responsible for monetary compensation for destroyed school property. Willful destruction/misuse of school property, including computers, can result in suspension/expulsion of the student.
9. Students are expected to refrain from any threatening language (verbal, written or electronic) which implies causing harm (bodily/emotionally/socially) to another person. Depending on the severity of the threat, students will be suspended/expelled from ACS. Violations will be reviewed by the principal. In extreme cases or repeated instances, the Annunciation Catholic Church pastor will also be consulted.
10. Cheating and plagiarism will not be tolerated at Annunciation Catholic School. Any student caught in violation will receive a failing grade for the work, and parents will be notified in writing of the infraction

Expected Behavior in Crusader Café:

1. No pushing or shoving in line.
2. Sit in assigned seat.
3. Talk quietly, no shouting.
4. Display proper table manners.
5. Places should be left clean and in order.
6. Student should raise his/her hand for permission to be dismissed from the table or as directed by the teacher.
7. Food items and straws are not to be taken from the cafeteria.
8. Cafeteria workers are to be treated with the same respect as all other ACS staff. Disrespect in the cafeteria will carry the same consequences as disrespect to any other ACS staff member.

Behavioral Infractions Result In:

1. **Loss of privileges**
2. **Detentions:** Detentions may be given for actions/choices that reflect behavior deemed inappropriate or destructive, or that display lack of self-control. Detentions are held on Wednesdays from 3:15-4:15 p.m. in the assigned teacher's classroom.

3. Suspension:

- a. Suspension will be served at home. The administration will decide the time duration of the suspension.
- b. The student will receive an “F” for all class work and tests missed during the suspension. A student is on probation after a suspension. Continued misconduct will make the student liable for expulsion.
- c. The following decisions made by a student make him/her liable for suspension:
 - leaving campus without permission (during school or before/after school activities)
 - disrespect to teacher or staff member
 - skipping detention
 - three detentions or written Behavior Referrals
 - forging notes or signatures of parents or teachers
 - cheating and/or violation of test-taking procedures
 - plagiarism
 - stealing
 - smoking and/or possessing tobacco products on campus or at school-sponsored functions
 - intentionally pulling fire alarm or falsely reporting a bomb threat
 - vandalism—destruction of school or personal property
 - threatening or causing bodily harm to a student or school employee
 - physically fighting, punching, shoving, poking, strangling, pulling hair, beating, kicking, punching, or excessive tickling
 - diminishing personal characteristics (such as race, creed, disability, ethnicity, or perceived sexual orientation), manipulating friendships, isolating, or ostracizing
 - bullying—inflicting physical hurt, psychological distress, unwanted teasing, malicious name calling, blackmailing, or public humiliation on another student or staff member
 - cyberbullying/cyberstalking
 - inappropriate pictures or defamatory comments regarding ACS, the staff, other students or the Annunciation Catholic Church parish posted electronically through the use of digital technologies, including but not limited to, e-mail, blogs, texting on cell phones, social websites (e.g. Instagram, Snap Chat, Facebook, Twitter, TikTok, etc.) chat rooms, “sexting”, instant messaging, or video voyeurism/exhibitionism
 - possession of any item deemed as a weapon
 - sexual, religious or racial harassment
 - rumor or spreading of falsehoods
 - any behavior or conduct that disrupts the orderly operation of ACS and its educational environment
 - other actions as determined by the administration
 - accessing pornographic materials, inappropriate text files, or files dangerous to the student or to the school.
- d. A student who receives three (3) suspensions is liable for expulsion.

4. Expulsion:

- a. Certain actions/behavior from the student can result in expulsion (removal from the school).
 - b. The following decisions made by a student make him/her liable for expulsion:
 - use or possession of alcoholic beverages, either on campus or at any school-sponsored function
 - possession, distribution, and/or use of illegal substances
 - possession, distribution, and /or use of any firearm, weapon, or explosives
 - immorality
 - vandalism
 - conduct that threatens the safety of students or staff members
 - excessive (three (3) or more) suspensions
 - violation of probation (continued misconduct while on probation)
 - any conduct on or off campus that is detrimental to the reputation of Annunciation Catholic School
5. A Discipline Committee comprised of the administrator, teachers and the pastor of Annunciation Catholic Church will decide the disciplinary action/consequences in extremely serious matters that lead to expulsion.

6. **AFTER SCHOOL DETENTION**

After school detention will take place at Annunciation Catholic School from 3:15-4:15 on Wednesday afternoons. Students will complete age-appropriate punishment work—not homework. Parents will be notified via a written Student Behavior Referral Form which must be signed and returned.

Behaviors subject to After School Detention shall include but are not limited to:

- The third uniform violation
- The fifth tardy
- Repeated misconduct, disrespect, sarcastic attitude or speech, disruption of class time, failure to follow rules or instructions
- Instigating a fight
- Failure to complete homework assignments
- Failure to complete classroom work
- Activities deemed by the teacher/principal as detrimental to the learning environment at ACS.

ENRICHMENT PROGRAMS

Field Trips

1. Field trips are part of the learning process; however, participation may be denied to a student if he/she fails to meet behavioral requirements.
2. Chaperones are selected and contacted by the teacher. Proof of Safe Environment training must be on file for all chaperones.
3. Only adult chaperones can attend field trips. Other children/siblings are not allowed.
4. When a parent signs the permission slip agreeing to their child's participation, it is understood that the parent will pay their share of the cost of the field trip, whether or not the child takes part in the trip, and that the fee is not refundable.
5. Field trips must be paid for through FACTS prior to the actual trip.
6. Field trip payments are non-refundable unless the trip is cancelled by ACS.

Library

1. All students are permitted to use the library. Students in 1st – 7th grades may check out books.
2. Overdue notices are sent home.
3. Books that are lost or damaged must be paid for at the current library bound book price.

Guidelines for Extra-Curricular Activities:

1. A student must maintain a C average, with nothing below a D, in all academic subjects in order to participate in extracurricular activities.
2. A student not meeting the academic requirement will be placed on active probation and must demonstrate improvement on a weekly basis in order to continue to participate.
3. If a student is absent from school, he/she may not participate in extra-curricular activities on that day.
4. Any student participating in an extra-curricular activity is required to have their parent sign the Extra-Curricular Activity Guideline Agreement

Extra-curricular Activities (The following activities are offered based on student interest):

| CLUB | K | 1st | 2nd | 3rd | 4 th | 5 th | 6 th | 7 th |
|--|---|-----|-----|-----|-----------------|-----------------|-----------------|-----------------|
| Altar Servers | | | | | * | * | * | * |
| Athletics (football, volleyball, basketball, soccer) | | | | | | * | * | * |
| Athletics (track and field) | | | * | * | * | * | * | * |
| Student Council | | | | | * | * | * | * |
| Cheerleaders | | | | | | * | * | * |
| Beta Club | | | | | * | * | * | * |
| 4H Club | | | | | * | * | * | * |
| Pep Squad | * | * | * | * | * | | | |
| Clover Buds | * | * | * | * | | | | |

CRUSADER CONNECTIONS

Annunciation Catholic School is meant to be like a family. We want all students to want to come to school; we want all students to feel that they can learn a lot about themselves, their school work, and God when they are at school. Crusader Connections gives all students a chance to create deeper friendships and have more insight about themselves. The goal of Crusader Connections is for all students to feel that they are important, they are heard, they are respected, and they are loved at Annunciation Catholic School. Students are assigned an adult advocate and become a member of a small group.

Throughout the year, the group will meet to discuss various topics which include, but are not limited to, personal growth, Catholic identity, and character development.

CAFETERIA

1. For school year 2021-2022, breakfast and lunch cost will be free for all. However, all families are encouraged to apply for free/reduced meals online. Contact the cafeteria manager for more information.
2. The lunch menu is published monthly in the newsletter and on the school website.
3. Students pay for lunch extras using their *MySchoolBucks* account. Payment into this account is made in August, in the beginning of the school year.
4. It is strongly urged that all students place a minimum of \$30 in their MySchoolBucks account at the beginning of the year whether or not you plan for your child to use the service. Any overage will be returned at the end of the year for students not returning to ACS. Overages for returning students will be credited to the next school year.
5. All students must eat lunch (a cafeteria or a bag lunch from home).
6. White/chocolate milk is served with lunch. Juice/Water may be purchased separately in grades 1-7. Students allergic to milk may receive juice/water if they submit a doctor's note to the cafeteria manager.
7. Soft drinks and/or fast food are not allowed in the cafeteria in accordance with federal regulations.
8. Each month, a designated class is scheduled to eat lunch with their parents. **At this designated time**, parents may purchase a lunch or bring a bag lunch from home to eat with the students. No fast food items are permitted. Parent lunches cannot be paid from the student Accu-scan account.
9. Menus are planned and food is ordered a month in advance.

PUBLICITY

Our students prove to be the greatest ambassadors for the kind of quality education that Annunciation has to offer. As a result, the school often publishes examples of student work, photographs of individual students, or photographs of student groups. Student photos and/or work may also be used on educational displays, promotional materials, videos, slideshows, and on the school's web site.

If you do not wish to have your child or any of his/her accomplishments featured in press releases, photographs, promotional materials, videos, slide show presentations, web site, etc. generated by Annunciation Catholic School, you are asked to immediately notify the school administration in writing of your request.

FINANCIAL OBLIGATIONS

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

Definition of Fees

ALL FEES ARE CONSIDERED “REQUIRED” AND ARE TO BE PAID BY ALL STUDENTS, INCLUDING SCHOLARSHIP STUDENTS.

- Tuition: Paid for the cost of instruction.
- Registration: Paid for administrative costs required to enroll a child in school. This fee is established by the Office of Catholic Schools and is **not refundable**.
- Non Parish Support: Paid by Non-supporting Catholic and Non-Catholic families for those school operating expenses subsidized by Annunciation parish, such as insurance, maintenance, utilities, etc. Supporting Catholic families pay this fee directly to Annunciation parish through the church envelope system. This fee is **refundable** prior to the first day of school.
- Incidentals: Paid by **all** students (including LSP students) so that the school can maintain program quality with regard to what is offered to students. This fee is **not refundable**.

It should be noted that only the ACS office can authorize fees to be assessed in the school’s name.

Process of Payment of ALL Fees

All payments (including “incidentals” such as supplies, field trips, club fees, etc.) will be made through the FACTS Tuition Management Company at <https://online.factsmgt.com> or the link found on the school’s website (www.acsbogalusa.org). Payments through FACTS must be made either through an **AUTOMATIC** bank-to-bank transfer of funds from an authorized checking or savings account or by credit card. Please note that there is a convenience fee for any credit card payments made. **Also, ALL families (including LSP families) are required to enroll in the FACTS system.**

Registration Paid by **all** families on **June 3, 2019**. (Paid by State of Louisiana for LSP students.)

| | |
|------------|-------|
| 1 child | \$165 |
| 2 Children | \$315 |
| 3 Children | \$465 |

Non-Parish Support Fee Paid by Non-Supporting Catholic and Non-Catholic families on **July 5, 2019** (Paid by State of Louisiana for LSP students.)

\$350/family

Incidental Fees Paid by **all** students for items including required spirit shirt, supplies, tech fee, and events fee. May be paid in one single payment or included with monthly tuition. **(For LSP students, partial payment received from State of Louisiana with the balance to be paid by LSP family.)**

| | |
|-----------------------|--|
| PK | \$120 |
| K-3 | \$95 |
| 4-6 | 100 |
| 7th | \$140 (includes Graduation fee) |

- Extracurricular Beta Club Required) \$35 (Dues & shirt) (Convention cost and fees to be announced at a (Not later date.) This fee is not refundable.**
- 4-H Club \$35 (Dues & shirt) (Cost for Achievement Day to be announced at a later date.) This fee is not refundable.**
- Athletic Fee \$20/Sport (This fee is not refundable.)**

Field Trips

? To be announced at a later date. This fee is not refundable.

Tuition Rates for 2021-2022

In Full: One (1) single payment paid on designated date. No partial payments will be accepted.
Or

Semester: Two (2) equal payments paid on designated dates. No partial payments will be accepted.

Monthly: Ten (10) monthly payments due on the first business day of the month (August-May). No partial payments will be accepted.

Catholic

To be eligible for the Catholic tuition rate, a student must meet the following criteria:

- Student must have received a valid Catholic baptism, or all of the Sacraments of Initiation through participation in a Children’s Rite of Christian Initiation.
- The child must attend Sunday Mass in a Catholic church on a regular basis.
- The student must participate in Catholic worship and be formed as a Catholic.

| | Annual | Semi-annual | Monthly |
|------------|---------------|--------------------|----------------|
| 1 child | \$4,884 | \$ | \$518 |
| 2 children | \$8,547 | \$ | \$885 |
| 3 children | \$10,989 | \$ | \$1,129 |

Non-Catholic

| | In Full | Semi-annual | Monthly |
|------------|----------------|--------------------|----------------|
| 1 child | \$5,901 | \$ | \$620 |
| 2 children | \$10,327 | \$ | \$1,063 |
| 3 children | \$13,278 | \$ | \$1,358 |

1. **Tuition** and fees must be paid by the dates designated by the school office through the FACTS Management Company.
2. Families who are not current by May 15 may be dropped from the rolls.
3. Tuition is pro-rated for students who enroll after the first day of school. All other fees are not pro-rated.
4. Multi-child tuition will be calculated up to three (3) children. There will be an additional fee for any additional children.

Students Withdrawn From School

1. A student withdrawn from the rolls after August 1st will be charged one month’s tuition.
2. Beginning in September, students withdrawn between the 1st and 15th of the month will receive a ½ month tuition refund; students withdrawn after the 15th receive no refund for that month.
3. The registration fee is not refundable. The Non-Parish Support fee is refundable prior to the first day of school. Incidental fees are refundable prior to the first day of school.
4. Contact the school office at least one week in advance for student withdrawals. All books should be turned in and all financial obligations satisfied upon withdrawal. Allow two (2) weeks for a tuition refund (if applicable).
5. All records will be released at parent’s request.

Delinquent Accounts

1. Students with outstanding account balances (including, but not limited to tuition payments, library/textbook fines) will not be permitted to register for the following school year.
2. Students with outstanding account balances may not be allowed to take part in graduation activities.
3. An appointment must be made with the principal/bookkeeper to make payment arrangements.
4. The school reserves the right to restrict individuals from participation in the monthly tuition program.

NSF Checks

1. A \$10 fee will be assessed for each NSF check returned to the school.
2. If a family has more than three (3) NSF checks returned to the school, the family may be asked to make future payments via money order or cashier’s check.

Church Support

1. Parishioners pay a minimum of \$7 per week to Annunciation Church using the church envelope system. This is calculated on a **calendar** year basis. Contributions to second collections are not applied to the church support obligation.
2. Families who do not satisfy their obligation will pay the Non-Parish Support fees for the following school year.

Fundraising Credit Policy

Tuition does not cover the true cost of educating every child at Annunciation Catholic School. Thus, the gap must be made up mainly through fundraising to generate additional revenue and resources to support projects and programs. Therefore, we ask that all families actively participate in the fundraisers as much as possible.

1. Parents are given the opportunity to earn tuition credit by participating in designated fundraising activities (dinners, auction, candy, etc.). Each family is given a goal as determined by the number of families in the school and amount budgeted for fundraisers. A fifteen percent (15%) credit will be given for anything earned above that goal.
2. Graduating seventh graders and scholarship students will receive a refund check in place of tuition credit.

Tuition Assistance

Tuition assistance is available for **registered, active and supporting parish families**. This assistance is for those families who are undergoing family life-changing events such as, but not limited to, job loss, medical emergency, divorce, or death. Families are expected to participate in fundraisers by both selling and working. Families meeting the criteria may request applications from the **church** office as needed.

Scholarship Programs

Louisiana has School Tuition Organizations participating in the Tuition Donation Rebate Program: ACE Scholarships Louisiana and Arete Scholars Louisiana. Individuals interested in participating in the TDR program should communicate directly with one or more School Tuition Organization by contacting the following:

| School Tuition Organization | STO Website | Email | Phone |
|-----------------------------|--|--|--------------|
| ACE Scholarships LA | www.acescholarships.org | TDR@acescholarships.org | 504-491-1813 |
| Arete Scholars LA | www.aretescholars.org | marvhw@aretescholars.org | 225-245-3610 |

ACS does participate in the **Louisiana Scholarship Program**, a program designed to provide students with additional opportunities to attend the school of their choice. It must be noted that ACS only accepts applicants who are entering Kindergarten. Applicants must meet state eligibility requirements. Scholarship placements are determined through an unbiased lottery process by the Louisiana Department of Education. More information may be obtained at www.louisianabelieves.com/schools.

LSP students should refer to the previous page regarding the list of all fees, the means of collection, their purpose, use and amount. The State of Louisiana does pay the Registration, Tuition, Non-Parish Support, and some Incidental Fees. Parents are responsible for the balance due on Incidentals.

It should be noted that LSP students may request from the school office and receive a waiver of payment of a fee due to economic hardship. Examples of criteria for receiving a waiver include:

- Receive unemployment benefits or public assistance including Temporary Assistance for Needy Families; SNAP; supplemental security income; or Medicaid
- Is in foster care or is caring for children in foster care
- Is homeless
- Is serving in, or within the previous year has served in, active military service
- Is eligible for free or reduced priced meals
- Is an emancipated minor

Should the waiver request be denied, an appeals process is available through the Pastor or his designee.

Failure to pay any required fee shall not result in the withholding of a student’s education record.

STUDENT EVALUATION PROCEDURE

The administration, faculty, and staff of Annunciation Catholic School are committed to the academic success of each student. It is understood that students have individual needs and that they learn in different ways. Minor adjustments may be made if a need is documented.

The school will not provide reasonable classroom accommodations to students until or unless official documentation has been received and reviewed by the Individual Needs Coordinator.

ACS teachers will, to the best of their abilities, meet reasonable expectations recommended by medical and/or school professionals. A reasonable modification is *an adjustment to a non-essential aspect of the course, program, service, or facility which does not impose undue burden on the instructors or the students.*

If a student is having difficulty that may result in an individual evaluation, the following steps should be completed before a teacher makes this recommendation:

1. Student, parent, or teacher identifies a need or a concern. The teacher completes a "Students Needs Identification" form including the interventions which shall be implemented.
2. The teacher will collect student data which highlights the results of the interventions attempted.
3. The Individual Needs Committee will review the initial intervention results.
4. If success is achieved, parents should be notified of the results.
5. If the need is unresolved, the teacher will schedule a parent conference to discuss further action.
6. The Individual Needs Committee will review the data and make further recommendations.
7. If a need still remains, the INC Chairperson will recommend a full evaluation.
8. The teacher and INC Chairperson will act with reasonable timeliness in gathering data and completion of documentation materials.
9. Once the results of the evaluation are received, the INC will meet with the teacher, parent, and members of the Pupil Appraisal Committee of the Bogalusa City Schools to review any recommendations and/or modifications, and determine the feasibility of their implementation at ACS.

NOTE: Signed consent forms must be received from parents prior to any form being filled out on a student.

ACS shall not discriminate against a child with special educational needs during the program admissions process. However, the school is required to offer only those services that are already provided or such services as necessary to accommodate a student with special needs that can be provided with minor adjustments.

Parents/legal guardians shall acknowledge in writing, as part of the enrollment process, the agreement to accept only such services as are available to all students enrolled.

ARCHDIOCESAN/LOUISIANA MANDATES

Search and Seizure

The school reserves the right to search students' belongings periodically for neatness and/or maintaining discipline and order. School officials are also empowered to conduct reasonable searches of a particular student, student's belongings and school property when there is a reasonable belief that the student may be in possession of materials (contraband, illegal objects or substances, stolen property) in violation of school rules or state law.

Community Awareness

Upon receipt of any notification that a sex offender lives within one mile of a school, in accord with Louisiana law, a principal must post the defendant's name, address, and the crime for which he was convicted in conspicuous areas of the school. Additionally, to the extent that the school is informed through the receipt of a picture from the offender what he or she looks like, it would be prudent to inform staff, teachers and administrators of the likeness of this individual in an attempt to protect the students and avoid any harm to them. Upon receipt of such information, the principal will post it on the bulletin board in the school office. Parents are welcome to check the board periodically for such information.

Firearms-Act

Amendment of R.S. 14:95.2 (Pertains to firearms)

R.S. 14:95.2 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crime of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such an instrumentality within 1,000 feet of the school's property, on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extra-curricular activities. Whoever is convicted of the crime of carrying a dangerous instrumentality, whether a student or non-student, is subject to a maximum penalty to imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement official or employee acting during the normal course of employment or a student acting under the direction of such a school official or employee. It also exempts participants in any legitimate firearm safety course or similar course of activity. The law mandates that a principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous instrumentality, that the principal or school official immediately reports any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority. Any principal or school official who fails to properly report the detention of any person or seizure of any dangerous instrumentality to the appropriate law enforcement agency may be issued a misdemeanor summons and, upon conviction, fined not more than \$500 or sentenced to not more than 40 hours community service or both.

AHERA (Asbestos Hazardous Emergency Response Act)

In accordance with AHERA, Asbestos Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for you to review in the Principal's office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$25.00 (which covers the cost of reproduction).

Medical Treatment

Annunciation Catholic School endeavors to the full extent of its capability to provide a quality education for all students. At the same time, Annunciation does not have the capability to perform all medical services that a student may need. Parents/legal guardians of students presently enrolled must acknowledge that the school does not provide any and all medical services.

The school does not assume the role of health-care provider in diagnosing or treating its students; nor do the personnel (including the principal, faculty, and staff) have experience, knowledge, or expertise in providing emergency medical treatment that may be necessary for any student, including but not limited to—and by way of example only—any treatment for allergic or diabetic conditions. The school will take reasonable steps in a medical emergency to care for a student. In specific circumstances in which a student needs to self-medicate or requires assistance with medication, the parent will acknowledge that the school may be unable to accommodate the medical needs of their child. In the event such assistance is needed, this matter should be discussed directly with the school principal in order to determine what steps can be taken in regard to providing the student with medical assistance.

Archdiocese of New Orleans
Policy on Responsible Use of Archdiocesan Information Resources

As a part of their mission, archdiocesan offices, agencies, parishes and schools acquire, develop, and maintain computers, computer systems, voice mail systems and networks. These information resources are intended for archdiocesan-related purposes, including direct and indirect support of the archdiocese's ministries and administrative functions and of the free exchange of ideas among members of the archdiocesan offices, agencies, parishes and schools and between the archdiocesan offices, agencies, parishes and schools and the wider local, national, and world communities. The archdiocesan offices, agencies, parishes and schools, thus, are encouraged to make innovative and creative use of information technologies in support of service and administration, but the information system is not to be used for the expression of personal opinion other than in regard to archdiocesan business. Further, all of the information resources are and remain at all times the property of the Archdiocese of New Orleans.

The use of the aforementioned information resources, like the use of any other archdiocesan-provided resource and like any other archdiocesan-related activity, is subject to the normal requirements of legal and ethical behavior within the archdiocesan offices, agencies, parishes and schools. Based on the teachings and moral principles of the Roman Catholic Church, it is the policy of the Archdiocese of New Orleans to provide members of the archdiocesan offices, agencies, parishes and schools with an environment free from conduct deemed inappropriate by the Roman Catholic Church. Should any member of the archdiocesan offices, agencies, parishes and schools, including employees, students and volunteers, engage in any conduct in violation of Roman Catholic Church teachings or principles in the use of a computer, e-mail, voice mail or the internet, the Archdiocese of New Orleans reserves the right to take whatever disciplinary action it deems appropriate as to any user, notwithstanding whether such action violates any other laws, regulations or policies. Thus, legitimate use of a computer, computer system, voice-mail system or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

With access to computers and people from around the world also comes the availability of material that may be offensive and contrary to the mission of the archdiocese. The archdiocese does maintain a firewall/filter to protect individuals against the existence or receipt of material that may be offensive to them. However, with the global nature of computer networks, it is impossible to control all materials and an industrious user may discover controversial materials, either accidentally or deliberately. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail or make information about themselves available on the internet should be forewarned that the archdiocese cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information. Should any user of archdiocesan information resources become aware of unauthorized access to improper sites or material or inappropriate use of e-mail, the user should report this matter to the appropriate supervisor.

Only computer software approved by the appropriate supervisor should be installed on to individuals' computers and the Archdiocese reserves the right to delete any unauthorized programs from any archdiocesan computer, even though the deletion may cause damage to any files belonging to the owner/user.

Applicability

This policy applies to all users of archdiocesan information resources and to all users of those resources, whether on archdiocesan property or from remote locations. Additional policies may apply to specific computers, computer systems, voice-mail systems or networks provided or operated by specific units of the archdiocese. Consult the operators or managers of the specific computer, computer system, voice-mail system or network in which you are interested for further information.

Policy: All users of archdiocesan information resources must:

Comply with all federal, Louisiana and other applicable law; all archdiocesan rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the archdiocese's sexual harassment policy; the archdiocese's policy regarding the use and neglect of minors and all applicable software licenses. Individuals involved in "hacking" and/or "cracking" break into someone else's computer system and/or bypass passwords or licenses in computer programs. Users who engage in electronic communications with persons in other states or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws; rules, policies, contracts, and licenses applicable to their particular uses.

Use only those information resources that they are authorized to use and use them only in the manner and to the extent authorized.

Ability to access information resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. E-mail and related archdiocesan accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the archdiocese.

Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Under no circumstances should a user of archdiocesan information resources use another user's account and/or hide their identity in the forwarding of e-mail messages and/or during the use of the internet or voice-mail system. Violation of the privacy issues discussed herein will subject the user to discipline, up to and including termination.

Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of archdiocesan information resources, the archdiocese may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Such use is prohibited. Personal use of archdiocesan information resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other archdiocesan responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisor procedures.

Refrain from stating or implying that they speak on behalf of the archdiocese and from using archdiocesan symbols and logos without authorization to do so. Affiliation with the archdiocese does not, by itself, imply authorization to speak on behalf of the archdiocese. Authorization to speak on the behalf of the archdiocese may be granted by the Office of the Archbishop. Authorization to use archdiocesan symbols and logos on archdiocesan information resources may be granted only by the Office of the Archbishop. The use of a disclaimer on all communications is recommended, such as; the contents of this communication are the sole responsibility of (name of user) and do not necessarily represent the opinions or policies of the Archdiocese of New Orleans. Additionally, any communication should not be considered confidential. Any comments should be sent to (user's e-mail address).

Enforcement

Users who violate this policy may be denied access to archdiocesan information resources and may be subject to other penalties and disciplinary action, both within and outside of the archdiocese. Violations will be handled through the archdiocese's disciplinary procedures applicable to the relevant user. However, the archdiocese may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity or security of archdiocese or other information resources or to protect the archdiocese from liability. The archdiocese may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Security and Privacy

The archdiocese employs various measures to protect the security of its information resources and of their user's accounts. Users should be aware, however, that the archdiocese cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of the archdiocese's information resources, including voice-mail resources, are not completely private. Data saved on the archdiocese's computers and/or servers, including e-mail equipment and e-mail and voice-mail messages are the property of the Archdiocese of New Orleans. Messages that are created, sent or received using the archdiocese's e-mail or voice-mail system are the property of the archdiocese. The archdiocese reserves the right to access and monitor the activity and accounts of individual users of archdiocesan information resources, including but not limited to the contents of individual e-mail accounts, voice-mail accounts, log-in sessions and communications. Further, users should be aware that their computer information, voice-mail information and e-mail information—whether deleted or not—may be reviewed by the Archdiocese of New Orleans and that the users have no expectation of privacy in such information.

ARCHDIOCESE OF NEW ORLEANS

Responsible-Use Guidelines

Students, staff, and administrators of the Archdiocese of New Orleans School District have the opportunity to access the Internet to facilitate the need to prepare students, staff, and administrators to be computer literate in an increasingly technological world, to foster educational and personal growth in technology, information gathering, and communication skills. It is understood that the Archdiocese of New Orleans School District does not have sufficient staff to monitor every aspect of the individual's use of the Internet. However, the purpose of these Responsible-Use Guidelines of the Archdiocese of New Orleans School District is to foster the independent use of the School District's network, subject to compliance with procedures and standards for appropriate network behavior and communication. The following Responsible-Use Guidelines apply to all users when they access any School District network connection (___NET).

1. It is understood that cooperation is critical in the use of the Internet at the Archdiocese of New Orleans School District. It is the goal of the use of the Internet to prepare students to become computer literate in an increasingly technological world. It is understood that a minor's independent use of the School District's network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.
2. Violations of these Responsible-Use Guidelines may result in student discipline, subject to the Student Disciplinary Code, and/or staff and administrative discipline, subject to guidelines adopted by the School District Administration.
3. Only those individuals who fulfill the basic minimum skills necessary to obtain an account shall be authorized to use the Internet. The District reserves the right to update and/or modify the basic minimum skills necessary from time to time.
4. Transferring copyrighted materials to or from any Archdiocese of New Orleans School District network without the express consent of the owner of the copyright is a violation of federal law and is expressly prohibited.
5. It is understood that the use of the Internet is a privilege. The primary use of the network shall be reserved to those individuals who utilize the materials that are of "educational value" to students of the Archdiocese of New Orleans School District. For the purposes of these guidelines, "educational value" shall mean those areas of network access that have a direct or indirect impact on the student's educational program at the Archdiocese of New Orleans School District. The use of the network for e-mail to be remitted to friends, chatting, reading jokes, searching MT, searching sport sites, farming out information on games, or other actions that are directly or indirectly related to the school's curricula are not deemed to be of "educational value" and will not be given any priority use of the system. The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, and racially-offensive, and illegal material or other prohibited activities shall not be permitted, and the Archdiocese of New Orleans, School District will use any and all efforts available to it, within the confines of the law, to prevent such material from entering the school network. Individuals are encouraged to report such entry to material into the system to the Network Administrator.
6. Use of e-mail and other network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially-offensive, or illegal material, or otherwise annoy other users of the network is forbidden. Each user has the responsibility to report all such violations. Only those contacts leading to appropriate educational and personal growth on the Internet are permitted.
7. All users must recognize that e-mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on students, personnel applicants, or various vendors. Such discussions or use on the network is expressly prohibited.
8. No personnel or student information, which is protected by the FERPA, shall be disseminated through the network.
9. All users of the network must comply with the ECPA, and may need to comply with the CDA. These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties, as well as the appropriateness of certain material being remitted on the Internet. The ECPA does permit interception or disclosure if either the sender or the receiver of the communication consents. Further, the Act recognizes that the School District may monitor an employee's e-mail messages, as long as the interception device is included in the e-mail equipment.
10. Users of the network must recognize that the District Administration does have the authority to intercept e-mail messages of all users and that there will be no privacy right construed by the District to exist in the statements made in the network. Users of the network are encouraged to not store extensive e-mail messages in the network and that messages should be stored for a period of no longer than fourteen (14) calendar days.
11. Network users may not allow any other person to use their password or to share their account. It is the user's responsibility to protect e-mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. A user may find it difficult to establish the identity of the e-mail perpetrator who stole a password and sent harassing letters under the user's name.
12. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden.
13. Use of the Internet for commercial gain or profit is not allowed from an educational site.
14. Users may not move, repair, reconfigure, modify, or attach external devices to the systems.

15. The District Administration reserves the right to monitor all accounts.
16. Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules.
17. Time restrictions on use of the Internet may be imposed to ensure equity of use.
18. From time to time, the District will encourage students and employees to use certain informational sources in order to control Internet costs.
19. The District Administration reserves the right to use electronic devices, cards, or any other media on how individuals perform their research in order to determine whether or not the employee or student is using the system for items of true “educational value.”
20. Professional employees of the school will monitor the use of the Internet.
21. Students or employees who violate the Internet guidelines of the school may be denied future Internet privileges for a defined period of time or other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the District, which may be applicable.
22. This agreement must be signed and returned in order for Annunciation Catholic School to approve student’s use of the Internet.

Annunciation Catholic School Technology Use Agreement

1. This agreement must be signed and returned in order for Annunciation Catholic School to approve the student's use of the Internet.
2. The use of the Internet is a privilege which may be taken away at any time. Students who choose to use this learning tool for non-educational purposes will not be allowed to access the Internet.
3. Acts which may result in disciplinary action and/or the denial of Internet access include, but are not limited to, the following:
 - a. The placing of unlawful information on the computer.
 - b. Entering a chat room, social networks, and YouTube and/or news groups and/or accessing personal email without PRIOR approval from the instructor.
 - c. The use of obscene, abusive, or otherwise objectionable language and/or material.
 - d. Accessing pornographic materials, inappropriate text files, or files dangerous to the student or to the school. A firewall has been installed to prevent students from accessing most obscene sites, but it is not 100% student proof.
 - e. Illegal activities under local, state, federal or international law including: (1) downloading of video and music in violation of copyright laws, (2) unauthorized copying of copyrighted material, including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, (3) installing of any copyrighted software for which the Archdiocese or related entity does not have an active license, or (4) using software files, images or other information downloaded from the Internet that has not been released for free publication.
 - f. Transmissions that violate copyrights held by others; transmission of threatening, violent, or obscene material; or transmissions that contain inappropriate language.
 - g. The posting or distribution of any communications, video, music, or pictures which a reasonable person would find contrary to the morals and teachings of the Roman Catholic Church or any policies of the Archdiocese of New Orleans or which would be considered to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, age, political beliefs, mental or physical disability, or veteran status.
 - h. Acts of vandalism as defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software or system or network activities. This includes, but is not limited to, the uploading or creation of computer viruses or introduction of malicious programs into the network or servers (e.g., viruses, worms, Trojan horses, or e-mail bombs.)
 - i. Unauthorized use of another individual's computer, access accounts, and/or files.
 - j. Use of non-Archdiocesan Internet access that allows a location to circumvent the Archdiocesan firewall and security devices. These connections create a "back-door" into the network resources that could compromise network security.
 - k. The following System and Network activities:
 - a. Bypassing applicable security restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.
 - b. Using the technology resources of the Archdiocese to engage in inappropriate conduct.
4. The school administration will determine what constitutes obscene, abusive, or objectionable language and/or material.
5. If a student unintentionally enters an inappropriate Internet site, he/she bears the responsibility of informing the instructor immediately.
6. As referenced under student conduct in the ACS Handbook, these actions may result in suspension, whether it occurs at home or school:
 - a. cyberbullying/cyberstalking
 - b. inappropriate pictures or defamatory comments regarding ACS, the staff, other students or the Annunciation Catholic Church parish posted electronically through the use of digital technologies, including but not limited to, e-mail, blogs, texting on cell phones, social websites (e.g., Facebook, Twitter, Snap Chat, etc.) chat rooms, "sexting", instant messaging, or video voyeurism/exhibitionism.
7. Violation of any part of this agreement could result in disciplinary action.
8. Students and parents will be held financially responsible for the repair and/or replacement of damaged equipment, and for the cost of restoring equipment and software to the original condition in the event the student's actions caused damages.