



**ANNUNCIATION**  
**CATHOLIC SCHOOL**

SCIENCE  
TECHNOLOGY  
RELIGION  
ENGINEERING  
ARTS  
MATHEMATICS

# **MIDDLE SCHOOL HANDBOOK**

## **2019-2020**



## **The Mission of Annunciation Catholic School**

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

### **PURPOSE OF THIS HANDBOOK**

The purpose of this handbook is to outline policies, procedures, and information specific to the Middle School program. It does not cover all policies, procedures and information affecting middle school students. The complete Annunciation Catholic School Handbook should also be referred to by both parents and students.

## **Annunciation Middle School Staff**

**Ms. Alex Ron - 6th Grade Home Room Teacher/Student Council Mentor**

Email: [aron@acsphx.org](mailto:aron@acsphx.org)

Core curriculum for 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade Literature, 6<sup>th</sup> grade Social Studies

**Ms. Lynne O’Keeffe - 8<sup>th</sup> Grade Home Room/Dean of Students**

Email: [lokeeffe@acsphx.org](mailto:lokeeffe@acsphx.org)

Core curriculum 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade Math

**Mrs. Jennie Cullen - Co-Coordinator for 6-8 Resource Support**

Email: [jcullen@acsphx.org](mailto:jcullen@acsphx.org)

Core curriculum for 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade English and Writing, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade Religion

**Ms. Vanessa Flores- 7<sup>th</sup> Grade Home Room**

Email: [vflores@acsphx.org](mailto:vflores@acsphx.org)

Core curriculum for 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade Science, 7<sup>th</sup>, 8<sup>th</sup> grade Social Studies

**Mrs. Taryn Yaeger - STREAM Coordinator**

Email: [tyaeger@acsphx.org](mailto:tyaeger@acsphx.org)

### **Specials**

Mrs. Deborah Himmelein - Art

Email: [dhimmelein@acsphx.org](mailto:dhimmelein@acsphx.org)

Mrs. Liz Trayer- Music Education, private lessons

Email: [ltrayer@acsphx.org](mailto:ltrayer@acsphx.org)

Mr. Christian Maggi- Physical Education

Email: [cmaggi@acsphx.org](mailto:cmaggi@acsphx.org)

Senora Priscilla Motola– Spanish

Email: [pmotola@acsphx.org](mailto:pmotola@acsphx.org)

### **Office**

Principal, Dr. Sharon Pristash; [spristash@acsphx.org](mailto:spristash@acsphx.org)

Front Office Manager, Mrs. Lynn Schwartz – [office@acsphx.org](mailto:office@acsphx.org); [lschwartz@acsphx.org](mailto:lschwartz@acsphx.org)

Office Assistant; Maria Garcia: [office@acsphx.org](mailto:office@acsphx.org)

IT, Mr. Elijah Morford; [emorford@acsphx.org](mailto:emorford@acsphx.org)

### **Resource Staff**

Mrs. Lynda Redendo – [lredendo@acsphx.org](mailto:lredendo@acsphx.org) – Special Education Resource Teacher

School Nurse– [nurse@acsphx.org](mailto:nurse@acsphx.org)

## GENERAL INFORMATION

### Extra-Curricular

There are several opportunities for extra-curricular activities in middle school. Participation in Annunciation's extra-curricular activities is a privilege, thus eligibility to participate is dependent upon academic performance and conduct. Students and parents will be provided information regarding extracurricular activities during the course of the school year.

### Middle School Websites

General information: [www.acsphx.org](http://www.acsphx.org) > classrooms > Middle school

Grading and assignment information: [www.renweb.com](http://www.renweb.com) then parent login

Math: [www.bigideasmath.com](http://www.bigideasmath.com)

IXL math practice: <https://www.ixl.com/signin/annunciation>

Literature and Social Studies: [my.hrw.com](http://my.hrw.com)

Science: <https://www-k6.thinkcentral.com>

## STUDENT CONDUCT AND POLICIES

### Classroom Rules

The following rules apply to all middle school classes:

RULE #1: RESPECT YOURSELF, OTHERS AND YOUR SCHOOL

RULE #2: CONTRIBUTE TO THE LEARNING ENVIRONMENT

RULE #3: FOLLOW ALL SCHOOL PROCEDURES

### Classroom Consequences for Misbehavior

The following consequences may be administered for misbehavior in any classroom:

Verbal warnings, email to parents, meeting with the Dean of Students, immediate withdrawal from the classroom. Please read the all-school discipline policy in the Family Handbook for further details. Also, please note that each situation is unique and is handled with the discretion of the adult in charge with everyone's safety in mind.

### Tardiness and Early Release

The school day begins at 8:00 AM with prayer in the upper hall building. If a student enters the hall after Morning Prayer has begun, the student will be marked tardy by the homeroom teacher. **If the student arrives after 8:05, a parent must check them in at the front office in the K-3 building.** An office staff member will then walk the student to class for the safety of the student.

### School Lockers, Desks, and other School Property

Although school lockers, desks, and other facilities and spaces may be temporarily assigned to individual students, they remain the property of the school at all times. The school has a reasonable and valid interest in ensuring that school property is properly maintained. For this reason, and in order to enforce school rules and maintain discipline, school officials may

periodically inspect all, or a randomly selected number of, school lockers, desks, and other facilities and spaces owned by the school. A periodic inspection of a school locker, desk, or other facility or space owned by the school will be conducted only in the presence of the student whose locker is being inspected or in the presence of at least two staff members. **Staff members may ask a student to check students' backpacks, athletic bags, and pockets, within reason, at any time on campus.**

### **Students Use and Care of Textbooks and Property**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break chairs, or do other damage to school property or equipment will be required to pay for the damage or replace the item.

### **Personal Property**

The school assumes no responsibility for any personal property that is brought to school. This includes, but is not limited to, phones, calculators, clothing, athletic and computer equipment, etc. Any theft, however, should be reported IMMEDIATELY to the principal's office.

### **Student Uniform Policy**

Middle School students are expected to comply with the Annunciation School Uniform Policy as outlined in the school handbook.

### **Cellular Phones, Portable Music Devices, and Electronic Devices**

Annunciation Middle School provides a quality communication link between students, faculty, and the community. The use of cellular phones, and other communication devices is considered an interference to the instructional process. Consequently, cellular phones and smart watches must be turned off and checked in with homeroom teacher daily. Phones will be securely stored and returned at dismissal. If you need to contact your child during school hours please call the office. Portable music devices, and other communication/electronic devices must remain in lockers and in the "off" position while in the school building (unless special permission is given by the teacher). If any of these items is seen or heard by a teacher, the item will be taken away and a parent will be notified. The parent will need to come to school to retrieve the item.

### **Interferences in School**

Students may not possess water guns, toys, lasers and other similar items on school grounds or at school activities. These types of items will be taken away from the students. Fidgets are not allowed on campus unless the staff has granted approval.

### **Medications**

Regardless of age, students are not allowed to self-medicate, even for minor ailments. All medications must be administered through the school office. For more information about medication procedures see the complete *Annunciation Catholic School Handbook*.

## **ACADEMIC INFORMATION**

### **Core Curriculum**

The Core Curriculum consists of Religion, Math, Science, English, Literature, and Social Studies. Courses are based on the Curricular Guidelines for the Diocese of Phoenix, which can be found on the school website under the Academics tab. Technology standards are integrated across the curriculum and imbedded in every class. Only grades earned in the Core Curriculum subjects are used to determine GPA for honors/merit awards.

### **Physical Education**

According to the National Association for Sport and Physical Education, physical education can support knowledge learned in other disciplines, including science, math and social studies. Physical activity also increases self-discipline, judgment and goal-setting skills. The inclusion of physical education in the school day helps students strengthen relationships with their peers, reduces stress and improves self-confidence and self-esteem.

For this reason, Physical Education is a required component of the middle school curriculum. Students are separated by grade level for PE class, which meets twice a week. If a child is unable to participate in Physical Education for a medical or health reason, a note from the parent or doctor should be sent to the PE instructor.

On Tuesday and Thursday morning, students are to come to school in their PE uniform. Appropriate clothes for P.E. include: athletic shoes, ACS athletic shorts and the ACS PE shirt. During colder months, ACS sweatpants or blue or black full-length leggings may be worn underneath the regulation shorts. All PE clothes may be purchased through our school store.

The PE grade is based on participation, preparedness, sportsmanship, conduct and effort. If a student does not have a PE uniform for class, the student will not be able to participate and this may result in a deduction of points.

### **Music Education**

Research has found that learning music facilitates learning in other subjects and enhances skills that children inevitably use in other areas. Music helps to develop spatial intelligence -- particularly spatial-temporal skills -- which allows students to visualize how elements fit together, which is required in solving math problems. Music education is also found to support language development as music supports the development of the left side of the brain, which also processes language.

For that reason, music education is a required component of the middle school curriculum. Students are separated by grade level for music class, which meets once a week. Students are given ample opportunities to perform both vocally and on instruments. The music grade is based on participation, preparedness, willingness to perform, conduct and effort.

## **Art Education**

Numerous studies over the past decade have demonstrated the amazing benefits of such an integral education facet. Students who don't have access to art classes may not only miss out on a key creative outlet, but might also face greater difficulty mastering core subjects, higher dropout rates, and more disciplinary problems. For that reason, art education is a required component in the middle school curriculum.

Students are separated by grade level for art class, which meets once a week. Students are given ample opportunities to display their visual art and enter art competitions. The art grade is based on participation, preparedness, proper use of materials, conduct and effort.

## **Technology**

Please see the Acceptable Use Policy regarding the use of technology and the consequences.

## **Grading**

Students receive progress reports in the form of report cards at the end of each trimester. **All grade books are online and available for parents anytime at [reweb.com](http://reweb.com).** Please email the class teacher for any questions pertaining to online grades. All teachers recommend students keep any graded work until the next report card in case of input errors in online gradebook. Please remember: TEACHERS ARE HUMAN AND CAN MAKE MISTAKES :) If you or your child believe a grade was incorrectly recorded, contact the teacher directly.

## **Homework**

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Homework is defined to be the extra-class activities and assignments, which may properly be considered as extensions and enrichment of the regular classroom instructional program.

Homework is an integral part of the learning process, as it encourages students to begin accepting responsibility for managing time and quality of work. Parents/Guardians should encourage their children to develop good study skills while doing their homework.

**Assigned homework for middle school students should not exceed 1 ½ hours per night. However, a student who does not complete class work during the allotted class time, or who has several missing homework assignments to make up, may find that he/she is spending more than 1 ½ hours on work at home. If a parent thinks his/her child is spending an unusual amount of time on homework each night, the parent should contact the teacher(s) to find out the reason.**

## STUDENT ATTENDANCE

### Procedures to Follow When a Student is Absent

If a student is going to be absent, parents shall call the office prior to 9:20 AM. If no call is received, the school office may call the student's home.

### Procedures for Leaving School Prior to 3:00 PM

1. All requests to leave the campus while school is in session, including the lunch period, must be cleared through the school office. Leaving school without permission of the principal may be classified as truancy.
2. Present authorization from head of household, in writing or by phone. Authorization includes informing the school of the time of departure and the reason.
3. Obtain permission of principal or teacher.
4. Parent verification shall be presented to the office personnel by 9:20 AM for students leaving early.
5. Students are responsible for following the missing classwork and late work policies.
6. **Please note that attendance will be taken in each class and the below make up work policy will be in effect for any class missed.**

### Student Regulations

Class attendance is mandatory. Unauthorized absence from classes or other designated areas will not be permitted without disciplinary action. The principal will make the final determination on all unauthorized absences.

### Annunciation Middle School Late Work Policy

Assignments turned in one or two days late will receive a 20% deduction of the assignment's total points. Work turned in 3 or more days late will result in a 50% deduction.

### Absences/Make-Up Work

A. Unanticipated absence is an absence that cannot be anticipated by student or parent. Some examples are illness, death in family, serious illness, or emergency situation.

1. When an absence occurs, all schoolwork missed is the student's responsibility to collect the day they return. The students are allotted one school day to make up work per day absent. The late work policy will be in effect if make up work is not completed in the allotted days.
  - a. For example, if a student is absent on Tuesday and returns on Wednesday, his/her absent work is due on Thursday.
  - b. If a student is absent on Monday and Tuesday and returns on Wednesday, then all absent work is due on Friday.
  - c. **If the student is present the day an assignment was given, but absent the day the assignment is due, the student is responsible for turning it in the first day he/she returns to class.**
2. In case of an absence of more than five (5) days, students must make arrangements with each teacher to complete assignments.

B. Anticipated absence is an absence that a student and a parent know in advance will occur. These absences include medical appointments, court appointments, vacations, family trips, etc. When students anticipate an absence, arrangements to make up school work must follow the Absent/Make-Up Work Policy above. Teachers are unable to give work ahead of time due to the fact that plans may change. It is highly recommended that you check renweb online for lesson plans.

C. For unusual circumstances or absences not included above, please contact the homeroom teacher to discuss a plan.

### **Academic Dishonesty**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying another student's work, using unapproved resources, allowing or encouraging a classmate to copy your work, or similar cheating is not tolerated.

Students caught cheating will receive an automatic referral to the Dean of Students. Discipline will ensue and *may* result in a failing grade on the assignment.

### **Plagiarism**

Definition: Plagiarism is the passing off of the thoughts or works of another as one's own.

Plagiarism involves giving the impression that a person has thought, written or produced something that has, in fact, been borrowed from another. There are two basic forms of plagiarism:

Using someone else's work as your own, without citing the source. This includes direct copying, rephrasing, and summarizing, as well as taking someone else's idea and putting it in different words.

Not indicating directly quoted passages or ideas even while citing the work as a general source.

Penalties: Each case shall be treated individually. Minor first infringements may be corrected by counseling or by the imposition of a penalty, as appropriate. Depending on the circumstances, the penalty imposed may include a warning, resubmission, loss of marks, failure on a particular task or in a subject, or a charge of misconduct to be dealt with by the principal/Dean of Students. Where a penalty is imposed, the parents/guardian will be notified and a written note will be placed in the student's file. Before imposing a penalty for plagiarism, the student's file should be checked to determine whether the offence is a first or subsequent offence. For a subsequent offence, the penalty will be more severe.



**RECEIPT AND ACKNOWLEDGMENT OF THE  
2018-19 MIDDLE SCHOOL HANDBOOK**

*I have received and read a copy of the Annunciation Middle School Handbook.*

Signature of parent(s)/guardian(s)

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

Signature of student \_\_\_\_\_

Date \_\_\_\_\_

*\*\* Please remove this page and return it to school within one week of receiving it.  
Thank you!*