

ANNUNCIATION DAY SCHOOL

2500 Clairmont Road, N.E.

Atlanta, GA 30329

Phone: 404.565.2850

annunciationschool.org

Rev. Fr. Paul A. Kaplanis, Dean

Rev. Fr. Christos P. Mars, Protopresbyter

Adam Greenwood, Head of School

Kelly Jenkins, Director of Curriculum and Instruction

Deanna Coffey, School Counselor

Joanna Gordon, Office Administrator

Sophia Tsiotsias, Director of Communications and Development

Eva Franze, Administrative Coordinator

School Hours: 8:00 a.m.-3:00 p.m. Monday, Tuesday, Thursday, Friday

8:00 a.m.-2:00 p.m. Wednesday



2023-2024

Parent/Student School Handbook

Grades K–8 & Preschool

Dear Parents,

The summer quickly passes and before you know it, we are back at school for the start of a new academic year. I always love the beginning of a new school year. Much like New Year's, you have a renewed sense of optimism and the chance to start the year with a clean slate and a fresh approach to learning. I hope all our students take heed of this and tackle this school year with the level of vigor, interest and happiness that they have displayed in the past and continue to build upon as they grow with us.

We have some exciting developments in the school this year, not limited to but including:

- 1) Our new House System. I cannot wait to hear the Middle School student presentations on the Greek Gods they have chosen and the student vote for our new House names.
- 2) Technology provision. As we prepare our students for study and life in today's progressive world, we now have Chromebooks for all 3rd-8th grade students with increased accessibility for K-2nd grade, also. The aim here is not to increase use of devices but to be innovative and creative in the classroom.
- 3) Increased club provision to incorporate an exciting range of academic, sport and technical clubs.
- 4) A fresh approach to homework that is more personalized and progressive to each student's learning pathway.

Every single year is an opportunity for our students to grow in their level of confidence, resilience, and love for learning. This year will be no different, no matter what stage of your ADS journey you are on with your child. This handbook is a result of collaboration between the teachers, board members, faculty and staff and is designed to give you all of the information that you need. Please confirm you and your child have read and understood the handbook via Google Form sent to your personal email address.

I know that, like me, you will have chosen this school for your child(ren) because of its foundations in Christ. As a school, we are privileged to be part of the Greek Orthodox Church and learn from its teachings and love of Christ.

Here is to a great school year! As always, thank you for all of your support and commitment to the school.

Best,

A handwritten signature in black ink, appearing to read 'Adam Greenwood', with a stylized flourish at the end.

Adam M Greenwood, M.B.A.
Head of School

1.0 Our Mission at Annunciation Day School

Annunciation Day School is a diverse learning community that provides an education grounded in respect, compassion, and academic excellence within an Orthodox Christian Environment.

1.1 Beliefs

Our faculty, administration and staff understand that our children come first; therefore, all decisions will be based on what is best for our students, while providing a safe environment in which to learn. We educate our students in an Orthodox Christian environment, to become independent thinkers and lifelong learners through pursuit of academic excellence and individual achievement, as we develop respect for one another. Students should be given the opportunity to be actively involved in their education through experiential exploration. ADS provides abundant opportunities for such exploration, through which students excel. We accept students with a range of abilities and talents who can take full advantage of a rich, demanding academic program in which each student is challenged and supported.

It is important to create a learning community built on mutual understanding and respect. Our student body not only consists of children of the Orthodox Christian Faith, but also welcomes students from all religious and cultural backgrounds, reflecting our city's rich cultural diversity.

The successful interaction of family, school and church creates a very subtle, yet powerful, environment for raising stable, morally responsible and well-grounded children who can adapt easily to life's situations, interact successfully with others, make reasoned, solid decisions when necessary and excel in both their studies and lives ahead.

Our administration and faculty are individually accountable and produce greater results than their public-school counterparts. The size of our school allows for more individual attention to be paid to students and parents alike. Using teaching techniques acquired through continuous professional development, our faculty is able to employ best methodologies and strategies to consistently maintain above-average achievement on the Iowa Standardized Test Scores, as we teach our children to become lifelong learners.

The Orthodox Christian values upon which ADS was founded in 2002 continue to give life and inspiration to our school, supporting its warm and nurturing environment. Individual achievement, academic excellence, creativity, active learning and innovative teaching—paired with a deep respect for the individual child—continue to guide ADS today.

2.0 Communication, Questions and Consultation

Communication between parents, teachers and the school is essential in education. Communication should occur openly and through the proper channels for the benefit of the child.

Knowing who to contact for specific questions will facilitate the process of finding answers to questions or concerns. Please contact the following individuals from the directory when you have a question or need to communicate with faculty or administrative staff.

2.1 Classroom Questions—Teachers are the first point of contact for all concerns within the classroom. Please contact the teacher directly with any questions. For example, a question about music should go to the music teacher directly.

If efforts in contacting the teacher does not bring about a satisfactory conclusion, parents should contact the appropriate administrator.

2.2 Curriculum—For questions or concerns regarding the curriculum or academics contact the Curriculum Coordinator.

For questions or concerns regarding policies, school operations, faculty, staff concerns and disciplinary matters requiring special attention go directly to the Head of School.

Communication outside the classroom includes contacting the following individuals:

Attendance	Classroom teacher and Administrative Coordinator	Eva Franze
Admissions/Re-enrollment/Financial Aid	Office Administrator	Joanna Gordon
After Care/ Early morning drop-off K-8	After Care Director	Melissa Saha
Carpool	Administrative Coordinator	Eva Franze
FACTS	Office Administrator	Joanna Gordon
Fundraising/Annual Fund/Gala/Events	Director of Communications, Development and Marketing	Sophia Tsiotsias
Sports and Clubs	Physical Education Teacher and Athletic Director	Kelsey Parchment
Student Mental Health	School Counselor	Deanna Coffey

The school communicates with parents in the following ways:

- School Website—Find general information and for upcoming events regarding the school.
- Email—Emails are used to update parents about events and changes to the school calendar.
- Text Alerts—This is used only for emergency situations such as school closings.
- Facebook/Instagram Page—Follow ADS on Facebook/Instagram to keep up with daily happenings and pictures.
- Weekly Newsletters—Teachers in preschool and grades K-5 provide a weekly newsletter to parents to keep them updated. Middle School parents will receive a monthly newsletter.
- FACTS SIS—Teachers post progress reports and grades (3rd to 8th Grades).

- Google Classroom—Homework, projects, assignments and announcements in K-8.
- An electronic ADS monthly Parent Volunteer Newsletter is emailed each month. Please email the PVA to join the list if you do not receive it.
- Direct Communication with Faculty and Administration
- Email is the preferred way of contacting the school; however, we also welcome communication by phone. Every effort is made to respond by the next school day. Any issue regarding grades or classroom situations should be directed to the teacher as the first contact. If additional discussion or resolution is needed, a parent may contact the appropriate member of administration (A list may be found at the beginning of this handbook). Phone messages may be left for the teachers and/or the Head of School at any time during the school day, with the expectation that a phone call will be returned within 24 hours (Monday-Friday).

3.0 Faculty and Staff Directory

3.1 Administration

Head of School: Adam Greenwood	headofschool@adsatlanta.org
Director of Curriculum & Instruction: Kelly Jenkins	curriculum@adsatlanta.org
School Counselor: Deanna Coffey	counselor@adsatlanta.org
Office Administrator: Joanna Gordon	jjgordon@adsatlanta.org
Director of Communications & Development: Sophia Tsiotsias	stsiotsias@adsatlanta.org
Administrative Coordinator: Eva Franze	reception@adsatlanta.org

3.2 Preschool

Two-Year Old Class: Melissa Saha	msaha@adsatlanta.org
Three-Year Old Class: Anna Burns	aburns@adsatlanta.org
Pre-K 4 Class A: Annette Lowe	alowe@adsatlanta.org
Pre-K 4 Class M: Margaret Stewart	mstewart@adsatlanta.org

3.3 Elementary School

Kindergarten: Mina Giannakakos	mgianakakos@adsatlanta.org
First Grade: Klynn Roe	kgabriel@adsatlanta.org
Second Grade: Grace Jacobi	gjacob@adsatlanta.org
Third Grade: Samantha Hill	shill@adsatlanta.org

3.4 Fourth and Fifth Grade Team

Math/Science: Lauren Davis	ldavis@adsatlanta.org
ELA/Social Studies: Desiree Hernandez	dhernandez@adsatlanta.org

3.5 Sixth to Eighth Grade Team

Middle School Coordinator & Science: Alison Robson Smith	asmith@adsatlanta.org
Social Studies: Margaret Flores	mflores@adsatlanta.org
ELA: Stephanie Benzur	sbenzur@adsatlanta.org
Math: Matthew Barker	mbarker@adsatlanta.org

3.6 Special Areas

Art: Katie Derreberry	kderreberry@adsatlanta.org
Greek Language: Presb. Evi Kaplanis	ekaplanis@adsatlanta.org
Greek Language: Kalliopi Tsikourika	ktsikourika@adsatlanta.org
Music: Lindsey Kindl	lkindl@adsatlanta.org
Physical Education: Kelsey Parchment	kparchment@adsatlanta.org
Religion: Rev. Fr. Christos P. Mars	frchristos@adsatlanta.org
Spanish Language: Amanda Aguilar	aaguilar@adsatlanta.org

4.0 School Logistics and Key Information

4.1 Faculty

We have a very talented faculty with a blend of many experienced teachers and newer graduates in education. This allows us to deliver instruction that is innovative yet based on solid and proven teaching methods. Over 70% of the faculty hold a master's degree or higher. In addition to graduate degrees, many of our faculty have specific teacher development in math, social studies, science, reading, ESOL and Orton-Gillingham training.

4.2 Parent Volunteer Association and Annunciation Day School Board

The purpose of the Annunciation Day School (ADS) Parent Volunteer Association (PVA) is to foster a positive environment for closer relationships among parents and/or guardians, teachers, administration, and our community in support of our students and ADS. PVA dues are paid annually by each family through FACTS.

For the safety of the students and faculty of ADS, all persons entering the school building must check in at the front desk and sign in. Anyone visiting classrooms does so by appointment only, and name tags will be worn at all times by those visiting the school.

Success at our school is often the result of close communication and teamwork between the parent and the teacher. You can help your child by becoming involved in his/her learning experience. Teachers often need parents who can help plan and carry out class parties, chaperone field trips, or act as guest speakers or mystery readers. Please let your child's teacher know how you can help. One or both parents from each ADS family is expected to volunteer a minimum of six hours during the school year. All parents are expected to financially support the Annual Fund, the ADS Gala and be active participants in the PVA.

Parents are an important part of our school and are welcome to volunteer. Background checks must be conducted on parent volunteers working directly with students. Parent volunteers will never be in a classroom or private location with children without a faculty member present at all times.

4.3 Annunciation Day School Board

The ADS School Board is a committee of the Parish Council, which meets monthly to discuss policy, finances, and other matters as they relate to the operation of both day and afternoon schools. Special meetings may be called by the Clergy and/or School Board Chairman, as needed. The Board is comprised of a minimum of three (3) ex-officio members (Cathedral Clergy and the Parish Council President) and eight (8) Cathedral voting members, who have been (a) appointed by the Clergy and (b) approved by the Parish Council, in due consideration of the guidelines established by the Education, Hellenic Culture and Youth Diakonia Committee. All decisions reached are reviewed and voted on by the Parish Council at their monthly meeting, before taking effect. Members in attendance at all ADS Board meetings include the Parish Clergy, Parish Council President, ADS Head of School and Board Members, as well as any advisors with educational, legal and/or business backgrounds who may be called upon to act as resources for the group on educational issues.

4.4 ADS Annual Fund

ADS Annual Fund contributions enhance the educational opportunities available to our students. All parents are expected to donate to the fund. Tuition does not fully cover the cost of a private education. Thus, yearly support of the ADS Annual Fund bridges the gap between the total cost of operating the school and tuition revenue. Your support is critical to the school's fulfilling its mission and helps reduce tuition costs.

4.5 Admissions Policy

Annunciation Day School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available in our school. Annunciation Day School shall not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship, loan programs, athletic, and other school administered programs.

To enroll at Annunciation Day School, a student must be current with all immunizations in compliance with the State of Georgia. We do not recognize an exemption based upon matter of conscience/religious exemption; a medical exemption provided by the child's pediatrician documenting a medical contraindication will be accepted.

New students are accepted upon review of their completed application packet, entrance exam(K-8), and a determination by the Admissions Committee that such students are well suited to ADS. ADS reserves the right to deny admission to any student who is evaluated as ineligible. Transfer students are subject to a full review of student records by the Admissions Committee. All new and transfer students are on academic and conduct probation for the first year of attendance at ADS. ADS does not offer special education services and cannot support students that may require a special setting/instruction in order to accommodate the student's needs. In circumstances where this emerges and that the school cannot support the students, the Head of School reserves the right to withdraw the student.

Academic evaluation will include a review of a student's most recent report card, academic transcripts, current teacher evaluations, current scores from nationally normed standardized tests, and any other inquiry deemed necessary by the school.

Students applying to our Kindergarten program must be five (5) years of age, on or before September 1st. Students applying to the first grade program must be six (6) years of age, on or before September 1st. Birth certificates are required for all K-8th grade students.

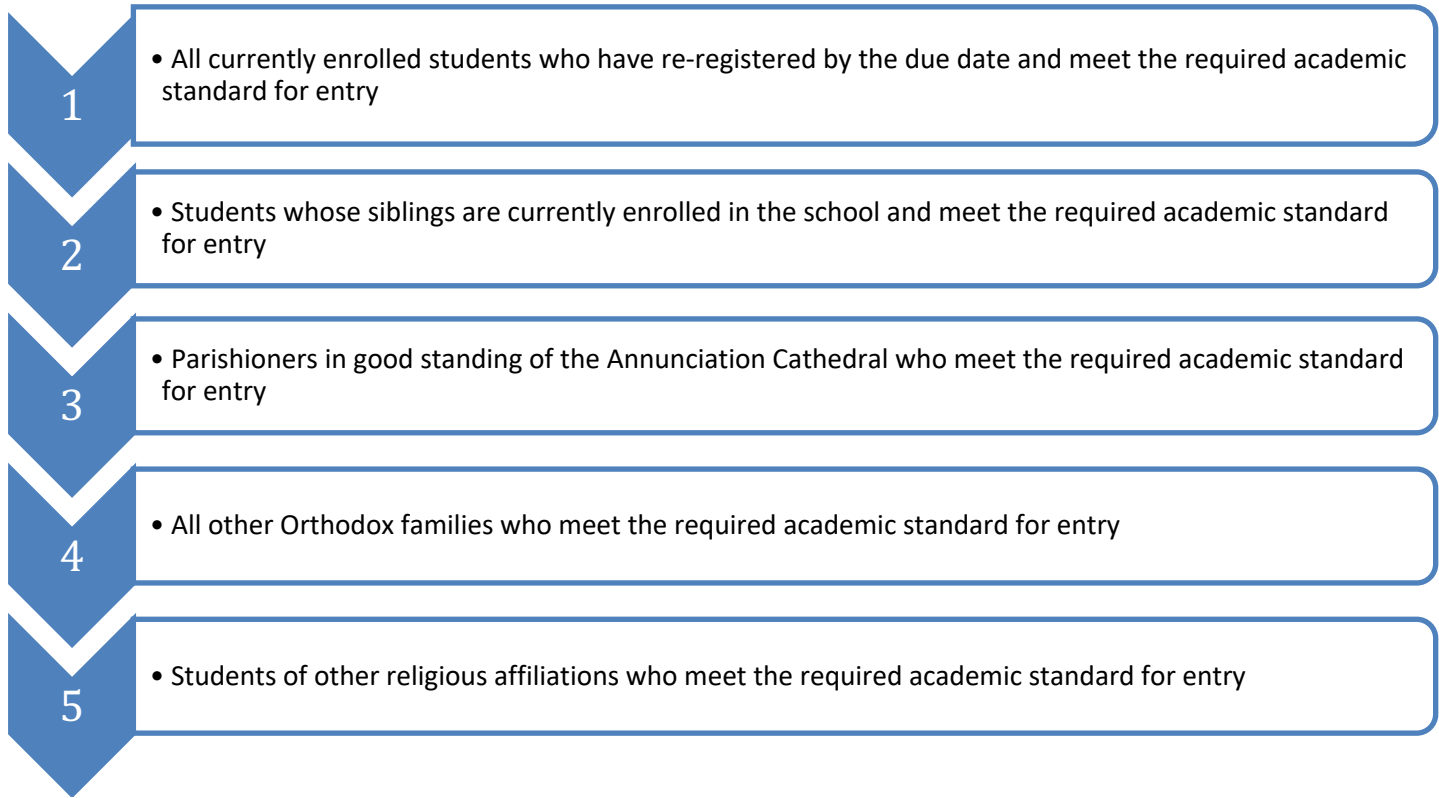
The school reserves the right to require that a child be withdrawn if ADS cannot properly meet the needs of a child.

4.6 Re-enrollment

In January, parents will receive a letter of intent via email when it is time to re-enroll for the following year. Re-enrollment is not automatic for the following year. Parents must return the Google Form by the date specified, in order for their child to secure a spot.

4.7 Priority of Acceptance

Priority of Acceptance applies to all students who complete applications by the application deadline.



Unusual circumstances not covered by the previous priorities shall be at the discretion of the Head of School or their designee.

4.8 Withdrawal

ADS requires a minimum of 30 days notice when a child is to be withdrawn from school. In all circumstances the following fees will not be refunded:

- 1) School fees
- 2) PVA dues
- 3) FACTS enrollment fee
- 4) Application fee

With regard to tuition paid in full:

ADS only refunds amounts one month beyond the month the child leaves ADS. An example would be if a child withdraws in November, tuition from January to May would be refunded to the parents.

With regard to monthly payments:

There are no refunds of tuition for monthly payments.

When students join ADS at Kindergarten, or above, it is with the expectation that they will remain with the school until the traditional exit point at the end of 8th grade. References will only be provided when leaving for High School, for those who graduate from ADS, when the family are moving out of Atlanta or exceptional circumstances occur. Pre-K students not joining the school for Kindergarten will have references provided for any public school applications.

4.9 Required Documents

The State of Georgia requires the following documents for each student:

- Medical Forms:
 - Form 3300 (Certificate of Eye, Ear, Dental Exam)
 - Form 3231 Current immunization certificate
 - Birth Certificate or Passport

4.10 Arrival and Dismissal

Please drive slowly and carefully while you are on the school grounds. When you reach the carpool line, pull your car all the way forward. Remain in your car as the ADS Patrols and Faculty will assist your child in getting out of/into the car. Please keep drop-off lanes moving by pulling through, once your child has exited or entered the car. Children must always enter and exit from the right side of the vehicle. For safety reasons, please do not walk your child in or pick up your child by walking to the curb during carpool.

K-8 carpool begins at 7:45 a.m. A student is marked tardy if they arrive after carpool has ended; a parent must sign them in at the school office for their child to receive a tardy slip. Upon receiving their tardy slip, the student will walk independently to their classroom.

Preschool carpool begins at 8:55am. A student is marked tardy if they arrive after carpool has ended. A parent must sign them in at the school office for their child to receive a tardy slip. Upon receiving their tardy slip, the student will walk independently to their classroom.

K-8 dismissal is at 3:00 p.m. on Monday, Tuesday, Thursday and Friday. Dismissal is at 2:00 p.m. on Wednesday. Please be prompt. Students will be sent to Afterschool Care and be charged after 3:10 p.m. on Monday, Tuesday, Thursday and Friday, and after 2:10 p.m. Wednesday.

Preschool dismissal is at 1:00 p.m. Students will be sent to Afterschool Care and be charged after 1:10 p.m. if in Pre-K 4. Children in the 2s and 3s class will be charged \$10 for every 15 minutes late after 1:15pm to compensate staff.

Teachers on duty in the morning and afternoon are not available during arrival and dismissal for conferences. Please schedule a time when the teacher can devote his/her full attention to your concerns.

4.11 Early Dismissal

Please do your best to schedule doctor appointments outside of school hours. If you must pick your child up early for an appointment, we ask that you contact the school office and your child's teacher, so that they may prepare accordingly. When you arrive to pick up your child, please sign your child out in the school office. We will send your child to the school office at that time.

4.12 Dress Code

The ADS dress code promotes equality and fosters an atmosphere conducive to learning. Students are to be properly and neatly dressed in school uniforms at all times. The school uniform policy (Appendix A) must be adhered to. Adjustments to this policy may be made on a case-by-case basis as approved by the Head of School.

Only the ADS sweater, fleece jacket, or sweatshirts may be worn over the uniform inside the classrooms unless permission is granted otherwise. Dress uniforms are worn on days that students attend Church services, picture day and any other day that it is deemed appropriate, with prior notification being sent.

Spirit wear and out-of-uniform days are offered throughout the year when deemed appropriate, with prior notification being sent.

Preschool children are not required to wear uniforms. It is recommended that the students wear playclothes that are practical and comfortable, which can be fastened and unfastened quickly. Your child needs to feel free to paint, play and participate in other activities. All preschool students should bring a complete change of clothing, including socks. For all two-year-old students, who are not toilet trained, please send two extra diapers for each class. If your child is in the process of being toilet trained, s/he must wear a diaper or pull-up to class in order to protect the health of all students. Rubber-soled shoes are required for movement in the class, gymnasium and playground. No boots or flip-flop sandals are allowed. On rainy days, we request **raincoats** with hoods for your child. No umbrellas.

Please note that Preschool children should not bring personal items to school. If there is a toy that you feel would be beneficial to the entire class, please discuss it with the teacher. There will be "Show and Tell Time" where our students can bring in special items to share with the class.

Although we discourage any personal security items, if your child has a security blanket, doll, pacifier, etc. and must come to class with that item, please discuss this with your teacher in advance.

4.13 House System

ADS uses the House System in grades K-8 to motivate students to be academically successful and to develop leadership skills. Each student has a demerit and merit tracker, which is used to document team progress within each house. Each house also represents a virtue that students strive to represent. K-2 participates in the House events but does not use the demerit and merit tracking system.

Students will wear their House polos on House days.

4.14 Clubs

All information regarding days and times can be found on the school website. K-8 clubs generally run from 3:15—4:15 p.m. on Monday, Tuesday, Thursday and Friday, and 2:15 p.m.—3:15 p.m. on Wednesday. If your child is not picked up at club dismissal time, they will be sent to After Care and you will be charged the \$17 fee. Clubs will operate each semester and are only available for ADS students. Signups will be handled directly with the club vendors. Please do not send money or registration forms to the school. Registration forms are available on the school website. All ADS behavior expectations apply during after school clubs and After Care. Clubs may be canceled for lack of enrollment; in which case the club vendor will notify parents.

Preschool clubs run from 1:00—2:00 p.m. and are offered to 3s and 4s only. Clubs are sponsored by the Greek Orthodox Cathedral of the Annunciation. Signups will be handled directly with the club vendors; please do not send money or registration forms to the school. Registration forms are available on our website. Clubs may be canceled for lack of enrollment; in which case the club vendor will notify parents.

4.15 After Care

K-8 After Care operates from 3:00—6:00 p.m., on Monday, Tuesday, Thursday and Friday, and 2:00 p.m.—6:00 p.m. on Wednesday. After Care operates on school days only. It is also available on early dismissal days, except for the last day of school before Christmas break and the last day of school for the year. After Care is not available when school is not in session. Registration is required online to participate in After Care.

Preschool After Care is available for Pre-K (4s) only and operates from 1:00-6:00 p.m., Monday-Friday. After Care operates on school days only. It is also available on early dismissal days. After Care is not available when school is not in session. Registration is required to participate in After Care. Students in the two-year-old and three year old classes are not permitted to attend After Care and will wait in the school office. Late fees begin at 1:15 p.m. at a rate of \$10 every 15 minutes.

4.16 Lunch

Parents are responsible for sending lunch with their child each day. Hot lunch is delivered daily if you would like the option of ordering through Campus Cuisine. The link to Campus Cuisine may be found on the school website.

In the event a child forgets to bring his/her lunch, parents may drop off a lunch in the school office. Please mark your child's name and grade on the lunch bag. The children will pick up their lunches on the way into the lunchroom at their appropriate lunchtime.

Orthodox Christians fast during certain seasons of the year, including most Wednesdays and Fridays. Because we are a church school, we will reinforce this practice by posting these days on the church calendar on the

Cathedral website. It is ultimately up to the parents to provide a fasting lunch when noted. For more information on fasting, consult with the Clergy.

4.17 Birthday/Name Day Treats

Birthday and Name Day celebrations held at school must include the celebrant's entire class. Parents must contact the student's teacher to arrange a mutually convenient day to share treats. Students may not distribute party invitations at school unless the entire (or just boys, or just girls) class is invited to the event. Birthday/Name Day treats are limited to an individual snack treat such as cupcakes, ice cream sandwiches, cookies or pops. Parents must be mindful of any food-based allergies that may exist in the class. Birthday/Name Day treats are just that, it is not a party (See Appendix D). In lieu of a treat, parents may wish to donate a book to their classroom with a message written in the front cover naming the student and their birthday.

5.0 Academics

5.1 Report Cards and Progress Reports

Our curriculum is fully aligned with the State of Georgia Standards of Excellence. These standards may be viewed at: www.georgiastandards.org

Grades for students in third through eighth grades will be posted by teachers every week on the Parents Portal on FACTS SIS Family (formally RenWeb). Middle School parents will receive a FACTS SIS grade update every Sunday via email. If a grade is below 80% parents are automatically notified via email.

A progress report for grades K-8 will be available via FACTS SIS midway through each school semester. Report cards are emailed at the end of each semester. Specials teachers in K-2 will not post grades for progress reports. Two formal parent/teacher conferences are scheduled each year. In addition, appointments may be made whenever there is a concern about your child's academic progress.

Grades reflects students' performance over each semester on test, quizzes, projects, homework and classwork. Extra credit work will not be used to elevate a student's grades or take the place of a low test grade.

5.2 School Grading Scale for Grades K-2nd

- S Secure- Child can apply the skill or concept correctly and independently. S/he is progressing successfully and at expected pace.
- D Developing- child shows understanding. However, errors or misunderstandings still occur. Reminders, hints or suggestions are necessary to develop understanding.
- B Beginning- Child is just beginning to understand the skill or concept. More inconsistent than consistent in their application of knowledge.
- IN Insufficient Progress- Child is experiencing difficulty with this concept or skill. Progression is not at appropriate pace.
- N/A This skill or concept was not assessed in this grading period.

Please note there are not specials grades for K-2.

5.3 School Grading Scale for Grades 3rd – 8th

- A = 90 – 100
- B = 80 – 89
- C = 74 – 79
- D = 70 – 73
- F = 69 and below

Individual grades are weighed. Full details of this are in Appendix F.

5.4 School Grading Scale for Preschool

Preschool is a time of great developmental growth and change. For these reasons, students are not graded, but are evaluated to see if they meet general developmental, behavioral and academic milestones. Students in Preschool will be assessed in January and May, using the scale below in skill areas of Gross Motor, Fine Motor, Math and Science, Literacy and Communication, and Social and Emotional Characteristics.

- A Almost Always—student independently and consistently demonstrates this skill
- E Emerging—student most often demonstrates the skill, but may need reminders
- N Not Yet—student is still working toward demonstrating this skill

5.5 Conduct Guidelines

The E, S, N, U guidelines are included below.

- Grade Criteria E (Excellent)
 - Demonstrates honesty, shows respect for others and handles property with care
 - Demonstrates leadership skills
 - Listens and follows directions the first time
 - Is responsible and organized
 - Follows all school rules completely
 - Follows all classroom rules completely
 - Consistently adds to class in a positive manner: asks questions, attempts answers, has strong work habits
 - Participates eagerly
- Grade Criteria S (Satisfactory)
 - Listens and follows directions the majority of the time
 - Is usually responsible, organized and respectful
 - Is seldom corrected (for behavior issues or being off-task)
 - Participates consistently
- Grade Criteria N (Needs Improvement)
 - Has to be reminded regularly to stay on task
 - Often needs reminders to follow directions and rules
 - Frequently interrupts class through disruption
 - Is disrespectful towards people and/or property at times
 - Attempts to improve behavior
 - Uses negative comments or body language
 - Participates rarely in activities or discussions
- Grade Criteria (Unsatisfactory)
 - Consistently does not follow directions and rules
 - Is negative and disrespectful towards people and/ or property
 - Has been caught cheating or committing plagiarism
 - Makes few or no attempts to improve behavior
 - Uses negative comments and/ or body language repeatedly
 - Refuses to participate

See Appendices B and C for details for demerit system for grades 4-8.

5.6 Homework

Homework is an extension of the learning process and is meant to reinforce, enhance, or continue learning that has begun at school. It is a method of helping students establish self-discipline and study skills. Homework is also a way to keep parents informed about and involved with the child's schoolwork. The parents' role is to provide a quiet place for the child to study and to provide support and encouragement. The school's role is to assign meaningful homework. The student's role is to complete the homework to the best of his/her ability and turn it in on time. Through a strong home-school partnership, homework has the potential to increase learning time and student achievement.

No late homework will be accepted, unless due to illness. Each teacher, at his/her discretion, will assign grades or points to designated homework.

If homework becomes a source of frustration at any time, or takes longer than grade level guidelines, please contact your child's teacher. See Appendices E for the Middle School homework policy.

5.7 Preschool Curriculum

ADS offers a curriculum based on the Georgia Standards, Greek culture and Orthodox Christian principles. We focus on center-based learning and offer exposure to a variety of educational and cultural activities. Every activity or program conducted by our school and teachers will be based on sound educational theory and research. Our students are allowed to mature and develop within their own emotional and developmental timeframes.

5.8 Tutoring and Therapy

School policy allows teachers to tutor students before or after school. Teachers may not tutor their own students and be compensated in any form, monetarily or otherwise. All tutoring on campus must be shared with the School Counselor and Head of School.

Outside tutors and therapists may work with ADS students on campus under our terms and conditions, please speak to the Head of School or the School Counselor. Arrangements for time, place and background check must be coordinated with either School Counselor or Head of School.

All tutoring and therapist fees are arranged between the parent and the provider.

Tutoring/therapy should not be an indefinite intervention. It should have clear defined timescales and parameters for success.

5.9 Field Trips

K-8 field trips have a connection to curriculum and are an extension of educational programs. Field trips are designed to enrich classroom curriculum in an educational, cultural and social experience. Students will wear their uniform while attending field trips, unless specifically indicated on the permission slip. Transportation and admission fees are typically covered by parents. No refunds can be given, because vendors do not refund pre-paid monies to schools. Each student must have an official permission slip signed and dated by a parent/guardian. Students will not be released early to parents after a field trip, unless there is an emergency.

Chaperone-to-student ratios are determined by the faculty, typically 1-6, who will coordinate with the grade's head room parent to make arrangements with chaperoning parent volunteers. Chaperones may not bring student's siblings or other children on field trips and must refrain from purchasing any gifts/snacks for the students whom they are supervising. Behavioral expectations on field trips are identical to those outlined in this handbook.

Preschool has a range of exciting and relevant in-house field trips.

5.10 Academic Integrity

We trust and expect that our students will do their best when fulfilling academic assignments and that all their work is their own honest effort. Academic dishonesty inhibits the learning process and is not consistent with our school's mission of integrating our Orthodox Christian faith and our educational values. Violations of academic integrity are very serious. Adherence to the following Academic Integrity guidelines is expected of all ADS students:

- No talking among students during tests or quizzes.
- Students may only submit their own work. Plagiarism, using Chat GTP (or similar) or copying word-for-word, from any source, whether electronic or in print, will not be accepted for any credit. The school reserves the right to run any submitted work through a plagiarism checker (such as Turn It In). All work must be in the student's own words, with properly cited sources. ADS has access to plagiarism software and teachers will use this tool to authenticate student work.

If found to be in violation of either one of the above guidelines, the student may receive a zero on the test, project, or paper in question. It will be at the discretion of the Head of School if any make-up work is to be given. The Head of School or faculty member will notify parents promptly after identifying a violation.

5.11 Textbooks & Electronic Devices

Students in grades 3rd-8th grade are issued a Chromebook. They should not use another laptop in class. These devices are specifically designed for school use. Kindles are permitted for reading in class except for Fire models of the device which allow internet and video access.

Textbooks and electronic devices are the property of ADS. We expect that students will handle them with respect. Lost or damaged textbooks or electronic devices must be paid for before any report cards or transcripts are released and a new device issued. As a matter of respect, students may not deface, write, or draw on any of their textbooks and electronic devices. Adjustments to this policy may be made on a case-by-case basis as approved by the Head of School.

5.12 Websites and Social Media

The school provides internet safety information for all students and parents. Therefore, all students/parents are to be acquainted with the acceptable use of technology at ADS. There is growing concern surrounding students posting personal information about themselves on any number of social networks. ADS reserves the right to enforce disciplinary action if it is brought to the attention of the school that a student's comments or pictures are inappropriate, are in violation of the school Acceptable Use Policy (AUP) for technology or represent ADS in a way that reflects poorly on the staff and/or mission of the school. Parents are urged to communicate openly with their children about the potential dangers and consequences of using the Internet inappropriately. Posting any student or teacher pictures on social networking sites (including, but not limited

to: Facebook, Twitter, Instagram, SnapChat, TikTok, Whatsapp, etc.) without permission of that person is not allowed.

5.13 Technology & Acceptable Use Policy

As part of our efforts to provide a high-quality educational experience at Annunciation Day School, our students will continue to have access to more technology where relevant. With this privilege comes the obligation to use equipment responsibly. In order for students to be able to access the Internet for educational purposes, all students are required to obtain parental permission by signing and returning the Technology and Internet Acceptable Use Policy Form to their teacher.

The following expectations constitute our school's Technology & Internet Acceptable Use Policy:

- Use of the Internet must be in support of grade-appropriate curriculum and mastery of the ADS academic knowledge and skills.
- Equipment must be used in a manner that does not harm the equipment or endanger others. Students are expected to treat all equipment respectfully and report any misuse to a staff member.
- Students shall not try to bypass security that has been put in place on computers. Changing, or attempting to change, a computer's settings is a violation of our school's Internet Acceptable Use Policy.
- Students are expected to respect the work and ownership rights of students and staff, as well as people outside of the school. This includes abiding by copyright laws. Google Drive should be used to store work.
- Students shall not access or create material that contains profanity, obscenity, or any inappropriate content, language, or graphics.
- Students shall not access any resources or other individual's files without permission.
- Annunciation Day School has purchased Chromebook software allowing teachers to direct students' attention to specific online resources and close off-topic tabs on one or more devices.
- Violation of any of the above principles may result in the suspension of a student's technology and internet privileges and/or other appropriate disciplinary action. ADS is not responsible for student use that is in violation of the Technology & Internet Acceptable Use Policy.

5.14 Student Cell Phones & Smart Watches

Students who need to call home are required to use the school office phone. The students may not carry any electronic devices during the school day. If a cell phone is sent to school by a parent, the student must store the cell phone in the "off" position in his/her backpack or locker. Cell phones may not be kept on the student's person or used at any time during the school day from the time the student arrives until s/he is picked up. A parent or guardian will be required to pick up any inappropriate electronic devices at the school office. Text messaging or similar is strictly prohibited during the school day and/or in after school activities, anywhere, anytime on the campus. If texting issues are brought to the attention of the Head of School, regardless of whether they have occurred in/out of school times, the Head of School will be obligated to investigate the situation and issue consequences, as deemed necessary. If a student is found to be using their phone at school, it will be confiscated by the staff member and will not be released until collected from the school office by the parent.

Smart watches are permitted for time keeping and fitness purposes. Watches should not be used during class other than to tell the time. Messaging and the use of other functions is strictly prohibited. Watches should be set to "school mode" or "do not disturb."

5.15 Student School Council

The job of Student Council representatives at Annunciation Day School carries with it certain responsibilities. Student Council representatives must be exemplary models in the areas of service, scholarship, citizenship, leadership, and character. They must be loyal to their responsibilities and willing to work hard. They must uphold the highest moral standards that reflect the philosophy of Annunciation Day School.

Criteria for consideration and to maintain active status:

- Academic average of 70% or above combined core subject average for preceding school year
- Conduct grade of S or higher
- Grade representatives may serve for only two (2) consecutive terms
- A student may run for an executive council office even if they have previously served two (2) consecutive terms as a grade level representative or executive council officer
- Must have been enrolled at Annunciation Day School for the entire previous academic year
- Must complete the interest application and return it by the due date.

If elected, the following are criteria for removal from office or representation during the term:

Criteria for permanent removal:

- Missing a total of three (3) council, committee, or activity meetings
- Conduct inconsistent with leadership guidelines
- Teacher/Staff Committee may use their discretion in removing a student from the Student Council if other behavior/academic problems interfere with the student's academic success or committee function

5.16 National Junior Honor Society

Membership in the Annunciation Day School Chapter of the National Junior Honor Society is an invitational honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, leadership, citizenship, and character.

Eligibility:

- Candidates eligible for selection to this chapter must be in grades seven or eight • To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Annunciation Day School
- Candidates eligible for selection to the chapter shall have a grade point average of 90% or above in all academic and enrichment areas
- Candidates scholastically eligible for initiation must maintain an S or higher in conduct and work habits
- Upon meeting the grade level, attendance, and grades requirement, candidates shall then be considered based on their service, leadership, citizenship, and character • Meeting the minimum standards does not guarantee membership

Selection of Members:

The selection of members to this chapter shall be by majority vote of the Faculty Council consisting of three faculty members appointed by the Head of School. The chapter advisor shall be the sixth, non-voting, ex officio member of the Faculty Council.

Prior to selection, the following will occur:

- Students' academic and conduct records will be reviewed to determine eligibility • The middle school faculty shall be requested to evaluate candidates determined to be scholastically eligible using the character evaluation form provided by the chapter advisor
- Students who are eligible scholastically and are endorsed by the middle school faculty (then referred to as "candidates") may be invited to complete the Student Activity Information Form for further consideration for selection
- The Faculty Council shall review the Student Activity Information Form and faculty evaluations in order to determine membership.

Candidates become members when inducted at a special ceremony each spring. Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

An active member of the National Junior Honor Society who transfers from this school will be given a letter indicating the status of his or her membership signed by the Head of School or chapter advisor.

An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership in the chapter. The Faculty Council shall grant to the transferring member one semester to attain membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

5.17 Standardized Testing

The Iowa Assessments will be given to all 1st-8th grade students and The Cognitive Abilities Test (CogAT) will be given to students in grades 2, 5, and 7. Iowa testing is in the Spring with CogAT testing in the Fall. Star testing, through Renaissance Learning, is administered in reading and math, three times per year to track student progress in 1st-8th grade.

5.18 Retention

Retention is a serious step, taken only after many other efforts to assist the student academically have not resulted in the expected academic progress. The teacher will notify the parents of any student in danger of retention due to poor academic progress as soon as practical. Students in grades 3-8 who have failing grades on the final report card in two or more of the major core areas (language arts, math, social studies, and science) may receive a notice not to return the following year. All students who are absent (excused or unexcused) 20 days or more may also be considered for retention. Students earning a D or F in any core subject for an academic year may be required to complete summer work or tutoring at the cost to the parents/guardians. The frequency of the tutoring will be determined by the School.

5.19 Summer Work

Summer Reading is encouraged for all students. Some specific guided reading is provided.

5.20 Student Records

Parents have access to their child's records and can view them at any time by making a written request to the Head of School. Records cannot be transferred to another school without a written Transfer of Records Request, which has been signed by a parent/guardian and has been sent to ADS from the receiving school. All records must be emailed school-to-school and cannot be hand carried by a parent/guardian. ADS has the

right to withhold any student's academic records if the student has a remaining, unpaid balance upon withdrawal from the school or end of a school year.

6.0 Conduct

6.1 Behavior Guidelines

Student rules of conduct

- No student will interrupt learning and teaching or disrupt the school environment in any way.
- No student will damage or attempt to damage, or take or attempt to take without permission, school property or the property of others.
- No student will bully, threaten, hurt or use disrespectful language with other students, clergy faculty or staff members in verbal, written or electronic form.
- No student will possess or use weapons, whether assembled or disassembled (guns, including toy guns) firecrackers, etc. whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
- No student will possess, use, or distribute alcohol, tobacco products or drugs, or any substances which they represent to be alcohol, tobacco products or drugs.
- Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting with the parents and the Head of School.

6.2 Bullying

ADS believes that all students have a right to a safe and healthy school environment. ADS has an obligation to promote mutual respect, tolerance and acceptance among students, staff and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate and social isolation and/or manipulation.

The ADS policy prohibiting bullying includes the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to ADS Faculty or Staff members who will promptly inform the Head of School.
- Students can rely on the Head of School to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the Head of School, the parent of the student should contact the ADS School Board.

ADS prohibits retaliatory behavior against any complainant or any participant in the complaint process. All students and/or staff shall immediately report incidents of bullying, cyberbullying, harassment and intimidation to the Head of School. ADS staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from a school-sponsored activity, during a school-sponsored activity, by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of ADS or acts of cyberbullying which occur through the

use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic act:

- is directed specifically at students or school personnel,
- is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
- creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

Bullying, cyberbullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, or cafeteria
- Detention
- Out-of-school suspension
- Expulsion

If maybe necessary, counseling and other interventions should also be provided to address the social, emotional, behavioral and academic needs of students who are victims of bullying and students who commit an offense of bullying at the cost of the parents/guardians.

Students, parents/guardians and other stakeholders may report incidents of bullying to any ADS Faculty or Staff who notify the Head of School. Please note: Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at ADS is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the ADS Parent/Student School Handbook.
- The School shall keep a report of bullying and the results of an investigation confidential. Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying and notify the Head of School.
- People witnessing or experiencing bullying are encouraged to report the incident to the Head of School.

The following actions will be taken when bullying is reported:

i. Investigate

Upon receipt of any report of bullying, the Head of School will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School staff should be utilized as determined by the circumstances of the matter.

ii. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

iii. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances.

Retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

iv. Follow Up

ADS will implement a planned method to provide after-care and follow up.

6.3 Threat of Violence

A verbal, written or physical expression of an intention to hurt someone else and/or placing a person in reasonable apprehension of imminent physical injury is considered a threat. Examples include, but are not limited to, comments about shooting, stabbing, punching, killing and/or maiming. Threatening or intimidating any student for the purpose of, or with the intent of, causing him or her to withdraw a complaint, change a statement, or in general prohibit a witness from providing authorities with information is also considered a threat.

6.4 Consequences of Making a Threat

Head of School/Parent Involvement, therapy referral, short-term suspension, long-term suspension, expulsion.

Depending on the nature of the threat any threat may be reported to law-enforcement for investigation. Teachers are required to report any threat of violence made by a student, faculty or staff member.

6.5 Administrative Procedures

For minor disciplinary concerns, the faculty member will notify the parent/guardian of any concerns regarding their child's behavior. Loss of privilege, time-out and other intervention strategies will be employed.

For more serious discipline problems, the teacher will contact the parent to let them know that an administrative referral has been made and shared with the Head of School. The Head of School will speak with the child and notify parent/guardian of the concern and consequence for the misconduct. The report will be emailed from the teacher to the parent/guardian for their review. Parents are required to respond via email acknowledging the receipt of the report. The ultimate consequence for misbehavior is removal from the school.

6.6 Infractions

Infractions include violations of any school rules, standards or policies, including school dress code. Infractions may result in the student receiving one or more demerits. Please refer to the Rewards and Behavior Policy in Appendix B. Students in first through third grade receive demerits based on teacher discretion and are communicated via email through FACTS SIS.

Students receiving a cumulative number of demerits equal to or exceeding 12 conduct-related demerits in a school year will receive in school suspension. For further details, refer to Appendix B.

6.7 Attendance

Attending school regularly is a vital component to a student's academic success. ADS expects regular attendance except for illness, emergency situations, or family crisis. Excessive absences jeopardize academic success. In cases of excessive absences, a meeting will be held with the Head of School to discuss the academic standing of the student. A full day of instruction is considered to be 6 hours and 15 minutes per day by the State of Georgia. Students in attendance for less than 3 hours during any school day will not be considered present and will not be eligible to take any exams scheduled during that school day. Parents are required to notify the school office and their child's teacher to report their child's absence each day s/he is absent. Homework requests may only be made before 12:00 noon and may be picked up in the school office after dismissal. Parents must provide a dated, written excuse upon student's return to school. Emails are acceptable.

Extended or chronic absences that occur must be documented by a doctor's note. When a student is absent due to illness or family crisis, s/he may have one day for every day absent to make up missed work. It is understood that it is up to each individual teacher's discretion to determine a timeline in which to administer tests upon the student's return.

All students who are absent (excused or unexcused) 20 days or more maybe considered for retention.

6.8 Excused Absences

Absences will be excused on the basis of verified contact with parents or guardian by emailing the homeroom teacher or by sending a doctor's note to the homeroom teacher for the following reasons:

- Personal illness of the student
- Medical or dental examinations and/or treatment of the student
- Death in the family
- Emergency situations arising from unusual weather conditions
- Extenuating circumstances which will be considered by the Head of School
- Observance of religious feast-days
- Unexcused Absences
- Absences other than those mentioned above will be considered unexcused. All absences are considered unexcused until parent communication about the absences is sent to the teacher in writing via email or handwritten note.

The Head of School will contact parent/guardian when a student exceeds the following number of days of unexcused absence per semester.

Number of Unexcused Absences	School Action Per Occurrence
1-2	Teacher notifies the parent/guardian of absence.

3-5	Teacher notifies the parent of absence and refers student to the Head of School who will contact the parent/guardian to confirm and document the reason(s) for absences.
6-9	Head of School will have a conference with the parent/guardian. The student may receive one conduct grade lower.
20	Student considered for retention.

6.9 Absences Outside of School Holidays

Vacations should only be planned during scheduled school holidays and are discouraged during the school year. However, if parent/guardian wishes to take their child out of school for several days due to a family trip/vacation, they must understand that their student will be missing valuable instruction time that may affect academic progress. All vacation/family trip absences will be unexcused. Notification in writing must be given to the Head of School by a parent/guardian prior to the trip by filling out an Extended Absence Form available in the school office. If parents do not fill out the Extended Absence Form, then missed school work and assessments will be recorded as zeros. Teachers are not expected to provide assignments before a planned absence outside of school holidays. Students are expected to make up all classwork and assessments a day for every day absent, or at the discretion of the teacher for submitted and approved trips.

6.10 Tardies

All ADS students are expected to arrive on time each morning, by 8:00 a.m. A student is marked tardy at 8:01 a.m.; a parent must sign them in at the school office for their child to receive a tardy slip. Upon receiving their tardy slip, the student will walk independently to their classroom. Excessive tardiness not only harms the academic progress of the student arriving late, but also creates a significant disruption in the classroom, affecting all students.

Number of Tardies	Consequences Per Occurrence
3	Student receives a warning. Teacher is responsible for contacting the parent/guardian
6	Student receives first discipline referral, one 30 min. before school detention and parent/guardian is contacted by the Head of School.
10	Student receives a second discipline referral and one (1) half day, in-school suspension. Head of School schedules a parent conference for the purpose of signing a document indicating they have met and the student will receive one conduct grade lower.
11+	Student receives a third discipline referral. The Head of School will have a conference with the parent/guardian.

	The student will receive two conduct grades lower.
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7.0 Safety

7.1 Custody

In the absence of a court order to the contrary, ADS will provide student contact information to the non-custodial parent and access to the academic records and to all other school related information regarding the child. If there is a court order specifying that no information or contact with the child is permitted, it is the responsibility of the custodial parent to provide the school with an official and updated copy of the court order.

7.2 Child Abuse/Neglect

All faculty and staff who have reasonable cause to believe that any child has been abused or neglected are required by Georgia law O.C. Section 19-7-5 to file a report of the suspected abuse or neglect with the Georgia Department of Family and Children Services, police, or the district attorney.

7.3 Patrols

ADS Patrols are comprised of 5th-8th grade school students. ADS patrols are responsible for K-8 morning carpool monitoring and safety.

7.4 Visitors

The school doors are kept locked each day for the safety and security of our students, faculty and staff. All parents and visitors must sign in at the school office and receive a visitor's badge letting our staff know that they have signed in and have permission to be in the building.

7.5 Emergency Cards

The school must be able to contact a parent/guardian in case of an emergency. Therefore, emergency cards must be filled out for each student in attendance and must include allergy information. Cards must be kept current and the school office should be notified immediately of a change of residence, phone number, email address, medical condition or custody change. In the event of an emergency, if a parent or guardian cannot be reached during the school day or is unable to pick the student up from school, a student will only be released to an individual listed on his/her emergency card. Please include all names of people who are available to pick your child up during the school day. If a student is to return home in some way other than that which is indicated on the emergency card, the school must be notified in writing.

7.6 Emergency Closing

When the school is closed due to inclement weather, it will be posted on our school web site, social media, an email will be sent to each family, and a text alert will be sent. Please note: ADS will not always follow DeKalb County school closings. The school will do its best to make an informed decision in the event of inclement weather. In cases where ADS remains open during inclement weather, it is always up to the parents' discretion as to whether they can safely reach the school.

7.7 Emergency Procedures

In emergency situations, the school will implement the appropriate emergency plan and lockdown drills in order to ensure the safety of all students and staff. Fire evacuation plans and severe weather plans are practiced during the school year. A complete lockdown of the school will be implemented whenever the situation warrants this. Students are expected to remain silent and follow directions of school personnel during any emergency procedure. In case of a medical emergency, 911 will be called and an ambulance will take the child to the hospital. Parents will cover the cost of ambulance transportation.

7.8 Health/Illness

It is the parent/guardian's responsibility not to send their child to school if the child exhibits any sign of illness, such as fever, runny nose, red or sore throat, cough, skin rashes, diarrhea, pink eye, vomiting, lice, etc. We insist that the child be kept at home under these conditions, for the child's sake and the protection of the class and faculty! If any of these symptoms appear during school, the parent/guardian will be notified to pick up their child. A child must be free of fever without fever-reducing medication, for 24 hours (or longer, if there are other symptoms) and follow doctor's recommendations before returning to school. ADS reserves the right to release health concerns of individual students to our faculty and staff for informational purposes only. All student health information is kept confidential.

7.9 Pandemic Guidelines

In the event of a pandemic, ADS consults with Dekalb County Department of Health and follows CDC guidelines for schools. This includes, but is not limited to illness, return to work/school, isolation/quarantine, returning to work/school after a trip outside of the continental United States.

7.10 Nit and Lice Policy

Head lice continues to be one of the most prevalent communicable diseases among American children and outbreaks are possible wherever children gather.

Please do not send your child to school if head lice or nits are detected. If a student is determined to have lice or nits at school, parents will be notified to pick up the student. The student may return to school as soon as treatment with a lice-killing product is completed.

Students found with lice or nits at school will be sent home immediately and parents will be notified that treatment is needed. Parent communication will be sent to the entire class. Please do not send your child back to school until treatment has been completed. Working together helps protect all children, including your own.

7.11 Hand Foot and Mouth Disease Policy

Hand, foot and mouth disease is common in infants and young children. It usually causes fever, painful sores in the mouth and a rash on the hands and feet. Most infected people recover in a week or two.

A person with the disease is infectious until the blisters dry up; therefore, children with Hand, Foot and Mouth Disease should not attend school until all blisters have dried up.

More information can be found on CDC's website. (www.cdc.gov)

7.12 Student Illness During the School Day

Students who become ill during the school day are sent to the school office by the teacher. ADS does not have a full-time nurse or other medical personnel to diagnose illnesses, but the child's temperature may be taken. Students will be sent home if they have a temperature of 100.4F degrees or higher. Students must be fever-free without fever-reducing medication for 24 hours (or longer, if there are other symptoms) before they return to school. Either the Administrative Staff, Head of School or Faculty member will notify a parent, if their child must be picked up.

7.13 Health Record/Immunizations

All students are required to have the proper health documents on file as required by the State of Georgia at the beginning of the school year. Georgia Law requires proof that the required immunizations for measles, mumps, rubella, diphtheria, pertussis, tetanus, poliomyelitis, and the required health exams for each grade level be completed. Failure to comply may result in exclusion from school and/or non-release of report card/transcripts. Parents are responsible for getting all immunization information within 30 days and submitting an updated current 3231 form to the school office. If it is not presented to us within 30 days, the child may not return to school until the form is submitted. There will not be a break in tuition costs and the parent is still responsible for paying tuition. Additionally, the 30-day withdrawal notice still applies.

ADS will require the following for a child to be considered Medically Exempt. Definition of Medically Exempt: Medical exemptions are used only when a child has a medical condition that keeps him/her from being able to receive a specific vaccine(s). The Orthodox Church does not recognize a religious exemption for vaccines/immunizations.

(The Head of School and the ADS Board, working together, reserve the right to amend this policy as necessary).

A medical exemption must be marked on Form 3231 (GA Immunization Form). A letter from a physician, APRN or PA attached to the certificate will not be accepted as a medical exemption. It must be marked on the certificate.

A physician, APRN or PA must re-evaluate the need for a medical exemption at least once a year and issue a new Form 3231 at that time. The date of expiration on the section of the certificate marked "medical exemption" should be one year from the date of issue and never be longer than one year.

The child's doctor writes a letter stating that it is in the child's best interest medically not to receive that vaccine (s). However, the exemption must be marked on Form 3231 as indicated in item 1, above.

Family signs an ADS form that indicates that they understand that if there is an outbreak at ADS of a disease that could have been prevented by a vaccine, they will be asked to leave the school until the Department of Health clears our school. They will still be expected to pay tuition during this time.

7.14 Medication for Students

All student medications must be kept in the school office, in their original container/packaging, with the student's name written on it and placed in a Ziploc bag. All medication must be taken to the school office by the parent/guardian and NEVER sent with a student. Students must take their medication only in the school office, where it will be documented and kept by the Administrative Staff. Parents must submit a medication form along with any medication that the student will be taking while at school. A copy of this form is available in the school office and student medication/allergy information must be indicated on their student information card.

If your child has asthma, an inhaler must be always kept at school. If the student has a severe allergy, parents should request a meeting with teachers and the Head of School to discuss a medical safety plan for the student. The Annunciation Day School and its School Board, the Annunciation Cathedral and its employees claim immunity from civil liability. They are not liable for damages and injuries resulting from the administration of medication to a student at the direction of the parents and will be relieved from any claims for personal injury that may be sustained during this administration.

It is the parent's responsibility to make sure all medication is up to date, and when and if it needs to be refilled. A student's inhaler and/or Epi-pen may be kept in the teacher's emergency bag. Depending on severity of the allergy a student may carry their own inhaler and/or Epi-pen.

7.15 Accidental Student Injury

If a child is injured during the school day, the school office or a faculty member will administer minor first aid as appropriate. The parent will be contacted immediately if the child requires care beyond that which the school can provide. An Accident Report will be emailed by the teacher to the parents. The parents will send a confirmation email acknowledging that they have received the Accident Report.

If a student bumps their head at school, it will be noted on the Accident Report and parent/guardian will be contacted via phone so that their child may be observed for signs of concussion.

7.16 Concussions

If a student is diagnosed with a concussion, the diagnosis and recovery plan must be shared with the school.

7.17 AED Locations

An AED is located in the school office, in the hallway across from the school office, the lobby of the gymnasium and outside of the Music Suite by the Cathedral. An automated external defibrillator (AED) is a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm in emergency situations. ADS has volunteers on site who are trained to operate the AED.

7.18 Excuses from Physical Education/Outdoor Recess

A written request from the parent or physician is required to be excused from physical education or outside recess. Requests should clearly indicate specific activities that the child should refrain from and the duration of time. A copy of the excuse letter must be sent to the teacher and administrative staff.

7.19 Smoking/Tobacco/Controlled Substances/Alcohol Products

ADS is a smoke free environment. Smoking and the use of any form of tobacco/smoking products/e-cigarettes, etc. is prohibited by anyone on the school campus. Controlled substances and alcohol are also expressly prohibited on campus.

7.20 Firearms/Weapons

No parents, faculty, staff, or students shall have or possess or conceal weapons of any type on campus.

7.21 Life Threaten Food Allergies.

We are committed to maintaining the health and protecting the safety of children and adults who have life-threatening food allergies. ***ADS is NOT a nut-free school and cannot guarantee that a student or adult will never experience a nut allergy-related event or other allergy-related event while at school.*** For further details see Appendix E.

Amendments to the Handbook

The Head of School and the ADS Board, working together, reserve the right to amend statements in this handbook upon written notice to parents, except in the case of exigent circumstances, wherein immediate implementation of such modifications may occur.

Appendix A – Uniform Guidelines

Uniforms may be purchased at frenchtoast.com or gently used sales at the school.

Preschool does not wear uniform but should dress sensibly for the school day.

Church Uniform: Children need to wear one of the following options:	
<p>K-5th</p> <ul style="list-style-type: none"> - Plaid round neck jumper - Peter Pan blouse - Long white socks or white tights <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> - White oxford shirt - Navy pants - Tie - V-neck sweater vest 	<p>6th-8th</p> <ul style="list-style-type: none"> - White Oxford shirt - Navy pants with a black braided belt - Tie - V-neck sweater vest (8th grade only navy blazer) <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> - Plaid two-tab skort - White Oxford shirt - Tie - V-neck sweater vest (8th grade only navy blazer) - Long white socks or white tights
Daily Uniform: Children need to wear one of the following options:	
<p>K-5th</p> <ul style="list-style-type: none"> - Navy pants or navy shorts with a black braided belt - Long or short sleeve blue polo - Black or navy crew socks <p>Or</p> <ul style="list-style-type: none"> - Plaid two-tab skort - Long or short sleeve blue polo - Long white socks or white tights 	<p>6th-8th</p> <ul style="list-style-type: none"> - Navy pants or navy shorts with a black braided belt - Long or short sleeve white polo - Black or navy crew socks <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> - Plaid two-tab skort - Long or short sleeve white polo - Long white socks or white tights
Footwear: Footwear should be saddle shoes with skort or blouse. Black polishable shoes with pants that can be tied or secured with a buckle of Velcro.	
Backpacks: Backpacks are required, they must be blue and without graphics. ADS logo is preferred, not required. Backpacks with ADS logo available at Gentle Sales.	
PE uniform: Children in grades 3-8 wear PE uniform on PE days. This comprises of the House polo, navy shorts or a skort, crew socks and sneakers. Children may also want to use a gym bag on PE days. No cleats.	
Optional uniform items include ADS cardigan, microfleece jacket and other items as shown on the French toast website. Other suitable items of clothes such as local sports teams and neutral over items can be worn for recess.	
Hair: Children should keep their hair sensible and in keeping with the image of the school. Hairbands and hair accessories should be practical and not distracting.	
Watch: All children are encouraged to wear a watch to school. All Middle School should wear a watch daily.	

Appendix B - Annunciation Day School Rewards and Behavior Policy

ADS aims to encourage students to adopt the highest standards of behavior, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all our students is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners.

ADS is an inclusive community. We welcome students from a wide variety of backgrounds. We treat everyone as an individual and aim to develop the whole person equipped to take their place in the modern world. Parents are expected to promote and uphold our values with the child(ren).

Rewards:

All students should be valued as individuals and their talents, interests and developing personalities recognized, acknowledged and appreciated. Wherever possible the positive aspects of students should be emphasized.

Rewards have a very important role in recognizing achievement, contribution and effort. They are an effective tool in raising self-esteem, recognizing excellence and they should motivate pupils of all abilities. This is first and foremost done through Merits.

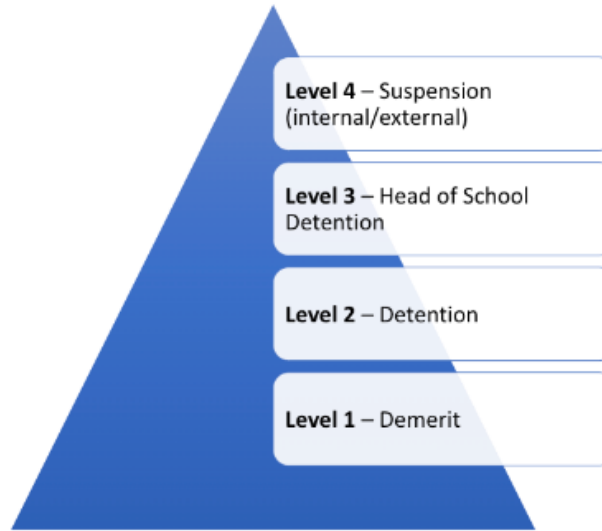
Praise is the cornerstone of the reward system and teachers should aim to offer verbal or written praise to students when earned.

Rewards broadly split into three categories.

1. Merits—These are the core day to day rewards. Students receive merits for doing things that are above and beyond in academics or character. All merits build towards the whole school House Cup. Students receive rewards at various merits levels.
 1. 10 House points = Bronze
 2. 20 House points = Silver
 3. 40 House points = Gold
 4. 60 House points = Ruby
 5. 80 house points = Diamond
 6. 120 house points = Platinum

2. Leadership responsibilities—Students across the Middle school have leadership opportunities primarily through the House system and Student Council. Each House has a Captain, Vice-Captain and Charity rep etc. All students have the opportunity to be elected to the School Council in the Fall elections. Children in the Elementary school have leadership opportunities through the Patrol program, Guardian Angels and School Government positions as well as specific in-class leadership positions.

Middle School Sanctions Pyramid:



Sanctions:

Level 1

Students will receive a demerit for more minor misdemeanors. Parents will be notified via FACTS SIS.

If a student receives two demerits in a week, or 6 demerits in a semester, they will automatically receive a Friday detention.

More than two demerits in a week will result in a meeting with the Middle School Coordinator or Head of School to discuss their conduct and the student may be moved to level 3 or level 4 as a result.

Level 2

Detentions will take place on Friday during lunch time, with either the Middle School Coordinator or a member of the School Administration, for incidents of poor behavior (generally 2 demerits).

Detentions are given to students who do not uphold the rules, regulations, and policies of ADS.

Detentions are 50 minutes in length. There will be no exceptions to this. If a student is absent on the day of the detention, they will serve it the following week.

Level 3

Head of School detentions take place on a Saturday morning from 8:30am to 9:25am.

Head of School detentions are for very serious behavior incidents or if three Friday detentions have been served in a semester.

Parents are informed by letter from the Head of School and billed \$30 to their FACTS account. Students should attend in uniform and meet at the school reception.

Level 4

Suspension, internal or external, is the most serious sanction the school imposes before permanent exclusion. An internal suspension is served in the school office and all schoolwork for the day is expected to be completed. External suspensions take place at home and the student is expected to catch up on schoolwork when they return to campus.

The school reserves the right to permanently exclude a student for the most serious behavior such as carrying a weapon on site, drugs, racism, sexual harassment, stealing, vandalism, etc.

<p>Level 1</p>	<p>Unpermitted use of phone in school Lunchtime misbehavior Excess hallway noise Persistent talking in class Tardiness Chewing gum Uniform infraction Being unprepared for class- this includes bringing class supplies, water bottle to school each day, and returning Friday folders the first school day of each week Leaving untidy workspace/locker area Organization of desk, locker, binders</p>
<p>Level 2</p>	<p>Repeated Level 1 misbehavior Classroom disruption Refusal to do classwork Failure to submit homework (three missed homework's in a semester leads to a grade cap of a C) Poor behavior in church Habitual tardiness Bullying behavior Threatening others Disrespect to others Defiance or insubordination Abusive language Improper or unauthorized use of technology, including, but not limited to: computers, cell phones, cameras, or tablets Overly rough behavior Being in any location without permission</p>
<p>Level 3</p>	<p>Repeated Level 2 misbehavior Persistent bullying behavior Fighting/physical abuse Abusive language, profanity, obscenity, or threatening others Throwing food or objects Theft Disrespect for teachers, staff, and/or other students Cheating or plagiarism (a grade of zero [0] is also recorded for the assignment) Lying</p>
<p>Level 4</p>	<p>Repeated Level 3 misbehavior Serious bullying behavior Refusal to accept administrative discipline</p>

Possession or use of dangerous objects Unprovoked attack on another student Tampering with fire alarms or video cameras Theft or vandalism Smoking or arson

The pyramid will be used by teachers as deemed appropriate.

Conduct grades:

This is a guide to conduct grades and teachers will exercise suitable judgment when deciding on the final grade.

- Excellent = 0
- Good = No more than 3 demerits
- Satisfactory = No more than 2 level 2 detentions in a semester
- Needs improvement = No more than 3 level 2 detentions in a semester
- Unsatisfactory = Any level 3 or 4 detention

Support

All children will be supported by all staff across the school and the highest standards maintained and our ethos upheld. For children who need additional support to build positive habits we have a self-watch card that students can be issued with by a member of staff. This will have a number of daily goals and will be checked by teacher and the student's parent on a daily basis for a minimum two-week period. The hope is that after two weeks new habits are built but if that is not the case the self-watch can be elevated to monitoring by members of the school administration.

Ownership

Students are expected to take ownership of their development and progress. As such 6th-8th grade students attend collaborative conferences.

3rd-5th Grade Demerit System

3rd-5th grade are appropriately prepared for Middle School whilst appreciating that they are still of elementary school age.

Conduct grades are subjective based on teacher experience in the classroom. Specific feedback is given to parents at conferences and upon request.

We have the following conduct grades:

- Excellent
- Satisfactory
- Needs improvement
- Unsatisfactory

Homework is set by teachers to be worked on independently. As such children do not receive a demerit for failing to complete their homework but they will be given additional teacher support at a suitable time.

For more serious demeanors 1 demerit can be issued. Examples of behavior to warrant this includes:

- Lack of effort in class
- Inappropriate behavior or language
- Improper or unauthorized use of technology
- Being in a location without permission
- Any harassing or bullying behavior
- Repeated disrespect for teachers, staff and/or other students
- Cheating during an exam
- Stealing
- Overly physical behavior
- Lying

For very serious behavior the incident may be escalated to the administration and in extreme circumstances lead to a suspension from school.

Preschool to 2nd grade use age-appropriate systems personalized to their own learning environment.

Appendix C – Birthday/Name Day Treats

Birthdays/Name Days are a special time in every student's life. Annunciation Day School is happy to celebrate your child's Birthday/Name Day at school. The Birthday/Name Day treat should not interrupt the school day's schedule for learning in any way. For this reason, parents will not attend Birthday/Name Day treat sharing. Parents/Guardians may send in or drop off a treat.

Please send in or drop off a treat from the list below. You may contact your child's homeroom teacher to make arrangements for the best day for the special treat. For each Birthday/Name Day treat at school, students should send in enough treats for each member of their class, plus the teacher and teacher assistant (if applicable).

Birthdays/Name Days at school are not meant to serve as a party. Please do not send balloons or other items. Please ask your child's teacher if there are any allergies in his/her class. Always refrain from items containing nuts.

Individually wrapped/served items that make great birthday treats for school:

- Ice cream sandwiches
- Ice cream cups
- Sorbet or ice cups
- Individually wrapped cookies or pies
- Popsicles
- Doughnuts

In lieu of a treat you may want to donate a book to the class library with a birthday message and the student's name in it.

Please have your child choose one of these items to share at school and bring enough to serve his/her homeroom along with a napkin.

Appendix D – Middle School Homework Policy

Purpose of Homework:

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of ADS Middle School Staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning targets. The main purposes of homework are as follows:

- To give students a chance to review and practice what they have learned.
- To prepare students for the next day's lesson.
- To help students develop time management, study, and organizational skills.

Expectations:

Homework is most beneficial when teacher expectations are well communicated, students take responsibility for their homework, and parents support these efforts. The responsibilities of teachers, students, and parents are as follows:

Teachers:

- Informing students and parents of the homework policy.
- Informing students of the purpose of their homework.
- Assigning relevant, meaningful homework activities that reinforce classroom learning.
- Ensuring that students are aware of what is expected of them, and how their work will be assessed.
- Collaborating with other teachers to ensure students have sufficient time to complete homework.

Students:

- Being aware of the school's homework policy.
- Recording homework assignments in your Google calendar to ensure you don't forget expectations.
- Asking questions when necessary to ensure you will be able to complete the assignment.
- Completing homework independently whenever possible so it reflects your ability.
- Completing homework neatly and accurately.
- Managing your time in order to complete assignments and projects.
- Seeking assistance from teachers and parents if you are having difficulty with an assignment.
- Asking for and completing homework assigned during an absence.

Parents:

- Setting a regular, uninterrupted study time each day.
- Providing a place to study.
- Assisting and correcting, but not doing assignments.
- Being aware of long-term assignments and assisting students in learning to budget their time accordingly.
- Alerting the teacher when extenuating circumstances arise that may prevent homework from being completed on time.

Middle school homework may be given Monday through Thursday and should not exceed a combined total of 60 minutes a night. Assignments shall be designed so that the typical student can complete **all** homework, including time for studying and preparing for exams. Weekends and holidays are primarily reserved for family time. Students may elect to use the weekends to review materials, makeup work, complete projects, and enjoy recreational reading.

Assistance for Homework

It is recommended that students seeking assistance with homework communicate directly with their teachers, who will recommend strategies for improving success. Teachers will have regular, set times for these meetings. The times will be communicated clearly to students and parents.

Missing Assignments

If a student misses 3 homework assignments in a semester from the same subject, their grades going forward in that subject will be capped at a C. If a student misses two homework assignments, the subject teacher will email the parent.

Appendix F – Middle School Grade Weight

Grade books are updated weekly.

Core subjects enter at least four quizzes and four tests per semester. Homework/Classwork should not have more than one grade added per week.

Major Category: Test and quizzes Tests are weighted 1.5 and quizzes are weighted 1.

Minor Category: All Other Grades

6th Grade

Major Category: 60%

Minor Category: 30%

Exam: 10%

7th Grade

Major Category: 60%

Minor Category: 25%

Exam 15%

8th Grade

Major Category: 60%

Minor Category: 20%

Exam: 20%

There are no completion grades given, and behavior plans should not allow students to drop grades.

Appendix E – Life Threatening Food Allergies

We are committed to maintaining the health and protecting the safety of children and adults who have life-threatening food allergies.

ADS is NOT a nut-free school and cannot guarantee that a student or adult will never experience a nut allergy-related event or other allergy-related event while at school.

Persons with severe food allergies must carefully monitor their food. If we are aware of a student who may have a life-threatening reaction, we will establish an Allergy Awareness Classroom. Additionally, a Nut Allergy Awareness table will be available in Carlos Hall.

Life Threatening Food Allergy Procedures

- Parents must submit food allergy information to the School Office.
- If necessary, an Allergy Emergency Care Plan will be completed and submitted to the School Office by the student’s physician.
- This plan should address:
 - The student’s medical needs and any special accommodations
 - Day-to-day management of food allergies
 - List of all allergens
 - Signs and symptoms of an allergic reaction
 - Emergency contact information and instructions to activate emergency services
 - Other details necessary to effectively manage the student’s food allergy at school
- Parents are responsible for providing the School Office with unexpired emergency medication. Medications will be managed to allow for quick access when needed and to protect the safety of students and medications.
- Parents are responsible for notifying the School Office of any changes in the student’s allergy status or any allergic reaction outside of school.
- The School Office will alert all appropriate personnel of a student’s allergy.
- The School Office is responsible for establishing and monitoring successful implementation of the individual care plan.
- In the event of exposure, an incident report will be filed by the personnel involved in the incident detailing reactions, medications administered, other medical procedures performed, etc. The School Office will contact the parents.
- The School Office will determine the location(s) for storing medications in a safe, appropriate, and secure yet accessible location that will allow for rapid access during an emergency situation.

Allergy Awareness Classrooms/School Environments

- Parents and teachers will be encouraged to reduce the use of foods with potential food allergens both at snack time, lunch time, and special events (birthday/name day treats, holiday celebrations, etc.) in an Allergy Awareness Classroom.
- A letter/notice will be sent to class families if a child has been identified with an allergy.
- The letter/notice will include the following information:
 - A student in your child’s classroom has severe allergies to peanuts, tree nuts, etc. This type of reaction can be life-threatening and require emergency medical treatment if the allergic person is exposed to the allergen.

- In order to provide a safe environment for this child, we are asking that you do not send any nut or nut containing products to school that would be eaten in the classroom. This includes, but is not limited to, peanut butter, peanut oils, walnuts, peanuts, pecans, almonds, pistachios, macadamias, etc.
 - If your child eats peanut butter, peanuts, or nut products before coming to school, please be sure to thoroughly wash their face and hands with soap and water before entering the school.
 - Please read labels on pre-packaged foods and do not send anything that contains phrases like “may contain traces of peanuts or other nuts” or “manufactured in a facility that also processes nuts/peanuts” to school.
-
- A handout including examples of nut-free foods and other foods to avoid will be sent to the class via email and also displayed in Carlos Hall.
 - Proper hand washing procedures before and after snacks and lunch will be encouraged.
 - Classroom surfaces will be cleaned often.
 - A Nut Allergy Awareness Table will be provided in Carlos Hall. This table will be cleaned by the Middle School teacher or Administration team member on duty after each lunch period.
 - Parents and teachers will be encouraged to discuss the seriousness of food allergies with children. ADS will not tolerate teasing related to food allergies.