

**2011-2012
Handbook
for
Students and Parents
of
Incarnate Word Academy Elementary Level**

**A Private Catholic Institution
for Ages 3 to Grade 5**

**Conducted by
Sisters of the Incarnate Word and
Blessed Sacrament**

**450 Chamberlain Street
Corpus Christi, Texas 78404
Telephone (361) 883-0857 Ext. 115
Fax (361) 881-9519
www.iwacc.org
e-mail: sherlihy@iwacc.org**

ACCREDITATION

Incarnate Word Academy Elementary Level is fully accredited with the Texas Catholic Conference Education Department in conjunction with the Diocese of Corpus Christi. It also holds membership in the National Catholic Education Association.

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_____ I/We acknowledge and accept financial responsibility for damage to property, equipment, or other materials that result from intentional abuse, gross negligence, misbehavior, or failure to follow instructions.

_____ I/We acknowledge that it is our responsibility to support the school's policies and philosophies.

_____ By signing the Acknowledgement Form of the student handbook, (I/we) agree to the above-stated/aforementioned terms of responsibility.

Parent' Signature Date

Parent's Signature Date

Student's Signature Date

Please detach and send this form to your child's teacher by August 11, 2011.

Incarnate Word Academy Elementary Level History

The Sisters of the Incarnate Word and Blessed Sacrament came to Texas from France in 1852 at the request of Texas Bishop Jean Marie Odin who went to France seeking educators. After opening schools in Brownsville and Victoria, they came to Corpus Christi and began Incarnate Word Academy in 1871. At first the Sisters taught fine arts classes to girls. They later expanded the curriculum for a coeducational academic program.

In the early 1950's when many of the parishes began to open parochial schools, Incarnate Word Academy discontinued its elementary school and kept the nine through twelve program for girls. In 1950 there was a one room kindergarten in the Incarnate Word Convent basement. In 1951 two kindergarten classes and a nursery class were added. In 1965 Incarnate Word Primary School began with kindergarten through third grade. A new grade was added each year. Two Montessori classes were also added at this time. By 1968 Incarnate Word Academy Elementary Level conducted classes for students in the kindergarten through the sixth grade and two Montessori preschool/kindergarten classes.

To provide for the expanding needs of the student body, a multipurpose building was completed in 1977. This has been used as a cafeteria and gymnasium. The present Incarnate Word Academy Elementary Level building was built in 1982.

In 1986 a third Montessori preschool class was added and the Extended Day program was opened as another needed service. At the beginning of the 1987-1988 school year, the traditional kindergarten was incorporated into the Montessori kindergarten. Because of demand, Incarnate Word also opened a second first grade class.

2011-2012 Student Handbook
ACKNOWLEDGMENT FORM

The Office of the President was established and an administrative restructuring occurred in 1988. The year 1989 saw the continuing concern to adapt education programs to the developmental needs of the students. The junior high (7-8) reorganized as a middle school (6-8). Availability of the Montessori method was extended to the primary level. Grade six was added to the Incarnate Word Academy Middle Level and the Incarnate Word Academy Elementary Level School became a traditional grade one to grade five program and preschool Montessori to grade two program. Grade three Montessori was added in 1992.

A traditional kindergarten and a grade four Montessori was added to the Incarnate Word Academy Elementary Level program in 1994. The Incarnate Word Academy School Board was established in 1994. In the summer of 1995 the IWA Library was renovated and enhanced with the addition of high tech automation. In the fall of 1995 grade five Montessori was opened. In 1999 an additional Montessori preschool, ages 2.5 to 5 was added. In 2000 an additional Montessori grades 1 to 3 was added. The traditional K-4 program was added to the traditional K-5 in 2001. In 2002, the K-4 program became an independent classroom. In 2004, a third classroom for Montessori grades 1 to 3 was added. The Incarnate Word Academy Elementary Level program now consists of traditional 4 and 5 years old kindergarten to grade five and Montessori preschool to grade five.

In 2000 a two court open air pavilion was added to the campus.

Incarnate Word Academy Elementary Level shares a 14 acre campus with separately administered middle level and secondary level as well as supporting facilities and convent building.

Student's Last Name	First Name	Middle Name	Grade
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Please read each item thoroughly and initial on the corresponding line. All parents, and students in grades 4 and 5, are required to initial each line and provide a signature and date at the bottom of page 45. Please return this form to school by August 11, 2011.

**Parent Student
Initial Initial**

_____ I/We acknowledge receipt of the Incarnate Word Academy Student Handbook/Agenda.

Letter Attached _____ I/We acknowledge that I have read and understood the Release of Student Information. Unless otherwise stated in writing and attached to this acknowledgment form upon submission, I/We consent to the Release of Student Information and grant Incarnate Word Academy permission to use my child's likeness, image, name, grade, or video as specified above.

_____ I/We acknowledge that it is our responsibility to become familiar with the contents of the Student Handbook, including the policies, rules, and procedures.

_____ I/We agree to the stated terms of responsibility of the Acceptable Use Policy and understand that Incarnate Word Academy reserves the right to monitor and log all activity for security purposes. I/We agree that any form of personal technology resources are subject to search by administration at any time. Violation of the rules can result in termination of access and consequences that include but are not limited to expulsion.

MISSION STATEMENT

- Inspired by the charism and traditions of the Sisters of the Incarnate Word and Blessed Sacrament
- guided by the Catholic philosophy of education
- based on faith in God and the love of all persons



**facilitates a Christian wholeness
in each person and
a Christian unity among all,
creates a Catholic faith community,
and provides a quality education
for its students.**

PHILOSOPHY OF EDUCATION

ORIENTATION

Inspired by the charism of the Sisters of the Incarnate Word and Blessed Sacrament, Incarnate Word Academy seeks to evangelize by proclaiming the Good News as revealed in the mystery of the Incarnation. As participants in the Roman Catholic Church's mission of Catholic education, our ministry serves students from a wide range of ethnic, economic, social and religious backgrounds. Our service is directed "toward bringing about a Christian wholeness in each person and a Christian unity among all." (Constitutions, #81)

IMPLEMENTATION

In pursuit of this goal, Incarnate Word Academy holds God as the highest value and affirms the sacredness and dignity of each human person. Acknowledging parents as the first and foremost educators within the domestic church (the family), we work in collaboration with them to foster in their children the fullness of life to which they have been called. Because we recognize the spiritual, intellectual, emotional, social, physical and creative gifts of each member of our community, we strive to nurture growth in students, parents and faculty/staff. In this way we can best provide a holistic education to challenge, assist and guide students in their personal development.

APPLICATION

In response to the call of Vatican Council II, Incarnate Word Academy seeks to create a faith community in which the following are provided for its members:

- the message of Christ as presented in Catholic doctrine and expressed in sound moral principles.
- the opportunity to worship in liturgical celebration and to deepen personal prayer.
- the experience of community through mutual support and conflict management.
- the introduction into a life of service to facilitate discernment of vocation

These concerns are directly addressed in the study of the Catholic faith through religion/theology classes and incorporated into the curriculum

DRIVE-THRU PROCEDURES FOR THE ALAMEDA COMPLEX MONTESSORI CLASSES

All students will be dropped off in the drive-thru lane. Parents are asked to stop at the cones designating a drop-off point. Please pull forward to the first available cone closest to the exit area. Teacher aides will be present from 7:40-7:55 a.m. to assist small children by opening car doors and helping with seatbelts. Parents who wish to park may do so after their children have been dropped off.

Staff parking is in the area along the fence at the back of the parking lot.

The alley behind the building is for emergency vehicles only.

There is no school supervision on school grounds after dismissal.

of all disciplines; they help focus student services and the school calendar.

Incarnate Word Academy seeks to integrate Catholic faith and Christian values in the pursuit of quality education. Aware of the many aspects of human growth and development, all members of the staff assist students in developing a life stance that includes the following:

- the quest of a deepening personal relationship with God
- the knowledge of the rich treasury of the teachings of the Roman Catholic Church
- the nurturing of natural inquiry generating optimum cognitive learning
- the participation in social relationships based on respect and trust and expressed in honest communication and personal accountability
- the acquisition of healthy physical practices

ACHIEVEMENT OF CHRISTIAN FORMATION

While completing a course of studies is never an indication that a person is finished growing, Incarnate Word Academy does seek to facilitate the development of an individual who is able to express commitment to God and his or her faith community through witness and service; who enjoys the skills to make informed and responsible decisions; who is ready to participate in and contribute to the good of the civic community; who - above all - witnesses to and lives as a member of the Reign of God.

Students' Pledge of Honor

I am an important part of the

Incarnate Word Academy

Elementary Level School body.

*I know that what I say and do
are important to myself and others.*

*I will respect myself and others
and do my part to help learning take place.*

*I will try to live as Jesus did,
for the good of all.*

**P.T.O. Officers
2011-2012**

Office	Name	Home Phone
President	Shawn Pettus	885-0353
Vice President	Tara Hoelscher	850-0125
Parliamentarian	Patti Flood	549-9441
Secretary	Alyssa Thomas	777-2037
Treasurer	Mary Lou Villa	883-5001
Fall Fun Night	Paulette Guajardo	906-1918
Book Fair	Sharon Heilman Maria Stark	883-8233 986-9459
Teacher Appreciation Week	Mary Kuffel Kathy Rock	994-7711 510-9726
Yearbook	Ashley Smith	887-8884
End of Year Picnic	Nancy Beauchamp	884-4633
Room Parent Coordinators	Chrissy Braugh Claudia Reyes	993-3099 774-0002

**Incarcate Word Academy Elementary Level
2011-2012 Calendar**

July 27-29 & August 1-5.....	Faculty Inservice/Workdays
August 1.....	Registration, Returning Students
August 2.....	Registration, New Students
August 8 & August 9.....	First Class Days – Noon Dismissal
August 11.....	Parents’ Back to School Social
August 17.....	PTO Meeting/Open House
August 25.....	Students’ School Pictures
September 2.....	Noon Dismissal - Faculty Meeting
September 5.....	No School - Labor Day
September 8.....	Class Group Pictures
September 9-16.....	PTO Book Fair
September 12-23.....	ITBS Testing
September 30.....	End of First Report Period, 39days
October 3-7.....	FALL BREAK
October 10.....	Classes Resume
October 13.....	Elementary Level Science Fair
October 21.....	Noon Dismissal - Fall Fun Night
November 4.....	Noon Dismissal - Faculty Meeting
November 4-5.....	Diocesan Science Fair
November 17.....	Hampstead Players - <i>The Lion, the Witch & the Wardrobe</i>
November 18.....	No School – Catholic Educators Conference
November 21.....	No School – Faculty Inservice/Retreat
November 22-25.....	THANKSGIVING HOLIDAYS
November 28.....	Classes Resume
December 2.....	Noon Dismissal - Faculty Meeting
December 15.....	Christmas Play
December 16.....	End of 2 nd Rept.–Noon Dismissal-44 days
December 19-January 2.....	CHRISTMAS HOLIDAYS
January 2.....	No School - Faculty Inservice
January 3.....	Classes Resume
January 6.....	Noon Dismissal - Faculty Inservice
January 14.....	Ministries Day - Faculty Inservice
January 16.....	No School - Martin Luther King Day
January 29-February 3.....	National Catholic Schools Week
February 3.....	Noon Dismissal - Faculty Meeting
February 23.....	Club Group Pictures
March 2.....	Noon Dismissal - Faculty Meeting
March 6.....	Students’ Individual Spring Pictures
March 9.....	End of Third Report Period - 48 days
March 12-16.....	SPRING BREAK
March 19.....	Classes Resume
March 26.....	No School – Faculty Inservice
April 5.....	Noon Dismissal
April 6-9.....	EASTER HOLIDAYS
April 10.....	Classes Resume
May 4.....	Noon Dismissal - Faculty Meeting
May 16.....	First Holy Communion Celebration
May 18.....	End of Year Picnic – Noon Dismissal
May 22.....	Kindergarten Graduation
May 24.....	Fifth Grade Graduation
May 25.....	Last Day of School, 4 th Rep. Period, 49 days
May 28.....	Memorial Day Holiday
May 29.....	Faculty Workday

PURPOSE OF HANDBOOK

The IWA handbook is published so that parents, students and staff may be informed of policies and procedures of the school. If changes are necessary during the year, IWA holds the right to amend the contents of this publication. Such changes will be announced in the monthly newsletter to parents.

RELIGIOUS OBSERVANCES

In conformity with its educational aims, Incarnate Word Academy invites the student to a greater understanding and appreciation of his/her faith by offering religious worship, instruction in Religion, instruction in the Catechesis of the Good Shepherd Program, and guidance in the following ways:

- Each day we pray as a community; each class begins with a prayer.
- The Angelus is prayed daily as a community.
- The Blessed Sacrament is reserved in the convent chapel and students may visit the chapel daily.
- Opportunities for weekly Mass and for the reception of the Sacrament of Reconciliation are available.
- Appropriate liturgical and devotional observances are planned during the year.

CURRICULUM

Incarnate Word Academy Elementary Level uses the subject curriculum organized around the four main subjects of religion, reading, writing, and math, and also includes courses in English, spelling, history, geography, science, health and safety, Spanish, art, music, physical education and computers.

AFTER SCHOOL PROGRAM

The YMCA provides after school care for any student for a monthly fee. Parents may register their child in the After School Program during registration.

After school care is provided from noon until 6:00 p.m. for 3 year olds and from 2:30 p.m. to 6:00 p.m. for 4 year olds to grade 5 in the Alameda Complex on the school grounds. The telephone number is 882-1741.

FACULTY AND STAFF

		Voice Mail Ext.
Principal	Sr. Camelia Herlihy	149
Kindergarten 4	Mrs. Cynthia Ramirez	433
Kindergarten 5	Mrs. Laura McCracken	121
Aide	Mrs. Patsy Limon	121
First Grade	Mrs. Sandra Ledesma	363
Aide	Mrs. Delia Andrade	363
Second Grade	Mrs. Sarah Smith	360
Aide	Ms. Mary Ramirez	350
Third Grade	Mrs. Esther Garza	357
Aide	Mrs. Rachel Cuevas	358
Fourth Grade	Mrs. Jana Shockley	310
Aide	Mrs. Marilou Pierce	365
Fifth Grade	Mrs. Jennifer Hogan	369
	Mrs. Stephanie Bottom	353
Aide	Mrs. Rosario Flores	361
Montessori Coordinator	Mrs. Blanca Cummins	148
M1	Mrs. Mary Ellen Galvan	352
Aide	Mrs. Elva Garcia	310
M2	Sr. Olga Cardona	354
Aide	Ms. Kelly Muniz	353
M3	Sr. Elizabeth Close	110
Aide	Mrs. Catherine Harris	110
Aide	Ms. Stephanie Muniz	110
MEJ1	Mrs. Yvette Rangel	375
Aide	Mrs. Vicky Spitzer	365
MEJ2	Miss Kathleen Brett	374
Aide	Ms. Nidia Risi	310
MEJ3	Mrs. Jessica Stegen	376
Aide	Ms. Merleen Nelson	359
MES1	Mrs. Ralene Corley	367
Aide	Mrs. Josie Alanis	311
Counselor	Mrs. Dianne Raska	882-9165
Art	Mrs. Susie Martin	356
Music	Mr. Ruben Limas	142
Computer	Mrs. Shirley Matula	351
Spanish (Trad.)	Mrs. Georgina Mortera	366
Spanish (Mont.)	Ms. Luisa Angulo	362
P.E.	Mrs. Brenda Pena	368
P.E.	Mr. Korey Hardeman	371
Library	Mrs. Rhonda Mumme	179
Nurse	Mrs. Lucille Snapka	178
Secretary	Mrs. Dottie Garcia	115

Please note, however, that your child's image or likeness may appear in occasional candid photos (typically a group photo) without name identification. Use of these candid photos of your child is permissible. This photo release form does not apply to photographs taken during extra-curricular activities. Incarnate Word Academy does not retain authority over the publication of photos taken while a student attends or participates in an extracurricular activity.

If a letter is not submitted with the Acknowledgement Form, you are giving Incarnate Word Academy consent to release your student's information.

By signing the Acknowledgment Form of the student handbook, (I/We) acknowledge that I have read and understood the Release of Student Information. Unless otherwise stated in writing, (I/We) grant Incarnate Word Academy permission to use my child's likeness, image, name, grade, or video as specified above.

COUNSELING SERVICES

Individual and/or group counseling services will be made available to students by trained professional personnel possessing a minimum of a Masters Degree in Counseling or a related field. Counseling services are confidential. Students may be referred to the School Counselor by educational personnel or parents. Students may also voluntarily seek counseling services. Parents may or may not be contacted if their child is seeing a counselor. Parental permission is not required for students to see the School Counselor.

DROP OFF AND DISMISSAL PROCEDURES

To insure the safety of your children, please drop them off and pick them up in the Dougherty Center parking lot. The area adjacent to the curb is a thru traffic lane only. If a child is to be picked up by someone other than a parent or a legal guardian, please send a written consent to the teacher. **Please DO NOT drop off or pick up your child by the gate by the library.** Children not registered in the After School Program are to be picked up promptly after school. **There is no school supervision on the school grounds after dismissal.**

PARENTAL SUPERVISION ON PLAYGROUND AFTER SCHOOL – PARENTS ASSUME SUPERVISION OF THEIR CHILDREN AT DISMISSAL

-A parent or guardian MUST be present if the child plays on the playground after school.
-Rocks are to remain on the ground. They may NOT be placed on the playground equipment.
-Proper care of equipment is important at all times.
-Students are not to play on the playground on rainy days.
-The playground is not open before school hours and closes at 4:00 p.m. each day except during the volleyball and basketball season.
- Pets are not allowed on the campus for health and safety reasons.

CAFETERIA

Students may either bring a lunch or purchase one from the cafeteria. Lunch tickets may be purchased daily, weekly or by the month through the teacher aide assigned to each class. A lunch count is taken in the morning at 8:00 a.m. and sent to the cafeteria manager before 9:00 a.m. Tickets are non-returnable and non-refundable. Students may charge no more than five lunches.

If bringing lunch from home, please pack a cold lunch. Warming lunches in the microwave oven is discouraged, both for safety and time consuming reasons.

All parents choosing to eat with their child (children) will sit at a designated "Parents' Table" in the Dougherty Center. On days when children eat in their classroom, parents are asked NOT to eat with the children.

DRESS CODE/UNIFORM

To provide an atmosphere conducive to learning, Incarnate Word Academy has adopted dress code guidelines. The purpose of the dress code is to encourage:

- Christian maturity
- school pride and pride in personal appearance
- self-respect and respect for others
- an air of professionalism and study.

Students are required to follow dress code guidelines and to be supportive of school personnel who determine acceptability of clothing and enforce the specific guidelines.

All students, Pre-Kindergarten 3 thru grade 5, are required to attend class in proper uniform. **Uniforms are to be purchased from Parker Uniform Supply Company and/or Lands End.**

BOYS: Navy blue knit shirt with logo - worn tucked in, khaki regulation slacks or regulation walking shorts, black belt, WHITE CREW SOCKS, WHITE OR BLACK TENNIS SHOES, blue or red IWA sweatshirts or solid red, white or blue sweaters. Boys may wear religious medals only. (WHITE OR BLACK TENNIS SHOES ONLY, AND WHITE CREW SOCKS MUST BE WORN AT ALL TIMES. NO GLITTER, LIGHTS, FLORESCENT COLORS OR ROLLERS. NO BOOTS ARE TO BE WORN, PLEASE.)

Boys' hair is to be above the shirt collar and above the eyebrows.

Release of Student Information

Incarnate Word Academy regularly features the positive activities, honors, and accomplishments of our students. This includes highlighting students on school-sponsored publications, social media, local newspapers, and broadcast media. These media outlets include the use of student's likeness, image, name, grade, and/or video which may appear on the school website as well as in other publications. There may be occasions when students are interviewed, photographed and/or identified by name, classroom, or activity. Incarnate Word Academy only releases such information for the purpose of acknowledging our students throughout the year. Examples of possible media outlets include the following:

- School-Sponsored Purposes:** school newsletter, magazine, yearbook, academic programs, athletic programs, or the school Web site.
- School-Sponsored Social Media:** Facebook or Twitter such as the Incarnate Word Academy or Diocese of Corpus Christi Facebook Fan Page.
- Unrelated School-Sponsored Purposes:** Caller Times, South Texas Catholic, TV Stations – KIII, KRIS, KZTV, KORO, KEDT, and other media outlets.

Incarnate Word Academy takes pride in the accomplishments of our students, however, we understand that some parents may request that their child not be identified. To fulfill this request, you must submit a letter in writing stating that you do not consent to the release of your child's information and include any other concerns you may have regarding publicity. Please take the following steps and Incarnate Word Academy will not release the student's information to any of the above forms of media.

1. Submit the signed Acknowledgement Form at the back of the handbook and the letter at the same time.
2. The letter must include the student(s) name, grade, and level for proper identification along with a parent signature and parent contact information. (*one letter per child*)
3. On the acknowledgement form at the end of the student handbook, check the box labeled "Letter Attached"
4. Return the acknowledgement form with the letter attached and Incarnate Word Academy will record your request and will not release the student's information to any of the above forms of media.

Incarnate Word Academy shall not be responsible for unauthorized financial obligations incurred by students resulting from the use of the school's network.

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to consequences including but not limited to expulsion.

By signing the Acknowledgement Form of the student handbook, (I/We) agree to the stated terms of responsibility of the Acceptable Use Policy and understand that Incarnate Word Academy reserves the right to monitor and log all activity for security purposes. (I/We) agree that any form of personal technology resources are subject to search by administration at any time. (I/We) acknowledge and accept financial responsibility for damage to property, equipment, or other materials that result from intentional abuse, gross negligence, misbehavior, or failure to follow instructions. (I/We) Violation of the rules can result in termination of access and consequences that include but are not limited to expulsion.

GIRLS: White regulation blouse, red plaid tie, red plaid skirt, red plaid knee length shorts, red plaid slacks, white crew socks, red, white, or navy blue tights/leggings, white or black plain tennis shoes, blue or red IWA sweatshirts or solid red, white or blue sweaters. Fourth and fifth grade girls have the option of wearing the Parker red polo shirt with logo, tucked in. Girls may wear religious medals and post earrings only. Hair bows may be red, white, or dark blue. Nail polish is not acceptable. (WHITE OR BLACK TENNIS SHOES ONLY, AND WHITE CREW SOCKS MUST BE WORN AT ALL TIMES. NO GLITTER, LIGHTS, FLORESCENT COLORS OR ROLLERS. NO BOOTS ARE TO BE WORN, PLEASE.)

Half Days – Students may wear spirit shirts and plain blue jeans.

SCHOOL HOURS

The doors and gates will open at 7:30 a.m

MONTESSORI PREKINDERGARTEN

3 years old	8:00 a.m.-11:00 a.m.
4-5 years old	8:00 a.m.- 2:30 p.m.

MONTESSORI ELEMENTARY

Grades 1, 2 & 3	8:00 a.m.- 3:00 p.m.
Grades 4 & 5	8:00 a.m. - 3:15 p.m.

TRADITIONAL ELEMENTARY

Kindergarten	8:00 a.m.- 2:30 p.m.
Grades 1 & 2	8:00 a.m.- 3:00 p.m.
Grades 3, 4, & 5	8:00 a.m.- 3:15 p.m.

HOMEWORK

The faculty believes that homework is valuable in complementing the work done in school. **Parents are expected to show an interest in the homework and to provide a suitable atmosphere.**

Supervision and guidance of a child's homework offer an excellent opportunity for the parent to become involved in the child's education.

LIBRARY

The school has a central library which is well equipped and has a wide variety of books, magazines, media, and electronic resources. The library is open from 7:30 a.m. to 3:30 p.m. for students' book exchange. We have a full-time librarian, the extension number is 179.

EBRARY

IWA Electronic Library provides access to thousands of academic databases, offering proper material for research, scholarly citation, audio clips, historical video archives, and more. It is available anytime, anywhere, with an internet connection. Student's passwords can be found on Renweb.

ACCELERATED READING PROGRAM

Accelerated Reading is available for all students, grades 1 to 5, and takes place within the students' class time. The librarian, teacher and/or teacher aide assists the students during their scheduled class time. Students in grades 1 to 5 are required to achieve the designated points each nine weeks.

VISITORS

Parents and other visitors are welcome at Incarnate Word Academy. **On arrival, during school hours, parents and visitors must check in at the office for a visitor's pass.** Students must make arrangements with the administration at least one day in advance for planned student visits during school hours.

Unauthorized visitors before and after school hours are not acceptable.

Doors to the classrooms are locked daily at 8:10 a.m.

USE OF FACILITY

Use of the Dougherty Center at any time outside that of scheduled activities must be approved by the principal of the school requesting use and the Central Office Business Manager. A building usage fee is charged for both the secondary level gym and the Dougherty Center.

Students are assigned an individual login account to the network and other educational resources, and are held responsible for his/her actions and activity within each account. Students should take all reasonable precautions to prevent others from being able to access his/her account. Students may not use an account owned by another user for any reason. A member of the Incarnate Word Academy faculty, staff, or administration must be notified immediately if a student has identified a possible security problem.

Students are not to access, copy, modify, or delete programs or files that belong to others or the school without prior authorization. Students may not attempt to gain unauthorized access, look for security problems, or go beyond their authorized access to any part of the IWA network, even if only for the purpose of "browsing." Intentional compromise to the integrity of the network by virus or other means are in violation of this policy, and the consequences for such actions include but are not limited to expulsion.

Access to the Internet is available and students accept responsibility for appropriate use of this resource. Students are not to access personal e-mail accounts, personal student Web pages, game sites, or any Internet applications that include instant messaging and/or chat rooms. Each student is expected to use such access within the approved educational purposes for which he/she is granted. The school shall maintain an Internet filter to control access to unacceptable sites. It must be understood that it is impossible for the school to eliminate access to all controversial materials, despite strict monitoring. Incarnate Word Academy shall not be held liable for user misuse of the Internet.

Students will not use the Internet or network to access or send material, which is racist, defamatory, obscene (pornographic), advocates violence or discrimination against other people (hate literature). Restrictions against inappropriate language apply to public messages, private messages, and material posted on Webpages (including personal social networking sites). Students will not knowingly or recklessly post false or defamatory information about Incarnate Word Academy, Sisters of the Incarnate Word and Blessed Sacrament, or any other organization. Students may not knowingly or recklessly post false or defamatory information about any person, including, but not limited to, a student, parent, faculty, staff, or administrator of Incarnate Word Academy.

Incarnate Word Academy reserves the right to monitor and track all computer usage. Students shall not have any expectation of privacy in connection with his/her use of the network facilities and access to the Internet.

**Incarnate Word Academy
Student Acceptable Use Policy
2011-2012 School Year**

This policy works for the benefit of all Incarnate Word Academy students and parents by encouraging responsible use of valuable technology resources, while providing students access to the network. This network includes Internet access, online database access, computer services, computer equipment, and related equipment for educational purposes. The purpose of this network is to enhance and prepare students for academic excellence by providing electronic access to a wide range of information and services that will support their learning and career preparation. The network and technology resources are to be used in a responsible, ethical, and legal manner, in accordance with the school's mission and educational goals.

Technology resources are defined as any electronic tool, device, program, or system that is utilized to meet an educational goal and enable students to be more efficient in a technological world. Personally owned technology resources including, but not limited to, cell phones, storage devices, or personal online accounts, are inclusive in this policy when on school property, accessed and/or connected through the school infrastructure. All technology resources, including those not specifically listed in this policy, and whether the property of Incarnate Word Academy or a personal device in the possession of a student on school property, are subject to search by administration at any time.

Students are not allowed to be in the work area of any computer workstation without specific approval and without the supervision of a member of the Incarnate Word Academy faculty, staff, or administration. Hardware and peripherals are not to be relocated or removed from the Incarnate Word Academy campus. Students and his/her parent(s) accept the financial responsibility and will reimburse Incarnate Word Academy for damage to equipment and material, which result from intentional abuse, gross negligence, misbehavior, or failure to follow instructions.

While on campus, any use of technology resources or a student's possession of technology resources must be pre-approved by a member of the Incarnate Word Academy faculty, staff, or administration and are only allowed to be used for educational purposes. It is the responsibility of the students to ensure that any personal storage device brought from outside the school is virus free and does not contain any unauthorized or inappropriate files that are not an educational resource or do not support an academic purpose.

GENERAL ADMINISTRATIVE POLICIES

NON-DISCRIMINATORY POLICY

Incarnate Word Academy does not discriminate on the basis of race, color, gender, national and ethnic origin in the administration of its educational policies, and athletic and other school administered programs.

ADMISSION

Key consideration for student admission centers on willingness of parents and students to accept, to support, and to contribute to achieving the school's mission.

Application to Incarnate Word Academy includes:

- Interview with the parents and students by the principal.
- Required registration materials returned to the office, including evidence of capability and/or achievement in academics, (e.g. report cards and objective test results).
- Adequate recommendations from their previous school.

MONTESSORI ENROLLMENT POLICIES

Children 3 years of age may enroll in the Montessori Primary Class. They must be potty-trained; no diapers or pull-ups are allowed at school. Children are to bring a complete extra set of clothing in a zippered plastic bag labeled with their name. Several accidents may indicate the child is not yet ready for school and may need to stay at home until more mature.

REGISTRATION

Currently enrolled students will pre-register by March for the next school year. At this time, parents or guardians are responsible for paying a non-refundable registration fee, and a subsidy (if not paid by the parish), for middle level and secondary level students.

New and transfer students coming during a school year or enrolling for the next school year will pay a registration fee.

ENTRANCE REQUIREMENTS

A certified birth certificate and/or baptismal certificate shall be furnished to the elementary principal as condition of first enrollment in either kindergarten or grade one. Academic and immunization records are required from all new students.

IMMUNIZATION REQUIREMENTS

Immunization requirements must be current and must be submitted to the office at time of registration. Students not in compliance after notification will be issued an exclusion letter. Further explanation and information are available through the school health services. The telephone extension for the nurse is 178.

TUITION

Parents and guardians are responsible for payment of tuition and any special fees. A family may choose (at registration time) one of the following payment plans: annual, semi-annual, monthly.

Students with outstanding tuition payments will not be allowed to take nine weeks' exams until overdue tuition is paid. Payment of outstanding tuition fees must be received by the Business Office five days prior to exams. Default of payment may result in the student being asked to withdraw from the school.

Report cards will be distributed upon receipt of full tuition. Transcripts will be mailed to another school upon payment of outstanding tuition. Tuition is in payment for both courses and records and neither the student nor the parents shall have a legal or equitable claim to any school records until after all fees are paid in full.

Semi-annual payment of tuition must be made by January 1. Tuition refund for prepaid tuition (annual/semi-annual payment) will be prorated on a ten-month basis. Upon request, a family will be refunded prepaid tuition only for the months that have not elapsed.

ATTENDANCE

School attendance is required by state law; therefore, schools must keep complete and accurate attendance records and make sure that students are present. A student's absences should not exceed ten (10) in a class during a semester. Not counted towards the ten (10) absence limit are:

1. Absences for school-sponsored activities
2. Absences due to prolonged illnesses (doctor's note required)
3. Planned absences approved in advance (The parent or guardian must submit a written request, specifically regarding the date(s) and the reason for the absence(s), which must be cleared in advance by the Principal; otherwise the absence(s) will be counted.
4. Justifiable absences approved at the principal's discretion.

If a student is absent, the parent or guardian must call the school that day to report the reason. When returning to school, the parent or guardian

website (www.iwacc.org) for instructions concerning IWA closing and reopening..

PARENTS' ORGANIZATION

Every parent is a member of and is expected to take active part in the parent organization of the school. Dues for the Parent-Teacher Organization are automatically paid through the registration fee.

4. Repeated truancy.
5. The possession, use and/or distribution of alcohol, marijuana, other controlled substances, or drug paraphernalia on school grounds or at (or before) school sponsored events (including those that take place off campus).
6. Violation of the *Standards of Academic Integrity or Honor Code* published in this handbook.
7. A second suspension in one year, whether or not the student has been placed on disciplinary probation.
8. The possession or use of firearms or any other lethal instrument on school grounds or at school-sponsored events (including those that take place off campus).
9. Conduct inside or outside of school that is detrimental to the reputation of the school or demeaning to the individual.
10. Words or actions of a seriously unethical nature.

OUTSIDE SCHOOL PARTY INVITATIONS

Invitations to out of school parties may be distributed only if there is an invitation for every child in the class, or all boys for an all boys party, or all girls for an all girls party.

CARE OF THE SCHOOL

Each student is expected to cooperate in the general maintenance of all the facilities on the entire Incarnate Word campus. Desks and other furniture should not be defaced in any way. Gum chewing is not allowed at any time.

GRIEVANCE PROCEDURE

The following steps or levels for submitting and resolving a grievance are to be followed:

- Level One.....Presentation to appropriate faculty/staff member/department head
- Level TwoPresentation to the principal
- Level ThreePresentation to IWA President

SEVERE WEATHER/SCHOOL CLOSING

IWA follows the decisions made by the Diocese of Corpus Christi and CCISD in relation to school closures. In case of severe weather conditions, parents are asked to listen to radio station KLUX 89.5 FM, television stations 3, 6 and 10 or click on the news button on the IWA

must submit a written note to the teacher giving the reason for the student's absence.

If a child becomes ill at school, the parents will be notified.

Medical and dental appointments are to be scheduled after school, if possible.

TARDINESS

It is important that children develop good habits of punctuality and responsibility. Parents are asked to make every effort to bring their children on time. The first bell rings at 7:55 a.m. School begins at 8:00 a.m. Perfect Attendance Certificates will be given to students who arrive on time daily. Students with 5 tardies will not receive the Perfect Attendance Certificates.

WITHDRAWAL

If it is necessary for a student to discontinue attendance at Incarnate Word Academy, parental approval is required and proper procedures must be followed for checkout at the office. No transcripts of grades or credits will be sent until a student has obtained a statement of clearance which may include the return of all rental books, all library books, and any other school property and the payment of any tuition, fines, and any other financial obligations. A completed exit interview form is also requested.

HEALTH AND SAFETY

To provide for a healthy, safe, secure and non-violent campus, Incarnate Word Academy has adopted the following policies to promote a climate of learning and peaceful assembly.

BITING

Children who are bitten are examined by the nurse. If a bite breaks the skin, the parent or emergency contact will be notified by the school nurse. If the bite doesn't break the skin, the parent will be notified by the classroom teacher.

Repetitive incidents of biting will require a parent-teacher conference. A child who bites repeatedly may not be mature for school, and may need to stay home.

MEDICATION USE AND DISTRIBUTION

A written request by a parent or guardian must be obtained before a student will be given prescription medication in the school. Only medication with specific directions on the container will be given to the student by authorized personnel. No student may be self-medicated. Written requests from both a parent/guardian and the student's physician should be obtained for dispensing medication to a student if medication is to be administered longer than ten (10) days.

Non-prescription oral medication may not be brought to school by students. Both request(s) and medication must be kept in the office.

COMMUNICABLE DISEASES

If your child contacts a communicable disease, do not permit him/her to return to school without permission from a physician. Please report cases of communicable diseases to the school as soon as possible. If a child has been running a fever, they are asked to wait 24 hours before returning to school.

ALLERGIES

Parents with children who have allergies are to provide complete medical information for their child's care to the school nurse and classroom teachers. Classrooms with allergy sensitive children will maintain allergy-free. Parents of all children in these classrooms will be informed about the allergy-free classroom requirements.

ALCOHOL, DRUGS AND TOBACCO

Policy Goals. In the service of the safety of all Incarnate Word Academy students, the goals of our policies regarding drugs, alcohol and tobacco are (1) to maintain a campus free of drugs, alcohol and tobacco and (2) to support our students in choosing not to use these substances.

Definition of "Drugs". The term "drugs" as used in these policies includes but is not limited to controlled substances and controlled substance analogues (as defined by Section 481 *et.seq.*, of the Texas Health and Safety Code) and any abusable glue or aerosol paint (as defined by Section 485.001, *et.seq.*, of the Texas Health and Safety Code).

Use, Possession, and Distribution of Alcohol and Drugs. The use, possession and/or distribution of alcohol, marijuana or other drugs or drug paraphernalia on school grounds, buses, or at school sponsored

conditions of the probation during the specified time, the student will be required to withdraw from school.

Suspension (Out of School or In School). Suspension is a grave penalty imposed for serious offenses. Suspension revokes the rights and privileges normally extended to Incarnate Word Academy students for the duration of the suspension. Suspended students are responsible for all class work and assignments missed during the time of suspension. It is the philosophy of Incarnate Word Academy that the academic achievement of a student who has been suspended should not be affected by disciplinary action. Suspended students will be required to make up the instructional time missed during suspension, under the supervision of Principal.

Students may not participate in or attend any school athletic or social event that occurs on the day(s) he/she is suspended. Students suspended for a second time during the same school year may be expelled.

Home Study. For any reason deemed necessary by the Principal, such as the arrest of a student, the Principal reserves the right to place the student on home study until the matter is resolved to the satisfaction of the school. Students placed on home study for disciplinary reasons may not participate in any school activities that occur during this period.

Voluntary Withdrawal from School.

The parents of student in serious disciplinary situations may consider voluntary withdrawal from school. Voluntary withdrawal does not, in any way, secure a student's ability to regain admission at the Academy. Especially in grievous cases involving violations of the law, where students are withdrawn voluntarily, it is unlikely that re-admission will be offered in the future.

Expulsion. Expulsion may result from grievous cases of misconduct including, but not limited to, the following:

1. Abusive language, obscenity, violence, threats of violence or disrespectful behavior towards a member of the faculty, a fellow student, or a guest of the school.
2. Acts of theft or vandalism against the school, school property, or the personal property of a teacher or student.
3. Excessive absence from school, whether or not it detracts from the student's academic performance.

without citation; Evidence of plagiarism may be determined through Turnitin.com (20%+ excluding quotations and works cited) or by other provable means.

- Unauthorized possession of a copy of a test, answers to a test, or other teacher materials
- Distribution of unauthorized copies of tests, answers to a test, or other teacher materials
- Attempting to deceive by changing a test paper that was previously graded.
- Forgery in connection with academic endeavors or school procedures.

All of these activities are considered serious violations of academic integrity. They are grounds for both academic and disciplinary penalties. Any student suspected of cheating will be referred to Principal.

By accepting enrollment at Incarnate Word Academy, each student promises as a matter of personal honor to act at all times in accordance with these standards of academic integrity.

DISCIPLINE

Incarnate Word Academy encourages students to be accountable, responsible, self-disciplined, and respectful of others. The school establishes rules which provide an orderly environment conducive to learning, insure the rights of all students, and encourage behavior patterns and individual development. This promotion of Christian behavior will help prepare students to be responsible citizens and strong leaders.

Classroom Rules are the following:

1. Respect and obey teachers and all school personnel.
2. Be respectful to others and their property - this includes no name-calling, teasing, and fighting.
3. Be prompt, listen actively, and follow directions.
4. Be responsible for your work, bringing lunch to school, and your actions.

DISCIPLINARY MEASURES

Probation. The Principal may place a student on disciplinary probation. The parent or guardian will be notified of the student's probationary status and the conditions attached to it. If the student fails to meet the

activities (including school sponsored events which take place off-campus) is forbidden. Infractions against this regulation are considered grievous in themselves and a danger to other students. **Students violating this regulation are subject to immediate expulsion. In compliance with Texas State Law, all students found to be in possession of drugs or alcohol will be remanded to the police department.**

Use of Alcohol and Drugs Prior to Attending School and School Events. The use of alcohol, marijuana or other drugs prior to attending school or any other school-sponsored event (including school-sponsored events that take place off-campus) is also forbidden. **Students violating this regulation will be immediately suspended pending more serious disciplinary action, up to and including expulsion.**

Use, Possession and Distribution of Tobacco. Smoking and the use, possession or distribution of tobacco products are prohibited in all areas of the school building, on the school grounds, buses, or at school sponsored activities (including school-sponsored events which take place off-campus). **Students violating this regulation will be immediately suspended pending more serious disciplinary action, up to and including expulsion.**

Suspension for Substance-Related Incidents. The American Psychiatric Association specifies that when the use of alcohol or other substances interferes with a student's fulfillment of school obligations, a *Substance Abuse Disorder* may be indicated. Substance related suspensions in particular are cited as an example. For this reason, when a student is suspended from school as a result of an incident involving the use of alcohol and/or other substances, Incarnate Word Academy requires that:

- The student must undergo, at his/her own expense, a complete substance abuse assessment performed by a properly credentialed mental-health provider assigned by the Principal.
- The student and his/her parents must sign an authorization allowing the service provider to release to the Principal of Incarnate Word Academy the results of the substance abuse assessment.
- The student must show evidence of compliance with these requirements (e.g. show that an appointment has been made) within one week of the suspension.

Compliance with these requirements is a condition of reinstatement to Incarnate Word Academy following the suspension. Failure to comply may lead to expulsion.

After reviewing the results of the substance abuse assessment, the Principal may require the student to undertake further professional treatment, at his/her own expense, as a condition of continued enrollment at Incarnate Word Academy.

Deterrence. As a deterrent to the sale, distribution, possession, and use of alcohol, drugs, drug paraphernalia, and tobacco by Incarnate Word Academy students, the following measures can and will be employed by the school:

- Unannounced inspections of students, lockers, automobiles, schoolbags and school facilities with and without the use of trained drug-detection dogs.
- Drug testing of any student selected by the Principal (with or without probable cause) at the student's expense, including on-site testing.

By enrolling at Incarnate Word Academy, parents and students agree to submit to these deterrence measures.

Positive drug test results will be reported to parents and will not, in and of themselves, result in disciplinary measures.

Asking for Help. Any student who voluntarily seeks the assistance of any school official with regard to a substance abuse problem will be referred for professional assistance and **will not be subject to disciplinary measures, provided that no violation of school policies has occurred or subsequently occurs. Students will be placed in a drug counseling program to include urine surveillance until discharged by the program director and by agreement with school administration.**

Role of Parents. The appropriate role of parents is to require their children to both comply with school policies and cooperate fully with deterrence measures. Parents also bear responsibility for ensuring that their children are protected from unchaperoned parties or any social setting where drug, alcohol and tobacco use is likely. It is unrealistic to expect that Incarnate Word Academy can regulate the behavior of

STUDENT COUNCIL

Students from grades 3 through 5 will have the opportunity to participate in Student Council. Two class representatives (1 boy, 1 girl) will be elected from each class in grades 3 to 5, traditional and Montessori. Elections for President, Vice-President, Secretary and Treasurer will take place at the second Student Council meeting.

ACADEMIC INTEGRITY

In accepting the privilege of a college preparatory education, students bear the responsibility to use this opportunity with care, submitting themselves to the rigors of intellectual discipline. This responsibility also involves certain ethical demands regarding academic integrity.

At the heart of this ethic is the value of intellectual life: ideas are important, and the exchange of ideas is the central and cherished activity of the academic enterprise. One assumes responsibility for one's own ideas and is entitled to credit for the hard work by which original thought is produced. While learning is its own reward, academic recognition (in the form of grades and honors) is awarded in proportion to the quality of one's work.

The following are examples of behaviors contradictory to this ethic, are forms of intellectual theft, and will not be condoned, tolerated or overlooked at Incarnate Word Academy:

- Copying homework or other assignments for/from another student, including study guides.
- Allowing another student to copy homework or assignments.
- Having, using, or attempting to use unauthorized aids (books, notes, "cheat sheets," calculators and other electronic aids or persons) on tests, quizzes, homework, papers, or projects.
- Writing formulas, notes, codes, or answers on desk, paper, hands, or clothing to be used or actually used on the assignment or test.
- Using a cell phone during a testing session.
- Copying answers from other students during a test, with or without the students' knowledge.
- Giving unauthorized assistance to other students during a test.
- Plagiarizing: representing in writing the thoughts or ideas of another as if they were one's own, without giving credit to the original author; the wholesale copying of an author's work into one's own

SCHOOL SPONSORED FIELD TRIPS

Incarnate Word Academy sponsors field trips in order to provide opportunities for students to pursue special interests, to enhance classroom experiences, and to develop special talents. Since these trips are sponsored by the school, it is the school's responsibility to see that the educational purpose of the trip is accomplished. Each student who participates in these trips, in the Corpus Christi area, is expected to subscribe to the approved guidelines and procedures for the trip. School sponsored trips are **a privilege, not a right.**

1. Written permission slips must be signed by the parents or guardian and returned to the teacher before the planned trip.
2. Any required fees must be paid to the teacher in advance.
3. School dress or red spirit shirt is generally required on school trips unless otherwise specified.
4. Students are expected to travel and participate with the group in all scheduled activities.
5. All school rules and policies remain in effect at all times.
6. Field trips are to be taken in the Corpus Christi area only.

INSERVICE AND FACULTY MEETINGS

Inservice and faculty meetings are scheduled on the annual calendar. On these days, classes will be dismissed early. Students and parents will be reminded in advance of the correct date.

After school care is provided for those enrolled in the YMCA program, from 12:00 to 6:00 p.m.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities include sports (basketball, volleyball, track), Boy Scouts, Girl Scouts, Chess Club and Student Council.

Students in grades 4 and 5 are allowed to participate in the after school athletic program at the discretion of the coaches and the principal. These students must purchase school insurance or show proof of private coverage.

PHYSICAL EDUCATION PROGRAM

All students are required to participate in the Physical Education program. Students may not be excused from participation in P.E. without written notification from the parent, legal guardian and/or physician.

students at parties and other gatherings that are held off-campus and that are not sponsored or supervised by the school.

Notice. Upon admission to Incarnate Word Academy and as a condition of matriculation, students and parents will consent to the school's policies regarding drugs, alcohol and tobacco.

WEAPONS

Incarnate Word Academy expressly prohibits the use, possession, sale or discharge of any weapons or explosive devices in the school, on the school grounds, or at school-sponsored activities. A weapon can be any instrument or device that can be used to threaten, attack, hurt or kill another person. Weapons of any kind or any object resembling a weapon are prohibited on and around the campus. This includes, but is not limited to, the buildings, playgrounds, driveways, walkways, parking lots and parking areas connected with the school.

Disciplinary action for offenders warrants/includes notification of the police, suspension and possible expulsion at the discretion of the administration.

NOTE:

Detection dogs may be used throughout the year to deter prohibited substances and weapons being brought to the campus. All areas of the campus, including students' vehicles and bags, may be subject to inspection by dogs trained to detect drugs, alcohol, and weapons.

GANGS

Youth gangs and gang-related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action. If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, steps will be taken to address the situation. These may include communication with parents/guardians; counseling; referral to the Department of Human Services; notification to police, juvenile court, or other appropriate

authorities; suspension; in school suspension; expulsion and/or financial reimbursement for vandalism.

CRIMINAL BEHAVIOR

Any student involved in pending litigation of felony or misdemeanor charges may be suspended at the discretion of the administration, until a hearing is held. A conviction may result in suspension/expulsion from school.

LITIGATION

Should a disagreement between the parents and the school result in litigation, the student will be asked to withdraw from school during the period of litigation.

HARRASSMENT

Incarnate Word Academy is committed to maintaining an academic atmosphere that is free from violence, personal abuse or any form of harassment and/or intimidation, where faculty, staff and students can work and study together comfortably. Incarnate Word Academy forbids any form of harassment, violence or intimidation occurring in the school, outside the school, or at school-sponsored events. Such conduct is immoral and illegal and will not be tolerated. It is forbidden to harass a student or employee through conduct or communication described in this policy.

Harassment consists of unwelcome conduct, whether verbal, physical, and/or visual, that is based on a person's gender, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, or citizenship status. Harassment can originate from a person of either sex against a person of the same or opposite sex, and from students or employees. Threats of violence and other abusive expressions, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendos, and/or comments directed at a person's gender are all inappropriate. Incarnate Word Academy will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, offensive, or hostile environment, and violations will be treated as a significant disciplinary matter.

WRITTEN COMMUNICATIONS

Letters will be emailed on Monday during the year to inform you about school activities or other necessary information.

A lunch menu for Traditional kindergarten to grade 5 and Montessori 1 to 5, and a special menu for preschool Montessori will be sent home monthly.

GUARDIANSHIP OF CHILDREN

If there is a ruling on custodial rights of a parent, please inform the school office. The school office will inform the teacher(s) of the custodial rights.

NON-CUSTODIAL PARENTS

The law holds that parents do not cease to be parents when they no longer have legal custody of their child(ren). Incarnate Word Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

In the absence of a Court Order to the contrary, Incarnate Word Academy, upon written request to that effect, will provide the non-custodial parent with access to the academic records and to other school related information regarding their child(ren). If there is a Court Order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with a certified copy of the Court Order.

Family discord may not take place at any time on the school grounds.

USE OF THE TELEPHONE

The office phone is for EMERGENCY use only. Necessary calls for students during school hours are received in the office. Messages are delivered to students during recess time or lunch time. Office phones are to be used only with permission from the teacher and office staff when students call home because of illness.

PERSONAL COMMUNICATION DEVICES

The use of cell phones and personal communication devices by students is prohibited during school hours. Written permission to the Principal or Montessori Coordinator is required if a child has to bring a cell phone to school. (If students have written permission and are allowed to carry cell phones on their person, the cell phone must remain in the "off" position during the entire school day.)

- As part of your safety plan, talk to your children and let them know that should there be a chemical emergency they will be safe at school and you will see them when the emergency is over.
- The city emergency telephone number is 826-4636.

OTHER INFORMATION

PARENTS AND/OR GUARDIANS

Parents are to be recognized as the first educators of their children. To them belongs the responsibility of the child's entire education; therefore, they will be kept well informed concerning intellectual progress.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held twice during the year. During this time each parent is expected to meet with the child's teacher to discuss his/her progress. Most of the important factors in the growth and development of a child are so vital and often so complex that they can be shared fruitfully between teacher and parents only through kind and honest discussion.

Parents are encouraged and most welcome to call on teachers whenever they feel extra conferences are necessary. This can be done by telephone or by using the Weekly Signature Sheet to set an appointment. It is important to make previous arrangements for an appointment.

GRADING AND REPORTING – TRADITIONAL ELEMENTARY

Grades are reported every nine weeks using a numerical system for grades one through five. A=90-100; B=80-89; C=70-79; F=69-below.

S=Satisfactory (80-100), N= Needs Improvement (70-79) or U=Unsatisfactory (0-69) are used in some subjects.

Progress reports will be emailed during the middle of each nine week grading period.

GRADING AND REPORTING – MONTESSORI ELEMENTARY

I = Introduced	M = Mastery
P = Practicing	EN = Effort Needed
	IN = Intervention Needed

Sexual harassment deserves special attention and is prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature constitute sexual harassment when any of these conditions exist:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,
2. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions or awarding of a grade,
3. Any conduct of a sexual nature is committed between an employee and a student,
4. Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance or creating an intimidating, hostile or offensive work environment.

Some examples of such behavior include (but are not limited to):

Written contact – Sexually suggestive or obscene letters, notes, invitations, drawings or computer messages;

Verbal contact – Sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender specific traits), foul or obscene language or gestures, any sexual propositions, sexual innuendo, comments about another's body, or sexual characteristics which may be construed as embarrassing to another.

Physical contact – Any intentional patting, squeezing, touching, pinching, brushing up against another's body, assault, blocking movement, or coercing sexual intercourse.

Visual contact – Suggestive looks, staring at another's body, gesturing, displaying sexually explicit or suggestive or obscene objects, pictures, magazines, printed or visual material.

Sexual blackmail – Sexual behavior to control another person's actions.

Incarinate Word Academy will quickly investigate all complaints, including formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who is found guilty of sexual harassment. To the fullest extent practicable, complaints, investigations

and terms of their resolution will be kept confidential unless evidence indicates that a criminal investigation is warranted. In this case, information will be forwarded to the proper authorities. Any person who reports in good faith any behavior that he/she perceives as sexual harassment will be protected from retaliation of any type.

Reporting procedures – Any person, who believes that he/she has been the victim of sexual harassment or sexual violence by a member of the Incarnate Word Academy community, or any person with knowledge or belief of such conduct, should report alleged acts, either orally or in writing immediately to the Principal.

If the Principal is the individual who is believed to be harassing the employee/student, the employee/student should notify the President of Incarnate Word Academy who will conduct the investigation. If the President is the individual who is believed to be involved in harassing the employee/student, the Members of the Incarnate Word Academy School Board will appoint an individual to conduct an investigation.

The school shall promptly convene a review panel of administrators and professional consultants to conduct an investigation to be completed as soon as practical. During this process, investigators will gather and document all relevant specific information, such as dates, times, places, witnesses (if any), and nature of misconduct, by:

- Interviewing the student(s) involved;
- Interviewing the suspected employee (if applicable);
- Interviewing any witness(es);
- Preparing or obtaining signed statements from the parties involved;
- Collecting and maintaining any relevant physical evidence, such as photographs, letters, e-mail correspondence, diary or journal entries, or presents;
- Referring the victimized student(s) for medical treatment or counseling when necessary; and
- Coordinating investigation with law enforcement officials when necessary.

During the investigation, the investigators will make every attempt to keep the names of the parties involved and the nature of the investigation confidential.

The investigators shall draft a report describing the steps of the investigation and summarizing the information gathered. This report shall be filed with the Principal / President within fifteen (15) days of the investigation's completion. The results of the investigation of each report filed under this policy will be reported to the student(s) involved and/or parents, and the school employee in question, if applicable, by the Principal / President.

If, after the investigation is complete, the Principal / President with the School Attorney's assistance and advice determines that the suspected sexual misconduct constitutes child abuse, he/she shall report that conduct to the appropriate law enforcement officials, as required by state law. If the Principal / President has already notified the appropriate officials about child abuse, he/she shall report any additional information the investigation uncovers.

Incarnate Word Academy considers acts of sexual harassment to be contrary to the Church's teaching on the dignity of the human person. Consequently, the school will investigate all complaints promptly and aggressively. Where acts of sexual harassment are found, appropriate disciplinary action will be taken which may include warnings, parent conferences, suspension, or expulsion.

False charges – Each person has the right to his/her good reputation. Anyone who purposefully does anything to damage the good reputation of another has committed a serious moral wrong. False and malicious complaints of sexual harassment (as opposed to complaints which, even if erroneous, are made in good faith, will result in appropriate discipline, up to and including expulsion).

FIRE DRILLS

Fire drills are conducted on a monthly basis in compliance with fire regulations. Students should follow posted evacuation routes. Students are to remain outside the building until a bell signals return to the building.

CHEMICAL EMERGENCY

The plan to keep your children safe during a chemical emergency includes keeping your children inside the building and not allowing anyone to open doors until the all-clear signal is given by city officials.

- Children are not allowed to leave the school until the all-clear signal is given. Please refrain from picking up your children.