

**2009-2010
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**

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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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ACKNOWLEDGMENT FORM

To: Parents of IWA Elementary Level Students
From: Sister Camelia Herlihy, Principal
Date: 2009-2010

Please acknowledge receipt of the 2009-2010 Student Handbook by completing the following form and returning it to the school by August 14, 2009.

(I, We) received, read, and understand the 2009-2010 Incarnate Word Academy Elementary Level Student Handbook. (I, We) agree to support the school in the implementation of the policies and procedures contained there-in.

Signed
Parent/Guardian

.....
Student

Date

(Please detach and send this form to your child's teacher by August 14, 2009)

**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.

**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.

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.

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.

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. In this ministry of Catholic education, 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, we work in partnership with them to foster in their children the fullness of life to which they have been called. We recognize the spiritual, intellectual, emotional, social, physical and creative gifts of each member of our community, and provide a holistic education to challenge, assist and guide students in their personal development.

APPLICATION

In response to the call of Vatican Council II, IWA 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.

P.T.O. Officers 2009-2010

Office	Name	Address	Home Phone
President	Monica Ellison	3321 Manitou, 78411	814-0590
1st V. President	Patti Flood	209 Naples, 78404	882-1803
Parliamentarian	Kelli Trevino	4925 Greenbriar, 78413	991-2590
Treasurer	Cheryl Yeager Mary Lou Villa	13761 Cayo Gorda Ct., 78418 314 Katherine, 78404	949-0321 883-5001
Secretary			
Room Parent Coordinators	Ann De Leon Pam Castro	7218 C3 Elwood Court, 78413 6205 5305 Hunt Circle, 78413	906-2295 560-5340
Yearbook Chairpersons	Cindy Thering Karen Ives	8110 Mt. Zion, 78413 110 Hawthorne Place, 78374	850-8800 777-1061
Fall Fun Night Chairpersons	Tara Hoelscher Crissy Braugh	5318 River Oaks, 78413 4909 Greenbriar, 78413	452-0123 993-3099
Book Fair Chairpersons	Jennifer Lee Patti Flood Shawn Pettus	3370 Manitou, 78411 209 Naples, 78404 226 Indiana, 78404	806-0500 882-1803 885-0353
Teacher Appreciation Week	Lisa Marti	2539 Willow, Portland, 78374	777-0470
End of Year Picnic	Callie Brendalen	514 Hopper Dr., 78411	854-4222

FACULTY AND STAFF**Voice Mail Ext.**

Principal	Sr. Camelia Herlihy	149
Kindergarten 4	Mrs. Cynthia Ramirez	433
Aide	Mrs. Patsy Limon	433
Kindergarten 5	Mrs. Jessica Ciganovich	121
Aide	Mrs. Rose Morales	121
First Grade	Mrs. Sandra Ledesma	363
Aide	Mrs. Delia Andrade	363
Second Grade	Mrs. Sarah Smith	360
Aide	Ms. Mary Hinojosa	350
Third Grade (A)	Mrs. Laura McCracken	357
Aide	Ms. Merleen Nelson	359
Third Grade (B)	Ms. Rebecca Grady	310
Aide	Mrs. Rachel Cuevas	358
Fourth Grade	Mrs. Mary Jo Nolen	362
Fourth Grade	Mrs. Stephanie Bottom	353
Aide	Mrs. Rosario Flores	305
Fifth Grade	Mrs. Jana Shockley	369
Fifth Grade	Mrs. Dianne Raska	355
Aide	Ms. Anna Sanchez	361
Montessori		
Coordinator	Mrs. Blanca Cummins	148
M1	Sr. Marian Bradley	352
Aide	Mrs. Elva Garcia	352
M2	Sr. Olga Cardona	354
Aide	Ms. Kelly Muniz	354
M3	Sr. Elizabeth Close	110
Aide	Mrs. Lydia Garcia	110
MEJ1	Mrs. Yvette Rangel	375
Aide	Mrs. Vicky Spitzer	365
MEJ3	Miss Kathleen Brett	374
Aide	Mrs. Marilou Pierce	365
MES1	Mrs. Ralene Corley	367
	Mrs. Jessica Stegen	367
Aide	Mrs. Josie Alanis	311
Art	Mr. Hector Rubio	376
Art	Mrs. Susie Martin	356
Music	Mr. Ruben Limas	142
Computer	Mrs. Shirley Matula	351
Spanish (Traditional)	Mrs. Georgina Mortera	366
Spanish (Montessori)	Mrs. Lupita Nicolides	366
P.E.	Mrs. Brenda Pena	368
P.E.	Mrs. Anna Quezada	371
Library	Mrs. Rhonda Mumme	179
Aide	Mrs. Rosie Cantu	179
Nurse	Mrs. Lucille Snapka	178
Secretary	Mrs. Dottie Garcia	115

IWA 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 maintenance of natural inquiry generating optimum cognitive learning
- the appropriate expressions of emotional responses toward self and others
- the participation in social relationships based on respect and trust, expressed in honest communication and personal accountability
- the acquisition of healthy physical practices

ACHIEVEMENT OF CHRISTIAN FORMATION

While finishing school is never an indication that a person is finished growing, IWA 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 responsible and informed 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.

Incarnate Word Academy reserves the right to monitor and track all computer usage.

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

This policy is to work for the benefit of all IWA students and teachers by encouraging responsible use of valuable computing resources.

Failure to adhere to this policy will result in the loss of computer privileges and the enforcement of consequences determined by the school administration.

By signing the Acknowledgement Form of the student handbook, (I, We) agree to the above-stated terms of responsibility and understand that Incarnate Word Academy reserves the right to monitor and log all activity for security purposes. (I/We) also acknowledge that (I/We) must accept responsibility for damage to equipment and materials that result from intentional abuse, gross negligence, misbehavior, or failure to follow instructions.

such access within the approved educational purposes for which they are granted. The school shall maintain an Internet filter to control, to the extent possible, 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. The school shall not be held liable for user misuse of the Internet.

Students who develop and maintain personal websites and/or blogs, including but not limited to such freely accessible sites as myspace.com, and who identify themselves as students at Incarnate Word Academy must keep in mind they are representing the school in a public forum. Any personal site which contains the name and identity of the school must not contain personal information about the student, inappropriate images or vulgar language which would contradict the values of the school as stated in the school’s mission statement.

Incarnate Word Academy encourages all students to use the internet for its educational potential, but to be very careful of its many traps and opportunities for unhealthy and dangerous activity. We are concerned about the safety and reputation of all our students. When inappropriate websites and/or blogs created and maintained by Incarnate Word Academy students mention the school’s name, another student, or a teacher’s name, and/or use a school logo, the school can and must hold the student responsible for its content.

Protection of the computer resources is important. Technology equipment/software shall not be removed from the Incarnate Word Academy campus. Prior to using the computers, all students must acknowledge the financial responsibility for damage to equipment and materials, which result from intentional abuse, gross negligence, misbehavior, or failure to follow instructions.

**Incarnate Word Academy Elementary Level
2009-2010 Calendar**

July 30.....	Faculty Mass, Inservice
July 30, 31, August 3, 4, 5, 6, 7....	Faculty Inservice/Workdays
July 31.....	Registration, Returning Students, 8:00 a.m. to 5:00 p.m.
July 31.....	IWA New Teachers’ Orientation, 8:15 a.m. to 12:00 p.m.
August 3.....	Registration, New Students, 8:00 a.m. to 5:00 p.m.
August 10 & August 11.....	FIRST CLASS DAYS - NOON DISMISSAL
August 13.....	Parents’ Back to School Social
August 19.....	PTO Meeting/Open House
August 27.....	Students’ Individual School Pictures
September 4.....	NOON DISMISSAL - Faculty Meeting
September 7.....	NO SCHOOL - Labor Day
September 14-25.....	Stanford 10 Testing
September 17.....	Class Group Pictures
October 2.....	End of First Reporting Period - 39 days
October 5-9.....	FALL BREAK
October 12.....	Classes Resume
October 16.....	NOON DISMISSAL - Fall Fun Night
November 4-10.....	PTO Book Fair
November 6.....	NOON DISMISSAL - Faculty Meeting
November 7.....	UIL Invitational - 3rd, 4th & 5th Graders
November 17.....	Hampstead Players - <i>Oliver</i>
November 20.....	NO SCHOOL - Diocesan Catholic Educators’ Conference
November 23-27.....	THANKSGIVING HOLIDAYS
November 30.....	Classes Resume
December 4.....	NOON DISMISSAL - Faculty Meeting
December 17.....	Christmas Play
December 18.....	End of Second Reporting Period-NOON DISMISSAL 44 days
December 21-January 1.....	CHRISTMAS HOLIDAYS
January 4.....	Classes Resume
January 16.....	Ministries Day - Faculty Inservice
January 18.....	NO SCHOOL - Martin Luther King Day
January 25-29.....	National Catholic Schools Week
February 2.....	Club Group Pictures
February 5.....	NOON DISMISSAL - Open House - Evening
February 25.....	Students’ Individual Spring Pictures
March 5.....	NOON DISMISSAL - Faculty Meeting
March 12.....	End of Third Reporting Period - 49 days
March 15-19.....	SPRING BREAK
March 22.....	Classes Resume
March 26-27.....	Diocesan Science Fair
April 1.....	NOON DISMISSAL
April 2 & 5.....	EASTER HOLIDAYS
May 7.....	NOON DISMISSAL - Faculty Meeting
May 19.....	First Holy Communion Celebration
May 21.....	End of Year Picnic - NOON DISMISSAL
May 25.....	Montessori & Traditional Kindergarten Graduation
May 27.....	Fifth Grade Graduation
May 28.....	Last Day of School
	End of Fourth Reporting Period - 48 days
May 31.....	Faculty Workday

GENERAL SCHOOL INFORMATION

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 and guidance in the following ways:

Each day we pray as a community; each class begins with a prayer.

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 882-9165.

Incarnate Word Academy Acceptable Use Policy 2009-2010 School Year

The Incarnate Word Academy network facilities, including access to the Internet, are made available to students to support their learning, research requirements, and career preparation. These tools are to be used in a responsible, ethical, and legal manner, in accordance with the school's mission statement and educational goals.

Students are assigned an account and are held responsible for his/her actions and activity within this account. They should not use an account owned by another user. In addition, they are not to access, copy, modify, or delete programs or files that belong to others or the school without prior authorization. Students will not attempt to modify system facilities in any way. Intentional compromise of system integrity by virus or other means is a serious offense with serious consequences. Students will not use the network to access or send material, which is racist, defamatory, obscene (pornographic), advocates violence or discrimination against other people (hate literature).

Students are not allowed to be in the work area of a computer workstation without specific approval and in the presence of the computer instructor, librarian, class instructor or technology director. In addition, diskettes, pen drives, or any other portable data storage is not to be brought into the work area without the specific approval of those previously mentioned.

Access to the Internet is available and the student must accept responsibility for appropriate use of this resource. Students are not to access personal e-mail accounts, personal student WebPages, or any Internet applications that include instant messaging and/or chat rooms. Each user is expected to use

Severe Behavior Clause - When a student severely misbehaves (such as hitting another student, threatening teacher, stealing, disrupting the whole class, disrespect toward teacher), he/she will immediately be sent to the Principal.

OUTSIDE SCHOOL PARTY INVITATIONS

Unless party invitations are given to all students in the class, they are to be distributed outside the school setting.

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. Eating and drinking are ordinarily not allowed in the school building; 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

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 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.

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.

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 expected 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 to 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 socks, tennis shoes and blue or red sweatshirts. Boys may wear religious medals only. (Wheely tennis shoes are NOT to be worn.)

GIRLS: White regulation blouse, red plaid tie, red plaid skirt, red plaid knee length shorts, red plaid slacks, white socks, tennis shoes and blue or red sweatshirts. 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. (Wheely tennis shoes are NOT to be worn.)

Montessori Behavior Standards

Good Behavior Standards

Good behavior is consistent and self regulated. A conduct grade of "G" is recorded when child demonstrates she/he can perform the following behaviors without reminders:

1. Respect for others and their belongings
2. Respect for the appropriate use of time
3. Following directions
4. Using appropriate language and voice

Satisfactory Behavior Standards

Satisfactory behavior indicates the good behavior standards are not yet consistent. The child needs support to become self-regulated and will receive reminders.

Improvement Needed Behavior Standards

Improvement is needed when behavior is disruptive to the general atmosphere of the class:

Talking too loudly, disturbing another child at work, misuse of the materials in the environment, talking off task, and being asked to follow directions are examples of behavior that needs improvement. When these kinds of behaviors disrupt the class, the child will not receive reminders, but will be advised this is behavior that must be improved. The child will write a statement about what improvement is needed. This will be sent home that day for the parent to sign and return the next day.

Unsatisfactory Behavior Standards

Behavior is unsatisfactory when it is in direct opposition to any of the good behavior standards.

When disrespect is shown to another, the environment or the wise use of time, inappropriate language or tone of voice, directions are disregarded, or advises are not appropriately responded to, children will be clearly told that behavior is unsatisfactory. A child will write a statement about what good behavior is needed for the situation that occurred and this statement will be sent home for a parent's signature and returned to school the next day.

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.

STUDENT COUNCIL

Students from grades 1 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 1 to 5, traditional and Montessori. Elections for President, Vice-President, Secretary and Treasurer will take place at the second Student Council meeting.

DISCIPLINE

Incarinate 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.

School/Traditional 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. Raise hand for permission to speak and leave desk.
5. Be responsible for your work, bringing lunch to school, and your actions.

Classroom Consequences

1st Offense - Verbal Warning
2nd Offense - Number on board and one-half point off conduct
3rd Offense - Check by number
4th Offense - Teacher calls parent and sends note home
5th Offense - Send to Principal
One will be sent directly to the Principal for using foul language, being disrespectful, and/or fighting.

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.

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 welcomed 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.

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

telephone to school. (If students have written permission and are allowed to carry cellular telephones on their person, the telephone must remain in the "off" position during the entire school day.)

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 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. If traveling by car, a copy of the parent's accident insurance form is to be on file in the school office.
4. Vehicles used on school-sponsored trips are to be driven by adults.
5. School dress or red spirit shirt is generally required on school trips unless otherwise specified.
6. Students are expected to travel and participate with the group in all scheduled activities.
7. All school rules and policies remain in effect at all times.

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.

GRADING AND REPORTING – MONTESSORI ELEMENTARY

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

WRITTEN COMMUNICATIONS

Written notes are sent with your child on Monday and Thursday 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 is done 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.

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.

CELLULAR TELEPHONES AND ELECTRONIC TOYS

The use of personal cellular telephones and electronic toys by students is prohibited during school hours. Written permission to the Principal or Montessori Coordinator is required if a child has to bring a cellular

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.

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 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.

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.

- 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 issued during the middle of each nine week grading period.

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.

SEXUAL HARASSMENT

To promote respect for all persons within the school community and to maintain an environment conducive to learning, Incarnate Word Academy prohibits any form of sexual harassment.

Sexual harassment may include, but is not limited to, verbal harassment, unwelcome touching or other sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature.

Students violating this policy will be subject to disciplinary action, which may include suspension, in school suspension or expulsion.

Harassment includes inappropriate use of e-mail, web pages, voice mail, telephone, paging devices and chat rooms. Name calling and other expressions of disrespect will not be tolerated.

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.

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.

SUBSTANCE ABUSE

Substance Abuse - Illicit substance abuse is considered a most serious infraction of the school discipline code. Students who are found in possession of, or using, delivering, dispensing or selling a prohibited substance or drug paraphernalia on school property or within a one-mile radius of the school or at a school-sponsored activity, function, or event taking place away from school, are subject to dismissal from school. Prohibited substance shall mean any substance defined in this policy as an alcoholic beverage, a controlled substance, a dangerous drug, or an intoxicant.

Alcoholic beverage shall mean any one of those beverages so defined by the Texas Alcoholic Beverage code, including but not limited to beer, wine, whiskey, gin, rum, vodka, tequila and any other liquid containing alcohol.

Controlled substance shall mean marijuana or a controlled substance, as defined by the Texas Controlled Substances Act.

Dangerous drug shall mean any of those substances so defined by the laws of the State of Texas as existing at the present (Article 4476-14, Vernon's Texas Civil Statutes) and as subsequently amended.

Intoxicant shall mean any sort of liquid, gas or solid which has the effect of disorienting the physical and mental faculties of a student, including, but not limited to glue, aerosols, gasoline, paint and paint thinner.

The collaboration between home and school is of particular importance in substance abuse cases. The student and family will be required to seek counseling and/or therapy as a condition for the student's continued enrollment in the school.

USE OF TOBACCO

Cigarettes and/or Chewing Tobacco - Cigarette smoking and the possession and use of tobacco and chewing tobacco are prohibited on the Incarnate Word Academy campus. (This includes all parking areas.) This non-smoking, non-chewing policy is also enforced at all school-sponsored functions at which the school is represented either locally or out of town. Those students caught using tobacco or suspected of violating this rule are subject to disciplinary action which could include suspension and/or expulsion, at the discretion of the principal. (The smell of tobacco on the breath is cause for suspicion.) Possession of matches and lighters may also be cause for suspension and/or expulsion.

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.