



*(Traditional Logo)*

*Middle Level  
Student Handbook  
and  
Agenda  
2011-2012*

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**Note: The term “parent” refers to the biological parent, adoptive parent, or legal guardian/custodian of the student.**

## **HANDBOOK / AGENDA PURPOSE**

The Incarnate Word Academy Middle Level Handbook is published so that parents, students, and staff may be informed of the policies, regulations, and procedures of the school. **All policies, regulations, and procedures are subject to change or revision at the discretion of the principal.** Each student must have this handbook/agenda daily in each class. The agenda includes a calendar on which students are to write assignments and other information, including messages between parents and teachers.

## **INTRODUCTION**

The administration, faculty, and staff of Incarnate Word Academy Middle Level (IWA) welcome students and their families to our campus. Our goal is to provide a successful learning experience for all students. We ask parents and students to read and discuss the information in this handbook. **IWA maintains the right to amend the contents of this publication. If changes to this handbook are made during the academic year, they will be announced in the monthly newsletter.**

### **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, IWA 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**

Inspired by the charism of the Sisters of the Incarnate Word and Blessed Sacrament, IWA seeks to evangelize by proclaiming the Good News revealed in the mystery of the Incarnation. As participants in the 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. In pursuit of this goal, IWA holds God as the highest value and affirms the sacredness and dignity of each human person. Acknowledging parents as the primary educators within the domestic Church (the family), IWA works in collaboration with parents 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, faculty, and staff. In this way we can best provide a holistic education to challenge, assist, and guide students in their personal development.

### **Non-Discriminatory Policy**

IWA does not discriminate on the basis of race, color, gender, national origin, disability, or religion in the administration of its policies, educational programs, athletics, and/or other school-administered endeavors.

### **Accreditation**

IWA is fully accredited with the Texas Catholic Conference Education Department (TCCED), and through the association of TCCED with the Texas Private School Accreditation Commission (TPSAC), IWA is recognized by the Texas Education Agency (TEA).

## **PARENT TEACHER ORGANIZATION (PTO)**

Each IWA Middle Level parent is a member of the PTO and is invited to actively participate in its activities.

## **ADMISSION**

IWA is open to eligible students, regardless of race, color, gender, national origin, disability, or religion. Consideration for student admission centers on

- the willingness of parents and students to accept, support, and contribute to achieving the school's mission
- compliance with the school's policies, regulations, and procedures
- the prospective student's acceptable marks in citizenship/conduct.

When the IWA Middle Level enrollment limits are met, names of prospective enrollees are placed on a waiting list.

**Note: Each year all students are enrolled in a course of Catholic doctrine.**

### **Pre-Registration and Registration Fees**

- Students enrolled at IWA must pre-register by March 1 of the current academic year for the following year.
- Parents are required to pay a registration fee at pre-registration.
- Parents of students who enroll during an academic year, or who enroll for the following year, are responsible for payment of a registration fee.

### **Subsidy Fee**

- A \$100.00-a-year subsidy for each Catholic student may be paid by the family's parish and applied to the registration fees.
- The parish pastor must sign the subsidy form before it is turned in to IWA.
- Parents are responsible for paying the \$100.00 if their parish does not provide the subsidy fee.

### **Tuition**

- Parents are responsible for payment of tuition and activity fees.
- A family may choose one of the following payment plans: annual, semi-annual, or monthly.
- Tuition refund for prepaid tuition (annual or semi-annual payment) will be prorated on a ten-payment basis.
- Upon request, a family will be refunded prepaid tuition only for the months of non-attendance.
- Default of payment may result in the student being asked to withdraw from the school. To avoid withdrawal from school, the Central Office must have received final payment of outstanding tuition, fees, book fines, lunch fines, etc., five days prior to final exams, or acceptable arrangements for such payments must have been made with the IWA Business Office.
- Yearbook, report cards, and/or transcripts will be issued after all outstanding obligations have been paid to the IWA Business Office and/or to the middle level campus.

### **Immunization Requirements**

- Immunizations must be current, and proof of immunizations must be submitted to the office at the time of registration
- As per IWA policy, every student enrolled at IWA shall be immunized against vaccine-preventable diseases caused by infectious agents, in accordance with the immunization schedule adopted by the Texas Department of State Health Services.
- A student who fails to present the required evidence shall not be accepted for enrollment. The only exemption to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.
- Students whose parents choose not to adhere to this policy will not be allowed to enroll or continue to be enrolled at IWA.
- Further explanation and information are available from the school nurse at 883-0857, ext. 178.

### **WITHDRAWAL FROM SCHOOL**

Proper procedures must be followed when withdrawing from IWA.

No official documents (transcripts, report cards, etc.) will be released until the IWA Central Office issues a written statement that ALL financial obligations to the school have been paid.

The written statement of clearance will be issued when the following procedures have been completed:

- The student's parent contacts an administrator to begin the withdrawal process.
- All issued books and/or equipment are returned to the main office or designated staff member.
- All library books are returned and/or payment of fines is made.
- All other school property is returned and/or paid for.
- Payment of tuition, fines, and/or other financial obligations is made.
- An exit interview with the principal or designated administrator is conducted.

### **PARENT AND SCHOOL CONTACT**

- It is imperative that the school is able to contact the parent in case of emergency. Parents should immediately report to the school office any change/s in address, home phone number, cell phone number, work phone number, or email address.
- The middle level school office is open daily from 7:50 A. M. to 4:00 P. M.
- The faculty and administration are available for conference by appointment. To schedule an appointment, contact the school office at 883-0857, ext. 113, or call the individual staff member's voice-mail extension.

### **HEALTH AND SAFETY**

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

#### **Communicable Diseases**

Cases of communicable diseases should be reported to the school as soon as possible.

- If a student contracts a highly contagious disease (e.g. strep throat, flu, pink eye), the student will not be allowed to attend school and will not be allowed to return to school without written permission from a physician.
- A student must remain home if he/she has a temperature of 100° or more, nausea, vomiting, and/or diarrhea.

#### **Medication Disclaimer**

- IWA is not responsible for adverse drug reactions and/or side effects of properly administered medication that was provided by the parent.
- It is the parent's responsibility to maintain at the school an adequate supply of medication that is needed by the child during the school day.

### Medication Administered at School

- **Signed parental or physician consent must be provided for any medicine (prescription or non-prescription) that is administered by the office staff.**

The **required consent form** must provide at least the following:

- |                      |  |
|----------------------|--|
| Name of student      | Time of day the medicine is to be administered |
| Name of the medicine | Method of administration (oral, topical, etc.) |
| Dosage of medicine   | Parent or physician signature                  |
- The parent is required to bring medicine to the school office.
  - Administration of medicine is recorded on a medication log.
  - Medicine may be administered by non-medical personnel.
  - The student is responsible for going to the office to ask for his/her medicine.
  - Only medicine prescribed by a licensed physician, dentist, nurse practitioner, or physician's assistant will be administered by authorized school personnel or by the parent, who must first sign in at the office.
  - Medicine that is in an unlabeled container, in a plastic bag, or in an outdated labeled container will not be accepted.
  - Stock (sample) medicine will not be accepted in the office.
  - Non-prescription (over-the-counter) medicine must be in its original container, with visible directions, and labeled with the student's name. (Administration of such medicine must be consistent with the container's usage directions.)
  - It is the parent's responsibility to pick up unused medicine.
  - Medicine with an expired date and unused medicine not picked up by the parent will be disposed of properly. Medicine is not kept in the office from year to year.
  - Substitution of medicine from one student's supply to another is never permitted, even if it is the same medicine.
  - Medicine is stored in a locked receptacle.
  - A student is not permitted to have any prescription or over-the-counter medicine on his/her person or in his/her possession for self-dispensing.

### Asthma and Food Allergies

It is the parent's responsibility to contact the school nurse regarding his/her child's **asthma and/or food allergies**. The nurse will advise the parent about the school's procedures for the on-campus care of the child's asthma and/or food allergies. The school nurse may be contacted at 361-883-0857, ext. 178.

### **WEATHER AND SCHOOL CLOSING**

- IWA follows the Corpus Christi Independent School District's (CCISD) plans in times of severe weather conditions.
- Listen to local radio/TV broadcasts for information about the CCISD's schools' closing and reopening.

### **VISITORS**

Parents and other visitors are always welcome at IWA.

- Upon arrival at the middle level campus, parents and/or visitors must go to the school office to sign in and to obtain a visitor's permit.
- When the parent and/or visitor is ready to leave the campus, he/she must return to the office, sign out, and return the visitor's pass.
- Arrangements must be made with the administration at least one day in advance for visits during school hours of persons who are not the student's parents.
- Unauthorized visitors will be asked to leave the campus, regardless of the time of day.

### **FIRE DRILLS**

Fire drills are conducted on a regular basis in compliance with regulations of the city's fire department.

- Students must follow posted evacuation routes and walk out of the building in an orderly manner.
- Students remain outside the building until a bell signals them to return to the building.
- Silence must be maintained at all times.

### **TELEPHONE CALLS FOR/BY STUDENTS**

Students will be called to the office to receive telephone calls **only** in case of emergency.

- The telephone is available in the office before and after school hours or during the school day, with permission from the principal, dean, administrative assistant, or office supervisory staff.
- Students may make outside calls only from the office telephone.
- In the event that a student forgets a school-related item at home, he/she may request permission to call a parent to take the item to the school.  
The student may go to the office at a subsequent time to get the item.
- Frequent requests from a student to use the telephone may result in an administrator-parent conference.

## ABSENCE FROM SCHOOL

School attendance is required by state law. IWA maintains accurate attendance records.

- If a student had a fever during his/her absence, the student must be fever-free without medication for twenty-four hours prior to returning to school.
- Each day a student is absent, the parent must call the school office by 8:00 A.M. to report the absence.
- **Additionally, when the student returns to school, a parent-signed note must be sent to the school, stating the reason for the student's absence. (A signed physician's note may be used in lieu of a parent's note.)**
- The note must be presented to the staff at the attendance counter prior to first period. An excuse slip will be issued to the student, and throughout the day, the student must ask each of his/her teachers to sign the excuse slip.
- Failure to present a valid excuse note may result in disciplinary action.

### Excessive Absences

- Excessive or unexcused absences will result in disciplinary action.
- Excessive absences may be cause for a student to be retained in the current grade or expulsion from school.

### Early Dismissal from School

- When a student is to be dismissed early from school, the parent must send a signed request for the early dismissal, including the time of dismissal. The request must be approved by an administrative attendant as early in the morning as possible.
- Before the beginning of the class from which the student will leave, the student must present the early dismissal slip to the teacher and ask for assignments.
- The student is responsible for obtaining homework and/or missed assignments for classes missed because of the early dismissal.

The **parent** must

- Go to the office to sign out the student.
- Go to the office to sign in the student, if the student returns during the same school day.

**Note:**

- When a student is absent all day or is absent from afternoon classes, he/she may **not** participate in extracurricular activities for that day (e.g. athletic events, socials, organizational meetings, etc.).
- Medical and dental appointments should be scheduled as after-school appointments, when possible.
- An absence is unexcused if written verification of the absence is not submitted to the office in a timely manner.
- Students are allowed to make up missed assignments only for the days that are identified as excused absences. (Assignments may not be made up for absences that are determined to be unexcused.)

### Assignments for Absences

- Assignments missed because of an **excused** absence must be made up **within three (3) school days**.
- **Tests missed because of an excused absence should be made up on the day the student returns to school, unless the teacher grants an extension.**
- It is the student's responsibility to make arrangements with the teacher for make-up assignments or tests.
- Homework assignments must be requested if a student is absent for more than one day.
- **Homework requests received after 8:00 A. M. may not be available on the same day.**
- A student is considered absent for the entire school day if he/she is absent from five (5) or more class periods.

### Extended Absences

- Parents are asked to schedule family trips only during intercession or during regular school holidays.
- If special circumstances require a student to be absent for more than two days, **parents must provide the principal with written notification at least ten school days prior to the absence.**
- Assignments that are requested prior to or during an extended absence **must be completed during the absence and turned in on the day the student returns to school, unless the teacher grants an extension.**

## TARDINESS

**Tardiness is a disruption and a distraction.**

- A student is tardy if he/she is not in his/her assigned seat when the bell rings to begin class.
- A student who is tardy to first period misses important announcements and information, as well as instruction.
- A student who is tardy to first period must have a signed note from his/her parent stating the reason for the tardy.
- The note must be presented to the attendance supervisor for an admission slip prior to reporting to the classroom.
- A student who arrives to school more than 30 minutes late is marked absent from first period; additionally, the parent must accompany the student to the office, where the student will be issued a pass to be admitted to class.
- A student is marked absent from class/es other than first period if he/she is absent for more than half of the class period, or for a full period of a two-period class.
- A student who will tardy because he/she was detained by a teacher must get a signed excuse from that teacher.

## **SUPERVISION OF STUDENTS**

### **Supervised Areas**

- Students are supervised on campus and in the library from 7:30 A. M. until 4:00 P. M., and during all school-sponsored activities.
- Extended, supervised, after-school care is provided from 4:00 P. M. until 6:00 P. M. for an additional fee.

### **Unsupervised Areas**

The school is not responsible for students in unsupervised areas.

Students may not be in an unsupervised area at any time of the day or night. Locations designated as unsupervised areas include, but are not limited to, the following:

- the cafeteria, except during breakfast and lunch times
- the elementary school campus, including the covered patio
- the music hall, except for scheduled practices.
- all athletic fields, gym locker rooms, and the Dougherty Center (DC), except during Wellness classes or practice.
- all cars, parking areas, and/or parking lots
- the high school campus, including the gym

Students who are in unsupervised areas will be in violation of school policy, which will result in strict disciplinary action. Students who are in unsupervised areas after school will be taken to After-school Care and the parent will be responsible for the financial cost of the care.

Students who wait for an after-school activity must report to After-school Care until the activity begins. Parents are responsible for After-school Care fees incurred after 4:15 P. M.

### **Designated Drop-off and Pick-up Areas**

For their safety, students should be dropped off and picked up **only in the following designated areas:**

- in front of the school, on Austin Street
- in the “horseshoe” drive, behind the convent

In an extreme circumstance, the parent must submit to the administration a written request that the student be allowed to be picked up in a non-designated area.

## **GRADES**

### **Grade Reporting**

IWA operates on a two-semester system: Each semester consists of two nine-week grading periods (quarters), for a total of four nine-week grading periods (quarters) during an academic year.

### **Report Cards**

- Report cards for the first, second, and third nine-week grading periods are available via the ParentsWeb. Parents who do not have access to ParentsWeb should contact the office to make arrangements to receive a copy.
- The end-of-the-year report card will be mailed home.

**Progress Reports** Progress reports are available via the ParentsWeb.

### **Grading System**

A	97-100	B	89-92	C	80-84	D	73-76	F	Below 70
A-	93-96	B-	85-88	C-	77-79	D-	70-72		

**Electives** Sixth and seventh grade electives are graded on a Pass (P) or Fail (F) basis.

**Conduct Grades** S = Satisfactory I = Improvement Needed U = Unsatisfactory

### **High School Courses**

In order to receive credit for a high school course, a specific grade average is required per individual course before credit is granted for the course.

- The following high school courses **receive one (1) high school credit:** Algebra, Geometry, and Integrated Physics and Chemistry (IPC)
- The high school course that **receives one-half (.5) high school credit** is Communications Applications [Because Communication Applications is a one semester course, students must receive a **77 or higher each quarter** of the semester in order to receive the half (.5) credit.]

**Middle level grades for high school-credit courses are not included in the student’s high school GPA.**

**A year average of 93 is required in a middle level course in order for the student to be eligible to enroll in a subsequent Advanced Placement (AP) class at the high school.**

**IWA administration and faculty do not make recommendations for high school placement courses.**

## PROMOTION AND RETENTION

- Promotion is based upon a final numerical average of 70 or above in **each** of the following core courses: language arts (English), mathematics, science, social studies, and religion
- A composite average of 70 or above must be obtained in **all** courses taken.

## DEAN OF STUDENTS

- Appointments with the dean or administration may be scheduled by calling the school office at 883-0857, ext. 113.

## PARENT CONCERNS

- If the student and/or parent has a concern about a specific course or teacher, the initial step is to schedule a conference with the teacher.
- If the result of the conference with the teacher is not satisfactory, the appropriate administrator should be contacted for help in resolving the matter.
- If the matter regards a student, the grade-level faculty team may meet to discuss and/or create a student plan.
- **ParentsWeb:** IWA does not have the right to
  - change the password (The password can only be deleted.)
  - give out passwords over the phone or via email
- **ParentsWeb:** Proper **identification must be presented** for the following:
  - to obtain the password (which may also be obtained via the "Forgot Password" link on ParentsWeb)
  - to change the email address

## CURRICULUM DEVELOPMENT

A core of teachers from each grade level plan collaboratively to provide students with a curriculum that provides optimum educational experiences. The curriculum:

- encompasses teaching and learning experiences that are planned, guided, and sponsored by the school.
- is developed around the individual student's needs, abilities, interests, and emerging self-image.
- includes the study of Catholic doctrine, English Language Arts, math, science, history, wellness (physical education), Spanish, and elective classes.
- is based on the Texas Essential Knowledge and Skills (TEKS), curriculum guides developed by IWA, curriculum guides developed by the Diocese of Corpus Christi, National Standards, and standards listed in *College Knowledge*.

## RELIGIOUS PRACTICES

In conformity with its educational aims, IWA invites each student to gain a greater understanding and appreciation of the Catholic religion and faith by offering Catholic religious worship, instruction, and guidance.

- Each day begins with a school-wide prayer.
- Throughout the day, each class begins with a prayer.
- On school days, parents and students are welcome to participate in Mass in the convent chapel at 7:25 A. M.
- Mass is celebrated weekly, usually on Friday morning.
- The religion curriculum provides opportunities for prayer services, Para-liturgical celebrations, and Reconciliation.
- Appropriate liturgical and devotional observances are planned during the school year.
- Catholic doctrine is taught in religion classes.
- Students are expected to perform service hours as part of the religion class curriculum: six (6) service hours per semester for 6<sup>th</sup> graders, eight (8) service hours per semester for 7<sup>th</sup> graders, and twelve (12) service hours per semester for 8<sup>th</sup> graders.

## TEXTBOOKS

- **IWA-issued textbooks must be cared for properly and always protected with a school-approved book cover.**
- Textbooks must be protected from the elements, including rain, wind, etc.
- Textbooks must **not** be torn, written in, and/or defaced in any manner.
- A fine or replacement cost will be assessed to the student who damages or loses a textbook.
- Fines for lost or damaged textbooks must be paid prior to the end of the school year. Non-payment may result in the withholding of the yearbook, report card, and/or transcript.
- Use of textbooks not issued to the student will result in disciplinary action.

## HOMEWORK

Each student is expected to spend approximately two hours per school day on homework assignments.

A student enrolled in a high school course may expect to spend more than two hours per school day on homework.

A student who fails to turn in completed homework assignment will receive a "**No Homework**" slip and will be sent to an administrator, who will make a phone call to the parent.

- The student’s parent must sign the “No Homework” slip.
- The **signed slip and the completed missing assignment** must be turned in the following day to the teacher who issued the slip.
- A student who fails to return a “No Homework” slip will be issued a “Violation” notice and sent to an administrator, who will notify the parent.
- Continued neglect of homework responsibilities will result in disciplinary action.
- Late homework may be accepted, depending on the teacher/s and/or on special circumstances.

### LOST AND FOUND

- All IWA-related books, clothing, bags, etc. must include the student’s name.
- Announcements will remind students to inquire about lost items in the lost-and-found room.
- The lost-and-found room is generally open after school from 3:35 P. M. until 4:00 P. M.
- A \$1.00 fine is charged for each article claimed from lost and found.
- Items that are found anywhere on campus will be stored in the lost-and-found room for 30 days; after 30 days, the items are donated to charity.

### AFTER - SCHOOL CARE

- After-school Care is available on school days from 4:00 P. M. until 6:00 P. M. The cost of the service is available from the After-school Care supervisor.
- Any student not picked up by 4:00 P. M. is required to report to After-school Care.
- Students in After-school Care must adhere to the supervisor’s and the school’s rules and guidelines.
- When the child is picked up, a parent/guardian is required to sign out the child with the After-school Care attendant.
- Students may attend a school event while in After-school Care only if the parent submits written consent to the supervisor prior to the event.
- After-school Care is provided at an hourly rate, and billing statements are sent out monthly.
- Students who are not picked up by 6:00 P.M. are charged an additional amount for every 15 minutes.
- Students not enrolled in After-school Care but sent there by a school employee for the student’s safety will be billed.
- Nonpayment will result in a “hold” on the yearbook, report card, and/or transcript until full payment is received.
- After-school Care is NOT available on early dismissal days.

### CLASSROOM RULES

- Class begins when the bell sounds, and students must be seated in their assigned seats and be prepared with the necessary books and materials for class participation.
- Students must adhere to each teacher’s classroom rules

### PASSING - PERIOD RULES

- Students must proceed at a normal walking pace along the right side of the proper walkways.
- **Running is never allowed.**

### PERFORMANCE AWARDS

- Teachers issue Performance Awards (PA) to students for random acts of kindness, volunteering in class or school, helping others, etc.
- After accumulating a specific number of Performance Awards, the awards may be redeemed only by an administrator, and only for the following:

NUT Pass (No Uniform Today) *	10 PA	Dismissed first from lunch	5 PA
Lead the middle level morning prayer	10 PA	Dismissed first from lunch with a friend	8 PA
First in Lunch Line Pass	5 PA	Dismissed last from lunch	5 PA
First in Lunch Line with a Friend	8 PA	Dismissed last from lunch with a friend	8 PA

#### \* NUT Pass (No Uniform Today)

The NUT pass may be used ONLY on the following days, unless the administration deems a change is necessary.

*Tuesday, September 6, 2011*

*Tuesday, December 6, 2011*

*Tuesday, March 6, 2012*

*Tuesday, October 11, 2011*

*Tuesday, January 3, 2012*

*Tuesday, April 3, 2012*

*Tuesday, November 1, 2011*

*Tuesday, February 7, 2012*

*Tuesday, May 1, 2012*

### LOCKERS

- Lockers may be inspected by school personnel at any time
- Each student is assigned a locker.
- Books, school supplies, clothing, and other personal belongings must be kept in the assigned locker.
- Backpacks, athletic bags, and wheeled bags may be used only to carry books and materials to and from school; they may **not** be taken from class to class.

- Backpacks, athletic bags, and wheeled bags must be stored in the locker or in areas designated by the school staff.
- Students may go to their lockers only at designated times. A student must have a permit to go to his/her locker at any other time.
- Students may not open and/or use any other student's locker.
- Students may carry only an approved book bag from class to class.

## DRESS CODE

- Approved school attire must be worn to all school functions, unless otherwise directed by those in charge of the particular events (e. g. socials, meetings, games).
- All students must wear the approved IWA Middle Level uniform, with the required logo.
- The dress code is intended to provide an atmosphere conducive to learning.
- Throughout the day, faculty and staff check that students are in compliance with the dress code.
- Violation of the dress code may result in disciplinary action and require the parent to take proper clothing to IWA.
- Clothing should have no logos or labels other than the approved IWA logos.
- Pants/jeans may not be cut at the seam/s or frayed in any way.
- Boots are NOT allowed.
- **Clothing that is NOT allowed:** shorts, including Bermuda shorts; cargo pants; low-rise pants; stretch or tight (skinny) jeans; baggy pants; faded jeans; ripped or torn jeans.

### Cold Weather Uniform

- The student may wear a solid red, white, or dark blue long-sleeve undershirt.
- The **only** school-approved jackets that may be worn in the classroom are the
  - ✓ blue knit/fleece zippered jacket with the sport logo
  - ✓ red and white zippered windsuit jacket with the sport logo
  - ✓ solid red or solid blue zippered sweater or zippered jacket (no logos or designs)
- In lieu of skirts, girls are allowed to wear solid navy or khaki uniform pants **ONLY** on days when the predicted high temperature will **not be above 40 degrees**.
- Unless otherwise designated, **the school-approved red and white windsuit may be worn ONLY on days when the anticipated high temperature will not be above 40 degrees**. The regularly scheduled shirt for that day will be worn under the windsuit jacket.

### Girl's Daily-wear Uniform

- Plaid skirt, as approved by IWA
- The length of the skirt must be no more than 2" above the floor when the student kneels.
- The skirt's waistband must be visible and at the natural waist
- Solid red, white, or navy polo-style shirt with the traditional logo
- Shirts must be tucked in at all times.
- Only a solid white undershirt is permitted.
- Solid white socks that measure at least 2" above the ankle bone, "Bobby" socks, crew socks, or knee-high socks
- Solid black or brown closed-toe shoes (heels no higher than 1½ inches)

### Girl's Mass Uniform

- Plaid skirt (see Girl's Daily-wear uniform)
- Solid white oxford blouse with the traditional logo
- Blouse must be tucked in at all times
- Long-sleeves must be kept extended to the wrist and buttoned
- Red hair accessory at least ½" wide, such as a lengthy ribbon, a headband, a bow, etc.
- Solid white socks that measure at least 2" above the ankle bone, "Bobby" socks, crew socks, or knee-high socks
- Solid BLACK closed-toe shoes (heels no higher than 1½ inches)

### Girl's AND Boy's Spirit Uniform

- Red school-spirit T-shirt with sport logo
- Regular, classic, non-faded, non-decorated, non-ripped blue jeans with pockets
- Solid brown or black belt with a small buckle—no spikes or other ornaments on the belt
- Socks
- Shoes

### Boy's Daily-wear Uniform

- Solid navy or khaki pants
- The pant's waistband must be visible and at the natural waist
- Solid brown or black belt with a small buckle

- Solid red, white, or navy polo-style shirt with the traditional logo
- The shirt must be tucked in at all times
- Only a solid white undershirt is permitted
- Solid white crew socks
- Solid dark brown or black closed-toe shoes (heels no higher than 1½ inches)

### **Boy's Mass Uniform**

- Solid navy pants
- The pant's waistband must be visible and at the natural waist.
- Solid brown or black belt with a small buckle
- Solid white oxford shirt with the traditional logo
- Shirt must be tucked in at all times.
- Long-sleeves must be kept extended to the wrist and buttoned.
- Only a solid white undershirt is permitted.
- Solid RED tie, as approved by the administration.
- Solid white crew socks
- Solid dark brown or black closed-toe shoes (heels no higher than 1½ inches)

### **Dress Other than Uniform** (Including dress for NUT Passes, social events, spring pictures, class picture, etc.)

Rules for dress code include, but are not limited to, the following:

- IWA Middle Level uniform clothing may be worn, as directed in the handbook.
- Clothes should be neat, modest, and tasteful.
- Shirts / blouses must fit properly; they must **not** be oversized or tight fitting.
- Shirts / blouses / dresses must have sleeves. Cap-sleeves, tank tops, halter tops, or spaghetti straps may be worn only under a jacket, shrug, or other acceptable outer layer.
- Full-length jeans, slacks, or Capri pants (mid-calf) are permitted.
- Only regular, classic, non-faded, blue jeans with pockets may be worn on approved days and to approved events.
- Shoes must be worn at all times. Sandals, open-toe, and backless shoes are allowed only with administrative permission.
- Shirt and blouse long sleeves must **not** be rolled up or tucked under.
- Only solid white t-shirts may be worn under uniform clothing.
- Only spirit t-shirts are allowed, and only on specific days.
- Only wellness shorts are allowed, and only in wellness classes or athletic events.
- The midriff must always be covered by clothing.
- Modest dresses and blouses without low necklines may be worn.
- Sheer fabric clothing is allowed only with appropriate and acceptable clothing underneath.
- Only clothing that is not torn, tattered, faded, or shows excessive wear may be worn.
- Heels of shoes must be no more than 1½ inches tall.
- Clothing with advertising slogans, suggestive or offensive writing, pictures, emblems or symbols are not allowed.
- Boots may not be worn.

### **Grooming and Accessories**

Rules for grooming and accessories include, but are not limited to, the following:

- Hair must be neatly groomed.
- Boy's hair must be cut so that it is above the shirt collar, above the eyebrows, above and around the ear, and does not cover the ear. (Boys who participate in sports are expected to have their hair cut as directed by the athletic department.)
- Any extreme hairdo, including hair coloring, partial shaving, or lining of the head, is not permitted.
- Makeup is not permitted.
- Girls are allowed to wear only clear nail polish.
- False nails or eyelashes are not permitted.
- Earrings are allowed only on females: only one set of identical small stud earrings may be worn, one earring per earlobe. The earring must not reach below the lobe of the ear. (No other styles of earrings may be worn.)
- Only two bracelets **OR** a watch / bracelet combination per wrist are allowed. (The bracelets or watch / bracelet combination are not to exceed a total of one inch [1"] in width.)
- All boys must be clean shaven.

<h2><b>DISCIPLINE</b></h2>
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IWA encourages students to be self-disciplined, respectful, responsible, and accountable.  
The school establishes rules

- to provide an orderly environment that is conducive to learning
- to protect the rights of all students
- to encourage positive behavior and individual development

Promotion of Christian behavior helps prepare students to be responsible citizens and strong leaders.

Violation of any rule, guideline, or policy— whether or not it is directly expressed in the handbook—will result in disciplinary action.

## 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 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:

- 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.
- Acts of theft or vandalism against the school, school property, or the personal property of a teacher or student.
- Excessive absence from school, whether or not it detracts from the student’s academic performance.
- Repeated truancy.
- 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).
- Violation of the *Standards of Academic Integrity or Honor Code* published in this handbook.
- A second suspension in one year, whether or not the student has been placed on disciplinary probation.
- 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).
- Conduct inside or outside of school that is detrimental to the reputation of the school or demeaning to the individual.
- Words or actions of a seriously unethical nature.

## STUDENT BEHAVIOR

**The principal and/or dean of students reserve the right to determine the suitability of any action that may be considered inappropriate student behavior, whether or not the behavior is specifically listed in the handbook.**

- Students are expected to conduct themselves in an orderly manner at all times and in all places when in school or at school functions.
- Rules for conduct are in accordance with policies established for Catholic education and Incarnate Word Academy.
- Rules apply to all students and must be observed while in school, on school grounds, in facilities rented or loaned to the school, and at all school-sponsored activities.

**Unacceptable personal conduct may result in, but not be limited to, the following disciplinary action/s:**

- Violation Notice
- Saturday School (after 2 violations and parent notification of such violations)  
(Saturday School is a time frame during which students complete on-campus community service and/or academic enrichment.)
- In-school Suspension (ISS)
- Out-of-school Suspension (OSS)
- Probation
- Home Study
- Expulsion

## STUDENT BEHAVIOR: 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 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.

Penalties for cheating / plagiarism include, but are not limited to, the following:

- Each student will receive a zero for the assignment/s.
- Each student may fail the class.

**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.**

## STUDENT BEHAVIOR: MINOR OFFENSES

Minor offenses may result in a Violation Notice, Saturday School, or In-School Suspension (ISS).

### Saturday School:

- The cost of Saturday School is \$20.00 per student.
- **Saturday School is from 8:00 A. M.—10:00 A. M. on days to be scheduled by the administration.**
- A student who is repeatedly assigned to Saturday School may be placed in ISS or OSS.
- A student who does not attend an assigned Saturday School session may be placed in ISS or OSS.

### Confiscated Items

Certain non-acceptable items (i.e. cell phones, iPods, etc.) taken from a student may be returned, at the principal's discretion, to the parent/guardian on the day **after the last day of the school year.**

### **MINOR OFFENSES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

- Entering a classroom when no teacher/employee is in the room
- Wearing attire that is inappropriate (see Dress Code)
- **Possession by a student of an electronic device (An electronic device may include an MP3 player, iPod, CD player, cellular phone, electronic book reader [eBook], Palm Pilot, and/or other handheld electronic device/s.)**
- An electronic device is allowed on campus only after permission has been granted by a member of the faculty, staff, or administration. Use of the electronic device is allowed only in the class/area for which permission was granted. While on campus, the electronic device must remain stored in the student's locker, except when it is used in the class/area for which permission was granted.
- Chewing gum results in the student's immediate assignment to Saturday School.
- Eating, except in the designated eating areas, results in the student's immediate assignment to Saturday School.

- Off-campus misbehavior that reasonably may be shown to interfere with schoolwork, impair school discipline, or disrepute IWA and/or the school or any of its personnel
- Wearing of makeup by any student
- Disruption of classroom activity including, but not limited to, talking, leaving one's seat without teacher permission, not following class rules
- **Tardiness: Three (3) unexcused tardies** to any class per nine-week grading period will result in one Saturday School **per class** in which excessive tardies were attained.
- **Violation Notices: Two (2) Violation Notices** will result in the assignment to Saturday School.

## STUDENT BEHAVIOR: SERIOUS OFFENSES

Serious offenses may result in ISS, OSS, or expulsion. Serious offenses include, but are not limited to, the following:

### Truancy

Behaviors that constitute truancy are listed below; however, other behaviors may also be determined as truancy, which is a serious offense.

- A student does not remain on the middle level campus school grounds until properly dismissed
- A student leaves the middle level campus without permission
- A student is on the high school campus while not attending a class scheduled at the high school and is there without expressed permission from the middle level office

### Electronic Communication

A student whose online communication includes defamatory comments regarding IWA, its faculty, or fellow students may be liable for disciplinary action.

### Public Display of Affection (PDA)

Any public display of affection, such as holding hands, hugging, etc., is not permitted at IWA.

## STUDENT BEHAVIOR: HARASSMENT

Incarinate 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.

**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:**

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,
- Submission to or rejection of such conduct by an individual is used as the basis of employment decisions or awarding of a grade,
- Any conduct of a sexual nature is committed between an employee and a student,
- 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 (electronic) 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.

Incarnate 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 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.

## STUDENT BEHAVIOR: MAJOR OFFENSES

Major offenses may result in ISS, OSS, or expulsion and notification of law enforcement officers.

Major offenses include, but are not limited to, the following:

### Fighting

Behaviors that constitute fighting include, but are not limited to, the following:

- Oral or physical confrontation between students or with a teacher, including engaging in a quarrel/argument/conflict
- Attempt to harm another person
- Physical contact in jest, in horseplay, etc.

### Theft

Theft is the taking without permission of any item/s that belongs to any entity or to anyone other than the student who is in possession of such item.

### **Electronic Equipment**

Misuse of computer equipment or Internet access (Read carefully the Computer Use Agreement at the end of the handbook.)

### **Weapons**

A weapon is any instrument or device that can be used to threaten, attack, hurt, or take the life of another person.

IWA expressly prohibits the use, possession, sale, or discharge of weapons or explosive devices in any area of the school campus or at any school-sponsored activities, regardless of location.

### **Gangs**

A gang is any non-school-sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or whose action/s threaten the welfare of others.

If a student is suspected of, identified as, shows interest in, participates in, initiates, or is approached for any gang-related activity, serious disciplinary action will be taken, and parent involvement will be mandated.

A student's participation and/or association in gang activity includes, but is not limited to

- wearing, carrying, and/or displaying gang paraphernalia
- exhibiting behavior and/or gestures that symbolize gang membership
- initiating, organizing, and/or participating in gang-related activities

### **Criminal Litigation**

A student who has pending litigation of felony or misdemeanor charges may be suspended, at the discretion of the principal, until a hearing is held.

Conviction of a student may result in suspension or expulsion.

## **STUDENT BEHAVIOR: ALCOHOL, DRUGS, AND TOBACCO PRODUCTS**

**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 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 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.

## **GRIEVANCE PROCEDURE**

The following procedure must be adhered to in order to resolve a grievance:

- Level One: Present the grievance to the appropriate person.  
Level Two: Present the grievance to the principal, if the grievance was not resolved at Level One.  
Level Three: Present the grievance to the IWA President, if the grievance was not resolved at Level Two.

## **LITIGATION**

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

## **TUTORING**

Teachers provide after-school tutoring for students to acquire extra help and to catch up with missed assignments.

Teachers schedule tutoring sessions on specific days and specific times.

Students who are failing one or more courses must attend tutoring for the course/s.

## **FACILITIES**

### **Care of the School**

- Each student is expected to cooperate in the general maintenance of all IWA campus facilities. Non-compliance will result in disciplinary action.
- Desks, other furniture, boards, and bulletin boards should not be defaced in any way
- Eating and/or drinking are not allowed in the school buildings or school grounds, except in the cafeteria
- Gum chewing is not allowed on campus at any time
- Classrooms should be maintained in an orderly manner, with student assistance
- Trash cans should be used in the classroom and throughout the campus to assist in maintaining a clean campus
- Lockers issued to students must be kept clean and should be used to store school materials.
- Lockers may be inspected by school personnel at any time

### **Cafeteria**

- The cafeteria is the school's designated and supervised area for eating.
- Good manners and appropriate behavior in the cafeteria must be observed at all times.
- Students may purchase breakfast before 7:50 A. M. and lunch may be purchased during the lunch period.
- Students may purchase a cafeteria meal/s or bring a packed lunch.
- Students may charge up to three (3) cafeteria lunches. After three cafeteria lunches are charged, the student must call home to advise his/her parent that lunch has been charged.
- Parents are asked not to take meals purchased from outside the IWA campus to the cafeteria.
- Parent/s may provide his/her child with a non-cafeteria lunch only if the parent remains in the cafeteria to have lunch with his/her child.
- To conduct a celebration in the cafeteria, such as for a birthday, the parent must receive permission from an

administrator at least one day prior to the event. The administrator will provide the parent with specific guidelines about foods that may or may not be served at the celebration.

- A parent may make arrangements to have lunch on campus with his/her child. Parent/s and all visitors must check in at the office upon arrival to the campus.
- In the spirit of awareness of world hunger and poverty, IWA strongly encourages students to eat the food they buy or bring for lunch.
- Parents will be notified if their child is observed not eating.

### **Dougherty Center (DC)**

Students are not allowed in the DC without proper adult supervision.

Use of the DC at times other than daily scheduled activities must be approved by the Central Office. A building-use fee is charged for the use of the DC by entities outside of the IWA system.

### **Library**

The library is located in the high school building and is available for student use between 7:30 A. M. and 4:00 P.M. For further information, call 883-0857 ext. 124.

- A quiet atmosphere should prevail throughout the library.
- During regular school hours, any middle level student who uses the library must have a pass from his/her teacher.
- The library provides the following printed materials for instructional use:

Audio-visual equipment (library use only)	Periodicals
Books for general reading	Reference books (library-use only)
Magazines (library-use only)	Soundproof conference / study rooms
Instructional materials center	Student computers <b>with access to eBrary</b>

Reserved books / magazines may be checked out at the end of the day and returned before the first class in the morning.

Books and other library materials must be checked out for two weeks at the front desk.

Fines are assessed for, but not limited to, library materials that are overdue, damaged, or lost.

Library fines must be cleared by the end of each grading period or the student's report card, transcript, and/or yearbook will be withheld until the fine/s are paid/cleared.

## **SCHOOL—SPONSORED ACTIVITIES**

### **General Information**

- Classes, clubs, and school organizations sponsor various student activities.
- School functions such as socials generally end by 6:00 P. M. Compliance to dress code is required of middle level students who attend school-sponsored functions, unless otherwise indicated by the activity's sponsor.
- Students not dressed appropriately will be asked to leave the event.
- Students may not leave and then re-enter a school-sponsored activity.
- IWA is not responsible for students once they leave the activity.
- The class/organization which sponsors the event will provide chaperones and security.
- The class/organization which sponsors the event is responsible for the required utilities fee and facility clean up.

### **Assemblies**

Students will report to the designated area in a quiet and orderly manner.

Students will sit in the section designated for their grade level or group.

Students are expected to be courteous and to respond in a manner appropriate for the occasion.

### **Field Trips**

IWA sponsors field trips in order to provide opportunities for students to pursue special interests, to enhance classroom experiences, and/or to develop special talents.

Approval of field trips and individual student participation is at the discretion of the principal.

An official permission form must be signed by the parent/guardian before a student is allowed to attend a field trip.

Verbal permission, permission via phone, and photocopied permission slips will not be accepted.

Absence because of medical reasons on the day before a field trip may exclude the student from a field trip.

Student behavior, excessive absences, and/or excessive tardiness may exclude a student from a field trip.

## **EXTRACURRICULAR CLUBS, TEAMS, AND ORGANIZATIONS**

### **General Information**

Participation in any club, team, or organization is a privilege, not a right.

Loss of membership will result from an infraction or violation of club/team/organization policy and/or school policy, at the discretion of the administrator or the administrator and the sponsor/advisor/coach.

All clubs/teams/organizations adhere to the "no pass/no play" rules and to specific club/team/organization requirements.

### Athletics

The IWA athletic program is for students who wish to participate in extra-curricular team sports. The athletic program should not interfere with the student's academic progress.

Prior to joining a team, the student must have the principal's approval, based on behavior, academic effort, and achievement. Each student in the athletic program is required to sign a contract for each specific sport in which he/she participates.

The contract details specific requirements and consequences, as well as attendance requirements for practices and/or games.

Academic and conduct grade requirements apply to all students in the athletic program, including managers/scorekeepers/etc. It is the responsibility of the parents and the athletic department staff to monitor each student's academic progress.

The "no pass/no play" rules apply to ALL athletes.

Each athlete's grades are tracked, from the first progress report to the three subsequent quarter grading periods.

- An athlete with a grade of 70-72 in any subject is required to attend after-school tutoring for each of those subjects.
- The athlete must inform the Athletic Director (AD) and/or coach about the planned tutorials so that the AD or coach can assist in monitoring each student's progress.
- A failing grade (below 70) will result in two-week probation from participation in athletics.
- During the probationary period, tutoring is mandatory. The athlete must continue to practice with the team, but he/she is not allowed to wear the team uniform, travel with the team, or sit with the team at games/sports events.
- If after the probationary period, the athlete is still not passing the course/s that had been failed, the athlete becomes ineligible for the remainder of that grading period.
- Conduct grades must be maintained at a Satisfactory (S) level in each course.
- A grade of Unsatisfactory (U) will result in a two-week probationary period. During this time, the athlete must continue to practice with the team, but he/she is not allowed to wear the team uniform, travel with the team, or sit with the team at games/sport events.
- The athlete must improve the conduct grade to an (S) by the end of the probationary period or he/she becomes ineligible for the remainder of that sport's season.

Each student who participates in athletics must have health insurance and pass the basic physical exam required by U.I.L.

An athlete may be removed for "just cause" from a team or a game by a coach after consultation with the AD, principal, or administrative personnel.

Athletes who are not picked up fifteen minutes after practice has ended will be required to go to After-school Care and **parents will be charged accordingly.**

An athlete who receives ISS or OSS will be suspended from the team in which he/she is participating for the equal number of days he/she is assigned to ISS or OSS.

### Chess Club

Membership is open to all students.

Students do not need to know how to play chess in order to join the club.

The purpose of the club is to provide an opportunity for students to learn how to play chess and to help the practical player improve his/her skills.

Students are encouraged to participate in local chess tournaments.

### Entrepreneur Club

Membership is open to all students.

The club raises funds through on-campus business endeavors such as pizza sales, and uses the funds for school and/or community services.

### Geography Club

Membership is open to all students.

The purpose of the Geography Club is to learn geographic concepts and skills through game playing and puzzles.

Students participate in the National Geographic Society Geography Bee.

### JETS (Junior Engineering and Technology Society)

Membership is open to all students interested in using math to solve practical problems.

There are no scholastic criteria to be a member, and the student does not have to have a high aptitude in math.

JETS emphasizes the creative, logical, and problem-solving aspects of mathematics.

Members work on engineering projects such as designing a bridge, exploring new technology in the study of math, and working cooperatively to solve design problems.

Members learn to prepare for math and design contests.

Field trips to engineering sights may be conducted.

### Junior Optimist Club

Membership is open to all students.

The Junior Optimist Club provides opportunities for members, individually and collectively, to learn the spirit of service through participation in community service activities to develop leadership abilities, and to prepare for responsible roles in society.

### **National Junior Honor Society (NJHS)**

Students do not apply for membership to NJHS.

Membership in the IWA NJHS is conveyed only after specific criteria have been met.

Prospective candidacy is open to all students who have attended IWA Middle Level for at least one semester and are either seventh or eighth graders.

Nomination for candidacy requires **first** that the student qualifies in scholarship with a cumulative grade point average of 95.0 at the end of the third grading period. (Only grades from the student's **current** school year are used to compute the scholastic average.)

Each student's conduct is taken into consideration prior to nomination for candidacy.

The Faculty Council carefully examines the applications of all candidates.

The Faculty Council evaluates each candidate's ability in leadership, service, citizenship, and character.

The Faculty Council determines if the student is granted membership in NJHS.

### **Quilting Club**

Membership is open to all students.

The Quilting Club teaches students how to use math in the art of making quilts.

Students learn how to use a sewing machine to create quilts.

Students learn to design a symmetrical block, which is then joined with others blocks to form small projects, like lap quilts.

The student-made quilts are donated to charities.

### **Student Council**

Participation in Student Council is a learning opportunity for young people. Its members are elected to represent their respective grade levels. Student Council provides an opportunity for school involvement, for developing commitment in citizenship, and for growth in scholarship, leadership, human relationships, and in Christian and cultural values.

The goals of the Student Council are

- to model and build Christian attitudes and values in the school community
- to develop good leadership qualities
- to build a sense of community
- to encourage an attitude of service

## **TYPED ASSIGNMENTS**

Head each page as for regular handwritten work, unless the teacher requires a title page.

Center the title after the heading, using capital letters where necessary.

Double space the entire body of the work, including quotations and lists, unless instructed otherwise.

Use one-inch margins or use the standard text default margins.

Indent each paragraph by using auto tab, or indent five spaces from the left margin.

Use MLA format for punctuation, unless instructed otherwise.

Type the last name followed by the page number in the upper right hand corner, or use "running head".

Do not fold or crumple pages.

Observe all rules of grammar, usage, mechanics, and spelling.

Use 12 font and Times New Roman or Calibri. Do not use script, color, bold, or italics for the general text.

Proofread carefully. (Do not rely solely on the spell check feature.)

## **HANDWRITTEN ASSIGNMENTS**

Write legibly.

Head each page.

Name (first and last)

Class name, Period number

Date (Do not abbreviate.)

Center the assignment title on the first line of the first page.

Skip a line between the title and the assignment itself.

Use white, wide-ruled, standard-sized paper (8" X 10 1/2")

Do not use spiral paper, unless the pages are perforated.

Observe both margins.

Use the writing utensil required by the teacher.

Use only blue or black ink (no felt pens).

Do not write on the last space of the page (below the last line).

Draw one line through a mistake, and then rewrite the word.

Do not use symbols or abbreviations.

Observe rules of grammar, usage, mechanics, and spelling.

Do not fold or crumple the assignment page/s.

## STUDENT ACCEPTABLE USE POLICY (2011-2012)

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.

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 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.

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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

## RELEASE OF STUDENT INFORMATION (2011-2012)

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.

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.

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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.

## PARENTS' ROLE IN EDUCATION

*Parents are the primary educators of their children. As such, they exercise the right and duty to motivate the child's search for education and growth. The parents' choice of IWA Middle Level involves their commitment to forming their child as a Christian person and assisting in helping their child in recognizing God as the greatest good in their lives Good example is the strongest teacher; therefore, parents must be aware of the effect on their child of their personal relationship with God and the Church community. Religious ideals taught during one religion class daily are not well-rooted in the child unless nurtured by the example of a good Catholic life at home. Commitment to Sunday Mass and the sacramental life, to Christian morality, and to an honest personal relationship with God cannot merely be talked about; it must be lived by those whom the child loves most.*

*Once parents have chosen IWA Middle Level as a partner in their child's education, they must be loyal to that partnership. In this phase of growth, the student must receive consistent support from both faculty and parents to develop his/her moral, intellectual, physical, cultural, and social endowments. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partnership in assisting the child to become the best person possible. It is important to remember that no good purpose is served when the parents allow themselves to be caught in the middle between the student and the teacher or between the child and another parent. To divide the authority between home and school or within the home will teach the child nothing but disrespect for all authority. If a school incident occurs, the parent's first step is to investigate the complete story with the teacher or administrator before judgment is passed. A relationship of mutual respect between parents and teachers will greatly benefit the growth of the child.*

*During these middle school years, students are eager to grow up. In their enthusiasm, social and emotional interests may replace learning goals in the student's list of priorities. As this natural growth process occurs, the student needs his/her parents to understand and, very often, continue to provide the discipline that he/she can only see as a block to a growing desire for freedom. It is at this time the parents must be firm in insisting on the students' responsibility for grades earned. It takes consistent effort at home as well as at school to teach students that they are accountable for personal conduct and choices, homework, a long-term assignment, major tests, and any assignments missed while absent.*

*The strongest argument for a student to put forth effort is the effort the parents put forth: getting the student to school on time, writing truthful excuses when a student is absent, allowing absences only for serious reason, requiring early bedtime on school nights, and becoming involved in the Parent-Teacher Organization. The value parents place on education and learning is one of many values they pass on to their children. If a student does not learn now that he/she must accept the consequences of choices made at home and school, then a harder lesson may lie ahead. Sometimes parents must choose between the student's discipline or their own convenience, between loving with an open hand or keeping their child dependent, between developing self-respect or encouraging timidity. Loving parents will make the best choice—not the easiest choice.*

<b>STUDENT HANDBOOK ACKNOWLEDGMENT FORM (2011-2012)</b>
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Student's Last Name	First Name	Middle Name	Grade
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Please read each item thoroughly and initial on the corresponding line. Student and parent(s) are required to initial each line and provide a signature and date at the bottom before submission.

Parent Initial	Student Initial	
		I / We acknowledge receipt of the Incarnate Word Academy Student Handbook / Agenda.
		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.
		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's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date