

INCARNATE WORD ACADEMY

*Middle Level
Student Handbook 2010-2011*

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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, five days prior to final exams, the Central Office must have received final payment of outstanding tuition, fees, book fines, lunch fines, etc., or acceptable arrangements for such payments must be on file 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 transcripts 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.

Disclaimers about Medications

- 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.

Administration of Medications 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 medicine is to be administered |
| Name of 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 the city's fire department's regulations.

- 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: 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.

ATTENDANCE

Absences

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 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.
- 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 absences may be cause for a student to be retained in the current grade.

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.
- Excessive or unexcused absences will result in disciplinary action.
- 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.)

Absence and School Assignments

- 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 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.**

TARDINESS

Tardiness is a disruption.

- 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 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 must be accompanied to the office by a parent, who signs in the student.
- A student is marked absent from first period if he/she arrives to school more than thirty (30) minutes late.
- 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 is tardy because he/she was detained by a teacher must get a signed excuse from that teacher prior to going to the next class.

SUPERVISION OF STUDENTS

Supervised Areas

- Students are supervised on campus 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. (see After-school Care)

Unsupervised Areas

Students may not be in an unsupervised area at any time of the day or night. Locations designated as unsupervised 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
- * 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.

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) for the 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.
- Progress report acknowledgment forms are sent home with the student at the midpoint of each nine-week grading period and must be returned by the designated date.

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:

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 **78 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.

PROMOTION AND RETENTION POLICY

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

DEAN OF STUDENT SERVICES

- Appointments with the deans may be scheduled by calling the school office.

PARENT CONCERNS

- If the student and/or parent has a concern about a specific course, a parent-teacher conference should be scheduled.
- Further discussion may be arranged by scheduling an appointment with the grade-level faculty team.
- A parent-teacher conference should take place before requesting administrative intervention.
- If no satisfactory agreement is reached at the parent-teacher conference, the parent and/or teacher should contact the appropriate administrator for help in resolving the matter.
- **ParentsWeb:** IWA does not have the right to
 - change the password (We can only delete the password.)
 - 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, and curriculum guides developed by the Diocese of Corpus Christi.

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.
- Opportunities are available for weekly Mass, prayer services, Para-liturgical celebrations, and reception of the Sacrament of 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 6th graders, eight (8) service hours per semester for 7th graders, and twelve (12) service hours per semester for 8th 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 who assigned the homework and/or on special circumstances.

LOST AND FOUND

- All IWA-related books, clothing, bags, etc. must include the student's name.
- Items that are found anywhere on campus will be stored in the lost-and-found room.
- 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 remain in lost and found for 30 days after they are found before they 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.

GENERAL 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.

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 schoolwide 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.

<i>Tuesday, September 7, 2010</i>	<i>Tuesday, December 7, 2010</i>	<i>Tuesday, March 1, 2011</i>
<i>Tuesday, October 12, 2010</i>	<i>Tuesday, January 4, 2011</i>	<i>Tuesday, April 5, 2011</i>
<i>Tuesday, November 2, 2010</i>	<i>Tuesday, February 1, 2011</i>	<i>Tuesday, May 3, 2011</i>

LOCKERS

- 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 cut at the seams, 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 Information

- 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 jacket with the sport logo and a front zipper
 - ✓ red and white windsuit jacket with the sport logo and a front zipper
 - ✓ solid red or solid red with white trim sweater or jacket.
- 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 skirt must be to the knee or below.
- 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 "Bobby" socks or crew socks
- Solid BLACK closed-toe shoes (heels no higher than 1½ inches) (See Parker Uniforms for Mary Jane or Ballerina flat shoes.)

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
- Hair accessory of either red ribbon or red headband
- Optional: Solid red tie, as approved by IWA Middle Level
- Solid white "Bobby" socks or crew socks
- Solid BLACK closed-toe shoes (heels no higher than 1½ inches) (See Parker Uniforms for Mary Jane or Ballerina flat shoes.)

Girl's and Boy's Spirit Day Uniform

- Red school-spirit T-shirt with sport logo
- Regular, classic, non-faded, non-decorated, non-ripped blue jeans with pockets **OR** khaki pants
- Solid brown or black belt with a small buckle—no spikes or other ornaments on the belt
- Solid white athletic or crew socks
- Daily-wear uniform shoes or gym shoes / tennis 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) (See Parker Uniforms for styles of boy's shoes.)

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 provided by Parker Uniforms
- Solid white crew socks
- Solid dark brown or black closed-toe shoes (heels no higher than 1½ inches) (See Parker Uniforms for styles of boy's shoes.)

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.
- T-shirts are **not permitted** unless they are the spirit day shirts, which are allowed only on specific days.
- Shorts of any kind are **not permitted**, except in wellness class or athletic events.
- Clothing that shows any part of the midriff is **not permitted**.
- Dresses and blouses with low front necklines are **not permitted**.
- Sheer fabric clothing is **not permitted** without appropriate and acceptable clothing underneath.
- Torn, worn, tattered, or faded clothing is **not permitted**.
- Heels higher than 1½ inches are **not permitted**.
- Clothing with advertising slogans, suggestive or offensive writing, pictures, emblems or symbols are **not permitted**.
- Boots of any style are **not permitted**.

Grooming and Accessories

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

- Hair must be neatly groomed.
- Boys may not have hair that is below the shirt collar or below the eyebrows. Boy's hair must be cut above and around the ear and may not cover the ear. (Boys who participate in sports are expected to have the haircut 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.
- Only girls are allowed to wear clear nail polish; no other color is allowed.
- 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.

DISCIPLINE

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.

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 penalties:

- 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) for as many as three (3) days
- Out-of-School Suspension (OSS)
- Expulsion

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 MP3 player, iPod, CD player, cellular phone, electronic book reader (eBook), Palm Pilot, and/or other handheld electronic device/s.)
- Chewing gum results in the student's immediate assignment to Saturday School.
- Eating on campus, 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 and/or leaving one's seat without teacher permission
- **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:

Threats

A physical, verbal, or written threat toward the well-being of a student is a serious offense. A student who makes such a threat either through body language, verbally, written, or via any source of electronic communication, regardless of whether the threat is made seriously or in jest, may be liable for detention, suspension, and/or expulsion.

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

Online 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 never permitted at IWA.

Cheating / Plagiarism

Cheating is obtaining something by dishonesty or deception, such as when a student allows another student to copy any portion of an assignment or test.

Plagiarism is to steal and pass off the ideas or words of another as one's own.

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

Harassment

Each student at IWA has a right to his/her own dignity and individuality and to an environment conducive to learning. Each student and employee at IWA has the right to attend school and school-related activities free from all forms of discrimination, including harassment. Any infringement of this right through any type of harassment will **not** be tolerated. Harassment is a serious verbal, physical, or electronically-submitted offense that will result in firm disciplinary action, including but not limited to ISS, OSS, and expulsion.

Harassment is unacceptable behavior that is * uninvited, unwanted, unwelcomed, offensive and/or demeaning,, * directed at a person because of race, color, gender, national origin, disability, or religion, * the cause for a person to feel uncomfortable, * and/or capable of creating an environment that makes learning difficult.

Harassment also may include discrimination on the basis of sex, which is sexual harassment. IWA strictly forbids any form of sexual harassment toward a student or toward a school employee. Sexual harassment includes, but is not limited to, * verbal harassment, * unwelcome touching, * unwelcome sexual advances, * requests for sexual favors, * and/or other inappropriate verbal, physical, or electronically-submitted communication of a sexual nature.

Sexual harassment through an electronic means may include inappropriate communication through the use of email, web pages, voice mail, telephone communication, paging devices, and/or chat rooms.

A complaint alleging sexual harassment or sexual abuse by another student or by an IWA employee may be presented by a student and/or a parent at a conference with the principal or the academy's president.

Tobacco Products

The possession and use of cigarettes, chewing tobacco, or any other tobacco product is prohibited on the IWA campus, including all parking areas.

The ban of the use of, or the possession of, tobacco products is in force at all school-sponsored functions as well as at all events in which the school is represented, either locally or out of town. Possession of matches, lighters, or other items associated with tobacco use is prohibited.

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
- Attempts to harm another person
- Engaging in a quarrel, argument, or conflict

Theft

Theft is the taking without permission of any item/s that belong 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

Obscene and Profane Language

Obscene and profane language is language that is disrespectful, inappropriate, and/or crude.

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.

Substance Abuse

Possession of an illegal substance will result in severe administrative action, including, but not limited to, expulsion and the notification of law enforcement officers.

Illegal substances include, but are not limited to

- **Alcoholic beverages:** Any beverage so defined by the Texas Alcoholic Beverage Commission, including, but not limited to, beer, wine, whiskey, gin, rum, vodka, tequila, and any other liquid containing alcohol
- **Controlled substances:** Marijuana or other substances, as defined by the Texas Controlled Substances Act
- **Dangerous drugs:** Any of those substances so defined by the laws of the State of Texas as existing at the present (Article 4476-14, Vernon's Texas Civil Statutes) and as subsequently amended
- **Intoxicants:** Any type of liquid, gas, or solid which has the effect of disorienting the physical and mental faculties of a person. Intoxicants include, but are not limited to glue, aerosols, gasoline, paint, paint thinner, correction fluid, and permanent marker

NOTE: If circumstances warrant, the principal may use detection dogs to search for prohibited substances on the campus, including the search of personal possessions, such as student bags and lockers.

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

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, 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, 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)

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

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 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

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.

CLUBS, TEAMS, AND ORGANIZATIONS

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.

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/coach.

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

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.

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.

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 build a sense of community
- * to develop good leadership qualities
- * to encourage an attitude of service

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.

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.

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, beginning with the first progress report and continued throughout each quarter's grading period.

- An athlete with a grade of 70-72 in any subject is required to attend after-school tutoring for each subject with a 70-72 average.
- 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 a 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 previously, 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 as 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.

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.

CRITERIA FOR TYPEWRITTEN OR WORD-PROCESSED ASSIGNMENTS

1. Head each page as you would for regular hand-written work.
2. Center the title at top of the page, using capital letters where necessary.
3. Skip one space after the title.
4. If required by the teacher, a title page may be used in lieu of items 1 and 2 above.
5. Use white, unlined paper, sized 8 ½ X 11
6. Use black printer ink.
7. Double space the entire body of the work, including quotations and lists, unless instructed otherwise.
8. Use one-inch margins at the sides, top, and bottom of your page. (Or use the standard default margins.)
9. Indent each paragraph five spaces from the left margin. (Or use auto tab).
10. Space correctly after periods, commas, and semicolons. (Use MLA format, unless instructed otherwise.)
11. On every page after the first one, type the last name followed by the page number in the upper right hand corner— one inch from the top and one inch from the right-hand edge. (This is called a "running head.")
12. Make sure there are at least two lines of a paragraph at the bottom and top of each page.
13. Do not fold or crumple your pages.
14. Observe all rules of grammar, usage, mechanics, and spelling.
15. Use a font of 12 and the standard print style of Times New Roman. Do not use script, color, bold, or italics for the general text.
16. Proofread carefully. (Often, the spell check and grammar check functions on the computer can help detect errors; however, do not rely solely on these features.)

