

2010-2011

Information and Directives

For

Students and Parents

Of

Incarnate Word Academy High School

A Private Catholic Coeducational Institution
College Preparatory Curriculum For Grades 9 through 12
Conducted by the
Sisters of the Incarnate Word and Blessed Sacrament

Integrating Faith Development With High Academic Standards

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Accreditation

Incarnate Word Academy is accredited by the Southern Association of Colleges and Schools (SACS) and by the Texas Catholic Conference Education Department (TCCED). It is a member of the National Catholic Education Association (NCEA).

INTRODUCTION

School Responsibilities: It is the aim of the administration of Incarnate Word Academy High School to provide an excellent physical plant, equipment, and faculty that will make your time and money spent in and on our school profitable and enjoyable.

Teachers are available daily before school, after school, and during conference times to talk with parents. Please schedule these times with the appropriate teachers. Grade reports will be sent regularly in the form of quarterly report cards and 4 ½ week progress reports. Tutorials are provided to students as needed.

Individually and collectively, it is our responsibility and privilege to help establish good standards and traditions. The success and satisfaction, which is achieved by students, is dependent on the team effort of staff, parents, and students.

Parent Responsibilities: Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Incarnate Word Academy High School asks parents to:

- Encourage their child to put a high priority on their education and commit to making the most of the educational opportunities the school provides.
- Stay informed on school activities and issues. PTO's "Follow The Schedule Evening," "Open House," Academic and Athletic Booster Club meetings provide excellent opportunities for learning more about our school.
- Participate in parent organizations. The activities are varied, ranging from academic and athletic boosters clubs to Operation Graduation.
- Monitor their child's progress and contact teachers as needed.

Rights and Responsibilities of Students: All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Incarnate Word Academy High School shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and staff. Students shall exercise their rights responsibly, in compliance with our mission and Honor Code. Students who violate the rights of others or who violate school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community. Students are responsible for conducting themselves properly, in a manner appropriate to their age.

Student Responsibilities for achieving a positive learning environment at school and school-related activities shall include: attending all classes, daily and on time; being prepared for each class with appropriate materials and assignments, being properly dressed, showing respect towards others, conducting themselves in a responsible manner, refraining from violations of the student code of conduct, obeying all school rules, including safety rules, paying required fees and fines, and cooperating with staff in investigation of disciplinary cases volunteering information when the student has knowledge relating to a serious offense or a threat to safety.

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Mission

The Mission of Incarnate Word Academy is

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

Incarnate Word Academy 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.



Alma Mater

All hail to thee, Incarnate Word,
May its memories never fade.
We'll cherish each and every dream
That there we ever made.
Although we'll go our separate ways,
Through these halls we'll cease to tread

Our paths will lead us to the day
When we leave IWA
We will always lend a helping hand
To the school we think so grand
And for our colors red and white,
We will always fight, fight, fight

The students of Incarnate Word Academy High School have consistently shown a willingness to compete with a spirit of good sportsmanship and fair play. Our trophy cases display the winning efforts.

FIGHT SONG

Go, Angels fight for your team.
Fight on to victory, fight on to win.
Angel pride is red and white.
We're Angels forever.
Go! Fight! Win! Let's hear it!

SCHOOL COLORS

Red and White

MASCOT

Angels and Lady Angels

SCHOOL SPIRIT! WHAT IS IT?

It is almost impossible to define, since it is a feeling or an atmosphere made up of the feeling and behavior of students. However, there are many characteristics of good school spirit, which are plainly visible to the visitor to the school. It is a feeling of loyalty toward your school and all that it stands for. Cooperation and participation in activities gives a feeling of belonging to the whole. If each one does not play his/her part, the spirit, which could have been strong, becomes weak and divided. School spirit is that feeling of pride in knowing that you have tried and done your best for your school. The excitement of competition, the hushed respect for the school song, the appreciation shown for the efforts of others; every one of these feelings goes toward making school spirit.

ASSEMBLIES

Students are to report to the designated area promptly and in a courteous manner for assemblies/rallies. Students are to sit in the section reserved for their grade level. Behavior is expected to be courteous and appropriate for the occasion. There are three types of assemblies.

1. The solemn type assembly when no applause is appropriate. Religious ceremonies fall in this category.
2. An assembly when applause for a good performance is desirable.
3. The Pep Rally when everyone shouts and makes noise as desired. Posters and/or signs shall be appropriate and in good taste.

In using the gymnasium, students shall use the outer edge of the floor to walk to their assigned places.

GENERAL INFORMATION

Regular Bell Schedule		Mass Schedule	Exam Schedule
Tardy Bell	8:00 am	Tardy Bell 8:00	
1 st Period	8:00 – 8:50	8:00 – 8:35	8:30 – 10:00 First Exam
2 nd Period	8:54 – 9:44	8:39 – 9:14	
3 rd Period	9:48 – 10:38	9:18 – 9:53	10:00 – 10:25 Announcements/Break
4 th Period	10:42 – 11:32	11:05 – 11:45	10:30 – 12:00 Second Exam
5 th Period	11:36 – 12:26	11:49 – 12:26	
<i>Lunch</i>	<i>12:26pm - 1:00pm</i>		<i>Lunch 12:00pm - 1:30pm</i>
6 th Period	1:04 – 1:54	1:04 – 1:54	1:30 – 3:00 Make-Up Exams /
7 th Period	1:58 – 2:48	1:58 – 2:48	Grading
8 th Period	2:52 – 3:42	2:52 – 3:42	

2010-2011 Progress Report Issuance Dates & Nine-Week Exam Schedule

<u>Grading Period</u>	<u>Progress Reports Issued</u>	<u>Nine-Week Exam Schedule</u>
1 st Quarter	September 8	September 28 - Oct. 1
2 nd Quarter	November 10	December 14 - 17
3 rd Quarter	February 2	March 8-11
4 th Quarter	April 20	May 24-27

ENROLLMENT

Incarnate Word Academy is open to individuals of any race, national/ethnic origin, or gender. Vital consideration for student admission centers on willingness of students and parents to accept, support, and contribute to achieving the school's mission.

Application to Incarnate Word Academy includes:

- Required registration materials returned to the office, including evidence of capability and/or achievement in academics (e.g., report cards and objective test results).
- Adequate recommendations from previous school/teachers.
- Interview with new student and parents by the principal.
- Residence with parent(s) or legal guardian while enrolled at IWA.

NON-DISCRIMINATION POLICY

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

IMMUNIZATION REQUIREMENTS

Immunization requirements shall be current and submitted to the office at time of registration. Students not in compliance after notification will be issued an exclusion letter. Further explanation and information are available through the school health services--Extension 178.

NON-CUSTODIAL PARENTS

The law holds that parents do not cease to be parents when they no longer have legal custody of their children. Incarnate Word Academy shall abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a Court Order to the contrary, a school, upon written request to that effect, will provide the non-custodial parent with access to the academic records and to other school related information regarding their child (ren). If there is a Court Order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with a certified copy of the Court Order.

FINANCES

TUITION

Parents or guardians are responsible for payment of tuition and any special fees. At registration time, a family may choose one of the following payment plans: annual, semi-annual or monthly. The second semi-annual payment of tuition shall be made before January 1. A student with outstanding tuition payments will not be allowed to take quarter exams until overdue tuition is paid. Payment or other arrangements regarding outstanding tuition/fees, must be received/confirmed by the Business Office prior to exams. Default of payment may result in the student being asked to withdraw from the school. Report cards will be issued and/or transcripts will be mailed only upon payment of all financial obligations. In cases of withdrawal from Incarnate Word Academy, a family may request a refund of any prepaid tuition for the months that have not elapsed.

REGISTRATION FEE

The parents or guardians of returning students are responsible for paying the registration fee and a subsidy fee (if not paid by the parish). New and transfer students admitted during the school year or enrolling for the next school year will pay a registration fee and a subsidy fee (if not paid by the parish).

SUBSIDY

For each student, a \$100 per year fee is to be paid by a student's parish upon written approval of the parish pastor. **Families without approval for payment are responsible for the \$100 payment to the school.**

WORK STUDY PROGRAM

Work study students are reminded to report to their assigned duty and/or teachers on a daily basis immediately after school. If for any reason a student is not able to attend, you need to notify your supervising teacher or the classroom teacher. Student should check in with classroom teacher before being dismissed or with supervising teacher if classroom teacher is not available. Athletes should make proper arrangements to make up work study on game days. Coaches have been notified that athletes' first responsibility is to report to their work study assignments and practice afterwards. After excessive unexcused absences and parent notification, business office will be notified and the process of removal from the work study program shall occur. The first floor supervisor is Mr. Steve Penley (extension 329) and the second floor supervisor is Mrs. Laura Ibarra (extension 324).

ATHLETIC PROGRAM FEE

A fee of \$200 for the first child participating in a sport, \$175 for the second, \$150 for the third sibling.

RELIGIOUS OBSERVANCES

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

- Each day begins with a school-wide reflection and prayer; classes begin with prayer.
- Mass is celebrated in the convent chapel at 7:30 a.m. on school days.
- The Blessed Sacrament is reserved in the convent chapel, and students may visit the chapel.
- Opportunities for weekly Mass and for the celebration of the Sacrament of Reconciliation are available.
- Appropriate liturgical and devotional observances are planned during the year.

- Students attend a yearly retreat.

THEOLOGY DEPARTMENT

The Theology Department at Incarnate Word Academy High School has set a course, which facilitates a holistic approach to Catholic education. The three interlocking dimensions required of Catholic education are Message, Community, and Service, which are evident in the school program. Interwoven among these three dimensions is the dual dynamic of liturgical celebration and personal prayer. The program provides special emphasis on a particular area at each grade level, which includes a comprehensive presentation of the various dimensions of faith development. The aim of the program is to enable a response in faith, which is free, conscious, and active. At each grade level, students study and experience the development and celebration of each liturgical season. Students use the Scriptures on a daily basis and are required to contribute 24 hours of community service a year. Students celebrate the Eucharist once a week and classes share the responsibility for preparation of these celebrations. Students also participate in a school-wide Eucharistic Liturgy once a month and also share responsibility for its preparation.

Integrating Faith Development With High Academic Standards

THE HONOR CODE

The **Honor Code** was formulated to aid each student in realizing and acting upon his/her personal responsibility as an active member of a community. The Honor Code endeavors to bring about good conduct, awareness of and respect for others, and integrity in each student. Students and parents sign an agreement to live by the following PLEDGE OF HONOR:

As a student of Incarnate Word Academy, I acknowledge my personal power for good, and I accept the responsibility to make that power felt wherever I am. I realize that what I say and what I do are important not only to myself but also to others. I must courageously and consistently do my part to establish and to maintain a climate at Incarnate Word Academy in which learning is possible and Christian living is vital. My strength strengthens the entire student body; my weakness weakens the whole. Therefore, I accept my responsibility to respect others as I respect myself, to uphold the ideals and principles of Incarnate Word Academy, and to cooperate in whatever is for the greater good of all.

ACADEMIC INTEGRITY

Students are expected to comply with the principles of the Honor Code in academic matters. Knowingly submitting work, such as but not limited to, homework or a research paper, substantially produced by another person (including tutors) or including the ideas or words of another person including material from web sites without acknowledging the source, is plagiarism and violates the Honor Code. Demonstrating mastery of information on an academic exercise, such as a test or quiz, through deceptive practices, such as but not limited to copying from another student's paper, using and/or possessing "cheat sheets," or other material not authorized by the teacher is cheating. This violates the Honor Code. Obtaining or distributing unauthorized information about a test to other students, allowing another student to copy work without acknowledgment, or allowing another student to copy one's paper in a testing situation is academic misconduct and violates the Honor Code.

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag and to the United States of America and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.

GENERAL PROCEDURES

ARRIVAL AND DISMISSAL

1. Students shall be in compliance with our Dress Code prior to arrival.
2. Once a student arrives on campus in the morning, he/she must remain on campus.
3. Students are expected to report to first period when the 7:56 bell rings.
4. Students are expected to clear the second floor by 4:00 p.m. and the remainder of the campus by 5:00 p.m. After 5:00 p.m. students shall remain at the convent side front entrance.
5. Students are not to loiter in the vicinity of our elementary and middle level campuses.

ATTENDANCE FOR ENTIRE YEAR

State law requires students to be “in attendance” for at least 90% of the days a class is taught per semester of each course. In the 2010-2011 school year, we require students to be in class for 75 days during the first semester and 87 days during the second semester to meet minimum attendance for credit requirements. If the attendance of a student falls below 90% of the days that the class is offered, the student will not be granted credit for the course. The exception of the 90% Attendance Rule is that a student may be granted credit for the course, if the administrative staff considers the reasons for the absences acceptable. Students who do not have acceptable excuses shall complete make-up sessions as outlined by the Principal. Students who have acceptable excused absences and have made up their missed school days will be granted credit.

The class period with the most absences will determine make up sessions. If the student fails to complete the Principal’s requirements, a non-credit status for the course will be made permanent and the student will receive no credit (NC). A student shall be present for classes at least one-half day (4 periods) on the day of a game or school-sponsored event in order to participate. Students are expected to attend all classes the day after an event.

ATTENDANCE

State law requires school attendance; therefore, we keep complete and accurate attendance records and make sure that students are present. Medical and dental appointments are to be scheduled after school, if possible. A student’s absences should not exceed nine (9) per class period during a semester. Not counted towards the total number of absences are:

1. Doctor’s visit (official note required).
2. Participation in a school-sponsored activity.
3. Prolonged illnesses (medical documentation required).
4. Pre-approved college visit (college documentation required).
5. Court Date.
6. Military Testing.
7. Funeral.

ABSENCE NOTIFICATION PROCEDURES

When a student is absent for any reason, parents shall telephone the attendance officer. The attendance line (ext. 111) is available at anytime for messages. The parent should leave his/her child's name, date, and the reason for the absence and follow up by sending a written note upon student's return. All students who have been absent shall bring a note signed and dated by their parents the day after any absence to the attendance officer. Parents should include in their note: the date of the absence, the reason for the absence, and the parent's signature. **A note generated by a doctor's office will be sufficient in medical and dental absences.** A documented medical absence does not count toward the number of days missed from school. An admittance slip will be issued to the student, which the student presents to each teacher from whose class the student was absent the previous day. Notes shall be brought or the absence is automatically an unexcused absence. Parents will be notified through formal correspondence when a student has been absent three days in the same class.

Students arriving at school after 8:00 a.m. or returning from an appointment shall sign in at the front counter. If it is during a class period, a tardy slip will be needed to be admitted to class.

LEAVING CAMPUS DURING THE SCHOOL DAY

Once a student has arrived at school, that student cannot leave without parent and school permission. If a student must leave school, he/she must sign out in the office after presenting verifiable parent or guardian written permission. If a student knows in advance that he/she needs to leave during the school day, he/she shall present a note to the office **BEFORE** first period. Parents should include in their note: the date of the absence, the reason for the absence, and the parent's signature. If a student finds it necessary to leave school during the day because of illness or approved appointments, he/she is to notify the office, **BEFORE** leaving, and **SIGN OUT** with the attendance officer. A student's failure to follow this procedure will result in the student being considered truant. Telephone calls shall be made from the office telephone and verified by a staff member.

TRUANCY

A student is considered truant:

1. If absent without a parent's or guardian's written permission.
2. If at school but not attending class(es).
3. If permission is obtained to report to an approved place, but the student does not report there. Students are **not** allowed to **make up classwork** or **tests** that are missed due to truancy.

TARDIES

A student is tardy anytime he/she is not in the properly assigned room by the time the starting bell for that period has stopped ringing. A four-minute interval is allowed for a class change. Students are to understand that this is not a time for socializing but is to be used for personal needs and orderly passage from one class to another. Tardies, with few exceptions, are unexcused. If a student is more than ten minutes late, he/she will be counted as an unexcused absence. The consequences for student tardies per semester at Incarnate Word Academy High School are as follows:

- | | |
|--|---|
| 1 st tardy to school/class: | Warning. |
| 2 nd tardy to school/class: | Fifteen minute teacher detention and parent notification. |
| 3 rd tardy to school/class: | 1 day in ISS and parent notification. |

4th tardy to school/class: 2 days in ISS and parent notification.
5th tardy to school/class: 3 days in ISS and parent notification.

Students with excessive (3+) tardies or absences (3+) for first period or sixth period after lunch will be reviewed for cause. If it is decided that returning from lunch late is the cause for tardy or absence, the student(s) involved will be assigned closed campus for the remainder of the semester. If this occurs during the last grading period of the semester then the closed campus status will be enforced during the following nine weeks.

Taking care of office business that should have been attended to prior to the beginning of morning classes IS NOT AN EXCUSE FOR BEING TARDY. Any teacher that has kept a student beyond the normal class time shall send a note with the student to the next period's teacher and a note to the attendance office with the next period's attendance slips.

SCHOOL LOCKERS

Each student is assigned a locker and is expected to keep his/her belongings in the locker assigned and in no other. Lockers are under the jurisdiction of the school. Lockers are subject to search at any time by the administration. They are to be used to store legitimate school items and shall be kept clean. Students are not to use tape and/or glue on the outside of the locker to attach articles. No locks are to be used on school lockers.

C.D.'S, IPODS, HEADSETS, RADIOS, MP3, PSP, DVD PLAYERS & CAMERAS

Items such as radios, iPods, head sets, tape recorders, MP3, PSP, DVD players, cameras or other valuables shall not be brought to school. This also includes days of Nine-Week exams. Otherwise they will be confiscated and submitted to the principal. This also applies to lockers in athletic areas. At the discretion of the principal, a parent or legal guardian shall claim confiscated item(s) and a \$20 fine will be charged. All technology equipment is subject to search by administration at any time.

TELEPHONES / CELL PHONES

During the school day, only messages of urgent importance are delivered to students. Office telephones may be used when students call home due to illness or emergency. Students are to be brief in using all telephones. Cellular phones and palm pilots are not to be used or be visible to any staff member during school hours (7:56-3:42). Any such items will be confiscated and submitted to the principal. **Parents should not text message their child during the school day.** If necessary, all emergency messages shall be left with Mrs. Garcia, the Attendance Officer. At the discretion of the principal, a parent or legal guardian shall claim confiscated item(s) and a \$20 fine will be charged. All technology equipment is subject to search by administration at any time.

PARKING LOT / VEHICLES

The parking area on the convent side of the school is reserved for faculty members and guests. Parking permits are required of all student drivers and shall be displayed on the vehicle. Students are required to park in their assigned parking space. Students are to use proper entrances and exits at all times. Students may not return to their cars during the day without prior permission from the office. A student's vehicle is subject to search at any time. Students shall have consideration for residents and others in the neighborhood, including observance of posted speed limits and safety. **STUDENTS ARE NOT ALLOWED TO SIT IN VEHICLES AFTER THEY ARRIVE AT SCHOOL. THIS ALSO INCLUDES THE LUNCH PERIOD.**

CAFETERIA

Tickets will only be sold in the school cafeteria from 7:45 am – 8:00 am. Students may purchase tickets on a weekly, monthly, semi-annual, and/or yearly basis. The price of a lunch is \$4.00 and includes one entrée, two sides and a drink. The cafeteria sets a limit to purchases on credit. The cafeteria and adjacent patio are dining areas. Students may bring lunches from home. Checks will not be cashed in the cafeteria. The faculty and staff would appreciate your cooperation in:

- Depositing all lunch litter in waste receptacles.
- Placing trays on their stands.
- Leaving the table and floor around your seat clean.
- Talking at a proper level.
- Observing the student code of conduct.
- Gym or concession stand area is not permissible for eating lunch.

TEXTBOOK USE AND RENTAL

Most textbooks are issued on a rental basis. Some courses include a workbook that is purchased by the student. All textbooks are to be **covered at all times** and not used as binders. At the end of the year, textbooks shall be returned to the book room in good order. Students with books damaged or lost will pay fines and/or the replacement cost of the book. **Before being allowed to take quarter exams, students are required to present to their teacher their assigned textbook as a textbook check.**

LIBRARY

Library Hours: Monday-Friday 7:30 am – 4:15 pm
 Open during lunch on Mondays, Wednesdays, and Fridays.

The Library is not only a collection of books, but also a media resource center that serves both the students and faculty of Incarnate Word Academy. The library's catalog is automated and workstations are available for locating books and other materials. Computers with various programs and online research services are located throughout the facility for all students who have signed the Acceptable Use Policy (page 29). A copier is also available for student use (10¢ per copy). Throughout the library, the quiet atmosphere needed for proper individual study shall prevail. Students may use and check out materials according to the following regulations:

- ◆ Students coming into the library during class hours shall have a pass with an educational purpose from their respective teacher.
- ◆ Books may be borrowed for two weeks and renewed thereafter on an individual basis.
- ◆ Reference books, bound magazines, and most AV materials are to be used in the library only.
- ◆ Magazines and books on reserve may be checked out overnight and are due back before the first class the next day.
- ◆ Fines are charged for overdue, damaged, and lost materials. All fines shall be cleared before each exam period.

CARE OF THE SCHOOL

Each student is expected to cooperate in the general maintenance of all facilities on the entire Incarnate Word Academy campus. Desks and other furniture shall not be defaced in any way. Eating, drinking, and gum chewing are not allowed in the classrooms. Students are permitted to bring their lunch to club meetings.

STUDENT IDENTIFICATION CARDS

Each student will receive a student I.D. card with a current school picture on it at the start of the school year. The I.D. card is used for identification at school functions. If a student withdraws during the school year, the I.D. card shall be returned to the attendance officer.

SCHOOL-SPONSORED FIELD TRIPS

Incarnate Word Academy sponsors field trips in order to provide opportunities for students to pursue special interests, to enhance classroom experiences, and to develop special talents. It is the sponsor's responsibility to see that the educational purpose of the trip is accomplished. Each student who participates in these trips is expected to subscribe to the approved guidelines and procedures for the trip.

1. Written permission slips shall be signed by the parent or legal guardian and returned to the sponsor/teacher before the planned trip.
2. Any required fees shall be paid to the sponsor/teacher in advance.
3. Vehicles used on school-sponsored trips are to be driven by authorized adults.
4. School dress code is generally required on school trips unless otherwise specified.
5. Students are expected to travel and participate with the group in all scheduled activities. Any special arrangements for leaving the group shall be made in writing prior to the departure and be approved by the sponsor/teacher.
6. All school rules and policies remain in effect at all times.
7. On overnight trips consideration for others and rules of accommodating facilities are to be observed and enforced.
8. There will be no boys allowed in girls' rooms and no girls allowed in boys' rooms at any time.
9. Students are to report to the sponsor/teacher before leaving the assigned room area.
10. On out-of-town trips, vehicles are expected to travel together. Any group that wishes to travel separately shall make special arrangements prior to the departure. Written permission from the parent or legal guardian of each student involved is required.
11. Students taking trips shall observe school policies concerning work missed (p.20).
12. Students having academic, attendance, or conduct difficulties will need special permission from the principal to go on trips during school hours.

Adults who are willing to put forth extra effort in sponsoring field trips deserve and have the right to expect appreciation and cooperation from each student. Through their good behavior, each student is expected to contribute to the overall success and enjoyment of the trip. Any contrary conduct will jeopardize the students going on additional trips.

FIRE / TORNADO DRILLS

Drills are conducted on a regular basis. Students should follow posted evacuation routes in a quiet and orderly manner. Emergency Bells:

- 3 Bells.....Evacuate The Area.
- 1 Bell.....Halt, Stop Evacuation.
- 2 Bells.....Return To Building.
- Continuous Bell..... Tornado.

SEVERE WEATHER / SCHOOL CLOSING

In case of severe weather conditions, students should listen to local radio/TV broadcasts to learn of the school's closing and reopening. Generally, Incarnate Word Academy will follow the plan of the Corpus Christi Independent School District.

LOST & FOUND

Students who find lost articles are asked to take them to the front counter during the school day. Lost articles, which are not claimed, are donated at the end of the year to the Mother Teresa Shelter.

VISITORS

Parents, legal guardians, and other visitors are welcome to Incarnate Word Academy. On arrival, parents, legal guardians, and visitors shall check in at the front office for a visitor's permit. Students shall arrange with the administration at least one day in advance for planned visitors.

Unauthorized visitors are forbidden; this ban includes vehicles, parking lots, and surrounding areas. Students with unauthorized visitors will be required to confer with the principal.

ATTIRE AND GROOMING GUIDELINES

Incarnate Word Academy maintains a code of dress and grooming consistent with its character as a private, Catholic, college-preparatory school. This code contributes to a seriousness of purpose, a constructive learning atmosphere, and the development of sound personal habits and a positive self-image. To teach the total child, teachers and administrators will instruct students with regards to proper and acceptable dressing and grooming habits. This is to include stressing neatness, cleanliness, acceptability, and appropriateness. Students should be dressed in such a manner that instruction is enhanced and not hindered. Neatness, cleanliness, and appropriateness are to be the guiding factors. The entire staff will enforce the dress code.

Ladies

- Solid colored polo shirts (collared/no capped sleeves) with the Incarnate Word Academy logo.
- Solid colored twill fabric skirts, slacks, capri's or shorts.
- Colors should be khaki (dark or light), tan, navy blue or black
- No undergarments should be visible.
- Skirts and shorts may not be shorter than two (2) inches above the knee.
- Shirts shall be tucked in at all times and be able to stay tucked in.
 - The midriff must be covered when the arms are raised above the head. Low cut necklines are not permitted.
- Hairstyles are to be neat and well groomed.

Gentlemen

- Solid colored polo shirts (collared/no capped sleeves) with the Incarnate Word Academy logo.
- Solid colored twill fabric slacks or shorts.
- Colors should be khaki (dark or light), tan, navy blue or black.
- Shirts shall be tucked in at all times and be able to stay tucked in.
 - The midriff must be covered when the arms are raised above the head.
- Hair shall be neat and well groomed. Extreme hairstyles such as Mohawk, mustache, small pony tails or pigtails are not permitted. Hair shall not extend beyond the following limits:
 - Front-not to touch the eyebrow.
 - Side-to bottom of ear.
 - Back-top of shirt.
- Students shall be clean-shaven; sideburns are not to extend below the bottom of the ear. A \$3.00 fee will be implemented for shaving cream and a razor.
- Earrings are not permitted.

Ladies and Gentlemen

- Unusually extreme fads in jewelry and makeup are not permitted.
- Style: Slacks, capri's, shorts, skirts can be pleated or flat front and appropriately fastened at the waist. A belt is required for pants, shorts, capri's, or skirts with belt loops.
- No jeans any style or color are to be worn Monday-Thursday.
- Sweaters and sweatshirts: solid color only with no logos, no hooded sweatshirts allowed. Only IWA Booster Club sweatshirts, hooded as well, are allowed.
- Students must store outerwear (coats, hats, gloves, sunglasses, scarves, etc.) in their lockers upon arrival at school.
- Skirts/pants/shorts are to be worn around the natural waist.
- The width of the pant bottom may not be more than ten inches.
- Low-rise and/or cargo type shorts/pants/skirts are not permitted.
- Visible tattoos and body piercing are not permitted.
- Tattered, frayed and sagging clothing is not appropriate.
- Wind pants, sweatpants and warm ups are reserved for use in athletics.
- Fabric must be appropriate and not made of Lycra, Spandex, Nylon, etc...
- Shrugs, crop sweaters and jackets, and form-fitting clothing are not to be worn.
- Trench coats/overcoats are not to be worn.
- All clothing shall be appropriately sized: (i.e. not tight, too short or too baggy).
- Non-natural hair colors are not allowed.

No student shall wear any garment which includes, but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, gambling, beer, sexual connotations, tobacco, drugs or alcohol. This includes belts, jackets, buttons, or trademark emblems generally associated with the above.

The above is a guideline for students to follow. All possibilities for attire and grooming cannot be covered. Therefore, we encourage students to use good judgment in selecting school attire. The final word in attire and grooming is left to judgment of the principal.

SCHOOL WIDE/CAMPUS WIDE LITURGIES OR OTHER SPECIAL OCCASIONS

Students will wear khaki (tan) pants and a solid red polo shirt for school-wide/campus-wide liturgies or any other special occasions. No flip flops will be allowed.

LOGOS/MIRA'S

The Incarnate Word Academy logo will be mandatory. Brand logos will not be permitted. Mira's Sports and More is our official logo and uniform shirt supplier. Any other polo shirt must be approved by Mr. Torres, the principal. If approval is granted, a formal request will be personalized and issued at that time. Mira's will not place our logo on any other shirt unless proper approval and documentation is issued to them.

FOOTWEAR

Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers and shower shoes are examples of unacceptable footwear.

FRIDAY SPIRIT DAY DRESS and BLUE JEAN PASS DAYS

On Spirit Days, blue jeans are **only** allowed with any IWA shirt. Students may wear their club shirt, Mission Shirt, Witness Shirt, or Sports shirts on the designated spirit day (Fridays). No PE/Athletic period shirt is allowed. Jeans can not have any logos, designs, holes, rips and must be full length and appropriately fastened at the waist. Jean skirts, capri's or shorts are not permitted.

Blue Jean Passes require a small contribution which allows a student the privilege of wearing blue jeans with any school polo or IWA sponsored club shirt. On Blue Jean pass days, students must purchase and display the official pass.

INTERPRETATION OF APPROPRIATENESS / EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES

The principal, athletic director, sponsor, coach or other person in charge of an extracurricular/co-curricular activity shall be authorized to appraise and regulate any fashion, fad, or article of clothing to determine its appropriateness for school wear and extracurricular/co-curricular activities.

CONSEQUENCES – VIOLATION OF THE DRESS CODE

Students shall be in compliance with the dress code **prior to arrival** at school. For any dress code violation a student will be sent to the office, parent/guardian will be notified and will have to bring their student the appropriate clothing. No student will be allowed to leave campus to go change. No student will be allowed to return to class until he or she is in compliance with dress code. In order to avoid unexcused missed class time; students will be provided a change of clothes until parents can provide students with appropriate change of clothes.

A school class roster will be kept at the counter to record and monitor dress code/grooming infractions. Third infraction of a particular dress code violation will result in disciplinary action taken by principal.

USE OF FACILITIES

Students who wish to use the gymnasium at any time outside that of scheduled activities must receive permission from the athletic director (Ext. 166) and shall be under the supervision of a coach. Students are not permitted to wear street shoes while on the playing area of the floor.

- Use of the Dougherty Center requires permission of Mr. Malcolm Smith (Ext. 172). A building usage fee is charged.
- Cafeteria reservations are made with Mr. Malcolm Smith (Ext. 172).
- The Music Hall and Library are managed by the High School Principal (Ext. 129).
- The Gunning Gymnasium requires permission of the Athletic Director (Ext. 166). A building usage fee is charged.

TAPPS PARTICIPATION / ATHLETIC ELIGIBILITY

The following eligibility rules shall apply to Incarnate Word Academy students participating in contests held under the Texas Association of Private and Parochial Schools (TAPPS).

A student/athlete:

1. Has not reached 19 years of age prior to September 1 of the current year; and
2. Initially enrolled in the ninth grade not more than four years prior nor in the tenth grade more than three years prior; and
3. Has not graduated from high school or another school of equal or higher status.
4. Shall meet the guidelines of the TAPPS transfer and 15 school day rule. Attitude, grades, attendance and other extenuating conditions may affect participation in competition at the discretion of the TAPPS Coordinator and/or Athletic Director.
5. Is a full time student at Incarnate Word Academy in good and regular standing which includes but is not limited to:
 - Enrollment in at least five accredited academic courses.
 - Failing no more than one course on report card or progress report.
6. Eligibility is determined as follows:

Quarter Report Cards

1. A student with two or more failing grades at the end of a quarter (not semester) will become ineligible.
2. Ineligible student-athletes will practice, but will not be allowed to dress, compete, sit, or travel with the team until end of probationary period is over.
3. The sit out period will begin at the next quarterly grading period. (Refer to sit out periods below).
4. During breaks or intercessions it is at the coaches' discretion to allow any playing time to a student athlete that they know will be ineligible.

*Any student-athlete failing two or more classes in the fourth quarter will have to seek permission to enroll in athletics the following year.

***Any student-athlete that continues to fail may be removed from athletics at the principal or athletic directors' discretion.**

Sit out periods begin as follows:

1st quarter ineligible – October 11 – November 10

2nd quarter ineligible – January 4 – February 2

3rd quarter ineligible – March 21 – April 20

Progress Reports

1. Progress reports are issued 4 ½ weeks after the start of the grading period and will determine whether or not a student-athlete is eligible.
2. Eligibility will be determined on progress report day. (Listed below)
3. Student-athletes failing two or more classes will have a two week probationary period. (Student-athletes will practice, but will not be allowed to dress, compete, sit, or travel during this period).
4. Failure to become eligible during the probationary period will result in ineligibility for the remainder of that quarter.

***Any student-athlete that continues to fail may be removed from athletics at the principal or athletic directors' discretion.**

Progress Report Dates

September 8th, November 10th, February 2nd and April 20th

SENIOR PRIVILEGES

Seniors may be accorded special privileges, which include the following:

1. Upon written request by a parent or legal guardian, seniors are given special authorization for off campus lunch. Seniors tardy to 6th period report directly to the attendance officer. The Honor Code applies to seniors during open campus. Seniors with failing grades on progress reports or report cards shall have to forfeit open campus for a designated time.
2. Seniors may be absent from campus during their scheduled off periods, which may be 1st & 2nd, or 7th & 8th, or 1st & 8th periods.
3. An excessive number of conduct referrals shall adversely affect senior privileges.
4. Excessive tardies or absences shall be cause to revoke open campus privilege.
5. Seniors shall lose their driving privilege if failing to observe posted speed limits and safety procedures and / or illegal parking.

SISTER MARTHA O’GARA AWARD

The Sister Martha O’Gara Award recognizes an outstanding senior at Incarnate Word Academy. This award exemplifies a tradition of excellence representing loyalty, achievement, and scholarship. The plaque remains at school and each year the name of a senior is added.

GRADUATION

At graduation, the class valedictorian and salutatorian are honored. To qualify for this honor, a student must have attended Incarnate Word Academy for the entire sophomore, junior and senior years. The valedictorian is the student with the highest cumulative average in the class; the salutatorian is the student with the second-highest cumulative average in the class. The ranking of these and all students is determined on the basis of courses taken during the four years of high school, up to and including the third quarter of the senior year. Grades earned in athletics, band, choir, and physical education are not used in determining a student’s GPA and ranking. GPA is an average of qualified earned semester grades to which ten (10) extra points are awarded for each semester grade in a course indicated by (Pre-AP), (AP), or (Dual Credit). This sum is then divided by the total number of qualifying semester courses (9-12).

Caps and gowns shall be issued only if all obligations are met by specified deadlines. Seniors are required to pay a graduation fee (\$100) to cover the bishop and priest stipends, rental fee of the facility, and miscellaneous expenses. This fee is due at the final registration in July. All monetary obligations such as tuition, fines, fees, project money (if any), dues, or payment for any special order items shall be paid and cleared by the second Friday in May (May 13, 2011).

A senior shall have completed the required number of credits and courses to participate in graduation ceremonies.

COUNSELING

ACADEMIC COUNSELING

Students and parents are encouraged to talk with the school counselor, a teacher, or the principal to learn about course offerings and the graduation requirements of various programs. Each spring, students in grades 9-11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with our counselor so that they take the high school courses that best prepare them. The counselor also provides information about entrance examinations required by many colleges and universities, as well as information about financial aid, scholarships, and housing (Extension 167).

**2007 & 2008
TEXAS ASSOCIATION OF
PRIVATE
AND
PAROCHIAL SCHOOLS
5-A STATE ACADEMIC CHAMPIONS**

Classes of 2011, 2012, 2013, and 2014

	<u>Recommended Diploma</u>	<u>Advanced Diploma****</u>
Theology	4.0	4.0
English Language Arts	4.0	4.0
Mathematics	4.0	4.0
Science*	4.0	4.0 IPC not included
Social Studies:		4.0
U.S. History	1.0	1.0
W. Geo. / World History	1.0	
U.S. Government	2.0	2.0
	0.5	0.5
Economics	0.5	0.5
Language other than English **	3.0	3.0
Physical Ed. and/or Athletics	1.5	1.5
Health/Advanced Health	1.0	1.0
Computer	1.0	1.0
Fine Arts	1.0	1.0
Speech	0.5	0.5
Other Electives	<u>2.0</u>	<u>2.0</u>
Total Credits	30.0	30.0

* To include Biology, Chemistry I, and Anatomy & Physiology or AP Biology II or AP Chemistry II, or Physics, and Integrated Physics & Chemistry (IPC) may be included for Recommended Diploma plan but NOT for Advanced Diploma plan.

** Must be the same language.

*** These may include courses in science, social studies, math, English, and other languages.

**** Requires a minimum combination of *fifteen (15)* pre-advanced placement, dual credit and/or advanced placement, and/or credits and a GPA of 90.0 or above.

JEANNE DE MATEL LAUREATE DIPLOMA

This diploma recognizes the student who is capable of college-level work while still in high school. Students meeting the requirements of the Advanced Diploma shall also complete the following requirements:

- Complete at least four additional advanced-level courses.
- In addition to our Theology department service requirements, the student will be required to participate in one major service project based on criteria listed on the application form.
- An exemplary conduct record.
- Qualifies for a total of at least three measures in the following two categories:

Qualifying measures for the Jeanne de Matel Laureate Diploma:

[Students need not qualify in both categories.]

1. Recognition as a Commended Scholar, Semifinalist, or Finalist by the National Merit Scholarship Corporation; and/or
2. Attainment of at least four scores of 3 or above (two if qualified under #1 above) on College Board Advanced Placement Examinations.

- Students should apply to be designated as “**Jeanne de Matel Diploma Candidates**” in the fall of their senior year.
- Applications may be picked up from the counselor.

SUMMER SCHOOL/CREDIT BY EXAMINATION/CORRESPONDENCE COURSES

Students who fail one semester, but have a sufficiently high grade the other semester to achieve a 70 average will receive 1 credit. Otherwise, the failed semester may be made up in summer school, by correspondence course, by CBE, or by repeating the course. These courses must have written **PRIOR** approval from the principal to count towards graduation. Students may not earn credit through summer school, credit by examination or correspondence courses for the purpose of graduating without completing four years in grades 9 through 12. Grades earned in summer school, through credit-by-exams, or any other credit recovery program will not be included in the student’s GPA.

PRE-ADVANCED, ADVANCED PLACEMENT AND DUAL-CREDIT COURSES

Pre-Advanced and Advanced Placement classes are designed for students that demonstrate aptitude in a particular subject area and provide opportunities for the exceptional and highly motivated student. Students will be challenged to develop and practice higher-level and critical thinking skills and to pursue independent and/or guided research. In order to enroll in a Pre-Advanced or Advancement Placement course, the student must have earned a 93 average in a regular class the previous year or an 88 in a Pre-Advanced or Advanced Placement course. Without these grades, a student could enroll in advanced classes with a teacher recommendation. Courses will present a greater scope of subject matter, and students will be expected to master material in greater depth. To be eligible for these courses, a student shall meet specific criteria (see Course Description Booklet). Students with first-semester averages below 80 in pre-advanced and/or advanced placement and/or dual credit courses may be removed at the recommendation of the teacher. A failed nine weeks in these courses will result in placement in a regular level course. Students participating in pre-advanced and advanced placement classes will receive an additional ten points per course per semester for the purpose of determining GPA and class rank. Weighted grades will not appear on report cards or transcripts; however, all pre-advanced and advanced placement courses will be specially designated on the official transcript. Pre-advanced and advanced placement courses presented by transfer students will receive the same weight as comparable courses at Incarnate Word Academy. Students must be enrolled in the AP class for a minimum of 13 consecutive weeks and complete the semester for AP credit.

DUAL CREDIT

The Dual-Credit Program is a cooperative partnership between Incarnate Word Academy High School and Del Mar College, which enables our students to receive college credits while completing the requirements for high school graduation. Students must receive approval from the principal before enrolling in a dual-credit course. Students who meet specific eligibility requirements are permitted to enroll in those college courses specified in this course description book and to earn credit toward high school graduation and college credit concurrently. Specific questions regarding dual-credit courses may be addressed to the counselor. Grades earned in dual-credit courses will be calculated for rank-in-class standing. Musicianship, weight training, and fitness conditioning are not used in calculating GPA and class ranking. Students must choose dual credit courses from the courses listed in the high school's partnership agreement with Del Mar.

All state colleges and universities accept dual-credit courses. Those state colleges and universities the majority of Incarnate Word Academy High School students attend include the following:

College Credit Courses: Eleventh grade students wishing to take college courses not listed as dual-credit through Del Mar College or Texas A&M- Corpus Christi may do so with administrative approval for college credit only during after school hours. High school credit will not be given for these courses.

Angelo State University
Blinn College
Del Mar College
Sam Houston State University
Texas A&M University – College Station
Texas A&M University - Corpus Christi
Texas A&M University – Galveston
Texas A&M University – Kingsville
Texas State University
Texas Woman's University
University of Houston
University of Texas @ Austin
University of Texas @ San Antonio

Many private Schools in the state of Texas also accept dual-credit. Those include the following:

Baylor University
Colorado School of Mines
Georgetown University (Limit 4 courses)
Our Lady of the Lake University
Schreiner University
Southern Methodist University
Southern University
Southwestern University
St. Edward's University
St. Mary's University
St. Thomas University (depends on student's grade & course content)
Texas Christian University
University of the Incarnate Word
University of Dallas (depends on student's grade & course content)

WEIGHTED GRADING SYSTEM

The courses included in each level are listed below:

LEVEL II

(10 points added per semester)

Dual Credit English IV	AP Calculus AB	Pre-AP Computer Science I
AP English III	AP Calculus BC	AP Spanish IV
Pre-AP English II	Pre-AP PreCalculus	Dual Credit Spanish III & IV
Pre-AP English I	Pre-AP Algebra II	Pre-AP Spanish III
Dual Credit Government	Pre-AP Geometry	Pre-AP Spanish II
AP Government	AP Physics	Pre-AP French IV
Dual Credit Economics	Pre-AP Physics	Pre-AP French III
AP Economics	AP Chemistry II	Pre-AP French II
Dual Credit U.S. History	Pre-AP Chemistry I	PAP Studio Art
AP U.S. History	AP Biology II	AP Studio Art
AP World History	Pre-AP Biology	
Pre-AP World Geography	AP Computer Science A	

LEVEL I

(No points added per semester)

All courses not otherwise listed on Level II, including athletics, band, choir, and physical ed.

GRADE POINT AVERAGE

GPA is an average of qualified earned semester grades to which ten (10) extra points are awarded for each semester grade in a course indicated by Pre-AP, AP, or Dual Credit. This sum is then divided by the total number of qualifying semester courses (grades 9-12). (See page 20 – Graduation) Grades earned in athletics, band, choir, and physical education are not used in determining a student's GPA and ranking. GPA for students from a school outside the United States will be based on credits earned at Incarnate Word Academy High School

CLASS RANKING

Class ranking is done for the first time at the end of the student's sophomore year. Class rank is based on the cumulative Grade Point Average for students at the end of the school year. In addition, seniors are ranked at the end of the first semester of their senior and a final ranking is done at the end of the third quarter. Incarnate Word Academy High School believes that ranking students within their class group creates an environment that:

- Encourages students to set challenging personal and behavioral goals and objectives in academics and extracurricular activities.
- Promotes academic excellence.
- Promotes and rewards strong work ethic.
- Encourages student effort which extends beyond the normal requirement.
- Prepares students for a competitive world beyond high school.
- Honors and respects each student's accomplishments.
- Builds pride within each individual student for his/her achievement.
- Determines where the student fits in relation to others in their academic setting.

According to recent research regarding criteria for admission to higher education, colleges and universities are:

- Using class rank as a part of the application process.
- Greatly varied in their preference and treatment of a student's rank or lack of one.
- Automatically assigning their own rank based on their academic priorities, if the school does not rank.
- Moving toward a more holistic review of significant criteria for all students, with or without class rank, such as grades, community service, awards, and letters of recommendation, extracurricular activities, and curriculum choices.
- Emphasizing or placing weight on standardized test scores, letters of recommendations, and profile, if the school does not rank.

GRADE CLASSIFICATION

Classification of students:

Freshmen	0	to	6.0 Credits	Sophomores	6.5	to	12.0 Credits
Juniors	12.5	to	19.0 Credits	Seniors	19.5	to	28.0 Credits

GRADING SCALE

All grades are recorded as numerical.

A	=	100 - 97
A-	=	96 - 93
B	=	92 - 89
B-	=	88 - 85
C	=	84 - 80
C-	=	79 - 77
D	=	76 - 73
D-	=	72 - 70
F	=	Any grade below 70 (failing)

CONDUCT GRADING SCALE

E	=	Exemplary
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory
NC	=	No Credit

QUARTER EXAMS

Quarter Exams account for 1/3 of a student's grade. A quarter exam will not be administered early without prior approval from the principal. **Before being allowed to take quarter exams, students are required to present their assigned textbook to their teacher. This serves as a textbook check for the nine-weeks.**

TESTING DAYS

Chapter Tests and /or Topic Tests will be given on the following days of the week:

- Monday: A&P, Health Science Technology, Health/Advanced Health, Business Technology, and Technology Applications.
- Tuesday: Mathematics and Foreign Languages.
- Wednesday: Science and Career Education.
- Thursday: Language Arts, Journalism, Theatre Arts, and Speech.
- Friday: Social Studies, Theology, Fine Arts (Art, Band, & Choir), Physical Education, and Cheerleading.

CO-CURRICULAR ACTIVITIES

Students have the opportunity to participate in the following organizations:

Honor Societies:

National Honor Society (Scholarship, Leadership, Service, and Character)
Mu Alpha Theta (Mathematics)
Tri-M (Modern Music Masters)

Student Government:

Student Council

Athletics:

Baseball	Cross Country	Swimming
Basketball	Soccer	Golf
Track and Field	Tennis	Volleyball

Special Interest Organization:

Mission Team	Science Club	Spirit Club
Spanish Club	Health Careers Club	Film Society Club
French Club		Photography Club

MAKE-UP WORK / LATE WORK

Incarnate Word Academy has the following late and make-up work policies:

Work Missed Due to School Sponsored or Pre-Approved Trips

1. Students taking school-sponsored or pre-approved trips shall make arrangements with teachers for assignments and due dates.

Make-up Work Due to Absences

1. Make-up work is permissible **only** if absence is **excused**. A zero will be recorded for an unexcused absence.
2. The number of days allowed for completion of make-up work shall not exceed the number of days absent.

3. Students shall complete make-up work within a week after returning to school from an extended illness.
4. Make-up tests may be given on the day of a student's return to school if a test was announced prior to the absence. Any make-up test will be administered at the teacher's discretion.
5. Students should call or contact classmates for information about missed assignments.

Late Work

1. Students are expected to complete and turn in all assigned work by the due date set by the teacher.
LATE WORK IS NOT ACCEPTED.

EXAMINATIONS AND REPORT CARDS

Incarnate Word Academy operates on a two-semester system divided into four grading periods. The last four days of each quarter are scheduled as exam days. On these days, the regular school day schedule is changed. On each of the four days the exam schedule is as follows:

- 8:30 – 10:00 First Exam
- 10:00 – 10:25 Announcements/Break
- 10:30 – 12:00 Second Exam
- 12:00 – 1:30 Lunch
- 1:30 – 3:00 Make-Up Exams / Grading

School is dismissed at the conclusion of the second exam. The periods scheduled for daily exams are announced before the exam sessions. All obligations shall be cleared **PRIOR** to exams. Students who are absent during exams shall schedule make-up exams at the earliest possible time. A student in an AP course who takes the AP exam in May and has a pre-exam second semester average of 93 or above may be exempt from the final exam at the discretion of the AP teacher. The AP teacher will use an average of test grades in place of the final exam grade.

- ❖ The daily average of the quarter counts as 2/3 of the report card grade, and the exam grade counts as the other 1/3 of the report card grade.
- ❖ Report cards are mailed at the end of each semester and issued via ParentsWeb at the end of 1st and 3rd.

<u>Report Cards Issued</u>	October 8th – via ParentsWeb	December 24th – mailed home
	March 18th – via ParentsWeb	June 10th – mailed home

HONOR ROLL

A student qualifies to be on the Honor Roll by:

- Having a 90 average.
- No grade lower than an 85.
- No conduct grades lower than an “S”.

DROPPING COURSES

Students may drop and add courses during the first five (5) class days of each semester:

- If this involves pre-advanced or advanced placement courses, parent permission is required.
- Any request beyond 5 days will require parent communication with the counselor and/or principal.

- All earned grades will be reflected on the report card and transcript including those from a changed or dropped class.

ATHLETIC PROGRAM

ATHLETICS

The purpose of the Incarnate Word Academy athletic program is:

- To assist the total educational process in developing well, sound citizens of the community.
- To positively influence the habits, skills, and attitudes of both participants and observers at athletic events.
- To build physical, mental, moral, and social character.
- To instill a positive attitude, leadership skills, pride of accomplishment, loyalty to others, and self-discipline.

Taking part in the athletic program is a privilege, not a right. The coach and athletic director will have the authority to revoke the privilege when rules are not followed. Athletes are expected to maintain special standards. Athletes will realize that Incarnate Word Academy wants all student/athletes to reach their maximum performance level, not only in athletics, but also in the classroom. The following sports are offered if there are sufficient numbers/active participants to consist of a team and compete during their respective season:

- | | |
|----------------------|---|
| Boys: | Cross-Country, Soccer, Basketball, Tennis, Swimming, Baseball, Golf, and Track & Field. |
| Girls: | Cross-Country, Volleyball, Soccer, Basketball, Tennis, Swimming, Golf, Softball, and Track and Field. |
| Boys & Girls Sports: | May require additional conditioning programs throughout the school year. |

2006, 2007, & 2008
BOYS STATE CROSS-COUNTRY CHAMPIONS
2008
GIRLS STATE CROSS COUNTRY CHAMPIONS

CHEERLEADERS AND MASCOT

The purpose of the Incarnate Word Academy cheerleaders is:

- To promote school spirit and sportsmanship.
- To provide support for the athletic teams.
- To promote services on campus and within the community.
- To perform at appropriate times and occasions.
- To represent Incarnate Word Academy in an exemplary manner, serving as role models of the school for behavior and citizenship.

Cheerleaders are under the authority and supervision of their coach while attending/performing at activities/events. The cheerleading sponsor is under the authority and supervision of the Athletic Director.

Students are eligible to try out for cheerleader in the spring provided the following criteria are met:

- Candidates shall be completely registered for the upcoming academic year.
- Candidates shall have maintained a grade of 70 or above in all classes the grading period prior to tryouts and at the time of progress reports the quarter of tryouts.
- Candidates shall not have unexcused absences and/or excessive excused absences and/or tardies to school, cheerleading activities/events the prior grading period and up to the time of tryouts.
- Candidates shall be financially clear of their tuition and / or cheerleading account.
- Candidates shall provide the necessary information requested by the coaching staff such as, but not limited to, parent permission, medical release and emergency contact forms, along with proof of medical insurance.

Cheerleading is part of the Incarnate Word Academy's athletic program. It too, is a privilege, not a right. The cheerleading coach and athletic director have the authority to revoke the privilege when rules are not followed and standards are not met. Cheerleaders are to be role models for others on and off campus, as well as, in and out of uniform. Cheerleaders are expected to maintain and follow all Incarnate Word Academy rules and regulations in the program and in the classroom.

*As in the classroom, class work is made up—in extra-curricular activities (athletics & cheerleading) where conditioning is a concern students shall be required to do conditioning that was missed.

DISCIPLINARY PROCEDURES AND REGULATIONS

HONOR SYSTEM

Incarnate Word Academy students participate in a special type of discipline system designated as the Honor System, which is based on an Honor Code (see page 5). Responsible observance of the Honor Code helps achieve the purpose of Incarnate Word Academy. Students who do not comply with the principles of the Honor code, the rules and guidelines in the handbook, or classroom rules will be subject to disciplinary action which may include fines, detention, referrals to the principal, loss of privilege, in school suspension (ISS), suspension, and/or expulsion. The school makes a special effort to keep parents informed of their children's inability to observe the Honor Code so that through the cooperation of all, the system can be effective. Repeated referrals will have an adverse effect on a student's eligibility for school-related events and senior off-campus privilege, as well as, financial assistance.

REFERRAL TO PRINCIPAL / IN SCHOOL SUSPENSION (ISS)

Offenses that generally warrant referrals to the principal/ISS include, but are not limited to,

- Repeated violation of classroom rules/procedures.
- Repeated dress code non-compliance.
- Repeated late arrival to class.
- Chewing gum.
- Use of rude, vulgar, profane language.
- Cheating or dishonesty.
- Repeated inappropriate public display of affection.

- Use or possession of tobacco products.

SUSPENSION

A suspension is counted as an unexcused absence. Offenses that generally warrant suspensions include, but are not limited to,

- Repeated expressions of disrespect, or inappropriate behavior / language.
- Vandalism/property damage – (will require compensation of damages).
- Blatant, defiance of authority/insubordination.
- Behavior that jeopardizes the safety of students or staff.
- Repeated forgery, plagiarism or other dishonest actions.
- Threats, intimidation; defamation and sexual harassment.
- Fighting.

IN SCHOOL SUSPENSION (ISS) AND SUSPENSION

- A student assigned to ISS or has been suspended is not to attend any co curricular/extracurricular activities before being admitted back into the regular classroom the following day.
- A student assigned to ISS or has been suspended is not to participate in any co curricular/extracurricular meetings, practices, games, or meets before being admitted back into the regular classroom the following day.
- A student assigned to ISS or has been suspended is not allowed on any school campus before being released back into the regular classroom.
- A student assigned to ISS shall have all work completed in an appropriate manner before being admitted back into the regular classroom.
- A student suspended will receive a zero for work/exams missed.

EXPULSION

A student shall be expelled for committing any of the following offenses on school property or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug.
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in conduct that contains the elements of an offense relating to abuseable glue or aerosol paint, or volatile chemicals.
- Engaging in criminal mischief, if punishable as a felony whether committed on or off school property or at a school-related event.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer on school property.
- Engaging in conduct that contains the elements of assault and retaliation against a school employee or volunteer, regardless of where or when the conduct occurs.
- In an emergency, the principal or the principal's designee may order the immediate expulsion of a student when people or property is in imminent danger or harm.

DISMISSAL

The principal has the right to dismiss a student at any time shall it be deemed in the best interest of Incarnate Word Academy and the student. A dismissal may be appropriate with regards to academics, attitude, and/or attendance.

REAPPLICATION PROCEDURE

A student required to withdraw from Incarnate Word Academy may reapply at a later date subject to the following specifications:

- The student shall sit out a minimum of one complete semester.
- The student may apply to reenter at the beginning of the fall or spring semester.
- The principal will interview the applicant and make the final decision.
- Parents shall present documented completion of any conditions specified at time of withdrawal/expulsion.

WITHDRAWAL

If a student finds it necessary to discontinue his/her attendance at Incarnate Word Academy, he/she shall have written parental approval and personally withdraw at the office. No transcripts of credits will be sent until a student has obtained a statement of clearance which requires the return of his/her student I.D. card, the return of all rental books, the return of all library books, the return of any other school property, and the payment of tuition, fines, and any other financial obligations.

HEALTH AND SAFETY

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

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing—drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and causes – meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 – 10 days after the vaccine is given and lasts for up to 5 years.

WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention.

FOR MORE INFORMATION

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

MEDICATION USE AND DISTRIBUTION

A written request by a parent or guardian shall be provided before a student will be administered prescription medication at school. The school nurse will give the student medication only with specific directions on the container. No student may be self-medicated. Written requests from both a parent/guardian and the student's physician should be obtained for dispensing medication to a student if medication is to be administered longer than ten (10) days. Both requests and medication shall be kept in the nurse's office. Students may not bring non-prescription oral medication to school.

COMMUNICABLE DISEASE

A student who contracts a communicable disease is not permitted to return to school without permission from a physician. Cases of communicable diseases shall be reported to the school as soon as possible.

RELATIONSHIP GUIDELINES

Public demonstrations of affection are not appropriate to the school setting such as, but not limited to, kissing, sitting on another person's lap, inappropriate embraces, and inappropriate touching. The relationship guidelines also include school sponsored dances and school sponsored activities. Repeated non-compliance will result in referral to the principal.

DANCES AND OTHER SCHOOL ACTIVITIES

Classes, clubs, and school organizations may sponsor dances, and other such activities. Special dances such as MORP, Prom, Homecoming and Favorites Dance may be extended to midnight. Students and their guests must arrive by the time specified in advance. **Students are not permitted to return to a dance after leaving.** An Incarnate Word Academy student shall register his/her guest before the function and be responsible for behavior of guests. The class or club sponsoring the event shall provide chaperones and security. This group is also responsible for the required utility fee and facility clean up. The relationship guidelines also include school sponsored dances.

CRIMINAL BEHAVIOR

Any student having pending litigation of felony or misdemeanor charges may be withdrawn at the discretion of the administration.

FIGHTING

Any student involved in a fight, on school property or while attending a school-sponsored or school-related activity on or off school property, will be subject to disciplinary action. Students are to avoid encouraging or promoting a fight by such behavior as challenging, daring, taunting, provoking or spreading rumors.

SEXUAL HARASSMENT

Incarnate Word Academy believes that every student and employee has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. Incarnate Word Academy considers sexual harassment of students to be serious and will consider full range of disciplinary options, up to and including expulsion, according to the nature of the offense. To promote respect for all persons within the school community and to maintain an environment conducive to learning, Incarnate Word Academy prohibits any form of sexual harassment of other students and school employees. Incarnate Word Academy prohibits employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools. Sexual harassment may include, but is not limited to, verbal harassment, unwelcome touching or other sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature. Sexual harassment includes inappropriate use of e-mail, web pages, voice mail, telephone, paging devices and chat rooms.

Name-calling, put downs and other expressions of disrespect will not be tolerated. Students violating this policy will be subject to disciplinary action, which may include suspension or expulsion.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or president. The student will not be required to present a complaint to a person who is the subject of the complaint.

HAZING

Hazing involves any knowing, intentional, or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

GAMBLING

Gambling of any kind is prohibited on school grounds or at any school-related event.

GANG ACTIVITY

A “gang” is defined as a group of two or more individuals, whose purpose may include the commission of illegal acts. A gang is a prohibited fraternity, sorority, or society as defined by Education Code 37.121. Students are not to be involved in criminal gangs. Any student wearing, carrying or displaying paraphernalia, or exhibiting behavior or gestures that symbolize such gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action. If a student is suspected or identified as being a member of a criminal gang, shows interest in joining such a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, steps will be taken to address the situation. These may include communication with parents/guardians, suspension, or expulsion, counseling, referral to the Department of Human Services, notification of police or other appropriate authorities.

SUBSTANCE ABUSE

Illicit substance abuse is considered a most serious infraction of the school discipline code. Students who are found in possession of, or using, delivering, dispensing, selling, or under the influence of a prohibited substance and/or possessing drug paraphernalia on school property or within a one-mile radius of the campus or at a school-sponsored activity, function, or event taking place away from the school, are subject to expulsion.

- Prohibited substance shall mean any substance defined in this policy as an alcoholic beverage, a controlled substance, a dangerous drug, or an intoxicant.
- Controlled substance shall mean marijuana or any substance, as defined by the Texas Controlled Substance Act.
- Alcoholic beverage shall mean any one of those beverages so defined by the Texas Alcoholic Beverage Code, including but not limited to beer, wine, whiskey, gin, rum, vodka, tequila and any other liquid containing alcohol.
- Dangerous drug shall mean any of those substances so defined by the laws of the State of Texas as existing at the present (Article 4476-14, Vernon’s Texas Civil Statutes) and as subsequently amended.
- Intoxicant shall mean any sort of liquid, gas or solid which has the effect of disorienting the physical and mental faculties of a student, including, but not limited to glue, aerosols, gasoline, paint, and paint thinner.

USE OF TOBACCO

Cigarette smoking and the possession and use of tobacco and chewing tobacco by students are illegal and prohibited on the Incarnate Word Academy campus. This includes all parking areas as well as the school neighborhood. This non-smoking, no-chewing policy is also enforced at all school-sponsored functions at which the school is represented either locally or out of town. Those students caught using

tobacco or suspected of violating this rule are subject to disciplinary action. The smell of tobacco and /or possession of matches and lighters are cause of suspicion and may be subject to disciplinary review and/or action.

DETECTION DOGS

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

WEAPONS

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

GRIEVANCE PROCEDURE

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

- ◆ Level One.....Presentation to appropriate faculty/staff member.
- ◆ Level Two.....Presentation to the Principal.
- ◆ Level Three....Presentation to Incarnate Word Academy School Campus President.

PURPOSE OF HANDBOOK

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

ADMINISTRATION

- The President of Incarnate Word Academy is the chief administrator of the schools on the campus, with responsibility for financial and academic development and coordination of the levels of instruction (Ext. 175).
- The Principal of the High School is responsible for the overall programs of the school. Within the areas of responsibilities are curriculum, scheduling, personnel, student and staff welfare and morale, and facilities. The principal will provide leadership to ensure high standards of both instruction and extracurricular/co curricular services (Ext. 129).
- The Athletic Director is responsible for scheduling, organizing teams, conducting all athletic events and NCAA Clearinghouse procedures. The director of athletics ensures compliance with all policies of the Texas Association of Private and Parochial Schools and local requirements (Ext.166).
- The Counselor is responsible for guidance services to the students. They provide a proactive developmental guidance program to encourage all students to maximize personal growth and development. Assistance with personal decisions, academic, PSAT/SAT/ACT testing, college planning, financial aid, and career investigations are examples of areas of assistance (ext.167).
- The Registrar is responsible for keeping records of grades, compiling accumulated credits,

checking for completion of graduation requirements, issuing student transcripts and report cards, and AP testing (Ext. 123).

Incarnate Word Academy
2010-2011 School Year
ACCEPTABLE USE POLICY

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

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

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

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

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

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

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

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

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

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

ACKNOWLEDGEMENT FORM

Student Name (printed) _____ **Grade** _____

To: I. W. A. students and parents

From: Mr. Jose Torres, Principal

Date: August 2010

Acknowledge receipt of the 2010-2011 Student and Parent Handbook by completing this form.

I received the 2010-2011 the I.W.A. Student and Parent Handbook. (I/We) agree to support the school in the implementation of the policies and procedures contained therein.

Student Signature: _____

Print Parent(s) Name(s): _____

Parent(s) / Guardian(s) Signature: _____

Date: _____

