

# **Incarnate Word Academy**

## **Student & Parent Handbook**

2011-2012



*Integrating Faith Development With High Academic Standards*

**Incarnate Word Academy,  
A Private Catholic Coeducational Institution College Preparatory Curriculum  
For Grades 9 through 12  
Conducted by the  
Sisters of the Incarnate Word and Blessed Sacrament,  
issues this handbook as  
Information and Directives for High School Students and Parents.**

**Incarnate Word Academy Board of Directors 2011-2012**

The Incarnate Word Academy School Board of Directors was initiated in 1994. The board serves as a policy-making body to enhance the school's viability, visibility, and solvency. The Incarnate Word Academy School Board has twice been awarded the prestigious National Outstanding Board commendation, in 2000 and in 2008, by the [National Catholic Educational Association](#) (NCEA).

Michael Lippincott, '81 **Chair**

Sr. Michelle Marie Kuntscher, **IWBS Superior General**

Dr. Paxton Longwell, **Vice Chair**

Joe Coco, **Treasurer**

Rod Martin, **Secretary**

Patricia Canales Bell

Sr. Colette Brehony

Barry Clark

Tim Ehrman, '86

Charles D. Imbergamo, Staff

Frances Mir, '65

Kim Seger

Dave Thomas

Sr. Julianne Kuntscher

Sr. Michelle Marie Kuntscher

Sr. Barbara Netek

Sr. Mary Ann Korczynski

Sr. Esther Dunegan

Sr. Martha O'Gara

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2011 — 2012  
HIGH SCHOOL CALENDAR



"Integrating Faith Development  
with  
High Academic Standards"

**JULY 2011**

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**AUGUST 2011**

SUN	MON	TUE	WED	THU	FRI	SAT
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**SEPTEMBER 2011**

SUN	MON	TUE	WED	THU	FRI	SAT
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**OCTOBER 2011**

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**NOVEMBER 2011**

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**DECEMBER 2011**

SUN	MON	TUE	WED	THU	FRI	SAT
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**JANUARY 2012**

SUN	MON	TUE	WED	THU	FRI	SAT
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**FEBRUARY 2012**

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**MARCH 2012**

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**APRIL 2012**

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**MAY 2012**

SUN	MON	TUE	WED	THU	FRI	SAT
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**JUNE 2012**

SUN	MON	TUE	WED	THU	FRI	SAT
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23	24	25	26	27	28	29
30	31					

**August**

- 5 Teacher Workday, 8am-4:30pm
- 8 **First Day of School for Students, 8:30am-3:40pm**
- 11 PTO Welcome Back Social, HS Cafeteria, 8:00pm
- 13 Athletic Prayer Breakfast, Dougherty Center, 7:30am-9:00am
- 13 Athletic Physicals, 9:00am-11:00am
- 14 School-Wide Mass, Gunning Gym, 10:00 a.m.
- 17 Athletic Booster Club Meeting, TBA
- 18 Blood Drive, Alameda Parking Lot (HS), 8:00am-3:00pm
- 20 Senior Pictures, HS Library, 8:00 am-4:00pm
- 24 Picture Day, Library, 8:00am
- 24 Diocesan Back To School Liturgy, CC Cathedral, 10:00am
- 25 PTO Meeting & Follow-the-Schedule, Cafeteria, 6:30pm (All Staff In Attendance)

**September**

- 8 College & Financial Aid Night, HS Cafeteria
- 10 MORP Dance, DC, 8pm-midnight
- 14 School-Wide Mass, Gunning Gym, 10:00am
- 17 Athletic Booster Golf Tourney, North Shore Country Club, 1:00pm
- 20 IOWA Testing
- 22 Major Donors' Appreciation Dinner
- 27-30 **Quarter Exams, 8:30am-12:30, Noon Dismissal**

**October**

- 3-10 Fall Break
- 12 PSAT College Testing, 8:00am-11:00am/Early Dismissal HS only
- 17-21 Rerest Week—All Levels
- 21 School-Wide Mass, Gunning Gym, 10:00am
- 22 TAPPS State Cross Country

**November**

- 1 Campus-Wide Mass, Gunning Gym, 10:00am
- 4-5 TAPPS State Volleyball Tournament
- 5 Germanfest, Gunning Gym, HS Patio & Cafeteria, 6:30pm
- 6 IWA Memorial Mass
- 9 Athletic Booster Club Meeting, TBA
- 10 Blood Drive, Alameda Parking Lot (HS), 8:00am-3:00pm
- 11-12 TAPPS State Soccer Tournament
- 12 Homecoming Dance, DC, 8:00pm-midnight
- 16 School-Wide Mass, Gunning Gym, 10:00am
- 18 Diocesan Catholic Conference, Omni Hotel, 8:30am-No School for Students
- 21-22 Mini Cheer Camp
- 21 Faculty Retreat, No School for Students
- 21-25 Thanksgiving Break
- 30 Adoration Mass

**December**

- 8 Campus-wide Mass, Gunning Gym, 10:00am
- 8 Winter Fine Arts Festival (Music, Art, Th Arts), Gunning Gym, TBA
- 13-16 **Quarter Exams, 8:30am-12:30, Noon Dismissal**
- 19-Jan 2 Christmas Break

**January**

- 2 Local In-Service, No School for Students
- 3 **All Students Return, 8:00am-8:40pm / 3rd Quarter Begins**
- 14 Pastoral Ministries Conference, American Bank Center, 8:30am
- 16 School-wide Mass, Gunning Gym, 10:00am
- 28 Blood Drive, Alameda Parking Lot (HS), 8:00am-3:00pm
- 29-Feb 5 National Catholic Schools Week

**February**

- 1 Campus-wide Mass, Gunning Gym, 10:00am
- 7 Family Information Night, HS Cafeteria, 6:00pm
- 8 Athletic Booster Club Meeting, TBA
- 11 Favorites Dance, DC, 8pm-midnight
- 17-18 TAPPS State Swimming & Diving Meet
- 22 Ash Wednesday

**March**

- 2-3 TAPPS State Basketball Tournament
- 3 IWA Benefit Gala, TBA
- 6-9 **Quarter Exams, 8:30am-12:30, Noon Dismissal**
- 12-16 Spring Break
- 21 Reconciliation
- 23-24 TAPPS State Art Competition, TBA
- 28 Celebration of 100 Years of CC Diocese(In-Service/Mass, No School for Students)
- 30 Athletic Booster Club Seafood Feast & Fish Fry, IWA Pavilion
- 30-31 TAPPS State Academics and Speech Meet, TBA

**April**

- 11 Athletic Booster Club Meeting, TBA
- 12 Blood Drive, Alameda Parking Lot (HS), 8:00am-3:00pm
- 13-14 TAPPS State Music Competition, TBA
- 19 Scholarship Donor Appreciation Luncheon, DC, 11:30am
- 23-24 TAPPS State Golf
- 25-26 TAPPS State Tennis
- 28 Celebration of Achievement Awards Ceremony, Gunning Gym, 7:00pm
- 27 Ring / Rose Mass & Ceremony, Gunning Gym, 11:00 a.m., Early Dismissal
- 27 Jr./Sr. Prom, Crystal Reception Hall, 8:00 p.m., Early Dismissal

**May**

- 3 Fine Arts Festival (Music, Art, Th Arts), Gunning Gym, TBA
- 4-5 TAPPS State Track
- 7-18 Advanced Placement Testing
- 18 Graduation Luncheon & Rehearsal, CC Cathedral, 11:00am-2:30pm
- 10,11,12 TAPPS State Baseball & Softball Tournament
- 16 Athletic Booster Club Sports Banquet, DC, 6:00pm
- 15-16 Senior Exams through their scheduled classes
- 22-25 **Quarter Exams, 8:30am-12:30, Noon Dismissal**
- 26 Graduation, Corpus Christi Cathedral, 7:00pm
- 25 Last Day of School
- 29 Teacher Workday

▲ Diocesan In-Service Day  
● Local In-Service  
▼ Teacher Workday  
■ Intercession / Holiday  
▲ Beginning of Quarter  
▼ End of Quarter  
▲ Early Dismissal/ Faculty Meetings/ Family Friday's

1st Quarter	39
2nd Quarter	44
3rd Quarter	48
4th Quarter	46
<b>Total</b>	<b>137</b>

H.S. Regular Schedule: 8:00am—3:42pm  
 H.S. Early Dismissal Schedule: 8:00am—12:30pm  
 H.S. Exam Schedule: 8:30am—12:00pm

## Incarnate Word Academy High School Staff Contact Information

2910 South Alameda \* Corpus Christi, TX 78404  
 Telephone: (361) 883-0857 \* FAX: (361) 881-8742  
 Website: [www.iwaccsl.org](http://www.iwaccsl.org)

### School Office: (361) 883-0857

#### Administration and Office Contacts / Telephone Extensions / Email Addresses

President	Mr. Charles Imbergamo / 175 / <a href="mailto:Imbergamoc@iwacc.org">Imbergamoc@iwacc.org</a>
Principal	Mr. Jose Torres / 112 / <a href="mailto:torresj@iwacc.org">torresj@iwacc.org</a>
Administrative Asst. to the President	Mrs. Audra DeLeon / 175 / <a href="mailto:deleona@iwacc.org">deleona@iwacc.org</a>
Administrative Asst. to the Principal/ Enrollment	Mrs. Sylvia Reta / 112 / <a href="mailto:retas@iwacc.org">retas@iwacc.org</a>
Athletic Director	Mr. Reynaldo "Gator" Garcia / 166 / <a href="mailto:garciar@iwacc.org">garciar@iwacc.org</a>
Dean of Discipline and Student Affairs	Mr. Darren Dreyer / 168 / <a href="mailto:dreyerd@iwacc.org">dreyerd@iwacc.org</a>
Attendance Office/Reporting an absence	Mrs. JoAnn Garcia / 111 / <a href="mailto:garciaj@iwacc.org">garciaj@iwacc.org</a>
Book Store	Sr. Catherine Brehony / 132 / <a href="mailto:brehonyc@iwacc.org">brehonyc@iwacc.org</a>
Campus Ministry/ Missions	Sr. Rosa Ortiz / 173 / <a href="mailto:ortizr@iwacc.org">ortizr@iwacc.org</a>
Finance Office	Mrs. Debbie Diegel / 174 / <a href="mailto:diegeld@iwacc.org">diegeld@iwacc.org</a>
Counselor	Mrs. Mitzi Witt / 167 / <a href="mailto:wittm@iwacc.org">wittm@iwacc.org</a>
Library Media Center	Mrs. Lisa York / 124 / <a href="mailto:yorkl@iwacc.org">yorkl@iwacc.org</a>
Library Assistant	Sr. Maria Elizabeth Brehony / 124 / <a href="mailto:brehonym@iwacc.org">brehonym@iwacc.org</a>
Central Office Receptionist	Miss Victoria Villarreal / 117 / <a href="mailto:villarrealv@iwacc.org">villarrealv@iwacc.org</a>
Registrar	Mrs. Sandra Trevino / 123 / <a href="mailto:trevinos@iwacc.org">trevinos@iwacc.org</a>
Technology Director	Mrs. Priscilla Ramos / 165 / <a href="mailto:ramos@iwacc.org">ramos@iwacc.org</a>
Webmaster	Mrs. Nickie Stillman / 125 / <a href="mailto:stillmann@iwacc.org">stillmann@iwacc.org</a>
Campus Nurse	Mrs. Lucille Snapka / 178 / <a href="mailto:snapkal@iwacc.org">snapkal@iwacc.org</a>

**Contact Faculty by Email.** Students and parents may contact teachers by email through the *ParentsWeb* portal which may be

accessed through the school website, [www.iwacc.org](http://www.iwacc.org). In order to access *ParentsWeb*, students and parents have an email address on record with the school.

**Contact Faculty by Telephone.** During school hours, telephone calls will typically be answered by the secretary who will route your call to the voicemail of the faculty member to whom you wish to speak. Parents and students should not attempt to telephone or text message faculty members at their homes or on their cell phones unless invited to do so.

### Teacher email and extensions

<b>Name and Phone Extension /Email</b>	
Mr. Keno Aleman / 166 / <a href="mailto:alemank@iwacc.org">alemank@iwacc.org</a>	Mrs. Karen Morrow / 318 / <a href="mailto:morrowk@iwacc.org">morrowk@iwacc.org</a>
Mr. Leonardo Alvarez / 430 / <a href="mailto:alvarezl@iwacc.org">alvarezl@iwacc.org</a>	Mrs. Stephanie Myers / 309 / <a href="mailto:myerss@iwacc.org">myerss@iwacc.org</a>
Mrs. Kimberly Benoit / 438 / <a href="mailto:benoitk@iwacc.org">benoitk@iwacc.org</a>	Sr. Raquel Newman / 308 / <a href="mailto:newmanr@iwacc.org">newmanr@iwacc.org</a>
Mr. Marc Bosquillon de Jenlis / 339 / <a href="mailto:bosquillonm@iwacc.org">bosquillonm@iwacc.org</a>	Sr. Martha O'Gara / 126 / <a href="mailto:ogaram@iwacc.org">ogaram@iwacc.org</a>
Mr. Cory Brooks / 166 / <a href="mailto:brooksc@iwacc.org">brooksc@iwacc.org</a>	Mr. Stephen Penley / 329 / <a href="mailto:penleys@iwacc.org">penleys@iwacc.org</a>
Sr. Patricia Burns / 302 / <a href="mailto:burnsp@iwacc.org">burnsp@iwacc.org</a>	Mr. Raymond Perrone / 320 / <a href="mailto:perroner@iwacc.org">perroner@iwacc.org</a>
Mr. Bill Cleavelin / 166 / <a href="mailto:cleavelinb@iwacc.org">cleavelinb@iwacc.org</a>	Miss Audrey Quintero / 142 / <a href="mailto:quinteroa@iwacc.org">quinteroa@iwacc.org</a>
Sr. Eileen Doherty / 306 / <a href="mailto:dohertye@iwacc.org">dohertye@iwacc.org</a>	Mrs. Sandra Quintero / 324 / <a href="mailto:quinteros@iwacc.org">quinteros@iwacc.org</a>
Miss Mary Esther Espinosa / 335 / <a href="mailto:espinosam@iwacc.org">espinosam@iwacc.org</a>	Ms. Erica Rangel / 354 / <a href="mailto:rangele@iwacc.org">rangele@iwacc.org</a>
Mrs. Joanna Grubaugh / 319 / <a href="mailto:grubaughj@iwacc.org">grubaughj@iwacc.org</a>	Mr. David Rodriguez / 303 / <a href="mailto:rodriguezda@iwacc.org">rodriguezda@iwacc.org</a>
Mr. Korey Hardeman / 371 / <a href="mailto:hardemank@iwacc.org">hardemank@iwacc.org</a>	Sr. Judith Saenz / 322 / <a href="mailto:saenzj@iwacc.org">saenzj@iwacc.org</a>
Mrs. Debra Hernandez / 439 / <a href="mailto:hernandezd@iwacc.org">hernandezd@iwacc.org</a>	Mr. David Screws / 301 / <a href="mailto:screwsd@iwacc.org">screwsd@iwacc.org</a>
Mr. Joe Hernandez / 134 / <a href="mailto:hernandezj@iwacc.org">hernandezj@iwacc.org</a>	Ms. Ashley Stark / 130 / <a href="mailto:starka@iwacc.org">starka@iwacc.org</a>
Mr. Daniel Machalick / 128 / <a href="mailto:machalickd@iwacc.org">machalickd@iwacc.org</a>	Mrs. Kathy Towers / 419 / <a href="mailto:towersk@iwacc.org">towersk@iwacc.org</a>
Mrs. Theresa Mader / 341 / <a href="mailto:madert@iwacc.org">madert@iwacc.org</a>	Mr. Joseph Vallone / 300 / <a href="mailto:vallonej@iwacc.org">vallonej@iwacc.org</a>
Mrs. Beatriz Marlow / 324 / <a href="mailto:marlowb@iwacc.org">marlowb@iwacc.org</a>	Mr. Facundo Vasquez / 337 / <a href="mailto:vasquezf@iwacc.org">vasquezf@iwacc.org</a>
Dr. Patricia Mondragon / 317 / <a href="mailto:mondragonp@iwacc.org">mondragonp@iwacc.org</a>	Mr. Casper Wenzel / 304 / <a href="mailto:wenzelc@iwacc.org">wenzelc@iwacc.org</a>

# MISSION STATEMENT

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



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

## INTRODUCTION

### 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, Naviance coordinator and guidance center supervisor. The counselor provides a proactive developmental guidance program to encourage all students to maximize personal growth and development. Assistance with personal decisions, academic, ITED/PSAT/SAT/ACT and AP testing, college planning, college financial aid process, 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 (Ext. 123).
- The Attendance Officer maintains student attendance data and ensures state attendance policy and procedures are followed (Ext. 111).

### 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.

**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," "Family Information Night," 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.

**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.

**Students Rights:** 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.

## **History of Incarnate Word Academy**

The Good News of Incarnate Word Academy came about through the faith, courage, and dedication of the Sisters of the Incarnate Word and Blessed Sacrament (IWBS). Coming to Texas with a great love of God in their hearts, a commitment to the teaching mission of the Church, and a willingness to share in a new venture, the Sisters forged a path in the rugged land of South Texas. With their determination and vision they brought Jesus, the Incarnate Word, to the children of this area through their ministry of Catholic education.

Despite struggles and hardships, Incarnate Word Academy opened its doors in 1871. The first buildings were poor and inadequate; but the support of benefactors and friends made possible a new building, which served students from 1885-1926. A new building was completed in 1926 to fulfill requirements for a first-class, state-affiliated high school. It included grammar grade classrooms and boarding accommodations.

In 1955 the high school students moved from the building on Carancahua Street to a beautiful new building on the present site at 2910 South Alameda. A three-room kindergarten also opened. Ten years later, the Sisters opened Incarnate Word Elementary Academy Elementary Level with kindergarten through third grade, adding a class each year. In that same year, 1965, the Montessori program began, providing an innovative, individualized, child-oriented education for children from the ages of two and a half through five years. The Montessori program was expanded in the early 1990's at the request of parents to include students through grade five. Today Incarnate Word Academy offers two tracks of elementary education, traditional and Montessori, for children through the fifth grade.

In 1970, at the request of the area Catholic School Board, the Sisters funded the construction of Incarnate Word Academy Junior High to provide Catholic education for seventh and eighth grade students in the city. In 1975, Incarnate Word Academy High School was opened to boys; this expansion required adjustments to

curriculum and facilities. In 1989 the conversion of the junior high into an innovative Middle School for grades six, seven, and eight, provided a developmental environment to meet the needs of the "child in the middle."

In recent decades, significant changes have advanced the school's mission. Governing bodies were created with the establishment of the Office of the President in 1988 and the initiation of the Incarnate Word Academy School Board of Directors in 1994. The Board serves as a policy-making body to enhance Incarnate Word Academy's viability, visibility and solvency. Our school board has twice been awarded the prestigious National Outstanding Board commendation, in 2000 and in 2008, by the National Catholic Educational Association (NCEA).

Aware of the changing roles of the founding congregation, parents, and other members of the Incarnate Word Academy community, the Board commissioned the first strategic plan that was adopted in 1996. This plan focused on six key areas with specific detail for implementation: the greater community, relationships, resources, communication, decision making and policy, and accountability and evaluation. The effectiveness of this plan was largely due to the commitment to implement the goals set and to provide for continued evaluation of the performance of the plan. The 1996 Strategic Plan set the precedent for subsequent strategic plans that followed every three to four years thereafter, thus making the strategic plans living documents.

Blending respect for the original strategic plan with great vision for the future, a new plan was adopted in 2000. This second plan added new goals to address challenges and opportunities for implementation; these included mission effectiveness, curriculum, development, marketing, personnel, and plant and facilities.

The generosity and support by the Incarnate Word Academy community and the South Texas community at large is an integral component of the school's heritage and has continually helped to further the mission of the school, making quality Catholic education available to more students in the area. In 2002 a comprehensive planned giving program was established in response to the interests for financial planning by alumni, parents and friends. To promote the Incarnate Word Academy Foundation, *Living Stones Building the Mission*, a major gift recognition society, was created in 2003, recognizing the support of the school's mission by loyal and generous donors.

To offer students the opportunity to experience missionary service, the Mission Effectiveness Committee of the Incarnate Word Academy School Board, initiated the Missions Program in 2003. High school students were given the opportunity to spread the Gospel message and to strengthen their faith. From 2003 to 2008 the team traveled to villages and towns in Mexico. In 2009, students served the communities of Galveston, which were devastated by Hurricane Ike and the following year the team traveled to New Mexico to serve on a Native American reservation. Today the team travels to various communities in need of evangelization and a helping hand.

Continuing its proactive tradition of effective planning, the Incarnate Word Academy administration and Board engaged in a strategic planning process during the 2003-2004 school year. The 2004 plan addressed the areas of enrollment, marketing and student recruitment, educational programs, staffing, development, facilities, finances, and governance.

Curriculum enhancement and renovation and reallocation of facilities in response to the needs of students have always been a part of the Incarnate Word Academy story. This was punctuated in the years 2005 through 2007, when all three levels experienced increased enrollment numbers. This increase resulted in a resourceful shift in the use of campus space. To meet the increase, facilities were renovated and reallocated while curriculum programs were also advanced. In 2007 the fourth strategic plan was adopted by the Incarnate Word Academy School Board. Based on the needs of the school and projected trends in population

and school enrollments, the Board identified three major priorities. These included construction of Middle Level facilities, the needs of the Montessori program, and the expansion of athletic fields.

As a means of communicating more effectively with students and parents, a web-based student information management system, ParentsWeb, was initiated in the 2006-2007 school year. In keeping with the Incarnate Word Academy mission and to enhance the spiritual development of students at all levels, a campus ministry program was established in 2007. During that same school year, the “The Catechesis of the Good Shepherd” for the Elementary Level received national recognition.

On March 25, 2009 the Kenedy Center for Math and Science building was dedicated. The facility served to accommodate increased enrollment and the growing focus in academic programs for math and science. In 2010 a generous grant from an anonymous benefactor funded the Angel eBrary program, which catapulted the technological resources available to faculty and students. The Angel eBrary benefits all levels as a college preparatory tool. Students use the databases for research, assignment management, and testing.

After serving nine years as the second Incarnate Word Academy President, Sr. Anna Marie Espinosa, IWBS, ended her term in 2010. She passed the torch of leadership to Charles D. Imbergamo, the school’s first lay president. In this role, Mr. Imbergamo serves under the leadership of the Sisters of the Incarnate Word and Blessed Sacrament.

Since 1871 Incarnate Word Academy has served the teaching mission of the Church. The first four Sisters journeyed from France to settle in the region with little more than the great love of Christ in their hearts and a burning desire to teach children. The school continues to make its difference upon the lives of hundreds of children today. With courage, imagination, and hard work—always guided by the power of God’s providence—Incarnate Word Academy has made a lasting difference in partnership with the Corpus Christi.

### **History of Jeanne deMatel, Foundress of the Order of the Sisters of the Incarnate Word and Blessed Sacrament**

Born in Roanne, France, in 1596, Jeanne Chezard de Matel was called to be a mystic, author, teacher, spiritual director and theologian—at a time when women were not recognized in any of these roles. In love with the Incarnate Word, she passionately pursued the desire of her life, to “extend the mystery of the Incarnation,” by founding the Order of the Incarnate Word and Blessed Sacrament in 1625. She understood her vocation and the vocation of the Order’s members to be both contemplative and apostolic—a call to encounter the loving Word of God incarnate in Jesus, and then to en flesh that Word in ministry. Jeanne’s life was filled with struggle, opposition, periods of darkness and much suffering. But it was out of these ingredients of her human life, along with the joy she experienced in her relationship with the Incarnate Word, that God formed and shaped the woman that Jeanne became.

During her life, Jeanne established four monasteries in France: Avignon in 1639, Grenoble in 1643, Paris in 1644, and Lyon in 1655.

Having professed her vows just the night before, Jeanne died September 11, 1670, leaving her Sisters a wealth of writing for guidance.

*We owe the Incarnate Word a love as strong as death, she tells us, a love that never says, Enough!*

### **OUR SPECIALTY**

IWA is unique in its focus, composition and orientation. IWA aims at educating the whole person: concentrating on the intellectual, spiritual, emotional, moral and physical development of the child. The school provides elementary, middle and secondary educational opportunities on one campus. Students at IWA cultivate a life-long love for learning and service, experience Christian community, and grow in commitment to Gospel values.

The curriculum is centered on personal and vocational goals with the purpose of mastering skills and embracing Christian values.

In Montessori, children can soar as high as their interests and abilities take them. The highly individualized program uses an array of stimulating learning materials and greatly encourages independent thinking and progress. The traditional program of the elementary not only stresses the basics but also provides enrichment opportunities in literature, math and music. The Middle School curriculum encompasses a variety of learning experiences that are planned, guided and directed by a team of teachers for each grade level. Integrating the middle child's growth into the learning process, the approach addresses interaction, decision-making, and personal responsibility. The High School offers a comprehensive curriculum program, which includes a college preparatory program, diverse areas of basic study and a wide variety of electives. The honors program and the advanced placement courses challenge gifted students and prepare them for university studies. Each curriculum level includes religious studies and an opportunity for guidance and worship.

A student's learning begins in wonder, becomes an adventure, and demands active participation and performance. Students learn to explore and to think for themselves. They learn to set goals and master basics. They learn to find, organize and apply information, to inquire, and to solve problems. They learn to critique what they hear and read, to support opinion with evidence, and to search for and respect truth.

Through the successes and failures of growing up, students at IWA learn to value the difficult times as well as the wonderful times of their lives. Healthy self-esteem encourages them to participate in activities of their interest and teaches them that winning is not everything.

Accredited by the Texas Catholic Conference Education Department and the Southern Association of Colleges and Schools, IWA's specialty is working together as a team to integrate faith development with high academic standards. At IWA, students learn that discovering their principles and struggling to live by them is the greatest knowledge of all.

## **Philosophy Of Education**

### **ORIENTATION**

Inspired by the charism of the Sisters of the Incarnate Word and Blessed Sacrament, Incarnate Word Academy seeks to evangelize by proclaiming the Good News 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.

### **IMPLEMENTATION**

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

### **APPLICATION**

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

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

These concerns are directly addressed in the study of the Catholic religion and incorporated into the curriculum of all disciplines; they help focus student services and the school calendar.

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

- The quest for a deepening personal relationship with God.
- The maintenance of natural inquiry generating optimum cognitive learning.
- The appropriate expressions of emotional responses toward self and others.
- The participation in social relationships based on respect and trust, and expressed in honest communication and personal accountability.
- The acquisition of healthy physical practices.

### **ACHIEVEMENT OF CHRISTIAN FORMATION**

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

### **Accreditation**

Incarinate 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).

### **Nondiscrimination Policy**

Incarinate Word Academy admits students of any sex, race, color, nationality, ethnic origin and religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of sex, race, gender, color, nationality, ethnic origin, or religion in admission policies, the administration of its educational policies, financial aid assistance, and other school-administered programs. Vital consideration for student admission centers on willingness of students and parents to accept, support, and contribute to achieving the school's mission.

### **Admissions**

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.
- ✓ Students must reside with parent(s) or legal guardian while enrolled at IWA.

### **Graduation Outcomes**

**Graduates of Incarnate Word Academy will be able to:**

1. Understand and apply Roman Catholic teaching to the analysis of personal and social issues and share the Church's teaching with others, understand incarnational spirituality, the charism of the Sisters of the Incarnate Word and Blessed Sacrament, and participate in the sacramental life of the Church.
2. Speak and write English clearly and fluently for formal and informal communication.
3. Listen to and read English critically, intelligently evaluating the validity of spoken and written arguments; applying modern research methods, and evaluating various source materials.
4. Communicate in a second language through the written and spoken word.

5. Use critical thinking, mathematical problem-solving, and scientific methods to draw and apply conclusions.
6. Apply a comprehensive understanding of our world - its geography, cultures, histories, and the natural and social processes that govern it - to the analysis of current events.
7. Conduct and report research across disciplines.
8. Use with skill the techniques of one (performing or visual) artistic medium.
9. Utilize calculators, computers, and the internet as tools for research, word processing, data management, multi-media presentations, and reference.

**They are prepared to:**

1. Participate in the worship and mission of the Church - particularly in service to the least favored - in an active and informed manner.
2. Employ the principles and skills of fitness and exercise, wellness, safety, teamwork and good sportsmanship.
3. Lead productive lives marked by respect, generosity and compassion, effective planning and decision-making, fruitful collaboration with others, and functional processes for solving personal, interpersonal and situational problems.
4. Succeed at the next level of education, culminating in success in university studies.

## **Academic Policies**

### **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**

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

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

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

- Copying homework or other assignments for/from another student, including study guides.

- Allowing another student to copy homework or assignments.
- Having, using, or attempting to use unauthorized aids (books, notes, "cheat sheets," calculators and other electronic aids or persons) on tests, quizzes, homework, papers, or projects.
- Writing formulas, notes, codes, or answers on desk, paper, hands, or clothing to be used or actually used on the assignment or test.
- Using a cell phone during a testing session.
- Copying answers from other students during a test, with or without the students' knowledge.
- Giving unauthorized assistance to other students during a test.
- Plagiarizing: representing in writing the thoughts or ideas of another as if they were one's own, without giving credit to the original author; the wholesale copying of an author's work into one's own without citation; Evidence of plagiarism may be determined through Turnitin.com (20%+ excluding quotations and works cited) or by other provable means.
- Unauthorized possession of a copy of a test, answers to a test, or other teacher materials
- Distribution of unauthorized copies of tests, answers to a test, or other teacher materials
- Attempting to deceive by changing a test paper that was previously graded.
- Forgery in connection with academic endeavors or school procedures.

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

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

### **Technology Acceptable Use Policy**

Incarnate Word Academy's computer facilities provide excellent opportunities to explore and use a varied and exciting set of educational resources including computer programs, CDs, and access to the Internet. We recognize that the Internet's greatest strength, largely unregulated and unregulatable access to virtually limitless sources of information, also poses a hazard. Some Internet sites contain materials that are sexually explicit, offensive, or contrary to our educational mission. Incarnate Word Academy -- like many private schools and universities -- does not use so-called "filters" that attempt to limit access to sexually explicit websites. These measures are largely ineffective in deterring an individual's intent on accessing such sites. We do provide supervision wherever computers are in use. And we place *primary responsibility on the student* to use our computer facilities for appropriate means only.

### **Specific expectations of students who use or access Incarnate Word Academy's computers:**

- No person will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same.
- No person will deliberately access sexually explicit or other educationally inappropriate materials or show others how to do the same.
- No person will re-post personal communications without the original author's prior consent.
- Messages in a public forum (e.g. newsgroups or list serves) may be copied in subsequent communications with proper attribution to the author.
- Anonymity and impersonation are not permitted. Users must use their own real names; pseudonyms are not allowed.
- For reasons of personal safety, no person should reveal his/her own or anyone else's personal address or phone number.
- Each person will use language appropriate to the educational setting, avoiding offensive or profane language.

- All school rules as listed in the Student and Parent Handbook apply to the use of technology.
  - Each person will respect the rights of others to the privacy of the files they store on a computer or a disk and will not view those files without the owner's permission or alter or damage such files.
  - Each person will respect and uphold copyright laws.
  - Each person will follow any regulations posted in the computer facility he/she is using.
  - Each person will follow the directions of the adult in charge of the computer facility.
  - Failure to meet any of these expectations may result in revocation of the student's permission to use the school's computers and/or other disciplinary action.
- To be granted permission to use the school's computers the student must:
    - Sign the *Technology Use Agreement*.
    - Obtain his/her parents signature(s) on the same copy of the *Technology Use Agreement*.
    - Submit the signed copy of the *Technology Use Agreement* to your homeroom teacher.

### Success in Studies

The responsibility for school success lies principally with the student. Students must be well organized, keeping aware of and abreast with the short-term and long-term requirements of each of their courses. In order to be achieving at full potential, a student should be dedicating a minimum of two hours every school day to home study. Completing the next day's homework assignments may comprise only a part of that two-hour period of study. The balance of time should be spent reviewing for upcoming tests, preparing extended assignments, and working on long-term projects. In this sense, there are *always* at least two hours of homework to be done.

### Parents Web

RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

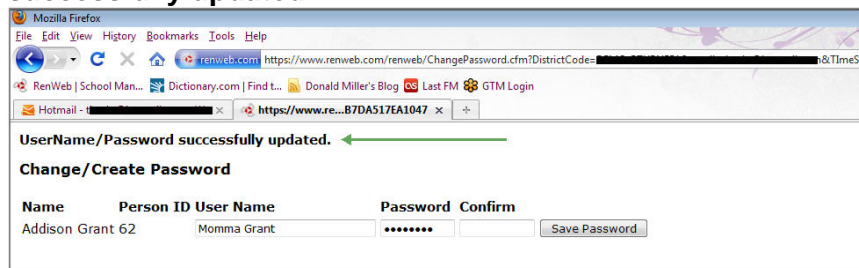
RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

First, you need to make sure that the school has your email address in RenWeb.

Next, go to [www.iwacc.org](http://www.iwacc.org) and click **Login direct to link, drop down the arrow until you see ParentsWeb Login**. Press **Go**. Type in your email address, then Click **Create New ParentsWeb Account**.

An email will be sent to you with a link that allows you to enter a passcode. This link is only valid for 15 minutes. A web browser displays your Name and RenWeb ID. Type a **User Name**, **Password** and **Confirm** the password. Click **Save Password**. A message displays at the top of the browser, "**User Name/Password successfully updated.**"



You can now log into *ParentsWeb* using your new User Name and Password.

We look forward to your participation. Together we can continue to improve our children's academic development as well as communication between our school and your home. For assistance, please contact the school's technology director at [ramos@iwacc.org](mailto:ramos@iwacc.org) .

### **Assignment of Courses**

During the second and third quarters, the Counselor initiates procedures by which students are assigned courses for the upcoming school year. Students are advised to consult with their parents and guidance counselor regarding any requests they wish to make.

### **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 who enroll in an AP class must be enrolled for a minimum of 13 consecutive weeks and are required to take the AP exam. Application for AP exam financial aid may be available to those students who take three or more exams.

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

#### **LEVEL I**

**All courses not otherwise listed on Level II, including athletics, band, choir, and physical ed.  
No points added per semester.**

### **Grading**

Numeric grades on a 100-point scale are used. To pass a course, a student must earn a minimum of 70 as the final grade in that subject. The highest grade that a student may receive for a quarterly, semester, or yearly course, is a 100.

A grade, whether a test grade or a report card grade, may be contested by a student, parent, or legal guardian only within five days from scheduled distribution of report cards.

### **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

### **Absences**

Absences present an impediment to academic success, resulting in lost instruction and missed work. While absences due to illness or emergencies are normally not preventable, avoidable absences should not occur.

**Absence during Quarter Exam(s):** Absences during quarter exams are not permitted.

Exams missed must be made up prior to the end of the exam schedule with principal approval.

### **TESTING DAYS**

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

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

### **Tutoring**

Incarnate Word Academy provides students the opportunity to receive subject-specific tutoring by faculty members or have teachers schedule them for National Honor Society and Mu Alpha Theta tutoring. Tutoring may be available before and after school and during lunch Monday through Thursday. Students or parents who are interested in tutoring may contact the school for further information.

**Progress Reports.** In the middle of each quarter, progress report grades will be posted to *ParentsWeb* in order to make parents aware of a student's academic status and notify both parents and students of possible deficiencies in a student's work or subject mastery. If a student's progress report indicates that the student is failing a course, the progress report will also be mailed to the parent. Because it is possible that a student may perform satisfactorily up to the middle of the quarter in a subject, but may do poorly in

the second half of the same quarter, a progress report grade does not guarantee a passing grade in a course for the quarter. See Distribution of Grade Reports.

**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.** See Distribution of Grade Reports.

**DISTRIBUTION OF GRADE REPORTS**

**Progress Reports**

All progress reports can be viewed on Parents Web on the designated day determined by the administration.  
 1<sup>st</sup> Quarter Progress reports viewable on September 7, 2011  
 2<sup>nd</sup> Quarter Progress reports viewable on November 9, 2011  
 3<sup>rd</sup> Quarter Progress reports viewable on February 1, 2012  
 4<sup>th</sup> Quarter Progress reports viewable on April 18, 2012.

**Report Cards**

<b>1<sup>st</sup> Nine Weeks</b> Viewable on ParentsWeb on October 5, 2011. Printed and mailed to the family home	<b>3<sup>rd</sup> Nine Weeks</b> Viewable on ParentsWeb on March 14, 2012.
<b>2<sup>nd</sup> Nine Weeks</b> Viewable on ParentsWeb on December 21, 2011.	<b>4<sup>th</sup> Nine Weeks</b> Viewable on ParentsWeb on May 31. Printed and mailed to the family home by June 8, 2012.

**Sit out periods due for purposes of TAPPS eligibility**

<b>Progress Reports</b> 1 <sup>st</sup> quarter sit out period: 8/30/11 - 9/14/11	<b>Report Cards</b> Student sits out until the next progress report is issued
2 <sup>nd</sup> quarter sit out period: 11/2/11 - 11/15/11	Student sits out until the next progress report is issued
3 <sup>rd</sup> quarter sit out period: 2/1/12 – 2/14/12	Student sits out until the next progress report is issued
4 <sup>th</sup> quarter sit out period:	Student sits out until the next progress report is issued

**Incompletes**

A student may be assigned an incomplete grade at the end of a marking period. Normally this is done when the student has been unavoidably out of school due to illness or unable to complete school work due to some unusual circumstance. School policy requires that students make up incompletes within the first two weeks of the next marking period. If the student does not make up the incomplete within the time allowed, the missing work will be assigned a grade of zero, and the course grade will be averaged accordingly. Any exception to this rule must be approved by the Principal.

**Semester Grades.** Semester grades are comprised of the average of the two quarters.

**Final Grades.** For full-year courses, final grades are the average of the two semester grades. For one semester courses, the semester grade and the final grade are identical.

**Academic Failures**

A student who fails one or two full-year courses (or the equivalent) must successfully complete these courses in summer school before being readmitted in the fall.

### **Academic Probation**

The Principal may place a student on academic probation. The parent or guardian will be notified of the student's probationary status and the conditions attached to it. If the student fails to meet the conditions of the probation during the specified time, the student will be required to withdraw from school. A student who gives evidence of consistently poor performance during the school year -- as reflected, for example, in quarterly grades -- and whose performance gives little indication of probable improvement, may, in the student's best interest, be asked to withdraw from Incarnate Word Academy.

### **Shortage of Credits**

Students are required to make satisfactory progress toward graduation in order to remain enrolled in Incarnate Word Academy. If students are found to be short of the number of credits for graduation, either because they have failed a course or because they have transferred to Incarnate Word Academy, it is their responsibility to make arrangements to make up the loss of credit either through a summer program or by other arrangement such as a correspondence course. Such arrangements must be made with the approval of Principal. A student may only make up a total of two (2) credits in this manner. Correspondence courses requiring supervision of exams, coursework, projects, etc., MUST be approved by the principal or counselor.

### **SUMMER SCHOOL/CREDIT BY EXAMINATION/CORRESPONDENCE COURSES**

Students who fail one or two courses for the year may be given the opportunity to successfully complete that course in summer school, by correspondence course, by CBE, or by repeating the course; thereby making possible their continued enrollment in Incarnate Word Academy. Incarnate Word Academy will only recognize and accept for credit those summer school courses pre-authorized in writing for that particular student by the Principal. 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.

**Note: In order to ensure a firm foundation in mathematics, seventh grade students who fail Pre-Algebra and eighth grade students who fail Algebra I may be required to repeat the course(s) during the following school year, rather than attending summer school for this purpose.**

### **Academic Honors**

**Quarterly Honor Roll.** A student qualifies to be on the Honor Roll by:

- Having a 90 average
- No grade lower than an 85
- No conduct grade lower than an "S".

**Graduation Honors.** At graduation, the class *valedictorian* and *salutatorian* are honored. To qualify for this honor, a student must have attended Incarnate Word Academy for the entirety of 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 students is determined on the basis of all courses taken during the four years of high school including the third quarter of their 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).

### **Transfer Credit**

**Acceptance of Credit:** Upon occasion, new high school students will enter Incarnate Word Academy having taken courses for high school credit while they were in the 7th or 8th grade. In order to ensure that all of our high school students have the solid foundation necessary for academic success, Incarnate Word Academy reserves the right to withhold credit for high school courses taken in another middle school and require that students re-enroll in those courses at Incarnate Word Academy if it is deemed that the student would benefit from this course of action. Such decisions will be made by the school administration, in consultation with the appropriate department chairperson.

### **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). 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	30.0 Credits

### **Graduation**

Diplomas are only granted to those students who have successfully completed the graduation requirements of Incarnate Word Academy. If a senior is short of the requirements at the time of graduation, the student will not be allowed to participate in the commencement exercise, but will not receive a signed diploma until such time as the necessary credits have been completed.

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 rental of the graduation cap and gown, bishop and priest stipends, printing of the graduation programs, and other 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.

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

### **College and Career Guidance Center (CCGC)**

The College and Career Guidance Center is a multi-functional classroom and media center, complete with computer workstations. The center will house the dual credit online courses as well as provide online access throughout the day for students to complete college and career exploration and research through Naviance and college and scholarship applications. College representatives will facilitate workshops for student and parents in the CCGC.

## **High School Program of Studies**

### **Theology Requirement**

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.

### **Dual Enrollment**

Dual enrollment, a program of study offered by Incarnate Word Academy in partnership with Del Mar College, allows high school students to earn college credits for courses taken at Incarnate Word Academy. College credits earned through dual enrollment can be simultaneously applied toward high school and college graduation requirements and may be transferred to other colleges or universities. Dual enrollment courses are college courses, and students should understand that the amount of work necessary to succeed in dual enrollment courses may be greater than that of high school courses. In addition, dual enrollment courses become part of a student's permanent college transcript. Failing a dual enrollment course or withdrawing from the course after the published deadline will negatively affect a student's future applications for college admission as well as their eligibility for financial aid. As a result, students and parents should be sure that the student is prepared to accept the serious responsibility associated with dual enrollment. 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 the 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. Students must choose dual credit courses from the courses listed in the high school's partnership agreement with Del Mar College.

**College Credit Courses:** Eleventh and twelfth grade students wishing to take college courses not included on IWA's dual-credit list through Del Mar College may do so with administrative approval for college credit only during after school hours. High school credit will not be given for these courses.

**Requirements for graduation from Incarnate Word Academy include a total of 30 credits as described below.**

### Classes of 2012, 2013, 2014, and 2015 Diploma Plans

	<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
World Geography	1.0	1.0
World History	1.0	1.0
U.S. Government	0.5	0.5
Economics	0.5	0.5
Language other than English **	3.0	3.0
Physical Ed. and/or Athletics	1.0	1.0
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>2.5</u>	<u>2.5</u>
<b>Total Credits</b>	<b>30.0</b>	<b>30.0</b>

\* To include Biology, Chemistry I, and Physics. The fourth science may be Anatomy & Physiology, AP Biology II, AP Chemistry II, or AP Physics. Integrated Physics & Chemistry (IPC) may be counted as the fourth science if taken prior to the senior year for Recommended Diploma plan but NOT for Advanced Diploma plan.

\*\* Must be the same language

\*\*\* 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 including AP Calculus AB.
- 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.

### **Course Selection and Scheduling**

Each spring, the Guidance Counselor initiates procedures by which students in grades 9-11 are assigned Courses, provided information on anticipated course offerings for the upcoming school year and other information that will help them make the most of academic and vocational opportunities. Students are advised to consult with their parents and guidance counselor regarding any requests they wish to make.

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).

### **DROPPING COURSES**

Students may drop and add courses during the first three (3) class days of each semester:

- If this involves pre-advanced or advanced placement courses, parent permission is required.
- Any request beyond 3 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.

## **Standardized Testing / Student Services**

### **Grades 9 - 12**

**PSAT:** Ninth, tenth, and eleventh grade students will sit for the PSAT. This test provides scores predictive of later performance on the SAT. For juniors, the PSAT also serves as the qualifying test for the National Merit Scholarship Program and other scholarship programs administered by the College Board.

**ITED:** Students in grades 9 & 10 will take the ITED (Iowa Test of Educational Development). This test provides information about the student's academic achievement levels as compared to other students in the same grade level.

**SAT/ACT:** Students in Grade 11 are advised to register and sit for the spring administration of the SAT and ACT college entrance exams. Registration information and other test information are provided by the Department of Guidance. It is the responsibility of the student to register for the tests, meet associated deadlines, pay the test fees, and make arrangements with the testing agency for submission of the scores to the colleges and universities of his/her choice.

**THEA/Compass:** Students planning to attend a Texas public college or university, including those who desire to participate in the Dual Enrollment program while attending Incarnate Word Academy, are required to register and sit for the Texas Higher Education Assessment or Compass unless their SAT/ACT scores exempt them from this requirement. Registration information is provided by the Guidance Department.

### **Assessments through Naviance**

- Career Planning
- Self Assessments
- Personality

### **Assessment of Catechesis and Religious Education**

Students in grade eleven will participate in ACRE test. This test is produced by the National Catholic Educational Association (NCEA) and is used by schools within the Diocese of Corpus Christi as a diagnostic tool.

**Release of Student Information:** Incarnate Word Academy follows the policy as outlined in the back of this handbook.

**Release of Student Grades:** Incarnate Word Academy will send to colleges, scholarship programs, and other entities an official transcript of the student's courses, as well as the grades received in those courses, only with the written permission of the parent. In accordance with Texas State law, neither parents nor students may deliver an official transcript. Regulations require that official transcripts be sent directly from the school. However, parents and/or students may deliver unofficial transcripts.

**Release of College Entrance Test Scores and AP Test Scores:** Recent changes in the policies of testing agencies such as the College Board and ACT, Inc. allow students the option of withholding SAT, ACT and/or AP Test scores from colleges and/or electing to send only selected scores. In accordance with this change, effective with the class of 2010, Incarnate Word Academy will no longer routinely send SAT, ACT, or AP scores to colleges as a part of the student's official transcript. Students applying to college will have the following options for submitting test scores:

1. For the many colleges and universities that require scores be sent directly from the testing agency, it is the responsibility of the student to make sure the required scores are sent to colleges. Students may send scores at no charge at the time they register for the test. After that, there is a fee that will be charged by the testing agency for each college to which scores are sent. Since colleges look for the highest test scores, students are advised to take advantage of the option to send scores to colleges and universities when they register for the test.
2. In order to accommodate students applying to colleges that continue to accept scores reported on an official transcript, Incarnate Word Academy will submit them upon request. If a student wishes his/her test scores to be sent as a part of the transcript, the student must request this option in writing at the time the transcript is ordered. The student will understand that in selecting this option, he/she is authorizing Incarnate Word Academy to send all SAT, ACT, and/or AP scores that have been reported to the school. The student will not be given the option of requesting the school to submit only selected scores.

**Release of Disciplinary Information to Colleges:** Students and parents understand that teacher and counselor recommendations are confidential documents and waive access to them during the application process. It is the policy of the school to inform colleges, if requested to do so, of serious disciplinary matters which result in probation, out-of-school suspension, or dismissal from Incarnate Word Academy. It is the student's obligation to be honest with the college counselor and with the colleges to which the student is applying if there are serious incidents of academic or behavioral misconduct.

## **Attendance**

Texas State Law grants only the following as legitimate reasons for school absence: sickness, death in the family, health treatment, quarantine, religious observance, and required court appearance. In addition to fulfilling the statutory requirements of Texas Law, regular attendance is essential to guaranteeing a continuous, uninterrupted program of instruction as a basis for academic success. Therefore, Incarnate Word Academy cannot condone or approve absence from school for vacations or other nonessential reasons. All absences are reviewed by the Attendance Officer.

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 2011-2012 school year, we require students to be in class for 74 days during the first semester and 88 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. 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.

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:

- Doctor's visit (written official note required).
- Participation in a school-sponsored activity.
- Prolonged illnesses (written medical documentation required).
- Pre-approved college visit (college documentation required).
- Court Date.
- Military Testing.
- Funeral.

## **Reporting an Absence**

*When a student is absent for any reason, parents shall telephone the attendance officer (ext. 111). 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 the 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 of his/her teachers. 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.

### **Tardiness**

**When Late to Class/School.** 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 <sup>st</sup> tardy of the semester:	Warning
2 <sup>nd</sup> tardy of the semester:	Fifteen (15) minute detention and parent notification
3 <sup>rd</sup> tardy of the semester:	One (1) day in ISS and parent notification
4 <sup>th</sup> tardy of the semester:	Two (2) days in ISS and parent notification
5 <sup>th</sup> tardy of the semester:	Three (3) days in ISS and parent notification
6 <sup>th</sup> tardy of the semester:	Parent/Student/Principal conference. At the discretion of the principal, a student may be placed on probation for the remainder of the school year.

Students with excessive (3+) tardies 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 the 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.

### **Tuancy**

A student is truant if he/she:

- Is absent from school without the permission of a parent or guardian.
- Is at school but not attending class(es)
- Has obtained permission to report to an approved place, but does not report there.
- Leaves the school grounds once he/she has reported for classes without the permission of the Principal or Dean of Discipline.

In case of truancy, the student's parent or guardian will be notified immediately. Students will **NOT** be allowed to **make up classwork** or **tests** that are missed due to truancy. Truant students are subject to suspension and other disciplinary action. Repeated truancy is cause for expulsion.

**Make-up Work.** Incarnate Word Academy has the following late and make-up work policies:

Work Missed Due to School Sponsored or Pre-Approved Trips

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

Make up Work due to Absences

- Make-up work is permissible only if an absence is excused. A zero will be recorded for an unexcused absence.
- The number of days allowed for completion of make-up work shall not exceed the number of days absent.
- Students shall complete make-up work within a week after returning to school from an extended illness.
- 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.
- Students should check ParentsWeb, call or contact classmates for information about missed assignments. Primary responsibility for work missed during an absence rests with the student.

Late Work

- Students are expected to complete and turn in all assigned work by the due date set by the teacher.  
**Late work is not accepted.**

Students

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 check ParentsWeb or contact classmates to learn of assignments that have been given.

## **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 & Field.

Boys & Girls Sports: May require additional conditioning programs throughout the school year.

## **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.

## **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. Eligibility will be determined the day the report cards are viewable.
2. A student with more than one failing grade remains ineligible for 4 ½ school weeks or until the next progress report is issued. (school holidays or intercessions are not part of the 4 ½ weeks)
3. The student may practice with the team or group but may not travel and/or participate in competitions or games.
4. An ineligible student will be required to sit out of game play for two school weeks, which include weekends.

### Progress Reports

1. Progress reports are reviewed 4 ½ weeks after the start of the quarter grading period. Failing progress reports will be viewable on *ParentsWeb*.
2. Eligibility will be determined when the progress report failure summary is issued from the registrar's office.
3. Student-athletes failing at progress reports will have a two-week probationary period (Student-athletes may practice, but may not travel and/or play during this period).
4. Failure to become eligible during the probationary period will result in ineligibility for the remainder of the grading period.

## **General Regulations**

### **Alcohol, Drugs and Tobacco**

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

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

**Use, Possession, and Distribution of Alcohol and Drugs.** The use, possession and/or distribution of alcohol, marijuana or other drugs or drug paraphernalia on school grounds, buses, or at school sponsored activities (including school sponsored events which take place off-campus) is forbidden. Infractions against this regulation are considered grievous in themselves and a danger to other students. **Students violating this regulation are subject to immediate expulsion. In compliance with Texas State Law, all students found to be in possession of drugs or alcohol will be remanded to the police department.**

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

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

**Suspension for Substance-Related Incidents.** The American Psychiatric Association specifies that when the use of alcohol or other substances interferes with a student's fulfillment of school obligations, a *Substance Abuse Disorder* may be indicated. Substance related suspensions in particular are cited as an example. For

this reason, when a student is suspended from school as a result of an incident involving the use of alcohol and/or other substances, Incarnate Word Academy requires that:

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

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

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

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

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

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

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

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

**Role of Parents.** The appropriate role of parents is to require their children to both comply with school policies and cooperate fully with deterrence measures. Parents also bear responsibility for ensuring that their children are protected from unchaperoned parties or any social setting where drug, alcohol and tobacco use is likely. It is unrealistic to expect that Incarnate Word Academy can regulate the behavior of students at parties and other gatherings that are held off-campus and that are not sponsored or supervised by the school.

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

### **Arrival and Pickup of Students at School**

Students should not arrive on campus before 7:00 A.M. unless directed to report earlier by a teacher or coach. Once students arrive on campus they are not permitted to leave campus until dismissal and are expected to report to first period when the 7:56 bell rings. For reasons of campus security, the Alameda Street entrance and convent side entrance will be locked after school begins in the morning and re-opened at dismissal. All visitors should use the Alameda St. entrance which is automated for monitored entry after school begins. At dismissal, students must be picked up by 4:30 P.M. unless involved in an after-school activity. After 4:30 p.m. students shall remain at the convent side front entrance and are not to loiter in the vicinity of our elementary and middle level campuses. Students in an after-school activity must be picked up within thirty minutes of the activity's conclusion. Students who remain on campus beyond these times may not be supervised and do so at their own risk. ***For the safety of students, if parents find themselves consistently unable to pick up their child within thirty minutes after evening events, their child may be required to discontinue participation in these activities.***

## **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.

## **Automobiles and Driving on Campus**

**A Privilege.** The right to drive on to school property and utilize school parking is a privilege extended to students by the school.

**Permits.** Any student wishing to drive to school must have a parking permit. To obtain a permit, a student must have a valid driver's license and proof of insurance and must register his/her vehicle(s) with the Attendance Officer. The permit is to be displayed on the rearview mirror with the print facing out. The fee for a parking permit is \$5.00. Students who do not purchase parking permits may not park at school. Violators will be subject to towing at owner's expense.

## **Rules for Student Driving and Parking on Campus.**

- The safety of all students, faculty and staff is of primary importance.
- All traffic control signs on campus must be observed.
- Students are required to park in their assigned parking space
- Students are to use proper entrances and exits at all times.
- The school is not responsible for damage to vehicles while on the campus.
- Students must obey instructions given in the form of verbal commands or hand signals by faculty or security personnel.
- The **maximum speed limit** on campus is 10 mph.
- Students may not park on the convent side of the school as it reserved for faculty members and guests.
- Students may not loiter in the parking lot before or after school.
- Students are not permitted to return to their cars/parking lots during the school day for any reason without the permission of the Principal or Front Office staff.

- STUDENTS ARE NOT ALLOWED TO SIT IN VEHICLES AFTER THEY ARRIVE AT SCHOOL. THIS ALSO INCLUDES THE LUNCH PERIOD.
- Loud car stereos are not permitted, please have consideration for residents and others in the neighborhood.
- Cars illegally parked or which fail to have an IWA parking permit displayed are subject to a \$10.00 fine and may be towed at the owner's expense.
- Cars with bumper stickers displaying inappropriate language or gestures will not be permitted on campus. These stickers will be removed immediately.
- Cars may not be left on campus over night without the permission of the Principal or office staff.
- The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, drug paraphernalia, and weapons that are found in their vehicles and will be subject to serious disciplinary consequences. Search may be conducted any time there is reason to do so, with or without the student present.
- Students are strongly advised to keep valuables which are left in their car locked and out of sight.

**Violations.** Students found to be in violation of these regulations, particularly operating an automobile on campus in a manner dangerous to self or others are subject to revocation of school driving privileges and other disciplinary action.

### **Cafeteria and Lunch Procedures**

Throughout the entire lunch period students must remain in designated campus areas: cafeteria and adjacent patio. The gym or concession stand area is not permissible for eating lunch. Students are expected to keep the cafeteria and school grounds clean and are responsible for cleaning up after themselves; they are not to leave garbage or debris behind them. Failure to do so may result in disciplinary action and/or being asked to tidy up the grounds. If lunchtime trash is left in the patio, students may be required to eat in the cafeteria. Students are also expected to talk at a proper level and observe the student code of conduct.

- Garbage is to be disposed of in the receptacles provided.
- Plastic containers should be deposited in the specially designated recycling barrels.
- Cafeteria trays are to be returned to the service area.

Students may bring their lunch to school or purchase food at the cafeteria. Tickets can be purchased in the school cafeteria from 7:45 am – 8:00 am Monday through Friday. Students may purchase tickets on a weekly, monthly, semi-annual, and/or yearly basis. The price of a lunch is \$4.25 and includes one entrée, two sides and a drink. The cafeteria sets a limit to purchases on credit. Students are not permitted to leave school to have lunch with parents or any other persons.

### **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. *Exception:* Students are permitted to bring their lunch to club meetings.

### **Electronic or Communication Devices**

Electronic devices (cell phones, iPods, iPhones, MP3 Players, Handheld video games, etc) are not conducive to a serious learning environment, and their use is prohibited during regular school hours for non-educational purposes; this includes phones in "silent" mode. Such items will be confiscated by the teacher and remitted to the administration. Cell phone use during the school day will result in confiscation of the phone. The phone will be turned over to the Principal, who will determine appropriate disciplinary consequences. The student will pick up the phone in the office at the end of the school day. Repeated offenses will result in the student's loss

of the privilege of having the phone in school. The use of any camera, including cellular camera phones, to take unauthorized pictures is likewise prohibited. Exceptions will only be made in the case of class projects requiring a camera that have received prior administrative approval. 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.

### **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.

### **CRIMINAL BEHAVIOR**

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

### **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.

**Detention Assigned by a Teacher.** Teachers may detain students after school for classroom misconduct or failure to fulfill academic obligations. The student must report to the teacher at the time and place designated. A student's failure to attend a detention assigned by a teacher will result in a referral to the Principal. This referral will result in disciplinary detention.

### **Disrespect**

Disrespectful behavior towards a member of the faculty or staff, another student, or a guest of the school is destructive of the community of love and acceptance Incarnate Word Academy endeavors to build.

Disrespect includes, but is not limited to, the use of abusive or vulgar language, comments or action of an inappropriate nature. Students who act disrespectfully are subject to serious disciplinary consequences.

### **Emergency Drills**

During an emergency or "lock-down," students are to follow teacher directions. Teachers will activate the immediate response emergency plan. Students are to remain silent until directions are given by their teacher, the administration, or the police.

### **Emergency School Closings**

In the event of an emergency school closing, information will be released via the school website or on one of the local radio/TV broadcasts . Generally, Incarnate Word Academy will follow the plan of the Corpus Christi Independent School District.

### **Field Trips**

Students who are invited to participate in school-sponsored field trips will be given a *PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION*. *No student will be allowed to participate on a trip unless the form has been properly signed by the parent or guardian and returned to the designated school official.* Permissions by telephone or other verbal permissions cannot be accepted. Field trips are a privilege offered to qualified students in good standing. 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 *designated school official* 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.
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.

### **Fighting and Physical Assaults**

As Christians, we are committed to resolve conflicts without resorting to physical or emotional violence. Fighting undermines the community of love and acceptance Incarnate Word Academy endeavors to build and presents a hazard to the safety and well-being of others. Students involved in fighting on school property or while attending a school-sponsored or school-related activity on or off school property, are subject to suspension and/or more serious action. Students found to have physically assaulted a member of the faculty or staff, or to have threatened such persons with physical assault, will be subject to immediate expulsion, and the incident may be reported to the Corpus Christi Police Department.

Students are to avoid encouraging or promoting a fight by such behavior as challenging, daring, taunting, provoking or spreading rumors.

### **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.

## **Harassment**

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

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

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

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

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

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

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

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

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

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

Incarnate Word Academy will quickly investigate all complaints, including formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who is found guilty of sexual harassment. To the fullest extent practicable, complaints, investigations and terms of their resolution will be kept confidential unless evidence indicates that a criminal investigation is warranted. In this case, information will be forwarded to the proper authorities. Any person who reports in good faith any behavior that he/she perceives as sexual harassment will be protected from retaliation of any type.

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

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

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

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

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

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

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

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

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

### **Hazing**

Hazing and other acts of initiation of students during athletic or extra-curricular events are not condoned by IWA, and are strictly forbidden. Before school activities and events, students will be advised of the school's policies in an attempt to ensure the safety of all participants as well as maintain the personal dignity of each student and the reputation of the school. Students found to be guilty of such activities are subject to serious disciplinary consequences.

### **I.D. Cards**

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

### **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 nurse--Extension 178.

### **Library Media Resource Center Policies**

The Incarnate Word Academy Library Media Resource Center is a vital center of student learning. A collection of intellectual works and sources of information, the Library Media Resource Center is maintained at great cost so that our students may have access to this valuable on-campus resource.

**Use.** The Library Media Resource Center is open from 7:30 A.M. until 4:30 P.M. on school days. The Library Media Resource Center is closed for faculty meetings before the start of school on Wednesday mornings. The Library Media Resource Center is intended primarily to allow students access to reference materials and the Library Media Resource Center's circulating collection. However, it may also be used as place of quiet studying and reading. At times, the Library Media Resource Center is used for class instruction. Students who need to use the Library Media Resource Center during these times may be asked to return at a later time. 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.

**Disruption.** Students who are disruptive or who are not researching, studying, reading, or working on assignments will be dismissed from the Library Media Resource Center and referred to the Principal. Students who are dismissed from the Library Media Resource Center on repeated occasions may have their privileges revoked.

- ◆ **Theft and damage.** Stealing or deliberately damaging Library Media Resource Center materials or computers is a grievous violation of school property and the values of academic integrity. In such cases serious disciplinary action may be taken, including expulsion.

### **Lockers**

Each student is assigned a locker and is expected to keep his/her belonging 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.

### **Lost and Found**

Students who find lost items must immediately turn them in to the Front Office during the school. Because lost articles are the property of someone, finding and keeping a lost article constitutes a form of theft and will be dealt with accordingly. Lost articles, which are not claimed, are donated at the end of the year to the Mother Teresa Shelter.

### **Medications at School**

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.

### **Parental Complaint/Concern Procedure and Administrative Chain of Command**

Incarinate Word Academy is committed to fostering an environment that promotes a positive relationship between parent, student, teachers and administration. It strives to have a mutual understanding of the mission, goals and values of IWA as a center of Catholic Christian education and formation. The relationship of parent, student, teachers and administration is contractual in nature therefore, binding to all parties. As in all human relationships, misunderstandings, conflicts, and concerns regarding the quality of life at IWA may occur. It is for this purpose that a Parental Concern Procedure has been developed, allowing for a systematic process for handling complaints. The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that may arise from time to time.

A concern is a complaint based on any alleged violation or inequitable application of policy. Before allowing concerns to become formalized into complaints, every effort should be made to resolve disputes by way of a free and open discussion between the parties. Without exception, an informal settlement between the parties shall be attempted prior to formal complaint proceedings. If the concern cannot be settled satisfactorily, the parties shall present the complaint/concern in accordance with the procedures outlined herein.

#### **Informal Action: Resolution/conciliation Level**

Level One – Presentation by Parent/Student to staff member involved (i.e. teacher, counselor, coach, moderator, staff member, janitor, etc.)

Level Two – Presentation to the appropriate Administrator

#### **Formal Action: Reporting of Concern**

Level Three – Presentation to the Principal.

For the protection of both parties, if a satisfactory resolution is not reached at the resolution/conciliation level, the complainant shall state his or her complaint in writing. This documentation should be submitted to the Principal within five (5) working days following the meeting with the level two administrators. The Principal should then schedule a conference at a mutually agreed upon time with the parties involved. This meeting should be scheduled not more than two weeks after the written complaint is presented to Principal. The

Principal serves as the final authority regarding all concerns. The Principal will inform the President of all Level Three concerns that reach the Principal's office.

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

### **Public Displays of Affection**

Public demonstrations of affection are not appropriate to the school setting such as, but not limited to, hand-holding, kissing, clinging, sitting on another person's lap, inappropriate embraces, inappropriate touching and other displays of romantic affection are not appropriate to the academic setting. A second reminder in this regard may result in a parent conference and possible disciplinary action. Repeated non-compliance will result in referral to the principal.

### **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.

### **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 6<sup>th</sup> 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 1<sup>st</sup> & 2<sup>nd</sup>, or 7<sup>th</sup> & 8<sup>th</sup>, or 1<sup>st</sup> & 8<sup>th</sup> 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.
6. The senior lounge privilege will be revoked if it is not kept clean and tidy.

### **School Property**

Students are expected to share in the responsibility for the care of the school campus, buildings, and property. They exercise this responsibility primarily by keeping the buildings and grounds free from litter and by refraining from writing on desks, walls, etc. Any accidental damage to school property resulting from student actions must be repaired at the expense of the student.

Textbooks issued to students must be kept covered and free from writing. School-owned books damaged or lost while in the possession of a student will be repaired or replaced at the expense of the student.

## **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.**

## **Trespassing**

A person trespassing is defined as entering into, remaining on property, or entering any campus building or facility without effective consent of permission and that person had notice, either posted, verbal, or written, to depart and failed to do so. Students found trespassing are subject to disciplinary actions and/or prosecution.

## **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 Facilities Manager (Ext. 172). A building usage fee is charged.
- Cafeteria reservations are made with the Facilities Manager (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.

## **Vandalism**

Destroying, damaging or defacing school grounds or property is a criminal act, is a gross form of disrespect, and results in unnecessary financial costs passed on to all the families at Incarnate Word Academy. Vandalism against the property of any faculty or staff member is likewise a grievous offense. Students found to have committed vandalism will be subject to severe disciplinary action and possible criminal prosecution. Vandalized property will be replaced at the expense of the student.

## **Weapons and Dangerous Materials**

Fire arms, air guns, paintball guns, other lethal instruments, objects resembling a weapon or other objects or materials deemed by the administration to be dangerous or hazardous are banned on school grounds, buses, or at school sponsored activities, including school sponsored events which take place off-campus. Infractions against this regulation are considered grievous in themselves and a danger to other students. Such infractions are subject to notification of the police, grave disciplinary consequences including expulsion.

## **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.

## Dress Code and Grooming Regulations

Incarinate 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. Violations of any of the policies listed herein will result in disciplinary action and/or being sent home. Students are expected to be in proper uniform when they arrive on the campus.

**Parents are expected to support this policy by ensuring that their children wear only the approved school uniform.**

Approved	Not Approved
<b>Pants, Shorts, Capri Pants</b> All pants, walking shorts, capri's are to be worn at the natural waist. Bottoms must be a cotton twill fabric in either a Khaki, Navy or Black color.	
<ul style="list-style-type: none"> <li>✓ Solid colored twill fabric slacks, capri's or shorts.</li> <li>✓ Must be worn at the natural waist;</li> <li>✓ Belts must be worn if bottoms have belt loops all the way around;</li> <li>✓ Shorts must be two inches above the knees or longer.</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Skirts, dresses, jeggings and / or any other lycra, spandex, etc...type fabric;</li> <li>⊗ Tight fitting bottoms;</li> <li>⊗ Wide-legged, oversized;</li> <li>⊗ Rips or holes;</li> <li>⊗ Wind suits, sweat pants, warm up pants, stretch pants, JNCO's;</li> <li>⊗ Cargo pants;</li> <li>⊗ Low rise;</li> <li>⊗ Tattered, frayed;</li> <li>⊗ Jeans of any color except on special designated days.</li> </ul>
<b>Shirts</b>	
<ul style="list-style-type: none"> <li>✓ Solid colored collared polo with the appropriate IWA logo;</li> <li>✓ Must be tucked in at all times and be long enough to be able to stay tucked in all day;</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Capped sleeves;</li> <li>⊗ Tight fitting;</li> <li>⊗ Undergarments or midriff exposed;</li> <li>⊗ Low cut necklines;</li> <li>⊗ Shrugs, crop sweaters, jackets and any form-fitting;</li> <li>⊗ Rips or holes;</li> <li>⊗ Tattered, frayed;</li> </ul>
<b>Outerwear</b>	
<ul style="list-style-type: none"> <li>✓ IWA jackets &amp; sweatshirts;</li> <li>✓ IWA letterman jackets;</li> <li>✓ Solid colored jacket/sweatshirts</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Trench coats/overcoats;</li> <li>⊗ Hooded sweatshirts;</li> <li>⊗ Shrugs, crop sweaters and non-compliant jackets;</li> <li>⊗ Pinstripes or logos;</li> <li>⊗ Rips or holes;</li> <li>⊗ Tattered, frayed;</li> </ul>
<b>Shoes</b>	
<ul style="list-style-type: none"> <li>✓ Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation.</li> </ul>	<ul style="list-style-type: none"> <li>⊗ House slippers;</li> <li>⊗ Shower shoes;</li> </ul>

Hair, Shaving, Earrings, Tattoos, Body Piercings	
<ul style="list-style-type: none"> <li>✓ Hairstyles are to be neat and well groomed;</li> <li>✓ Male students' hair shall not extend beyond the following limits:               <ul style="list-style-type: none"> <li>• Front-not to touch the eyebrow.</li> <li>• Side-to bottom of ear.</li> <li>• Back-top of shirt.</li> </ul> </li> <li>✓ Male students shall be clean-shaven; a \$5.00 fee will be implemented for shaving cream and a razor.</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Unusually extreme fads in jewelry and makeup;</li> <li>⊗ Non-natural hair colors;</li> <li>⊗ Visible tattoos and body piercings;</li> <li>⊗ Earring(s) worn by gentleman at school or any school sponsored event;</li> <li>⊗ Sideburns below the bottom of the ear;</li> </ul>
Mass Day & Special Occasion Attire	
<ul style="list-style-type: none"> <li>✓ Khaki pants;</li> <li>✓ Solid red polo shirt;</li> <li>✓ Closed toes shoes;</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Any other color pants;</li> <li>⊗ Any other color polos;</li> <li>⊗ No sandals, flip flops or house slippers;</li> <li>⊗ Rips or holes;</li> <li>⊗ Tattered, frayed;</li> </ul>
Friday Spirit Day Dress & Blue Jean Pass Days	
<ul style="list-style-type: none"> <li>✓ Blue denim jeans are only allowed with any IWA school polo, IWA sponsored club shirt or IWA sports shirt. Jeans must be full length and appropriately fastened at the waist.</li> <li>✓ Blue Jean Passes require a small contribution which allows a student the privilege of wearing blue denim jeans with any IWA school polo, IWA sponsored club shirt or IWA sports shirt. On Blue Jean pass days, students must purchase and display the official pass.</li> </ul>	<ul style="list-style-type: none"> <li>⊗ No sandals or flip flops;</li> <li>⊗ No PE/Athletic period shirt is allowed;</li> <li>⊗ Jeans can not have any logos, designs, holes, rips;</li> <li>⊗ Jean skirts, capri's or shorts are not permitted;</li> <li>⊗ Any other color denim jeans;</li> </ul>
<p>Disclaimer: 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.</p> <p><i>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. <u>The final word in attire and grooming is left to judgment of the principal.</u></i></p>	

### 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 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.

### Consequences

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.

## DISCIPLINARY PROCEDURES AND MEASURES

### 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.

### Addendum to the student handbook clarifying demerit/merit emails

**Demerit** - A quality or characteristic deserving of blame or censure; a fault. A mark made against ones record for a fault or for misconduct.

**Merit**-Superior quality or worth; excellence. A quality deserving praise or approval.

Demerits are issued for violations of school/classroom policies that are set by the administration and faculty. Most demerits affect a students' citizenship grade, however, depending on the violation a demerit may or may not affect a student's grade. (Ex. Teacher catching a student with a cheat sheet would affect the grade, and the demerit is for the action.) The intended purpose of the merit/demerit system is to enhance communication between the school and parent/guardian.

Merits and demerits are given at a level of 1 in order for the school to keep a running total of either one. Behavior infractions will not be reflected on a student's academic transcript, but may be used by academic and extra-curricular organizations to help with determining acceptance or eligibility.

**Probation.** The Principal may place a student on disciplinary probation. The parent or guardian will be notified of the student's probationary status and the conditions attached to it. If the student fails to meet the conditions of the probation during the specified time, the student will be required to withdraw from school.

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

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

- 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.

### **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.

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

### **Voluntary Withdrawal from School.**

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

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

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

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

### **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.

### **Procedures for Dances**

Classes, clubs, and school organizations may sponsor dances, and other such activities. An Incarnate Word Academy student shall register his/her guest before the function and be responsible for behavior of guests. The class sponsors will be assigned to chaperone at least one dance per year. Security will be provided by administration but paid by the class or club sponsoring the event. This group is also responsible for the required utility fee and facility clean up. The relationship guidelines also include school sponsored dances.

**Students must arrive no later than one hour after the announced start of the dance. All dances are held from 8:00 p.m. until midnight. This information will be made clear to students beforehand.**

- At dances (e.g. Homecoming, MORP, Prom), students who arrive late will not be allowed admission and parents will be called and notified.
- Students are not to be readmitted once they leave.

**Students who, on the day of a dance, are absent, half day absent or sent home early from school, may not attend the dance.**

- Exceptions may be made by the Principal under certain circumstances (e.g. early dismissal for a doctor's appointment.)
- If a faculty chaperone encounters a student who was absent from school or was dismissed early from school, the chaperone should dismiss the student from the dance, and inform an administrator immediately. If the student is "stranded" without transportation, his/her parents should be called.

**Students may not leave the designated area for the dance (e.g. the Dougherty Center) while in attendance.**

- Limited exceptions may be made only if the student is supervised by a sponsor.

**Possession of drugs/alcohol at a dance or use of drugs/alcohol prior to attending a dance is a grievous violation of school policy.**

- Students who violate this policy can expect severe disciplinary consequences.

**Appropriate Dance Attire:**

**The administration encourages parents and students to use good judgment in selecting dance attire.**

## Release of Student Information

Incarinate Word Academy regularly features the positive activities, honors, and accomplishments of our students. This includes highlighting students on school-sponsored publications, social media, local newspapers, and broadcast media. These media outlets include the use of student's likeness, image, name, grade, and/or video which may appear on the school website as well as in other publications.

There may be occasions when students are interviewed, photographed and/or identified by name, classroom, or activity. Incarnate Word Academy only releases such information for the purpose of acknowledging our students throughout the year. Examples of possible media outlets include the following:

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

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

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

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

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

## **Incarnate Word Academy**

### **Student Acceptable Use Policy 2011-2012 School Year**

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

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

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

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

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

Students are not to access, copy, modify, or delete programs or files that belong to others or the school without prior authorization. Students may not attempt to gain unauthorized access, look for security problems, or go beyond their authorized access to any part of the IWA network, even if only for the purpose of "browsing." Intentional compromise to the integrity of the network by virus or other means are in violation of this policy, and the consequences for such actions include but are not limited to expulsion. Access to the Internet is available and students accept responsibility for appropriate use of this resource. Students are not to access personal e-mail accounts, personal student Web pages, game sites, or any Internet applications that include instant messaging and/or chat rooms. Each student is expected to use such access within the approved educational purposes for which he/she is granted. The school shall maintain an Internet filter to control access to unacceptable sites. It must be understood that it is impossible for the school to eliminate access to all controversial materials, despite strict monitoring. Incarnate Word Academy shall not be held liable for user misuse of the Internet.

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

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

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

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

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

## 2011-2012 Student Handbook ACKNOWLEDGMENT FORM

Student's Last Name	First Name	Middle Name	Grade
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Please read each item thoroughly and initial on the corresponding line. Student and parent(s) are required to initial each line and provide a signature and date at the bottom before submission.

Parent Initial	Student Initial

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

<b>Letter Attached</b> <input type="checkbox"/>	

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

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

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

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

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

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

--	--

Parent's Signature

Date

--	--

Parent's Signature

Date

--	--

Student's Signature

Date