

Incarnate Word Academy
Elementary Level
Student and Parent Handbook
2018-2019



Disclaimer-

The policies outlined in this handbook represent a framework. This handbook is not exhaustive and should not be considered comprehensive of all Incarnate Word Academy policies. Statements in this handbook are subject to amendment at Incarnate Word Academy's discretion. Incarnate Word Academy will notify parents/guardians of significant changes when practical. Incarnate Word Academy reserves the right to make immediate changes to this handbook at its discretion.

Incarnate Word Academy
A Private Co Educational Institution College Preparatory Curriculum
For Grades 3 year old – 12th grade,
Owned and operated by the
Sisters of the Incarnate Word and Blessed Sacrament,
Issues this handbook as
Information and Directives for Students and Parents

Incarnate Word Academy Board of Directors 2018-2019

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

Catherine Tobin Hilliard, Chair

Rosie Cortez, Vice Chair

Allen Daehne, Past Chair

Brent Bottom

Sr. Colette Brehony, IWBS

Cecilia Garcia-Akers '70

Robert "Bobby" M. Gough, II

Amy Taft Koch '87

Peter Matl

Trav McNiff

Herbert "Trey" Morrison '86

Sr. Martha O'Gara, IWBS '51

Cecelia Pesek '76

Martha Ruiz 'Alum

Andrew Saenz 'Alum

Sammie Grunwald, IWA President, Ex-Officio

Sr. Annette Wagner, IWBS, '64, IWBS Superior General, Ex-Officio



Our Vision

To Become an Image of Christ Within Our Community. To extend the legacy of the Sisters of the Incarnate Word and Blessed Sacrament, as leaders, partners, and advocates for our students and the adults who serve them; and to provide a community where all may grow in Christian wholeness and bear witness to the presence and love of Christ among us.

Our Mission

To Reflect Jesus the Teacher. We form students in a loving and challenging environment where the individual gifts of every student are recognized, celebrated, and developed as a reflection of Christ.

Our Core Values

Faith: Belief in Jesus Christ, the Incarnate Word, and His message of love for the world

Dignity: Respect for the worth of every person and for life in all its forms, with special concern for the poor

Compassion: Love, concern, and understanding in service of life-long learning

Integrity: Honesty, justice, and consistency in all relationships

Dedication: The pursuit of high standards of performance among teachers, students, and the school community

Gratitude: Acceptance, nurturing, and celebration of individual gifts and talents

Service: Recognition of God's blessings and commitment to sharing them with others in school, family, Church, and community

Incarnate Word Academy Elementary Level 2018-2019 Calendar

2018

July 26-27	New Teachers In-Service
Jul. 30-Aug. 2	All Teachers In-Service and Workdays
Aug. 3	Angel Check-in – Teacher workday
Aug. 6	*First day of school – Noon Dismissal
Aug. 7	*Second day of school – Noon Dismissal
Aug. 8-10	Full school days
Aug. 11	Athletic Prayer Breakfast
Aug. 15	Back-to-School Social/Meet the Coaches
Aug. 21	EL PTO Meeting – Back to School Night
Aug. 23	Fall Pictures
Sept. 3	Labor Day Holiday
Sept. 5	First Term Progress Reports
Sept. 7	Noon Dismissal – Faculty meeting
Sept. 11	Campus-wide Mass
Sept. 25	Class Group Pictures
Sept. 28	End of First Quarter – 39 days
Oct. 1-5	Fall Break
Oct. 8	Classes Resume - First day of 2 nd quarter
Oct. 9-10	*Parent-Teacher Conferences – Noon Dismissal
Oct. 10	Report cards available on Parents Web
Oct. 12	Fall Fun Night – Noon Dismissal
Oct. 17	AngelTALK – (<i>Prospective Families</i>)
Oct. 24	Unity Day – Unite Against Bullying (<i>Wear Orange</i>)
Oct. 29-31	Red Ribbon Week
Nov. 1-2	Red Ribbon Week
Nov. 2	Noon Dismissal –Faculty meeting
Nov. 7	Second Term Progress Reports
Nov. 15	Picture Retakes
Nov. 15-18	Homecoming festivities
Nov. 16	National Catholic Principal Appreciation
Nov. 16	Noon Dismissal - Diocesan In-Service
Nov. 19-23	Thanksgiving Break
Nov. 26	Classes resume
Dec. 7	Noon Dismissal –Faculty Meeting
Dec. 12	Campus-wide Mass
Dec. 14	Christmas Play – Grades K5-5 Mont. & Trad.
Dec. 20	Christmas Play – MP1, MP2, MP3
Dec. 20	Noon Dismissal – End of 2 nd quarter – 49 days
Dec.21-Jan.4	Christmas Break

2019

Jan. 3	Teacher In-Service
Jan.4	Teacher Workday
Jan. 7	Classes Resume – First day of 3 rd quarter
Jan. 9	Report cards available on ParentsWeb
Jan. 21	Martin Luther King Holiday
Jan. 28	Campus-wide Mass
Jan. 28-Feb. 1	National Catholic Schools Week
Jan. 29	WORD 101 Open House-(<i>Prospective Families</i>)
Feb 1	National Catholic Schools Week
Feb. 1	Noon Dismissal –Faculty Meeting
Feb. 6	Third Term Progress Reports
Mar. 1	Noon Dismissal –Faculty Meeting
Mar. 2	Paradise Island Gala
Mar. 8	End of 3 rd quarter – 44 days
Mar. 11-15	Spring Break
Mar. 18	Classes Resume – First day of 4 th quarter
Mar. 19-20	*Parent-Teacher Conferences – Noon Dismissal
Mar. 20	Report cards available on ParentsWeb
Mar. 25	Campus-wide Mass
Apr. 5	Noon Dismissal –Faculty Meeting
Apr. 18	Noon Dismissal – Faculty meeting
Apr. 19-22	Easter Holidays
Apr. 23	Classes Resume
Apr. 24	Fourth Term Progress Reports
TBA	ITBS Testing
May 3	Noon Dismissal –Faculty Meeting
May 17	End of Year Picnic – Noon Dismissal
May 21	First Holy Communion Celebration
May 22	Kindergarten Graduation
May 23	Fifth Grade Graduation
May 24	Last Day of School - End of 4 th quarter -48 days
May 28	Memorial Day Holiday for Staff
May 29	Teacher Workday

*On Noon Dismissal dates, that are not Fridays, students will wear their regular school uniform.

Every Friday students may wear an IWA Spirit Shirt and jeans.

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INCARNATE WORD ACADEMY ELEMENTARY LEVEL STAFF CONTACT INFORMATION

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Telephone: (361) 883-0857 * FAX: (361) 881-9519

Website: www.iwacc.org

ADMINISTRATION & OFFICE CONTACTS / TELEPHONE EXTENSIONS / EMAIL ADDRESSES

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Athletic Director.....	Mr. Reynaldo "Gator" Garcia / 116 / garciar@iwacc.org
Central Office Receptionist	Miss Victoria Villarreal / 117 / villarrealv@iwacc.org
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Technology Director.....	Mr. James DeHoyos /107 / dehoyosj@iwacc.org
RenWeb Specialist	Mr. Patrick Stark / 106 / starkp@iwacc.org

CONTACTING FACULTY

By Telephone. During school hours, telephone calls will typically be answered by the receptionist/school administrative secretary who will leave a message for the faculty member to whom you wish to speak to.

If your telephone call is initially answered by the auto-attendant, follow the prompts. It is helpful to know the extension number of the individual with 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.

By Email. Students and parents may contact teachers by email through ParentsWeb, which may be accessed through the school website at www.iwacc.org.

Turnaround time. Ordinarily, it is reasonable to assume that a teacher or staff member will return your call or email within 48 hours. There are occasions where the return correspondence may take longer if the teacher or staff member must seek consultation before responding.

OVERVIEW

This Student and Parent Handbook is published for the information of Incarnate Word Academy students and their parents and guardians. Parental support of our school's policies is essential, as is parental cooperation with the total school program.

Parents must see themselves as active partners with the faculty in guaranteeing that their children observe and adhere to school rules and regulations. In this way, we all contribute to a safe and wholesome learning environment for the entire student body.

When violations of school policies occur, it is likewise important that parents remain in active partnership with school authorities. For student discipline and compliance with guidelines to be effective, students must know with certainty that their parents and faculty stand together in holding them accountable and in implementing consequences.

By contrast, it is unfortunate for all parties when a parent defends or excuses a child's transgressions or attempts to shield a child from the consequences of a mistake. Not only is this harmful to the child in that it interferes with the healthy learning process necessary for his/her overall development, but it also disrupts the effective operation of the school.

Parental feedback in a manner consistent with a Christian educational community, including disagreement, is always welcome. However, when parents are unable to support the school either in general policy or in a specific decision, the school's administration reserves the right to ask the parents to withdraw their child from school for the good of all.

The school administration may amend any part of the Student and Parent Handbook. Parents will be notified in writing of any changes.

Who We Are

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 Elementary Level 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. 115).

The Assistant Principal assists the Principal in providing leadership to the faculty, students, parents, and community in fulfilling the mission of Incarnate Word Academy. The Assistant Principal directs the evaluation, development, and implementation of the curriculum in all departments and works closely with the school administration in coordinated vertical alignment of curriculum. (Ext. 115).

The Athletic Coordinator of the Elementary Level 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.

The Counselor is responsible for guidance services to the students. The counselor provides a proactive developmental guidance program to encourage all students to maximize personal growth and development. Assistance with personal decisions, academic, ITBS and COGAT testing, and career investigations are examples of areas of assistance (Ext.152)

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) as well as in the American Montessori Society.

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:

- Completed online application submitted through the www.iwacc.org website.
- Required registration materials submitted to the office, including evidence of capability and/or achievement in academics (e.g., immunization record, birth certificate, 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.

Preschool Applicants

After determining the needs of the child, and assuming the suitability of the program to meet those needs and desires, Incarnate Word Academy Elementary Level will offer enrollment to preschool students ages three through five in the Montessori program. The Traditional program offers enrollment to preschool students ages three, four and five. As with all admissions decisions, it will be the final determination of the program administrators to place the child in the program that best meets the needs of the child and if classroom size limits permit.

Additional Requirements for Home School Students:

- Report Cards generated by the Home School Teacher
- Letters of Recommendation
- Standardized Test Scores
- A writing sample, language test and a math test.

Students with Special Needs

Incarnate Word Academy welcomes students with diverse talents, abilities, and aptitudes. Every effort will be made to provide our students with a high-quality, college-preparatory education, including students with special educational needs. Accommodations for students with special educational needs can often be made. At the Elementary Level there are two learning environments, traditional and Montessori, which may accommodate students. At the Middle and High School Level Accommodation Plans may be made to assist the student in the classroom. Incarnate Word Academy does not have the personnel or facilities to provide for assistance that is beyond the scope of the regular classroom environment.

Graduation Outcomes

Graduates of Incarnate Word Academy will be able to:

- 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.
- Speak and write English clearly and fluently for formal and informal communication.
- Listen to and read English critically, intelligently evaluating the validity of spoken and written arguments; applying modern research methods, and evaluating various source materials.
- Communicate in a second language through the written and spoken word.
- Use critical thinking, mathematical problem-solving, and scientific methods to draw and apply conclusions.
- 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.
- Conduct and report research across disciplines.
- Use with skill the techniques of one (performing or visual) artistic medium.
- Utilize calculators, computers, and the internet as tools for research, word processing, data management, multi-media presentations, and reference.

They are prepared to:

- Participate in the worship and mission of the Church — particularly in service to the least favored — in an active and informed manner.
- Employ the principles and skills of fitness and exercise, wellness, safety, teamwork and good sportsmanship.
- 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.
- Succeed at the next level of education, culminating in success in university studies.

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.
- 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.
- Using a cell phone during a testing session.

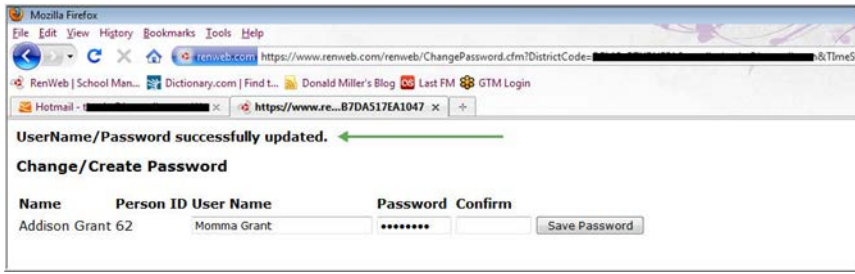
Parents must monitor the use of student cell phones and their contents. The Principal will have the right to inspect student cell phones without prior notice. Any questionable content may result in disciplinary action.

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. Each year the student renews this promise in writing.

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 IWA has your email address entered in RenWeb. Next, go to 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 RenWeb director at starkp@iwacc.org.

GRADES

Student grades are posted regularly to Parents Web, which can be accessed through the school's website. All new students and parents receive instructions for using Parents Web. Returning students keep the same access code each year. Students and parents are encouraged to check Parents Web regularly to keep up with students' progress in their courses.

Traditional Elementary

Grades are reported every nine weeks using a numerical system for Grades 1 through 5. Pre-K and K5 students receive skill based assessments. Students may receive both numerical and letter grades.

A=90-100 B=80-89 C=70-79 F=69 and below

S=Satisfactory (80-100); N=Needs Improvement (70-79) or U=Unsatisfactory (0-69) are used in some subjects.

Montessori Program

Preschool Ages 3 - 5

Parent-Teacher Conferences are conducted on the first and third nine week periods. Report cards are issued on the second and fourth nine week periods. As part of their assessment, each child will have a portfolio of their work.

Montessori Grades Junior and Senior Grades 1 - 5

Report cards are issued every nine weeks. Students, with the help of their teachers, keep portfolios of their work as part of their assessment. The follow codes are used for all Levels:

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

G=Good S=Satisfactory N=Needs Improvement U=Unsatisfactory

1=Needs Adult Support/Supervision 2=Needs occasional reminder 3=Independent, self-directed

PROGRESS REPORTS

In the middle of a grading period, progress reports will be posted in Parents Web. While these are not necessarily failure reports, they often cite deficiencies in a student's work or subject mastery. 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.

1 st Quarter Progress Reports Viewable on ParentsWeb on September 5, 2018	3 rd Quarter Progress Reports Viewable on ParentsWeb on February 6, 2019
2 nd Quarter Progress Reports Viewable on ParentsWeb on November 7, 2018	4 th Quarter Progress Reports Viewable on ParentsWeb on April 24, 2019

REPORT CARDS

At the end of every nine week grading period, report cards will be viewable on Parents Web. Report cards are a summary of a student's work performance within each subject area of a grading period. 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.

1 st Quarter Report Cards Viewable on ParentsWeb on October 10, 2018	3 rd Quarter Report Cards Viewable on ParentsWeb on March 20, 2019
2 nd Quarter Report Cards Viewable on ParentsWeb on January 9, 2019	4 th Quarter Report Cards Viewable on ParentsWeb on May 24, 2019

FINAL GRADES

For full-year courses, final grades are the average of the four semester grades.

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.

ACADEMIC PROBATION

New students will be accepted on a probationary basis for the first two quarters. 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 progress reports or 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.

ELEMENTARY LEVEL CURRICULUM

Traditional

The curriculum is based on the Diocesan Curriculum Guides, which are drawn from the TEKS. In addition, the national common core standards are integrated into the curriculum.

The Gospel values and the Catholic Social Teachings of the Church are embedded throughout the subject areas, which include Religion, English Language Arts, Mathematics, Social Studies, Science, Health, Spanish, Guidance, Art, Music, Physical Education and Computers.

Montessori

The Primary classroom is prepared with a three-year span of curriculum for three, four, and five year olds and focuses on the following areas of learning: Language, Mathematics, Practical Life, Sensorial Exercises, Cultural Studies, and Religion. The four main goals of the Primary curriculum are the development of concentration, coordination, order, and independence, laying the foundation for the child's academic, social, and emotional development. The fact that the classroom is prepared with a three-year span of curriculum allows each student to progress at his or her own pace. The Montessori materials provide clarity to abstract concepts and draw the child to exploration and discovery.

The Montessori Elementary program responds to the needs of the child towards exploration and order. The Five Great Lessons at the heart of the Montessori elementary curriculum provide the framework from which the student comes to understand the interrelatedness of all living things. The Five Great Lessons are: the Beginning of the Universe, the Timeline of Life, the Appearance of Man, the History of Mathematics, and the History of Writing. Students engage in follow-up work in the areas of earth sciences, functional geography, chemistry, zoology, classification, botany, ancient civilizations, and interrelatedness. Work on group projects, use of community resources, and an expansion in field study become important new elements in the curriculum.

Transferring Between Traditional and Montessori

Three-year cycles are considered an essential element of Montessori education. Allowing children to stay in the same Montessori environment with the same group of children and teachers through the full three-year cycle establishes a strong, stable community and consistency for the learning process. The cycles are: MP (3 years through Kindergarten), MEJ (1st through 3rd grades), and MES (4th and 5th grades; IWA then transitions to 6th grade at the Middle Level).

Ideally, our students follow this model. Understanding that sometimes changes need to be made to best meet the academic needs of each student, the administration asks that transitioning between the Montessori and traditional classes occurs only at the beginning of the academic year. If a change is to be considered during the school year, it may be done only through careful review of all teachers involved and with the permission of the Principal. A request may only be considered once, and a transition will not be considered if the requested class is already full.

STANDARDIZED TESTING / STUDENT SERVICES

Students in grades 1 through 5 will take the Iowa Assessments.

Students in grades 1 and 4 will take the Cognitive Abilities Test.

Individual and/or group counseling services will be made available to students by trained professional personnel possessing a minimum of a Master's Degree in Counseling or a related field. Counseling services are confidential. Students may be referred to the School Counselor by educational personnel or parents. Students may also voluntarily seek counseling services. Parents will be informed of group counseling topics through classroom communications. Parents will be notified if the child(ren) receives individual counseling services. Parental permission is not required for students to see the School Counselor.

TECHNOLOGY POLICY

Technology Acceptable Use Policy

Incarinate 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 any external saving device 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 the school principal.

Personal Electronic Devices

Cell phones and other electronic devices are only permitted in class with the stated permission of the teacher. Students may not make phone calls during academic hours. Electronic devices (cell phones, iPods, iPhones, Smart Watches, 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 administrator. 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. On the third (3rd) violation, the device will be kept for the remainder of the school year. **All technology equipment is subject to search by administration at any time.**

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 an administrator.

The Texas Education Agency has adopted a 90 Percent Rule. This Rule states that students must attend school for 90 percent of the time it is in session in a given school year in order for students to receive credit for the year.

Catholic schools in the Diocese of Corpus Christi, for accreditation purposes, follow the 90 Percent Rule.

Situations in which students do not meet the 90 Percent Rule in regards to attendance of class and school will be reviewed by the school administration. A determination will be made as to whether the student will be retained or allowed to re-enroll in the school.

Students should arrive to school each day on time and ready to learn. A student is absent for one whole day when he/she has not been in school for at least two hours in the morning and two hours in the afternoon. Families show support for the instructional day when they schedule medical or dental appointments outside of school hours.

State law requires school attendance; therefore, we keep complete and accurate attendance records and make sure that students are present.

- 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)
- Court Date
- Funeral

Reporting an Absence

When a student is absent for any reason, parents shall telephone the Elementary Level Office (ext. 115) by 9:00 am on the first day of an absence. 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.

Excessive Absences

The parents of students who have accumulated six (6) absences will be notified, by letter, that the student has been excessively absent. The parents of students with nine (9) absences will be notified, by letter that the student has been excessively absent and will be required to attend a conference with the principal. A student who has excessive absences may be placed on probation or asked to withdraw from Incarnate Word Academy. A student who is placed on probation due to excessive absences may be asked to present a physician's note for each absence in excess of ten.

Returning to School Following an Absence

Upon return, any student who has been absent shall provide to the elementary office a signed and dated note by their parents. 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.

Leaving Campus during the School Day

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 school begins. Parents should include in their note: date, reason for student leaving, and the parent's signature. If it is necessary for a student to leave school during the day because of illness or approved appointments, the parent/guardian must come to the Elementary Level Office to meet the student and sign the student out. Please make every attempt to limit individual early dismissal to no more than three per quarter. While sometimes unavoidable, individual dismissals are nevertheless disruptive to the learning environment.

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 has stopped ringing. Tardies, with few exceptions, are unexcused. At 7:55 a.m., the gates and doors to the school will be locked. At that point, the parent must accompany the child to the Elementary Level Office to receive a tardy slip. A student may not come to the school office without his or her parent to receive a tardy slip. If a parent is not present, the office will call to ask the parent to return and properly obtain a tardy slip before the child is permitted to go into his or her classroom. Reasons for excused tardiness include:

- Illness when documented by the parents/guardians or a physician (chronic, repetitive offenses must have documentation by the physician)
- Professional and/or court appearance
- Periodic medical or dental appointments
- Car trouble- two per year only
- Bad weather
- Required religious observances
- Death of family member or close friend
- Performance at a community service
- Birth of a sibling.

Tardiness is extremely disruptive to the classroom environment and detrimental to both the present and future academic success of the individual student. On the third unexcused tardy, the classroom teacher will refer the parent for a conference with the principal. **Six tardies, excused or unexcused will count as 1 absence.** Sadly, through no fault of the child, a referral for multiple unexcused tardies may result in either disciplinary action or dismissal from school.

Make-up Work

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

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

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

ARRIVAL AND PICKUP OF STUDENTS AT SCHOOL

Students should not arrive on campus before 7:30 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 their homeroom when the 7:55 bell rings. School begins at 8:00 a.m. For reasons of campus security, the Alameda Street and Chamberlain Street parking lot entrances will be locked after school begins in the morning and re-opened at dismissal. All visitors should use the Chamberlain Street Elementary Level Office Entrance which is automated for monitored entry after school begins. At dismissal, students must be picked up unless involved in an after-school activity. Students in an after-school activity must be picked up at the activity’s conclusion. Students who remain on campus beyond these must be supervised by their parent/guardian and do so at their own risk.

SCHOOL HOURS

The doors and gates will open at 7:30 a.m. and close at 7:55 a.m.

Montessori and Traditional Pre-K 2/3 year olds:

7:55 a.m. to 12:00 p.m. for Half day students – 7:55 a.m. to 3:00 p.m. for Full day students

Montessori 4 & 5 year olds and Traditional Pre-K & K-5 students:

7:55 a.m. to 3:00 p.m.

Montessori and Traditional students in 1st, 2nd, and 3rd grade:

7:55 a.m. to 3:15 p.m.

Montessori and Traditional students in 4th and 5th grade:

7:55 a.m. to 3:30 p.m.

DROP OFF AND PICK UP PROCEDURES

All STUDENTS will be dropped off and picked up in the Dougherty Center parking lot.

(See traffic flow map p. 39)

The following drop off and pick up instructions apply:

- Morning drop-off begins at 7:30 and ends at 7:55. The gates and doors are locked at 7:55.
- All students will be dropped-off and picked-up in the drive-through lane. Parents are asked to stop at the cones designating a drop-off point. Please pull forward to the first available cone closest to the exit area. Faculty members

will be present to assist small children by opening car doors and helping with seatbelts. Parents who wish to park and walk their child(ren) in or out are welcome to do so.

- If a child is to be picked-up by someone other than a parents or a legal guardian, please send a written consent to the teacher at the time of arrival.
- If you pick-up multiple children who have different dismissal times, please be prepared to drive around and re-enter the line. Otherwise, please feel free to park and wait for your children.

Please DO NOT drop-off or pick-up your child by the gate by the library or the corner of Alameda and Chamberlain. These locations are not designed to be drop-off or pick-up areas and are not safe for loading and unloading children.

Children not registered in the After School Program are to be picked up promptly after school. There is NO SCHOOL SUPERVISION on the school grounds after dismissal.

PARENTAL SUPERVISION ON PLAYGROUND AFTER SCHOOL

Parents Assume Supervision of Their Children at Dismissal

- A parent or guardian MUST be present if their child plays on the playground after school.
- Rocks are to remain on the ground. They may NOT be placed on the playground equipment.
- Proper care of equipment is important at all times.
- Students are not to play on the playground on rainy days.
- The playground is not open before school hours and closes at 4:00 p.m. each day except during the volleyball and basketball season.
- Pets are not allowed on the campus for health and safety reasons.

AFTER SCHOOL PROGRAM

The YMCA provides after school care for any student for a monthly fee. Parents may register their child(ren) in the After School Program during Angel Check-In. YMCA after school care is provided from dismissal until 6:00 p.m. in the Alameda Complex on the school grounds.

ACCESS TO STUDENTS ON CAMPUS

To insure the safety of all students, only individuals listed in the school record as an emergency contact, or those with statutory authority, will be granted access to the student. Individuals may be asked to show a form of ID before being allowed to interact with any student on campus.

Check in at the Elementary Level Office. When you arrive on campus, please report directly to the Elementary Level office for authorization. Access to the Elementary Level building is available through the front entrance (Chamberlain Street Parking Lot doors) through camera monitored free access.

I.D. Check. If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

Please Note. For the safety and security of our students, anyone seen on campus during school hours without a visitor badge will be reminded to obtain one or asked to leave campus.

BREASTFEEDING POLICY

We recognize that breastfeeding has many benefits for new mothers and their children. A mother may nurse her child anywhere on the elementary level campus. If the mother would like a private area to nurse her child she may request the use of the conference room or a private office. A mother has the right to breastfeed or provide breast milk for their child while in our care.

GUARDIANSHIP OF CHILDREN

If there is a ruling on custodial rights of a parent, please inform the school office. The school office will inform the teacher(s) of the custodial rights.

NON-CUSTODIAL PARENTS

It is the responsibility of the custodial parent to provide the school, at the time of enrollment, any court order concerning an enrolling student. In the absence of a court order to the contrary, Incarnate Word Academy, in compliance with the provisions of the Buckley Amendment, will make available to non-custodial parents all school records associated with the student. Where necessary, school personnel shall be required to contact the school's legal counsel before making a determination about the child.

VISITING CAMPUS DURING SCHOOL HOURS

Parents and other visitors are welcome at Incarnate Word Academy. On arrival, during school hours, parents and visitors must check-in at the office and obtain a visitor's pass. Parents or guardians who need to visit campus during school hours are asked to follow these guidelines:

Please make an appointment at least one day in advance for planned student visits and classroom observations during school hours. If you are coming to see the Principal or other faculty member, please call to make an appointment in advance. For appointments with the principal, call extension 115 and the administrative assistant will take your information. For a faculty members voicemail boxes, please refer to Voicemail Extension list at the front of the handbook. Unauthorized visitors before and after school hours are not acceptable. Doors to the classrooms are locked daily at 7:55 a.m.

CAFETERIA/LUNCH PROCEDURES

Students may bring their lunch to school or purchase food from the cafeteria. Cafeteria meals are available for all students. Parents must prepay for meals through the Top Choice Catering Website. Top Choice Catering sets a limit to purchases on credit.

If bringing lunch from home, please pack a cold lunch or pack items already heated in a thermos. Microwave ovens are not available in the Dougherty Center.

All parents choosing to eat with their child (children) will sit at a designated "Parents' Table" in the Dougherty Center. All parents must sign-in in the Elementary office before entering the Dougherty Center. Parents may only bring lunch for their own child (children). On days when children eat in their classroom, parents are asked not to eat with the children.

Students with medical concerns must have lunch delivered to school by a parent or bring a sack lunch to school. (Reminder: parents are allowed to bring lunch only for their own child, due to the Foods of Minimal Nutrition law and

should check in at the front office before meeting their child in the Dougherty Center. Incarnate Word Academy is not responsible for meeting daily nutritional needs.

WEATHER AND SCHOOL CLOSING

Severe weather, power outages, or other conditions may require Incarnate Word Academy to cancel classes, start late, or close early. In most circumstances the decision to cancel classes or delay start time will be made on the day of the weather event, as it is usually impossible to make the determination the previous night.

With regard to severe weather, IWA follows the Corpus Christi Independent School District's (CCISD) plans for school closings, but not necessarily for school delays. Parents will be notified through the Parent Alert text notification system of any school closures, delays, or other emergency information and these notifications take precedence over CCISD plans.

Parents should update the school office with any changes in cell phone numbers or email addresses to ensure that they receive the communication and verify that you have selected to receive text alerts within your online enrollment.

Incarnate Word Academy will be using the school's Facebook page and Twitter account as additional communication channels. Parents may also listen to local radio/TV broadcasts for information about the school's closing and reopening.

EMERGENCY LOCKDOWN PROCEDURE

Incarnate Word Academy has a primary responsibility to ensure the safety of students, faculty, and staff on property. In an emergency situation, the school may be placed under "Lockdown." The "Lockdown Procedure" is initiated should a high risk incident involving a hazardous chemical spill; severe weather warning; weapons; student/stranger intrusion; etc. occur on school property or there are circumstances in the vicinity of the school that could endanger the lives and/or the safety of students and/or staff.

Should a lockdown occur, parents are asked to remain calm as school and local authorities manage the situation. Parents are asked to adhere to the following:

- Do not contact the school office.
- Do not attempt to pick up your child as no one is permitted to leave and no one, including parents, is allowed on campus.

Although such measures may seem extreme, they have proven effective in ensuring student safety. Parents will be notified through our Parent Alert text notification system with any additional instructions or if it appears the lockdown will last for an extended period of time, or go beyond dismissal time. Students will not be allowed to leave until recommended by the appropriate authorities.

DRESS CODE AND GROOMING REGULATIONS

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

LOGOS

Brand logos will not be permitted. The Incarnate Word Academy logo will be mandatory on all polo shirts.



Approved Vendors

Academic Outfitters	1334 Airline Road. Corpus Christi, TX mcsdgreest@academicoutfitters.com	(361) 806-9208
Lands End	www.landsend.com	(800) 963-4816
Stitch It	4333 S. Alameda. Corpus Christi, TX 78412	(361) 992-2006
Mira's Sports	6006 Ayers St. Corpus Christi, TX 78415	(361) 852-4541

All students, are required to attend class in proper uniform. **Uniforms are to be purchased from Academic Outfitters and/or Lands' End.** Upon occasion, parents may happen on clothing of the same style, color, etc. at another retail store that is more feasible/affordable for them. Any school apparel of regulation style and color should be presented to the administration for review prior to applying the school logo. If school apparel is acceptable, it can be embroidered locally.

Girl's Daily-wear Uniform:

- All girls will wear the regulation red polo shirt with the IWA logo.
- IWA blue and red plaid skirt, shorts, or long pants – skirts and shorts should extend to at least the top of the knee; all girls should have at least one skirt for weekly mass and formal, school-wide events;
- solid white crew socks that measure at least 2" above the ankle bone (including bobby socks edged with solid red or navy or IWA plaid) or knee socks.
- solid white, solid black, or a combination of white and black athletic shoes with white or black shoelaces (Montessori Primary and Traditional PreK and K may wear shoes with Velcro until they can tie their shoes) - no other colors (not even the on logo) are permitted; wheels, lights, sounds, or any other add-ons are not allowed;
- only solid white, short-sleeved or sleeveless undershirts or undergarments are acceptable;
- red, navy, or white shorts may be worn under skirts;

- if the weather extends below 60 degrees, navy, white, or red full-length leggings or tights may be worn; sweatpants and knee-high leggings are unacceptable;
- navy or red IWA sweatshirts and/or solid navy, red, or white sweaters or sweatshirts; grey IWA sweatshirts, when designated by the athletic coaches, may also be worn;
- hair must be natural hair color; highlights are not permitted;
- modest hair accessories in combinations of red, navy, and white;
- religious medals and single post earrings only - one single post earring may be worn per ear; and,
- no make-up or colored nail polish may be worn; clear nail polish and lip balms are acceptable; nails should be kept short and neatly trimmed.

*Solid red, white or blue sweaters or jackets may be worn inside the classroom. When the weather dips below 40 degrees, coats, hats, scarves, and/or gloves, any color, are acceptable for use outside.

Boy's Daily-wear Uniform:

- All boys will wear the navy blue polo shirt with logo;
- khaki regulation pants or walking shorts (Montessori Primary and Traditional Pre-K and K students may wear shorts with an elastic waistband with no belt); boys should have at least one pair of long pants for Mass and formal, school-wide events;
- black or brown belt;
- solid white crew socks that measure at least 2" above the ankle bone;
- solid white, solid black, or a combination of white and black athletic shoes with white or black shoelaces (Montessori Primary and Traditional PreK and K may wear shoes with Velcro until they can tie their shoes) - no other colors (not even on the logo) are permitted; wheels, lights, sounds, or any other add-ons are not allowed;
- only solid white, short-sleeved or sleeveless undershirts are acceptable;
- compression shirts and leggings are not acceptable;
- navy or red IWA sweatshirts and/or solid navy, red, or white sweaters or sweatshirts; grey IWA sweatshirts, when designated by the athletic coaches, may also be worn;
- religious medals may be worn;
- hair must be natural color; highlights are not permitted; and,
- hair should be well-groomed and trimmed above the shirt collar and eyebrows.

*Solid red, white or blue sweaters or jackets may be worn inside the classroom. *When the weather dips below 40 degrees, coats, hats, scarves, and/or gloves, any color, are acceptable for use outside.

All Fridays are Spirit Dress Days (Noon dismissal days that are not Fridays are Regular Uniform Days)

- All students may wear red spirit shirts or school-sponsored event shirts (like Fall Fun Night);
- regular, plain-fit (not skinny), non-faded, non-ripped, non-decorated BLUE jeans; Montessori Primary and Traditional Pre-K and K5 students may wear blue jean shorts or skirts; and,
- regular uniform tennis shoes and socks.

Additional Considerations:

Students not following the proper dress code will receive **two** reminders per quarter; parents will be called on the **third** infraction and asked to bring the proper attire to school. Students will not be allowed to enter the classroom without

following dress code after the third reminder. Parents are asked to ensure that clothing is kept clean and presentable, replacing faded and tattered clothing when needed.

CODE OF CONDUCT

EXPECTATIONS

Responsibility begins with you, only you can control yourself.

Expect others to listen to you. Please do the same for them.

Show respect for yourself and others. Treat others as you would like to be treated.

Possessions are personal. Borrow only with permission

Ease your way quietly around the work environment.

Complete all of your work. Learning is a partnership

Time is valuable. Work with intent.

DISCIPLINE POLICY AND EXPECTATIONS

At Incarnate Word Academy Elementary Level, we view our dedication to develop Christian wholeness in our students both academically and socially. This involves a communicative partnership among our faculty, students, and parents. Opportunities for redirection are part of the growing process. A student's failure to follow a classroom expectation is noted in classroom. Throughout the day, each student will have the opportunity to redeem himself or herself and such behavior will be acknowledged. At the end of the day, the discipline log will be updated indicating any expectation that was not followed. The teacher totals the weekly conduct sheets at the end of the nine weeks to determine the student's conduct grade on the report card.

S or 3 = 0-14 entries

N or 2 – 15-24 entries

U or 1 = 25 or more entries per nine weeks

DISCIPLINE POLICY

Faculty and staff may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which includes at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with foods, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child'
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and

9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

CONSEQUENCES FOR REDIRECTION

At Incarnate Word Academy Elementary Level, we view our dedication to develop Christian wholeness in our students both academically and socially. This involves a communicative partnership among our faculty, students, and parents. Opportunities for redirection are part of the growing process. In general, each classroom teacher, and by extension auxiliary teachers and assistants, follow the "rule of three":

- Three verbal warnings = one written warning
- Three written warnings = one communication with parent
- Three parent notices = one office visit

Once a student warrants an office visit, more serious consequences must be considered. These may include, but are not limited to, a parent conference, a behavior management contract, loss of school privileges, off-campus suspension, or expulsion. Behaviors that are physically or psychologically unsafe require immediate action to be determined by the teachers and the administration.

Unsafe Behaviors Include:

1. Verbal abuse
2. Physical abuse
3. Harassment of a peer
4. Disruption on the entire learning environment
5. Dangerous destruction of property
6. Vandalism

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

Parents may consider voluntary withdrawal from school. Voluntary withdrawal does not, in any way, secure a student's ability to regain admission at Incarnate Word Academy. Any pre-paid balance of tuition will be refunded to the parent or person who has financial responsibility for the student within ten (10) days. Registration and other fees are non-refundable.

EXPULSION

1. Expulsion may result from grievous cases of misconduct including, but not limited to, the following:
2. 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.
3. Acts of theft or vandalism against the school, school property, or the personal property of a teacher or student.
4. Excessive absence from school, whether or not it detracts from the student's academic performance.
5. Repeated truancy.
6. 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).
7. Violation of the Standards of Academic Integrity published in this handbook.
8. A second suspension in one year, whether or not the student has been placed on disciplinary probation.
9. 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).
10. Conduct inside or outside of school that is detrimental to the reputation of the school or demeaning to the individual.
11. 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.

GENERAL POLICIES

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, email 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 determine 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 have 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 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.

ANTI-INTIMIDATION AND ANTI-BULLYING

Incarnate Word Academy is committed to maintaining an atmosphere that is free from violence, intimidation, and social pressure, where faculty, staff, parents, and students can together comfortably form community, express their best selves, and be affirmed in the dignity of each person as a child of a loving God. Incarnate Word Academy does not condone any form of bullying, violence, or intimidation occurring between member of the school community during the school day, outside the school, or at school-sponsored events. Such conduct over a period of time is demeaning, undermining, and damaging to the social and emotional well-being of each member of the school community, interfering with a student's education. Likewise, the school does not condone bullying or intimidating, overly or subtly (in person or via electronic or other means) any student, parent, or employee.

Incarnate Word Academy endeavors to partner with students, parents, staff, and the school community in:

1. Providing ways for students and bystanders to discuss their concerns, confidentially.

2. Teaching victims of bullies to challenge bullying through a variety of techniques (beyond “ignoring”).
3. Providing bullies with socially appropriate ways to seek attention, power, or whatever motivates their behavior.
4. Celebrating and communicating school and student success in forming a tolerant, compassionate school community where dignity is revered and celebrated.

Incarnate Word Academy considers acts of intimidation or bullying to be contrary to the Church’s teaching on the dignity of the human person. Consequently, the school will investigate all complaints promptly. Where acts of intimidation and bullying are found to be a pattern of behavior, appropriate disciplinary action will be taken up to and including warnings, parent conferences, referral for counseling, probation, suspension, or expulsion

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.

STUDENTS WHO ARE DETERMINED TO BE AT RISK

Incarnate Word Academy recognizes that, unfortunately, depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological difficulties of depression may not benefit fully from the educational program of the schools without proper attention, and a student who has attempted self-destruction may pose a danger to both himself/herself and to other students.

The school directs all school personnel to be alert to the student who exhibits signs of unusual depression or threatens suicide, some other form of harm to himself/herself, or another person on campus. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

The Principal, in consultation with a guidance counselor or member of the campus ministry staff, acting with great pastoral sensitivity, will address concerns brought to the school’s attention.

The following are the steps that may be followed as needed:

- Determine the validity and severity of any report made about or from any student deemed to be at risk.
- Interview the student to further understand the situation
- Inform the appropriate parent, guardian, or agency of the concern
- Require that the student undergo a professional psychological assessment and that the parents commit to sign a waiver allowing the mental health professional to discuss the results with school officials.
- The school will require a written clearance from the mental health professional.

Outcomes:

If it is determined that the student is of no harm to himself/herself, the student should return to full attendance and participation at school;

Should participation be limited by any diagnosis, the Principal will determine whether a plan can be put in place to address the student’s needs;

In the event that the student is not cleared to return to school, the student may be placed on home study during the time of treatment or rehabilitation;

If the student, parent, or guardian is not able to comply with the school's requirements, the student would be asked to withdraw from school.

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 may 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.
- The student will be suspended from any extra-curricular activity (ex: sports, clubs, etc.)

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 un-chaperoned 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.

A student at IWA is expected to maintain standards of behavior at all times. This includes during and after school hours.

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.

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

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.

PUBLIC DISPLAYS OF AFFECTION

Public demonstrations of affection are not appropriate to the school setting such as, but not limited to, 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.

MEDICATIONS AT SCHOOL

A written request by a parent or guardian shall be provided before a student will be administered prescription medication at school by the school nurse. The school nurse will give the student medication only with specific directions on the original 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.

USE OF INSECT REPELLENTS:

Students DO NOT need to carry or bring insect repellent to school. The risk of misuse or exposure to students allergic to the product far outweighs any potential benefit. Parents should consider reapplying a mosquito repellent if students are participating in after-school activities and will be outside in the evening hours. CDC recommends to "keep repellents out of reach of children and not allow young children to apply insect repellent to themselves." National Pesticide Information

Center (NPIC): 1-800-858-7378 or npic.orst.edu. School employees and coaches are not to purchase or apply or provide insect repellent for students.

USE OF SUNSCREEN:

Sunscreens are regulated by the FDA and are to be treated at school like any other medications, with the appropriate medication permission form on file in the school office.

STUDENTS WITH LIFE THREATENING ALLERGIES

In an effort to support all staff and to provide the safest environment for all Catholic School students it is imperative the following action be taken with life threatening allergies:

1. Parents must receive approval from the classroom teacher and principal before supplying food or craft materials to the student's classroom.
2. Given that anaphylaxis can be triggered at by minute amounts of allergen, anaphylactic children must be encouraged to follow certain guidelines:
 - Eat only food which they have brought from home unless it is packaged and clearly labeled and approved by their parents.
 - Wash hands before eating.
 - Do not share food, utensils or containers.
 - Place food on a napkin or wax paper rather than in direct contact with a desk or table.

ALLERGIES

Parents with children who have allergies are to provide complete medical information for their child's care to the school nurse and classroom teachers. Parents of all children in these classrooms will be informed about the allergy-free classroom requirements.

BITING

Children who are bitten are examined by the nurse. If a bite breaks the skin, the parent or emergency contact will be notified by the school nurse. If the bite does not break the skin, the parent will be notified by the classroom teacher. Repetitive incidents of biting will require a parent-teacher conference. A child who bites repeatedly may not be mature enough for school.

COMMUNICABLE DISEASES

A sick child is required to stay at home during the first days of illness when symptoms are most severe and infection is most contagious. Children can return to school when symptoms have improved and no fever has been detected for 24 hours without the use of fever reducing medication. If a child has an illness requiring a doctor's visit, a written physician's release is required to return to school. Please bring the note to the school office before the student is admitted to class. Report cases of communicable diseases to the school office as soon as possible.

IMMUNIZATION REQUIREMENTS

Every student enrolled in a Catholic school in the State of Texas accredited by the Texas Catholic Conference Education Department shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exemption to this requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.

MEDICAL EMERGENCY

In the event of a medical emergency faculty and staff will call 911. The parents or guardians will be notified immediately.

OTHER INFORMATION

PARENTS AND/OR GUARDIANS

Parents are to be recognized as the first educators of their children. To them belongs the responsibility of the child's entire education; therefore, they will be kept well informed concerning academic progress

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held twice during the year. During this time each parent is expected to meet with the child's teacher to discuss his/her progress. Most of the important factors in the growth and development of a child are so vital and often so complex that they can be shared fruitfully between teacher and parents only through kind and honest discussion.

Parents are encouraged and most welcome to call on teachers whenever they feel extra conferences are necessary. This can be done by telephone, by email, or by using the Weekly Signature Sheet to set an appointment. It is important to make previous arrangements for an appointment.

HOMEWORK

Homework is valuable in complementing the work done in school. Parents are expected to provide a suitable atmosphere for the completion of homework. Supervision and guidance of a child's homework offer an excellent opportunity for the parent to become involved in the child's education.

GRIEVANCE PROCEDURE

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

- Level One Presentation to appropriate faculty/staff member/department head
- Level Two Presentation to the Principal
- Level Three..... Presentation to IWA President

LIBRARY

The school has a central library which is well equipped and has a wide variety of books, magazines, media, and electronic resources. The library is open from 7:40 a.m. to 4:00 p.m. for students' book exchange.

eBRARY

IWA Electronic Library provides access to thousands of academic databases, offering proper material for research, scholarly citation, audio clips, historical video archives, and more. It is available anytime, anywhere, with an internet connection. Student passwords can be found on RenWeb. eBrary is the main research source that the students should be using.

ACCELERATED READING PROGRAM

Accelerated Reading is available for all students, grades 1 to 5, and takes place within the students' class time. The librarian, teacher, and/or teacher aide assist the students during their scheduled class times. Students in grades 1 through 5 are required to achieve designated points each nine weeks.

CARE OF THE SCHOOL

Each student is expected to cooperate in the general maintenance of all the facilities on the entire Incarnate Word campus. Desks and other furniture should not be defaced in any way. Gum chewing is not allowed at any time.

USE OF FACILITY

Use of the Dougherty Center at any time outside that of scheduled activities must be approved by the principal of the school requesting use and the Central Office with the Director of Campus Operations. A facilities usage fee is charged for all IWA facilities that includes maintenance, security, and upkeep. In addition to the fee, appropriate insurance requirements must be met.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities include:

Sports

Clubs

Baseball	Chess Club (K5-5)	STEM Club-2 groups (Grades 1-3) and (Grades 4-5)
Basketball	Spanish Club (Grades 3-5)	Garden Club (Grades 1-5)
Volleyball	Mary's Angels (K4-5)	Student Council (Grades 3-5)
Track	Running Club (K5-5)	Swimming (K5-5)
Softball	Choir (Grades 2-5)	

Students in grades 4 and 5 are allowed to participate in the after school athletic program at the discretion of the coaches and the principal. These students must purchase school insurance or show proof of private coverage. It is understood that even though protective equipment is worn by the athlete, whenever needed, the possibility of an accident still

remains. Neither Texas Association of Private and Parochial Schools nor the school, Incarnate Word Academy, assumes any responsibility in case an accident occurs.

FIELD TRIPS

Incarnate Word Academy sponsors field trips in order to provide opportunities for students to pursue special interests, to enhance classroom experiences, and to develop special talents. Since these trips are sponsored by the school, it is the school's responsibility to see that the educational purpose of the trip is accomplished.

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.

OFF-CAMPUS CONDUCT

The administration of Incarnate Word Academy reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior

includes, but is not limited to cyber-bullying. Students involved in inappropriate or illegal behavior off campus face detention, suspension and/or expulsion

STUDENT COUNCIL

Students from grades 3 through 5 will have the opportunity to participate in Student Council. One class representative will be elected from each class in grades 3 to 5. Elections for President, Vice-President, Secretary and Treasurer will take place during the first nine weeks period.

PHYSICAL EDUCATION PROGRAM

All students are required to participate in the Physical Education program. Students may not be excused from participation in P.E. without written notification from the parent, legal guardian and/or physician.

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

OUTSIDE SCHOOL PARTY INVITATIONS

Invitations to out of school parties may be distributed ONLY if there is an invitation for every child in the class; or, all boys for an all-boy party, or all girls for an all-girl party.

STUDENT PHONE CALLS

If a student needs to contact their parent during the school day, they must in between class time in the school office. Students who use their cell phones during the school day to contact parents or any other person are in violation of Incarnate Word Academy's cell phone policy. (See Personal Electronic Devices p.12) Our goal is student safety in all communications made from school

FACULTY AND STAFF

2018-2019

Principal	Ms. Pamela Carrillo
Assistant Principal.....	Mrs. Claudia Rybalka
Pre-Kindergarten.....	Mrs. Annabelle Elizondo
Aide	Mrs. Teresa Flores
Kindergarten 5	Mrs. Laura McCracken
Aide	Mrs. Emily Hawkins
First Grade.....	Mrs. Sandra Ledesma
Aide	Mrs. Marilou Pierce
Second Grade.....	Mrs. Sarah Smith
Aide	Mrs. Rita Baldwin
Third Grade	Mrs. Kelly Ward
Aide	Mrs. Patti Flood
Fourth Grade.....	Mr. Robert Boostrom
Aide	Mrs. Norma Colunga
Fifth Grade	Mrs. Crystal Benavides
Fifth Grade	Mrs. Lisa Perez
M1.....	Ms. Morgan Acosta
Aide	Mrs. Elva Garcia
M2.....	Mrs. Trudi Torralva
Aide	Ms. Kelly Muniz
M3.....	Sr. Elizabeth Close
Aide	Mrs. Belinda Saldana
MEJ1.....	Mrs. Yvette Rangel
Aide	Miss Brit Rooney
MEJ2.....	Mrs. Patricia Rivera
Aide	Mrs. Rita Conroy
MES1	Mrs. Rebecca James
Assistant Teacher.....	Mrs. Patty Lichtenberger

Additional Faculty Members:

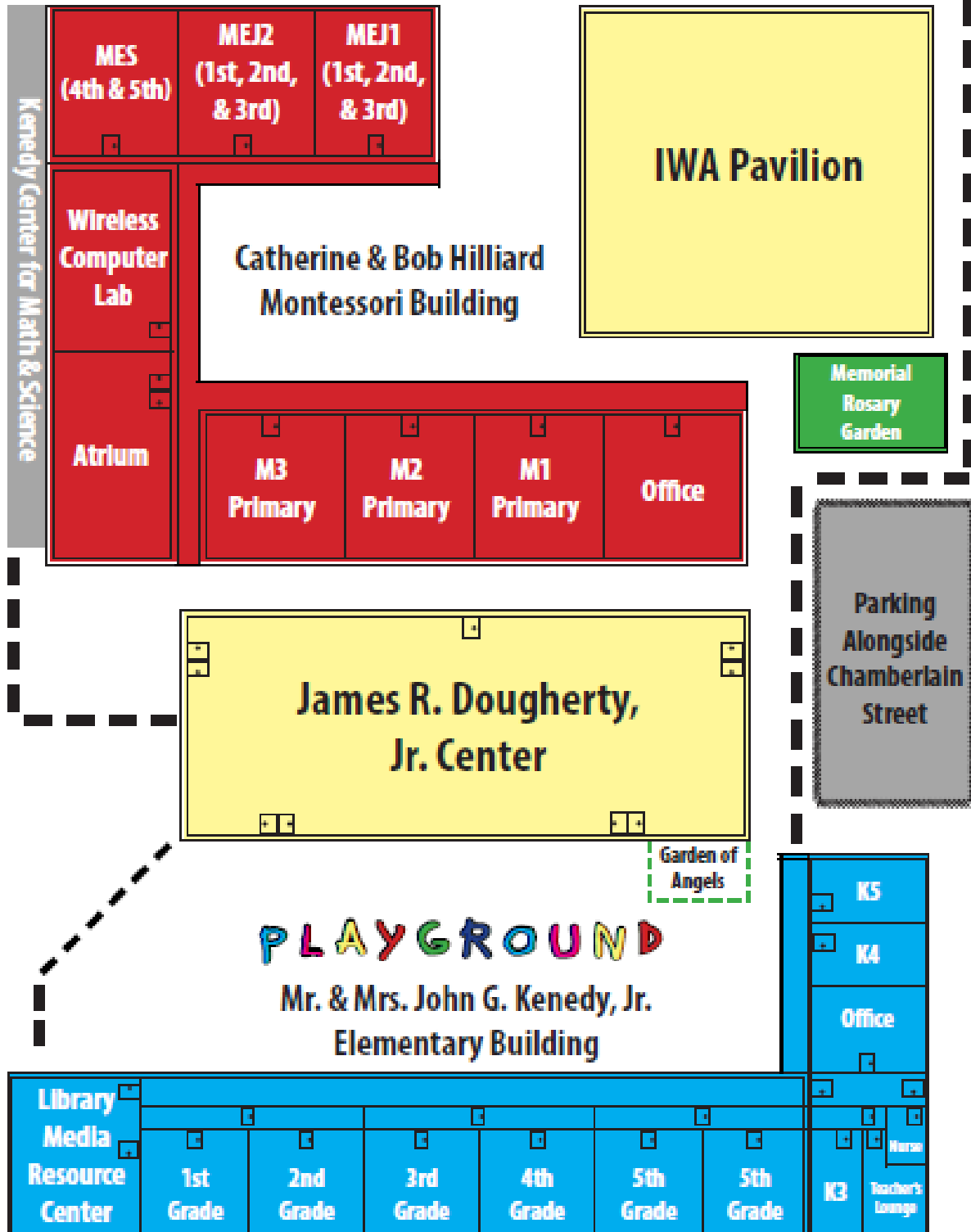
Counselor	Mrs. Carla Barnett
Music.....	Mr. Lazaro Rocha
Library	Mrs. Kathy Pekar
Computer/S.T.E.M.	Mrs. Heather Quintana
Spanish/Art	Mrs. Georgina Mortera
P.E.	Mrs. Sandy Hernandez
Swimming	Mrs. Michelle Miller
Atrium	Sr. Maria Elizabeth Brehony
Atrium	Mrs. Mary Ellen Galvan
Nurse.....	Mrs. Lucille Snapka
Administrative Assistant	Mrs. Dottie Garcia
Administrative Assistant	Mrs. Shirley Matula
Administrative Assistant/Aide	Mrs. Janel Benavides

Elementary Level P.T.O.

2018-2019

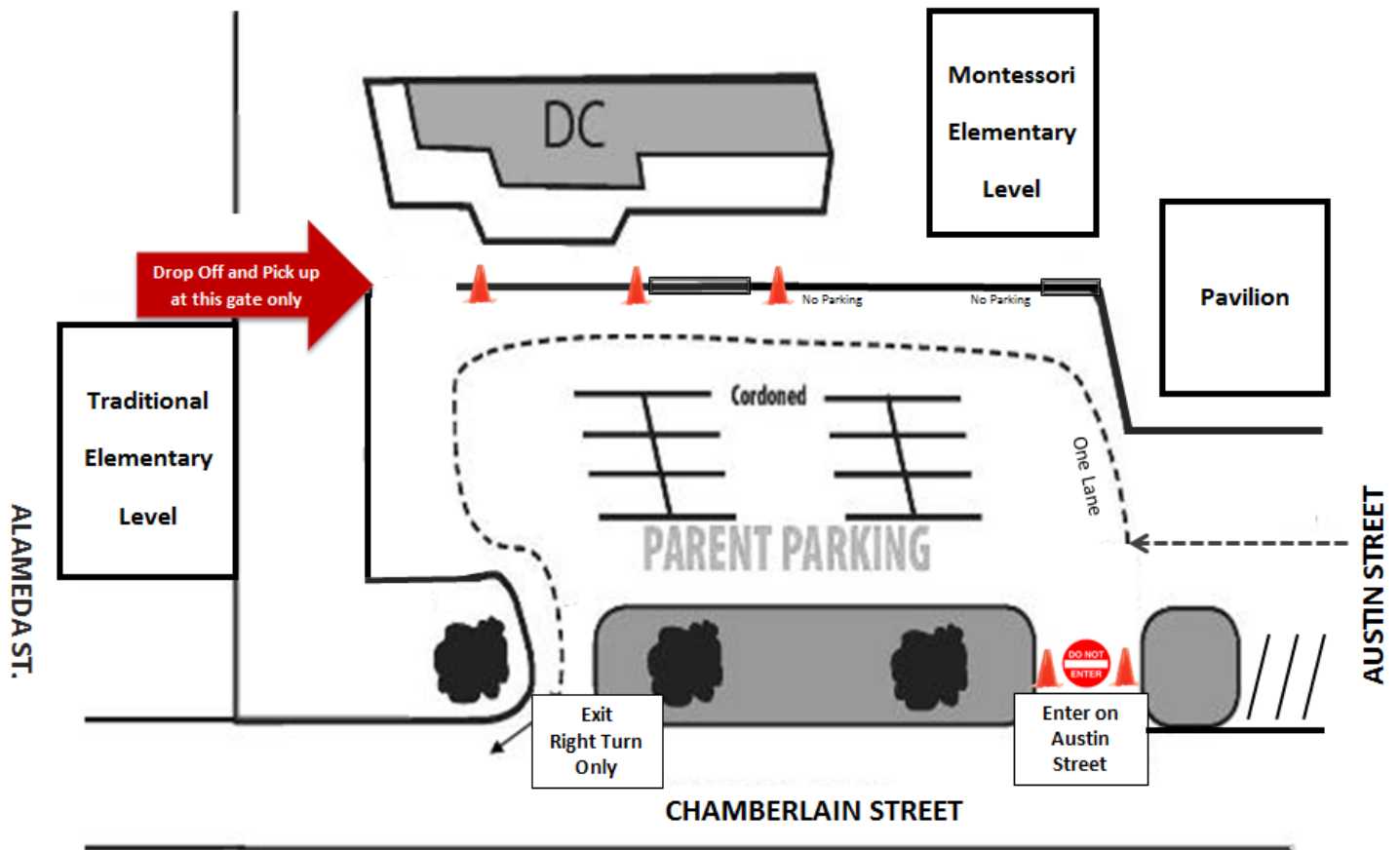
President Joseph Hernandez
Vice President..... Catherine Tobin
Secretary Mariana Thomas
Treasurer Alicia Cubero
Homeroom Parent Coordinator Marisa Masur
Parliamentarian..... Reena Braun
Fall Fun Night Courtney Rangel and Valentina Cisneros-Acosta
Book Fair..... Misty Davis
End of Year Picnic..... Nicole Conner and Pat Wilde
Teacher Appreciation Week..... Amanda Cutbirth and Ruth Salazar
Yearbook Brittanya May
National Catholic School Week..... Cyndi Hernandez
Grandparents Day Sarah Bordenet and Brittanya May
Staff Appreciation Coordinator Raquel Richardson

Elementary Level Campus Map



All Montessori and Traditional Students

Dougherty Center Drop Off and Pick up Map



ALL TRAFFIC WILL ENTER ON AUSTIN STREET AND EXIT ON CHAMBERLAIN STREET

If you pick-up multiple children who have different dismissal times, please be prepared to drive around and re-enter the line. Otherwise, please feel free to park and wait for your children.

Students' Pledge of Honor

I am an important part of the

Incarnate Word Academy

Elementary Level School body.

I know that what I say and do

are important to myself and others.

I will respect myself and others

and do my part to help learning take place.

I will try to live as Jesus did,

for the good of all.

FINANCES

Enrollment / Registration Fee

The parents or guardians of new and returning students are responsible for paying the enrollment fee. New and transfer students admitted during the school year or enrolling for the next school year must also pay the enrollment fee.

The Incarnate Word Academy Elementary Level tuition and fees disclosed below do not cover the total per pupil operational expenses. The remaining tuition gap must be acquired through non-tuition revenue from other philanthropic sources. For more information on advancing the mission of Incarnate Word Academy, visit our Annual Fund webpage.

In addition, Incarnate Word Academy does not require students to participate in a school fundraiser, although there may be a need to assist or participate with fundraising efforts as a means of supplementing a school sponsored organization or event.

FOR CURRENT FEE AND TUITION INFORMATION PLEASE VISIT OUR WEBSITE: <http://www.iwacc.org/tuition>

Enrollment Fee 2018-2019

There is a non-refundable \$550.00 enrollment fee for 2018-2019 due at the time of enrollment for each student.

Enrollment Fee Increases (Returning students only)

For Incarnate Word Academy to operate at its greatest potential, one of the most important details is projecting our enrollment for the upcoming year. Understanding where we stand in relation to our goals is critical to planning for retention of our valued teachers and staff, facility improvements, and technology investments. Without a clear understanding of our enrollment, we cannot make decisions that will profoundly affect the quality of education we will be able to provide in the coming year. Please submit your re-enrollment as soon as possible to avoid increased fees.

A sliding late fee will apply to returning students who are not re-enrolled by the re-enrollment deadline. For 2018-2019 the re-enrollment deadline was March 5th.

Activity Fee-2018-2019

For each elementary level student there is a \$75 per year Activity Fee to be paid by a student's parent or guardian. The activity fee includes a fraction of the cost associated with some school activities such as field trips, a yearbook, and a spirit shirt.

Athletic Fee-2018-2019

For each elementary student participating in athletics at the elementary level there is a \$100.00 athletic fee. Sports offered are baseball, basketball, volleyball, track, softball and swimming.

Tuition 2018-2019

Tuition may be paid annually, semi-annually, or monthly (over ten months) starting in July and ending in April or starting in August and ending in May. Annual tuition is due by August 6, 2018 if a tuition payment plan has not been setup with the business office. A business office representative will contact you about making arrangements for tuition payment(s) for the 2018-2019 school year.

CAMPUS-WIDE COMMUNICATIONS

Communication and cooperation between home and school is vital to the learning environment. Incarnate Word Academy relies heavily on the Internet to disseminate information.

- Public Website

The Incarnate Word Academy website (www.iwacc.org) is a powerful tool where parents and guardians are able to find news updates and athletic scores, calendar events, reference information, and donate online. Parents are also encouraged to visit our website media gallery (www.iwacc.org/gallery) to view, share, and download photos and videos of events and activities on campus.

- Website Alerts

The website allows all members of the school community to sign up for email and/or *SMS text message alerts for events on any of our calendars – designated with the alerts icon . Parents can subscribe to items like athletic alerts and campus news updates. In doing so, parents will be notified when a new item is posted or an item is updated. Visit our FAQ on Alerts (www.iwacc.org/alerts) for instructions on how to sign-up.

*SMS Text Message Alerts may carry fees depending on your phone plan.

- ParentsWeb

Within the public website, students, parents and guardians have access to a password-secured section called ParentsWeb. This is a parent-student portal and is home to:

- School and classroom announcements
- Important documents and forms
- The Parent Directory
- Grades
- Attendance
- Calendar events

- Parent Alert

Incarnate Word Academy will use the Parent Alert Notification System for any incident ranging from in-school emergencies to school closings or weather-related emergencies. Notifications can be sent via text messages to cell phones and PDAs or voice calls to work, home, and cell phone numbers. If you receive a text message, it will come from the following number “34166” and begins with PARENT_ALERT: [Followed by the message.] Please save the number “34166” in your contact list for future reference. All messages will be sent to a parent cell phone number unless otherwise indicated during the open enrollment period.

- Social Media Pages

Parents may also keep in touch with the school’s daily activities through our official social media pages:

- Like Us on Facebook: facebook.com/IWACC
- Follow Us on Twitter: twitter.com/IWACCNews
- Watch Us on YouTube: youtube.com/IWACCangel We encourage all parents and guardians to bookmark the Incarnate Word Academy Website and ParentsWeb Portal for easy access.



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PARENT ACKNOWLEDGEMENT - RELEASE OF STUDENT INFORMATION

Incarcate Word Academy regularly features the positive activities, honors, and accomplishments of our students. This includes highlighting students in school-sponsored publications, social media, local newspapers, and broadcast media. These media outlets include the use of a 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 Media:** school newsletter, magazine, yearbook, academic programs, athletic programs, school website, or other promotional school material.
- **School-Sponsored Social Media:** Facebook, Instagram, Twitter, and YouTube such as the Incarnate Word Academy or Diocese of Corpus Christi Facebook fan pages.
- **Unrelated School-Sponsored Media:** Caller-Times, South Texas Catholic, TV Stations – KIII, KRIS, KZTV, KORO, KEDT, and other media outlets.

Incarcate 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 make every attempt not to release the student's information to any of the above forms of media.

1. Write a letter stating that you do not consent to the release of your child's information and include any other concerns you may have regarding publicity.
2. The letter must include the student's name, grade, school level, and a photo for proper identification along with a parent signature and parent contact information. (one letter per child)
3. Submit the letter in addition to the required enrollment documents requested to your child's school office and Incarnate Word Academy will make every attempt not to release the student's information to any of the above forms of media.

Please Note: 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 extracurricular 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 required enrollment documents, you are giving Incarnate Word Academy consent to release your student's information.



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PARENT ACKNOWLEDGEMENT – STUDENT ACCEPTABLE USE POLICY

The *Incarcate Word Academy (IWA) Student Acceptable Use Policy* must be read by parents and the student listed in this enrollment before submitting an electronic signature, which can be found below.

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, wireless, online databases, 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 by administration. 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.

A student's online or digital behavior, both in and outside of school, can directly affect the learning environment that Incarnate Word Academy strives to provide. The student code of conduct and the restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages (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. A student 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).

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.

This policy is subject to change or be revised at the discretion of the Incarnate Word Academy administration.

I, the **Enrollment-Responsible Parent**, through this **electronic signature** agree to the stated terms of responsibility stated in the Acceptable Use Policy and understand that Incarnate Word Academy reserves the right to monitor and log all activity for security purposes. I agree that any form of personal technology resources are subject to search by administration at any time. I 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 understand that the violation of the rules can result in termination of access and consequences that include, but are not limited to, expulsion.

Parent's /Guardian's Signature: _____ Date: _____

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

Student's Signature: _____ Date: _____

STUDENT HANDBOOK ACKNOWLEDGMENT FORM

Student's Last Name

First Name

Middle Name

Grade

Please read each item thoroughly and initial on the corresponding line. Students and parent(s) are required to initial each line and provide a signature and date at the bottom before submission.

**Parent
Initial**

**Student
Initial**

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

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

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

I/We agree to the stated terms of responsibility of the Wireless Network Policy and Acceptable Use Policy. I/We understand that Incarnate Word Academy reserves the right to monitor and log all activity for security purposes.

I/We agree that Incarnate Word Academy is not responsible for misplaced, lost, damaged, or stolen personal technology resources.

I/We agree that any form of personal technology resources are subject to search by administration at any time. Violation of the rules can result in termination of access and consequences that include but are not limited to expulsion.

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

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

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

Parent's Signature

Date

Parent's Signature

Date

Student's Signature

Date