

**Incarnate Word Academy**  
High School 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 – 12<sup>th</sup> 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.

Sammie H. Grunwald, President and CEO, Ex-Officio  
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Catherine Tobin Hilliard, Chair  
Rosie Cortez, Vice Chair  
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Amy Taft Koch '87  
Peter Matl  
Trav McNiff  
Herbert "Trey" Morrison '86  
Sr. Martha O'Gara, IWBS '51  
Cecile Pesek '76  
Martha Ruiz  
Andrew Saenz



## **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

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## 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.

## PURPOSE OF HANDBOOK

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

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

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

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

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

- Encourage their child to put a high priority on their education and commit to making the most of the educational opportunities the school provides.

- Stay informed on school activities and issues. PTO's "Follow the Schedule Evening," "Word: 101," Academic and Athletic Booster Club meetings provide excellent opportunities for learning more about our school.
- Participate in parent organizations. The activities are varied, ranging from academic and athletic boosters clubs to Operation Graduation.
- Monitor their child's progress and contact teachers as needed.

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

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

## **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 High School** is responsible for the overall programs of the school. Within the areas of responsibilities are curriculum, scheduling, personnel, student and staff welfare and morale, and facilities. The principal will provide leadership to ensure high standards of both instruction and extracurricular/co-curricular services (Ext. 112).

The **Assistant Principal for Curriculum and Instruction** assists the Principal in providing leadership to the faculty, students, parents, and community in fulfilling the mission of Incarnate Word Academy. Directs the evaluation, development, and implementation of the curriculum in all departments. Works closely with the school administration in coordinated vertical alignment of curriculum to meet the requirements of the high school and graduation requirements (Ext. 112).

The **Athletic Director** is responsible for scheduling, organizing teams, conducting all athletic events, and NCAA Clearinghouse procedures. The director of athletics ensures compliance with all policies of the Texas Association of Private and Parochial Schools and local requirements (Ext.166).

The **Counselor** is responsible for guidance services to the students, Naviance coordinator and guidance center supervisor. The counselor provides a proactive developmental guidance program to encourage all students to maximize personal growth and development. Assistance with personal decisions, academic, ITED/PSAT/SAT/ACT and AP testing, college planning, college financial aid process, and career investigations are examples of areas of assistance (Ext.167).

The **Registrar** is responsible for keeping records of grades, compiling accumulated credits, checking for completion of graduation requirements, issuing student transcripts and report cards (Ext. 123).

The **Attendance Officer** maintains student attendance data and ensures state attendance policy and procedures are followed (Ext. 111).

## **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 of Bishops, 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.

## **Nondiscrimination Policy**

Incarnate 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.

## **EXPECTATIONS**

### **Admissions**

Application to Incarnate Word Academy includes:

- Required registration materials returned to the office, including evidence of capability and/or achievement in academics (e.g., report cards and objective test results).
- Adequate recommendations from previous school/teachers.
- Interview with new student and parents by the principal.
- Students must reside with parent(s) or legal guardian while enrolled at IWA.
- Students applying to enter grade 12 are not accepted unless the student applicant is relocating into the Corpus Christi attendance zone.
- It is understood that any student entering Incarnate Word Academy in grade 12 will not be included in the class rank until after graduation.

- In addition to the requirements above, students seeking admission to Incarnate Word Academy High School the following high school credits are required: 10th grade: 7.5 credits, 11th grade: 15.5 credits, 12th grade: 22 credits. In addition, the credits must be in areas that will meet IWA graduation requirements. Applicants must present a high school transcript for evaluation by the academic counselor.

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.

## The Honor Code

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

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

## Academic Integrity

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

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

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

- Copying homework or other assignments for/from another student, including study guides
- Allowing another student to copy homework or assignments.
- Having, using, or attempting to use unauthorized aids (books, notes, "cheat sheets," calculators and other electronic aids or persons) on tests, quizzes, homework, papers, or projects.
- Writing formulas, notes, codes, or answers on desk, paper, hands, or clothing to be used or actually used on the assignment or test.
- 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.**

## **PARENTSWEB**

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](http://www.iwacc.org) and click Login direct to link, drop down the arrow until you see ParentsWeb Login. Press Go. Type in your email address, then Click Create New ParentsWeb Account. An email will be sent to you with a link that allows you to enter a passcode. This link is only valid for 15 minutes. A web browser displays your Name and RenWeb ID. Type a User Name, Password, and Confirm the password. Click Save Password. A message displays at the top of the browser, "User Name/Password successfully updated."



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

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

## **GRADES ON PARENTSWEB**

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.

## **PRE-ADVANCED, ADVANCED PLACEMENT AND DUAL-ENROLLMENT COURSES**

Advancement Placement Pre-Advanced and Advanced Placement classes are designed for students that demonstrate aptitude in a particular subject area and provide opportunities for the exceptional and highly motivated student. Students will be challenged to develop and practice higher-level and critical thinking skills and to pursue independent and/or guided research. In order to enroll in a Pre-Advanced or course, the student must have earned a 93 average in a regular class the previous year or an 88 in a Pre-Advanced or Advanced Placement course. Without these grades, a student could enroll in advanced classes with administrator approval. Courses will present a greater scope of subject matter, and students will be expected to master material in greater depth. To be eligible for these courses, a student shall meet specific criteria (see Course Description Booklet). Students with first-semester averages below 80 in pre-advanced and/or advanced placement and/or dual enrollment courses may be removed at the recommendation of the teacher. A failed nine weeks in these courses will result in placement in a regular level course. Students participating in pre-advanced and advanced

placement classes will receive an additional ten points per course per semester for the purpose of determining GPA and class rank. Weighted grades will not appear on report cards or transcripts; however, all pre-advanced and advanced placement courses will be specially designated on the official transcript. Pre-advanced and advanced placement courses presented by transfer students will receive the same weight as comparable courses at Incarnate Word Academy. Students who enroll in an AP class must be enrolled for a minimum of 13 consecutive weeks and are required to take the AP exam to earn high school credit. Application for AP exam financial aid may be available to those students who take three or more exams.

AP exam waiver/exemption information: A student in an AP course who takes the AP exam in May and has a pre-exam second semester average of 93 or above may be exempt from the final exam at the discretion of the AP teacher. The AP teacher will use an average of test grades in place of the final exam grade.

- The daily average of the quarter counts as 2/3 of the report card grade, and the exam grade counts as the other 1/3 of the report card grade.
- AP instructors will require students to submit a parent permission form in order to notify parents that students will not be required to attend class to take 4th quarter exam for that particular class. Because of the increased difficulty of Pre-Advanced, Advanced Placement and Dual Enrollment Courses, semester grades are weighted as follows: The courses included in each level are listed below:

### Level III — (10 Points Added Per Semester)

AP English III & IV	AP U.S. History	Dual Enrollment College Algebra
Dual Enrollment English IV	Dual Enrollment U.S. History	AP Physics I & II
AP French IV	AP World History	AP Chemistry II
AP Spanish IV	Dual Enrollment World History	AP Biology II
AP Studio Art	AP Economics	AP Computer Science
AP Government	Dual Enrollment Economics	
Dual Enrollment Government	AP Calculus AB & BC	

### Level II — (7 Points Added Per Semester)

Pre-AP English I & II	Pre-AP World Geography	Pre-AP Pre-Calculus
Pre-AP Spanish II & III	Pre-AP Algebra II	Pre-AP Biology
Pre-AP French II & III	Pre-AP Geometry	Pre-AP Anatomy
Pre-AP Studio Art	Pre-AP Chemistry I	Pre-AP Computer Science

## ASSIGNMENT OF GRADES

Appropriate credit will be recorded on the Incarnate Word Academy permanent record for any student who enrolls after his/her first semester. Grades transferred as numeric values from accredited schools in the United States will be accepted at face value. Grades transferred as “passing” will be awarded credit, but these grades will not be used in determining the student’s cumulative average or class rank. Grades transferred as letter grades will be assigned the numeric values as follows:

### Grade Scale

All grades are recorded as numerical.

A = 100 - 97	C = 84 - 80
A- = 96 - 93	C- = 79 - 77
B = 92 - 89	D = 76 - 73
B- = 88 - 85	D- = 72 - 70
	F = Any grade below 70 (failing)
	NC = No Credit

### Conduct Grade Scale

E = Exemplary
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory



## TUTORING

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

## GRADE POINT AVERAGE

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

## 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.

## TESTING DAYS

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

- Monday: Anatomy, Health, Personal Development and Technology
- Tuesday: Mathematics and Foreign Languages
- Wednesday: Science
- Thursday: Language Arts, Journalism, Theatre Arts, and Speech
- Friday: Religious, Social Studies, Art, Band, Choir, Physical Education, and Cheerleading

## 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.

<b>1<sup>st</sup> Quarter Progress Reports</b> Viewable on ParentsWeb on Thursday, September 6, 2018	<b>3<sup>rd</sup> Quarter Progress Reports</b> Viewable on ParentsWeb on Thursday, February 7, 2019.
<b>2<sup>nd</sup> Quarter Progress Reports</b> Viewable on ParentsWeb on Thursday, November 15, 2018.	<b>4<sup>th</sup> Quarter Progress Reports</b> Viewable on ParentsWeb on Thursday, April 18, 2019.

## QUARTER EXAMS

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

*A student with outstanding tuition payments and/or other fees will not be allowed to take quarter exams until payment is received. Payment or other arrangements regarding outstanding tuition and/or other fees, must be received/confirmed by the Business Office prior to exams. See Distribution of Grade Reports.*

## **QUARTER EXAM SCHEDULE 2018-2019**

***Exams will not be re-scheduled. Please plan vacations/appointments/events after the last exam day.***

**Exam times: First exam -8:30-10:00  
Second exam -10:30-12:00**

<b><u>Quarter 1 Exams</u></b>	<b><u>Quarter 2 Exams</u></b>	<b><u>Quarter 3 Exams</u></b>	<b><u>Quarter 4 Exams</u></b>
Tuesday, September 25 <sup>th</sup> 3 <sup>rd</sup> & 4 <sup>th</sup> period	Monday, December 17 <sup>th</sup> 1 <sup>st</sup> & 2 <sup>nd</sup> period	Tuesday, March 5 <sup>th</sup> 5 <sup>th</sup> & 6 <sup>th</sup> period	Monday, May 20 <sup>th</sup> 7 <sup>th</sup> period
Wednesday, September 26 <sup>th</sup> 5 <sup>th</sup> & 6 <sup>th</sup> period	Tuesday, December 18 <sup>th</sup> 3 <sup>rd</sup> & 4 <sup>th</sup> period	Wednesday, March 6 <sup>th</sup> 7 <sup>th</sup> & 8 <sup>th</sup> period	Tuesday, May 21 <sup>st</sup> 5 <sup>th</sup> & 6 <sup>th</sup> period
Thursday, September 27 <sup>th</sup> 7 <sup>th</sup> & 8 <sup>th</sup> period	Wednesday, December 19 <sup>th</sup> 5 <sup>th</sup> & 6 <sup>th</sup> period	Thursday, March 7 <sup>th</sup> 1 <sup>st</sup> & 2 <sup>nd</sup> period	Wednesday, May 22 <sup>nd</sup> 3 <sup>rd</sup> & 4 <sup>th</sup> period
Friday, September 28 <sup>th</sup> 1 <sup>st</sup> & 2 <sup>nd</sup> period	Thursday, December 20 <sup>th</sup> 7 <sup>th</sup> & 8 <sup>th</sup> period	Friday, March 8 <sup>th</sup> 3 <sup>rd</sup> & 4 <sup>th</sup> period	Thursday, May 23 <sup>rd</sup> 1 <sup>st</sup> & 2 <sup>nd</sup> period
			Friday, May 24 <sup>th</sup> 8 <sup>th</sup> period

### **QUARTER GRADES / REPORT CARDS**

At the end of every nine week grading period, report cards will viewable on Parents Web. Report cards are a summary of a students' 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 three (3) days from scheduled distribution of report cards.

### **DISTRIBUTION OF GRADE REPORTS**

<b>1<sup>st</sup> Quarter Report Cards</b> Viewable on ParentsWeb on October 5, 2018.	<b>3<sup>rd</sup> Quarter Report Cards</b> Viewable on ParentsWeb on March 15, 2019.
<b>2<sup>nd</sup> Quarter Report Cards</b> Viewable on ParentsWeb on January 4, 2019.	<b>4<sup>th</sup> Quarter Report Cards</b> Viewable on ParentsWeb on May 31, 2019

### **SEMESTER GRADES**

Semester one grades are derived by taking the course average for 1st and 2nd quarter. Semester two grades are derived by taking the course average for 3rd and 4th quarter. No semester exams are given.

### **FINAL GRADES**

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

### **ACADEMIC FAILURES**

A student who fails one or two full-year courses (or the equivalent) must successfully complete these courses in summer school before being readmitted in the fall. It is the student's responsibility to make arrangements to make up the loss of credit either through a summer program or by other arrangement such as a correspondence course. Such arrangements must be made with the approval of the Principal. See Summer School/Credit by Examination/Correspondence Courses.

### **ACADEMIC PROBATION**

The Principal may place a student on academic probation. The parent or guardian will be notified of the student's probationary status and the conditions attached to it. If the student fails to meet the conditions of the probation during the specified time, the student will be required to withdraw from school. A student who gives evidence of consistently poor performance during the school year — as reflected, for example, in 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.

## **SHORTAGE OF CREDITS**

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

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

Students who fail one or two courses for the year may be given the opportunity to successfully complete that course in summer school, by correspondence course, by CBE, or by repeating the course; thereby making possible their continued enrollment in Incarnate Word Academy. Incarnate Word Academy will only recognize and accept for credit those summer school courses pre-authorized in writing for that particular student by the Principal. Students may not earn credit through summer school, credit by examination or correspondence courses for the purpose of graduating without completing four years in grades 9 through 12. Grades earned in summer school, through credit-by-exams, or any other credit recovery program will not be included in the student's GPA.

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

## **ACADEMIC HONORS**

Quarterly Honor Roll

A student qualifies to be on the Honor Roll by:

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

## **GRADUATION HONORS**

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

## **GRADE CLASSIFICATION**

Classification of students:

Freshmen	0	to	7.5 Credits	Sophomores	7.5	to	15.5 Credits
Juniors	15.5	to	23.0 Credits	Seniors	22.0	to	30.0 Credits

## **GRADUATION**

Diplomas are only granted to those students who have successfully completed the graduation requirements of Incarnate Word Academy. If a senior is short of the requirements at the time of graduation, the student will not receive a signed diploma until such time as the necessary credits have been completed. Caps and gowns shall be issued only if all obligations are met by specified deadlines. Seniors are required to pay a graduation fee

(\$100) to cover the rental of the graduation cap and gown, bishop and priest stipends, printing of the graduation programs, and other miscellaneous expenses. This fee is due the 1st of December. All monetary obligations such as tuition, fines, fees, project money (if any), dues, or payment for any special order items shall be paid and cleared by the second Friday in May. The graduation fee is not to be confused with the PTO/Operation Graduation Fee.

### **COLLEGE AND CAREER GUIDANCE CENTER (CCGC)**

The College and Career Guidance Center is a multi-functional classroom and media center, complete with computer workstations. The center will house the dual credit online courses as well as provide online access throughout the day for students to complete college and career exploration and research through Naviance and college scholarship applications. College representatives will facilitate workshops for student and parents in the CCGC (Room 107).

### **RELIGIOUS STUDIES REQUIREMENT**

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

### **DUAL ENROLLMENT**

Dual enrollment, a program of study offered by Incarnate Word Academy in partnership with Texas A & M Kingsville and Del Mar College, allows high school students to earn college credits for courses taken at Incarnate Word Academy. College credits earned through dual enrollment can be simultaneously applied toward high school and college graduation requirements and may be transferred to other colleges or universities. Dual enrollment courses are college courses, and students should understand that the amount of work necessary to succeed in dual enrollment courses may be greater than that of high school courses. In addition, dual enrollment courses become part of a student's permanent college transcript. Failing a dual enrollment course or withdrawing from the course after the published deadline will negatively affect a student's future applications for college admission as well as their eligibility for financial aid. As a result, students and parents should be sure that the student is prepared to accept the serious responsibility associated with dual enrollment. Students must receive approval from the principal before enrolling in a dual-credit course. Students who meet specific eligibility requirements are permitted to enroll in those college courses specified in the course description book and to earn credit toward high school graduation and college credit concurrently. Specific questions regarding dual-credit courses may be addressed to the counselor. Grades earned in dual-credit courses will be calculated for rank-in-class standing. Students must choose dual credit courses from the courses listed in the high school's partnership agreement with Texas A & M Kingsville and Del Mar College.

## DIPLOMA PLANS

Classes of 2019, 2020, 2021 & 2022

	<u>Recommended Diploma</u>	<u>Advanced Diploma***</u>
Religious Studies	4.0	4.0
English Language Arts	4.0	4.0
Mathematics	4.0	4.0
Science*	4.0	4.0
Social Studies: (U.S. History, World Geography, World History, U.S. Government)	3.5	3.5
Economics	0.5	0.5
Language other than English **	3.0	3.0
Physical Ed. and/or Athletics	1.0	1.0
Health/Personal Development	1.0	1.0
Fine Arts	1.0	1.0
Speech	0.5	0.5
Electives	<u>3.5</u>	<u>3.5</u>
<b>Total Credits</b>	<b>30.0</b>	<b>30.0</b>

\* To include Biology, Chemistry I & Physics. The fourth science may be Anatomy & Physiology, Aquatic Science, AP Biology II, AP Chemistry II, AP Physics.

\*\* Must be the same language

\*\*\* Fifteen (15) advanced credits required.

## JEANNE DE MATEL LAUREATE DIPLOMA

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

- Complete at least nineteen (19) advanced-level courses including AP Calculus AB. In addition to our Religious Studies department service requirements, the student will be required to participate in one major service project based on criteria listed on the application form. (Must be done after junior year)
- An exemplary conduct record.
- Meet one of the below qualifying measures.

Qualifying measures for the Jeanne de Matel Laureate Diploma: [Students need not qualify in both categories.]

1. Recognition as a National Hispanic Recognition Scholar, Recognized Commended Scholar, Semifinalist, or Finalist by the National Merit Scholarship Corporation; **and attainment of at least two scores of three (3) or above on College Board Advanced Placement Exams.**
2. Attainment of at least four (4) scores of three (3) or above on College Board Advanced Placement Examinations.

Students should apply to be designated as “Jeanne de Matel Diploma Candidates” in the fall of their senior year.

## STANDARDIZED TESTING / STUDENT SERVICES

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

PSAT scores are evaluated and reviewed in order to plan curriculum and prepare students for the SAT.

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

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

#### **Assessments through Naviance**

- Career Planning
- Self-Assessments
- Personality

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

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

#### **Release of Student Information:**

Incarnate Word Academy follows the policy as outlined in the back of this handbook.

#### **Release of Student Grades:**

Incarnate Word Academy will send to colleges, scholarship programs, and other entities an official transcript of the student's courses, as well as the grades received in those courses, only with the written permission of the parent. Regulations require that official transcripts be sent directly from the school. However, parents and/or students may deliver unofficial transcripts.

#### **Release of College Entrance Test Scores and AP Test Scores:**

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

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

### **Release of Disciplinary Information to Colleges:**

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

## **TECHNOLOGY POLICY**

### **Technology Acceptable Use Policy**

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

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

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

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

Likewise, students must attend school for 90 percent of the time it is in session in a given school 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.

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

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



Not counted towards the total number of absences are:

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

### **Reporting an Absence**

When a student is absent for any reason, parents shall telephone the attendance officer (ext. 111) by 9:00am on the first day of an absence. The attendance line (ext. 111) is available at any time for messages. The parent should leave his/her child's name, date, and the reason for the absence and follow up by sending a written note upon the student's return.

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

### **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 in any class period 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 parents to the attendance officer 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. An admittance slip will be issued to the student, which the student presents to each of his/her teachers. Notes shall be brought or the absence is automatically an unexcused absence. Parents will be notified through formal correspondence when a student has been absent three days in the same class.

### **Obtaining an Admit Pass**

Prior to 8:00am on the day the student returns to school from an absence, the student must procure an Admit Pass at the front counter. This pass is required for admittance back into class. .

### **Leaving campus during the school day**

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

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

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

## **When Late to Class/School**

A student is tardy anytime he/she is not in the properly assigned room by the time the starting bell for that period has stopped ringing. A four-minute interval is allowed for a class change. Students are to understand that this is not a time for socializing but is to be used for personal needs and orderly passage from one class to another. Tardies, with few exceptions, are unexcused. If a student is more than ten (10) minutes late, he/she will be counted as an unexcused absence. The consequences for student tardies per semester at Incarnate Word Academy High School are as follows:

1st tardy of the semester:	Warning
2nd tardy of the semester:	Fifteen (15) minute detention and parent notification
3rd tardy of the semester:	One (1) day in ISS and parent notification
4th tardy of the semester:	Two (2) days in ISS and parent notification
5th tardy of the semester:	Three (3) days in ISS and parent notification
6th tardy of the semester:	Parent/Student/Principal conference. After six (6) tardies excuse notes from parents will no longer be accepted. At the discretion of the principal/assistant principal, a student may be placed on probation for the remainder of the school year.

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

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

## **Truancy**

A student is truant if he/she:

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

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

## **Make-up Work**

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

### ***Work Missed Due to School Sponsored or Pre-Approved Trips***

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

### ***Make up Work due to Absences***

- Make-up work is permissible only if an absence is excused. A zero will be recorded for an unexcused absence.
- The number of days allowed for completion of make-up work shall not exceed the number of days absent.
- Students shall complete make-up work within a week after returning to school from an extended illness.
- Make-up tests may be given on the day of a student's return to school if a test was announced prior to the absence. Any make-up test will be administered at the teacher's discretion.
- Students should check ParentsWeb, call or contact classmates for information about missed assignments. Primary responsibility for work missed during an absence rests with the student.

### ***Late Work***

- Students are expected to complete and turn in all assigned work by the due date set by the teacher. ***Late work is not accepted.***
- 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 or contact classmates to learn of assignments that have been given.

## **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.

Incarinate 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**

Incarinate 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.

## **WORK STUDY PROGRAM**

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

- 1 – receive detention
- 2 – will have a meeting with the business office

## **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 of CC	1334 Airline Road, Corpus Christi, TX 78412	(361) 806-9208
EmbroidMe	3906 S Padre Island Dr., Suite C, Corpus Christi, TX 78415	(361) 992-2006
Lands End	www.landsend.com	1-800-963-4816
Mira's Sports	6006 Ayers St. Corpus Christi, TX 78415	(361) 852-4541
Stitch It	4333 S. Alameda. Corpus Christi, Texas 78412	(361) 334-0898

## CONSEQUENCES

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

A school class roster will be kept at the counter to record and monitor dress code/grooming infractions. After a third dress code infraction, disciplinary action will be taken.

## Pants, Shorts, Capri Pants

### Approved

- ✓ All pants, walking shorts, capris are to be worn at the natural waist with a belt.
- ✓ Bottoms must be a cotton twill fabric in either a Khaki, Navy or Black color.
- ✓ Shorts must be two inches above the knees or longer.

### Not Approved

- ⊗ Skirts, dresses, jeggings and / or any other Lycra, spandex, etc...type fabric;
- ⊗ Tight fitting bottoms;
- ⊗ Wide-legged, oversized;
- ⊗ Rips or holes;
- ⊗ Wind suits, sweat pants, warm up pants, stretch pants, JNCO's;
- ⊗ Cargo pants;
- ⊗ Low rise;
- ⊗ Tattered, frayed;
- ⊗ Jeans of any color except on special designated days.

## Shirts

### Approved

- ✓ Solid colored collared polo with the appropriate IWA logo;
- ✓ Must be tucked in at all times and be long enough to be able to stay tucked in all day;
- ✓ If an under shirt or camisole is worn, it must be solid colored.

### Not Approved

- ⊗ Capped sleeves;
- ⊗ Tight fitting;
- ⊗ Undergarments or midriff exposed;
- ⊗ Low cut necklines;
- ⊗ Shrugs, crop sweaters, jackets, and any shirt that is form-fitting;
- ⊗ Rips or holes, tattered, frayed;

## **Outerwear**

### **Approved**

- ✓ IWA letterman jackets & sweatshirts,
- ✓ College Sweatshirts;
- ✓ Solid or multicolored sweaters (no logos);
- ✓ School shirt must be worn under jacket or sweater

### **Not Approved**

- ⊗ Trench coats/overcoats;
- ⊗ Hooded sweatshirts;
- ⊗ School issued athletic wear;
- ⊗ No jackets are allowed in classrooms;
- ⊗ Shrugs, crop sweaters, non-compliant jackets;
- ⊗ Ripped, tattered, frayed or holes;
- ⊗ Name brand Logo, Pullover jackets and/or sweaters;

## **Shoes**

### **Approved**

- ✓ Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation.

### **Not Approved**

- ⊗ House slippers;
- ⊗ Shower shoes;
- ⊗ Flip Flops;
- ⊗ Backless Sandals.

## **Hair, Shaving, Earrings, Tattoos, Body Piercings**

### **Approved**

- ✓ Hairstyles are to be neat and well groomed;

### **Not Approved**

- ⊗ Male students' hair touching and extending below the eyebrow.
- ⊗ Side-to bottom of ear.
- ⊗ Unusual hairstyles such as; Mohawks, hair designs, etc.
- ⊗ Back-top of shirt, Unshaven faces (a \$5.00 fee will be imposed for shaving cream and a razor);
- ⊗ Unusually extreme fads in jewelry and makeup;
- ⊗ Non-natural hair colors;
- ⊗ Visible tattoos and body piercings (including nose piercings);
- ⊗ Earring(s) worn by gentleman at school or any school sponsored event;
- ⊗ Sideburns below the bottom of the ear;

## **Mass Day & Special Occasion Attire**

### **Approved**

- ✓ Khaki pants worn with a belt;
- ✓ Solid RED polo shirt;
- ✓ Closed toes shoes (only type of shoe allowed);

### **Not Approved**

- ⊗ Any other color pants;
- ⊗ Any other color polos;

- ⊗ Any other color capris;
- ⊗ Sandals, flip flops, or house slippers;
- ⊗ Rips or holes;
- ⊗ Tattered, frayed;

### **Wednesday Club Shirt Day**

#### **Approved**

- ✓ IWA sponsored club shirt.
- ✓ Must be tucked in at all times and be long enough to be able to stay tucked in all day;
- ✓ All pants, walking shorts, capris are to be worn at the natural waist with a belt.
- ✓ Bottoms must be a cotton twill fabric in either a Khaki, Navy or Black color.
- ✓ Shorts must be two inches above the knees or longer.

Students who choose not to participate are to be dressed according to normal dress code. While other regulations may apply on specific dress-down days, students must dress in good taste at all times.

#### **Not Approved**

- ⊗ Capped sleeves;
- ⊗ Tight fitting;
- ⊗ Undergarments or midriff exposed;
- ⊗ Low cut necklines;
- ⊗ Rips or holes, tattered, frayed;
- ⊗ Backless sandals or flip flops;
- ⊗ Jeans of any color unless otherwise designated.

### **Friday Spirit Day Dress & Blue Jean Pass Days**

#### **Approved**

- ✓ Blue denim jeans are only allowed with an IWA school polo, IWA spirit shirt, IWA sponsored club shirt or IWA sports shirt. Jeans must be full length and appropriately fastened at the waist.
- ✓ Blue Jean Passes require a small contribution which allows a student the privilege of wearing blue denim jeans with any IWA school polo, IWA sponsored club shirt or IWA sports shirt. On Blue Jean pass days, students must purchase and display the official pass, which must be worn prominently on the chest portion of the shirt.

Students who choose not to participate are to be dressed according to normal dress code. While other regulations may apply on specific dress-down days, students must dress in good taste at all times. Acceptability of dress on dress down days will be determined by the administration.

#### **Not Approved**

- ⊗ Backless sandals or flip flops;
  - ⊗ PE/Athletic period shirts;
  - ⊗ Jeans having any logos, designs, holes, rips, or embellishments;
  - ⊗ Jean skirts, capris or shorts;
  - ⊗ Any other colored denim jeans;
- Clothing that exposes the midriff to any degree at any time, including with arms raised; Clothing that displaying slogans or graphics that are offensive, violent, vulgar, obscene, or inappropriately suggestive; clothing displaying promotions for drugs, tobacco or alcoholic beverage products.

### **DANCES, AWARDS & RING & ROSE CEREMONY PARTICIPANT, GRADUATION DRESS GUIDELINES**

#### **Females**

#### **Dances –Grades 9 thru 12**

- Dresses or Skirts must be no shorter than two (2) inches above the top of the knee cap;

- Dresses and or tops must not be revealing as to attract attention;
- When allowed, shorts must not be shorter than two (2) inches above the top of the knee cap

### **Ring & Rose and Awards Ceremony –Grades 11 & 12**

- Dresses and Skirts must be no shorter than two (2) inches above the top of the knee cap;
- Dresses that are sleeveless must be accompanied by a sweater;
- Dresses and or tops must not be revealing as to attract attention;
- The principal will meet with female students to convey any other attire guidelines for this event.

\*A picture of the dress may be submitted to an administrator for approval.

### **Graduation – Grade 12 only**

- Appropriate style dresses that do NOT extend below the gown;
- Dress shoes — **NO** flip flops.

## **Males**

### **Dances – Grades 9 thru 12**

- Clothing that does not distract, display slogans or graphics that are offensive, violent, vulgar, obscene, or inappropriately suggestive; clothing displaying promotions for drugs, tobacco or alcoholic beverage products is not allowed.

### **Ring & Rose Ceremony – Grades 11 & 12**

- The principal will meet with male students to convey attire guidelines for this event.

### **Graduation - Grade 12 only**

- White dress shirt with collar and a tie;
- Dress pants — NOT dress jeans;
- Dark leather shoes — **NO** flip flops;
- Clean shaven faces;
- No earrings

**Disclaimer:** No student shall wear any garment which includes, but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, gambling, beer, sexual connotations, tobacco, drugs or alcohol. This includes belts, jackets, buttons, or trademark emblems generally associated with the above. **After a third dress code infraction, disciplinary action will be taken.**

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

## **CODE OF CONDUCT**

### **HONOR SYSTEM**

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



## **BEHAVIOR NOTIFICATION PROCESS**

### **Demerit**

A quality or characteristic deserving of blame or censure; a fault. A mark made against ones record for a fault or for misconduct. Demerits may affect acceptance to clubs, honor societies, etc. and also lettermen jacket qualification.

### **Merit**

Superior quality or worth; excellence; a quality deserving praise or approval.

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

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

## **PROBATION**

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

## **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 (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.

## **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**

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

1. Abusive language, obscenity, violence, threats of violence or disrespectful behavior towards a member of the faculty, a fellow student, or a guest of the school.
2. Acts of theft or vandalism against the school, school property, or the personal property of a teacher or student.
3. Excessive absence from school, whether or not it detracts from the student's academic performance.
4. Repeated truancy.
5. The possession, use and/or distribution of alcohol, marijuana, other controlled substances, or drug paraphernalia on school grounds or at (or before) school sponsored events (including those that take place off campus).
6. Violation of the Standards of Academic Integrity published in this handbook.
7. A second suspension in one year, whether or not the student has been placed on disciplinary probation.
8. The possession or use of firearms or any other lethal instrument on school grounds or at school-sponsored events (including those that take place off campus).
9. Conduct inside or outside of school that is detrimental to the reputation of the school or demeaning to the individual.
10. Words or actions of a seriously unethical nature.

## **Reapplication Procedure**

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

- The student shall sit out a minimum of one complete semester.
- The student may apply to reenter at the beginning of the fall or spring semester.
- The principal will interview the applicant and make the final decision.

Parents shall present documented completion of any conditions specified at time of withdrawal/expulsion.

## **HARASSMENT**

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

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

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

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.

Incarinate 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**

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**

Incarinate 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.

Incarinate 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.

Incarinate 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

### **STUDENTS WHO ARE DETERMINED TO BE AT RISK**

Incarinate 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.

### **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.

### **CRIMINAL BEHAVIOR**

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

### **DETECTION DOGS**

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

### **DETENTION ASSIGNED BY A TEACHER**

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

### **DISRESPECT**

Disrespectful behavior towards a member of the faculty or staff, another student, or a guest of the school is destructive of the community of love and acceptance Incarnate Word Academy endeavors to build. Disrespect includes, but is not limited to, the use of abusive or vulgar language, comments or action of an inappropriate nature. Students who act disrespectfully are subject to serious disciplinary consequences.

### **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

## **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, electronic cigarettes (e-cigarettes), or any other electronic vaporizing devices 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, club, NHS, Mu Alpha Theta, etc.)
- Seniors will lose any senior privileges (ex: off campus lunch, prom, 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.

## **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.



# **AUTOMOBILES AND DRIVING ON CAMPUS**

## **A Privilege**

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

## **Permits**

Any student wishing to drive to school must have a parking permit. To obtain a permit, a student must have a valid driver's license and proof of insurance, and must register his/her vehicle(s) with the Attendance Officer. The permit is to be displayed on the rearview mirror with the print facing out. The fee for a parking permit is \$5.00. Students who do not purchase parking permits may not park at school. Violators will be subject to towing at owner's expense. Replacement tags will be \$25.

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

- The safety of all students, faculty and staff is of primary importance.
- All traffic control signs on campus must be observed.
- Students are required to park in their assigned parking space
- Students are to use proper entrances and exits at all times.
- The school is not responsible for damage to vehicles while on the campus.
- Students must obey instructions given in the form of verbal commands or hand signals by faculty or security personnel.
- The maximum speed limit on campus is 10 mph.
- Students may not park on the convent side of the school as it reserved for faculty members and guests.
- Students may not loiter in the parking lot before or after school.
- Students are not permitted to return to their cars/parking lots during the school day for any reason without the permission of the Principal or Front Office staff.
- STUDENTS ARE NOT ALLOWED TO SIT IN VEHICLES AFTER THEY ARRIVE AT SCHOOL. THIS ALSO INCLUDES THE LUNCH PERIOD.
- Loud car stereos are not permitted, please have consideration for residents and others in the neighborhood.
- Cars illegally parked or which fail to have an IWA parking permit displayed are subject to a \$10.00 fine and may be towed at the owner's expense.
- Cars with bumper stickers displaying inappropriate language or gestures will not be permitted on campus. These stickers will be removed immediately.
- Cars may not be left on campus over night without the permission of the Principal or office staff.
- The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, drug paraphernalia, and weapons that are found in their vehicles and will be subject to serious disciplinary consequences. Search may be conducted any time there is reason to do so, with or without the student present.
- Students are strongly advised to keep valuables which are left in their car locked and out of sight.

## **Violations**

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

## **Verification of Enrollment and Attendance (VOE) Form**

This form is to provide documentation of enrollment and attendance status to the Texas Department of Public Safety (DPS) for a student applying for an instruction permit and/or license to operate a motor vehicle. Requirements listed on the VOE form will apply.

### **Incarnate Word Academy requirements are as follows:**

- \* The student must sign-up to request a VOE from the Front Office ahead of time, before the date needed.
- \* VOE forms will not be issued the same day of the request.
- \* The student requesting a VOE must be present when picking up their form in order to sign it in the presence of IWA front office personnel.
- \* The 90 percent attendance rule applies but is not limited to the final decision from the principal based on the student's attendance.
- \* It is at the Principal's discretion whether a student who receives notification of "Excessive Absences", be allowed issuance of a VOE.

The VOE Forms issued during the school year (traditional, year round, etc.) expires 30 days of issuance.

The VOE Forms issued during the last 5 days of the school year expire the first day of the following school year.

## **LOCKERS**

Each student is assigned a locker and is expected to keep his/her belongings in the locker assigned and in no other. Lockers are under the jurisdiction of the school. Lockers are subject to search at any time by the administration. They are to be used to store legitimate school items and shall be kept clean. Items of any kind are not allowed on the outside of the locker. With the exception of athletic area lockers that are school issued, no locks are to be used on school lockers.

## **LOST AND FOUND**

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

## **IMMUNIZATION REQUIREMENTS**

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

## **MEDICATIONS AT SCHOOL**

A signed parental or physician consent form must be provided before a student will be administered medication (prescription or non-prescription) at school by the school nurse or office staff. Written consent forms from both a parent/guardian and the student's physician are required for dispensing medication to a student if medication is to be administered longer than ten (10) days.

- The parent is required to bring medicine to the school office.
- Administration of medicine is recorded on a medication log.
- Medicine may be administered by non-medical personnel.
- The student is responsible for going to the office to ask for his/her medicine.
- Only medicine prescribed by a licensed physician, dentist, nurse practitioner, or physician's assistant will be administered by authorized school personnel or by the parent, who must first check in the front office.

- Medicine that is in an unlabeled container, in a plastic bag, or in an outdated labeled container will not be accepted.
- Stock (sample) medicine will not be accepted in the office.
- Non-prescription (over the counter) medicine must be in its original container, with visible directions, and labeled with the student's name. (Administration of such medicine must be consistent with the container's usage direction.)
- It is the parent's responsibility to pick up unused medicine.
- Medicine with an expired date and unused medicine not picked up by the parent will be disposed of properly. Medicine is not kept in the office from year to year.
- Substitute of medicine from one student's supply to another is never permitted, even if it is the same medicine.
- Both requests and medication shall be kept in the nurse's office. Medicine is stored in a locked receptacle.
- A student is not permitted to have any prescription or over the counter medication on his/her person or in his/her possession for self-dispensing.

## **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:
  - (a) Eat only food which they have brought from home unless it is packaged and clearly labeled and approved by their parents
  - (b) Wash hands before eating
  - (c) Do not share food, utensils or containers.
  - (d) Place food on a napkin or wax paper rather than in direct contact with a desk or table

## **SENIOR PRIVILEGES**

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

1. Upon written request by a parent or legal guardian, seniors are given special authorization for off campus lunch. Seniors tardy to 6th period report directly to the attendance officer. The Honor Code applies to seniors during open campus. Seniors with failing grades on progress reports or report cards shall have to forfeit open campus for a designated time.
2. Seniors may be absent from campus during their scheduled off periods, which may be 1st & 2nd, or 7th & 8th, or 1st & 8th periods.
3. An excessive number of conduct referrals shall adversely affect senior privileges.
4. Excessive tardies or absences shall be cause to revoke open campus privilege.
5. Seniors shall lose their driving privilege if failing to observe posted speed limits and safety procedures and / or illegal parking.
6. The senior lounge privilege will be revoked if it is not kept clean and tidy.
7. Seniors who are failing at Progress Report or Report Card times will lose their privilege to leave campus

## **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.

## **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.

## **LIBRARY MEDIA RESOURCE CENTER POLICIES**

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

**Use.** The Library Media Resource Center is open from 7:30 A.M. until 4:30 P.M. on school days. The Library Media Resource Center is closed for faculty meetings afterschool on the first Friday of each month. The Library Media Resource Center is intended primarily to allow students access to reference materials and the Library Media Resource Center's circulating collection. However, it may also be used as place of quiet studying and reading. At times, the Library Media Resource Center is used for class instruction. Students who need to use the Library Media Resource Center during these times may be asked to return at a later time. Students coming into the library during class hours shall have a pass with an educational purpose from their respective teacher.

- ◆ Books may be borrowed for two weeks and renewed thereafter on an individual basis.
- ◆ Reference books, bound magazines, and most AV materials are to be used in the library only.
- ◆ Magazines and books on reserve may be checked out overnight and are due back before the first class the next day.
- ◆ Fines are charged for overdue, damaged, and lost materials. All fines shall be cleared before each exam period.

### **Disruption**

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

### **Theft and Damage**

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

## **ANGEL AVENUE AND LUNCH PROCEDURES**

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

- Garbage is to be disposed of in the receptacles provided.
- Student center trays are not to be taken out of the student center by teachers or students.
- Student center trays are to be returned to the service area.

Students may bring their lunch to school or purchase food at the student center. The price of a lunch is \$4.50 for the main line hot entrée, which includes fountain drink and salad bar (small bowl with entrée, or large bowl with salad bar alone). The student center sets a limit to purchases on credit. Students are not permitted to leave school to have lunch with parents or any other persons.

Underclassmen are NOT allowed to leave campus for lunch. 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 student center. Lunches may not be dropped off at the front counter or with office staff.) For safety reasons, students are not allowed to stand outside in the parking lot waiting for this food to be delivered. Birthday food/treats are not allowed.

## **VISITING CAMPUS DURING SCHOOL HOURS**

Parents or guardians who need to visit campus during school hours are asked to follow these guidelines:

**Make An Appointment.** 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 112 and the administrative assistant will take your information. For a faculty members, please call extension 112 and the administrative assistant will leave a message for the faculty member to whom you wish to speak to.

## **STUDENT PHONE CALLS**

If a student needs to contact their parent during the school day, they must do so in between class time. We keep a log of all calls made from this phone so if a parent needs any follow-up information regarding the phone call we have record of the student calling home. Students who use their cell phone during the school day to contact parents or any other person are in violation of Incarnate Word Academy's cell phone policy. Our goal is student safety in all communication made from school.

## **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 High School Office.** When you arrive on campus, please report directly to the front office for authorization. Access to the high school building is available through the front entrance (Alameda 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.

## **EMERGENCY DRILLS / FIRE DRILLS**

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

### **EMERGENCY 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.

## **RELIGIOUS OBSERVANCES**

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

- Each day begins with a school-wide reflection and prayer; classes begin with prayer.
- Mass is celebrated in the Incarnate Word Academy chapel at 7:25 a.m. on Fridays.
- The Blessed Sacrament is reserved in the convent chapel, and students may visit the chapel.
- Opportunities for weekly Mass and for the celebration of the Sacrament of Reconciliation are available.
- Appropriate liturgical and devotional observances are planned during the year.
- Students attend a yearly retreat.

## **FIELD TRIPS**

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

Written permission slips shall be signed by the parent or legal guardian and returned to the designated school official before the planned trip.

Any required fees shall be paid to the sponsor/teacher in advance.

1. Vehicles used on school-sponsored trips are to be driven by authorized adults.
2. School dress code is generally required on school trips unless otherwise specified.
3. 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.

4. All school rules and policies remain in effect at all times.
5. On overnight trips consideration for others and rules of accommodating facilities are to be observed and enforced.
6. There will be no boys allowed in girls' rooms and no girls allowed in boys' rooms at any time.
7. Students are to report to the sponsor/teacher before leaving the assigned room area.
8. 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.
9. Students taking trips shall observe school policies concerning work missed.
10. 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.

## **PROCEDURES FOR DANCES**

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

- Appropriate dress for dances is listed within the dress code guidelines.

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

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

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

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

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

- Limited exceptions may be made only if the student is supervised by a sponsor.
- Phone calls will be made to parents of students who wish to leave a dance prior to 11:45pm.

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

- Students who violate this policy can expect severe disciplinary consequences.
- A breathalyzer will be utilized for anyone under the suspicion of drug or alcohol use.

## **Guest Policy**

- Any non IWA guest will be required to provide the school with a guest request permission form one week prior to the dance.

## **Appropriate Dance Attire:**

**The administration encourages parents and students to use good judgment in selecting dance attire. See Dress Code Guidelines for Dance / Event Guidelines.**

# **ATHLETIC PROGRAM**

## **Athletics**

The purpose of the Incarnate Word Academy athletic program is:

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

Taking part in the athletic program is a privilege, not a right. The coach and athletic director shall have the authority to revoke the privilege when rules are not followed. Athletes are expected to maintain special standards. Athletes shall realize that Incarnate Word Academy wants all students/athletes to reach their maximum performance level, not only in athletics, but also in the classroom.

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. (Refer to TAPPS Pre-participation Physical Evaluation Medical History and TAPPS Student Acknowledgement of Rules forms.)

The following sports are offered if there are sufficient numbers/active participants to consist of a team and compete during their respective season:

Boys: Cross-Country, Soccer, Basketball, Tennis, Swimming, Baseball, Golf, and Track & Field.

Girls: Cross-Country, Volleyball, Soccer, Basketball, Tennis, Swimming, Golf, Softball, and Track & Field.

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

## **Cheerleaders**

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

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

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

- Candidates shall be completely registered for the upcoming academic year.
- Candidates shall have maintained a grade of 70 or above in all classes the grading period prior to tryouts and at the time of progress reports the quarter of tryouts.



- Candidates shall not have unexcused absences and/or excessive excused absences and/or tardies to school, cheerleading activities/events the prior grading period and up to the time of tryouts.
- Candidates shall be financially clear of their tuition and / or cheerleading account.
- Candidates shall provide the necessary information requested by the coaching staff such as, but not limited to, parent permission, medical release and emergency contact forms, along with proof of medical insurance.

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

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

## **ACADEMIC ELIGIBILITY**

### **Statement of Purpose**

Academic eligibility procedures exist at Incarnate Word Academy schools to ensure student/athletes maintain satisfactory academic progress while dedicating significant amounts of time their sport or extracurricular activity. This proactive process is designed to provide students showing signs of academic difficulty with the timely direction and support needed to succeed in their studies. The intent of this process is not punitive in nature, rather it is designed to assist students in making a concerted effort to retain the eligibility and excel academically.

### **Eligibility Rules**

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

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

### **Quarter Report Cards**

1. A student with two or more failing grades at the end of the quarter will become ineligible.
2. Ineligible student-athletes will be required to attend their scheduled athletics class but will not participate. The student will also be required to attend after school tutoring until the end of the probationary period.
3. Any student-athlete with consecutive failures may be removed from athletic at the administrator's discretion.

### **Progress Reports**

1. Progress reports are issued 4 ½ weeks after the start of the quarter grading period and will determine whether or not a student athlete is eligible. Failing progress reports will be viewable on ParentsWeb.
2. Eligibility will be determined on progress report day. (Listed below)

3. Student-athletes failing two or more classes will have a two week probationary period. (Student-athletes may practice, but may not travel and/or play during this period).
4. Failure to become eligible during the probationary period will result in ineligibility for the remainder of the grading period.
5. Any student-athlete that continues to fail may be removed from athletics at the discretion of the Administration.

## **FINANCES**

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

### **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.

### **Parish/Church Tuition Credit**

A Parish/Church Tuition Credit is funding that may be provided by your parish/church to Incarnate Word Academy. The parish/church may award up to \$100.00 per child who qualifies. The amount awarded will be applied as a tuition credit at the start of the school year, having the balance of the tuition due divided over the ten months of tuition payments.

### **Activity Fee**

For each student, a \$175 per year 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 dances (MORP, Homecoming, Favorites and Prom), district and state competition expenses, NHS Honor Roll Breakfast, and celebration of achievement awards. The fee also includes admission into school dances.

### **Enrollment Fees**

The Incarnate Word Academy High School 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.

The fees indicated below are per student unless otherwise stated.

### **Enrollment Fee:**

The non-refundable \$550 enrollment fee is due at the time of enrollment.

**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.

Enrollment fee for returning students:

- \$550 before March 5, 2018
- \$650 on March 5, 2018
- \$700 on April 3, 2018
- \$750 on May 1, 2018

**Tuition:**

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 3, 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.

High School Level (Grades 9 - 12) \$9,750

**Activity Fee:**

This fee is due August 3, 2018. It may be paid monthly over the first two months of school. (August & September)

High School Level \$175 Due at the start of the school year in August

**Athletic Fee:**

This fee is due August 3, 2018. It may be paid monthly over the first two months of school. (August & September)

High School Level \$400 Due at the start of the school year in August

## **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](http://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](http://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](http://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](https://facebook.com/IWACC)
- Follow Us on Twitter: [twitter.com/IWACCNews](https://twitter.com/IWACCNews)
- Watch Us on YouTube: [youtube.com/IWACCAngel](https://youtube.com/IWACCAngel)

We encourage all parents and guardians to bookmark the Incarnate Word Academy Website and ParentsWeb Portal for easy access

## **Incarnate Word Academy High School Staff Contact Information**

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

### **ADMINISTRATION & OFFICE CONTACTS / TELEPHONE EXTENSIONS / EMAIL ADDRESSES**

President -----	Ms. Sammie Grunwald/ 175 / grundwalds@iwacc.org
Principal -----	Mr. Jose Torres/ 112 / torresj@iwacc.org
Assistant Principal for Curriculum & Instruction -----	Mrs. Darla Montano/ 112 / montanod@iwacc.org
Administrative Asst. to the President -----	Mrs. Audra DeLeon / 175 / deleona@iwacc.org
Administrative Asst. to the Principal / Enrollment-----	Mrs. Sylvia Reta / 112 / retas@iwacc.org
Athletic Director -----	Mr. Reynaldo "Gator" Garcia / 166 / garciar@iwacc.org
Athletic Coordinator-----	Mr. Doug Nichols / 130 / nicholsd@iwacc.org
Attendance Office/Reporting an absence-----	Mrs. JoAnn Garcia / 111 / garciaj@iwacc.org
Campus Minister-----	Mrs. Ashley Cartwright / 173 / cartwrighta@iwacc.org
Finance Office -----	Mrs. Debbie Diegel / 174 / diegeld@iwacc.org
Counselor -----	Mrs. Sherilyn Calhoun / 167 / calhouns@iwacc.org
Counselor -----	Mrs. Hilda Cantu / 126 / cantuh@iwacc.org
Library Media Center -----	Ms. LaQuita Hilzinger/ 124 / hilzingerl@iwacc.org
Central Office Receptionist -----	Miss. Victoria Villarreal / 117 / villarrealv@iwacc.org
Registrar -----	Mrs. Sandra Trevino / 123 / trevinos@iwacc.org
Director of Communications -----	Mrs. Priscilla Ramos / 165 / ramos@iwacc.org
Campus Nurse -----	Mrs. Lucille Snapka / 178 / snapkal@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](http://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.

*Disclaimer: Incarnate Word Academy Administration reserves the right to amend or revise this handbook as it deems necessary.*



2920 S. Alameda\*Corpus Christi, TX 78404\*361.883.0857

## PARENT ACKNOWLEDGEMENT - RELEASE OF STUDENT INFORMATION

Incarnate 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 newsletters, magazines, yearbooks, academic programs, athletic programs, school website, or other promotional school material
- **School-Sponsored Social Media:** Platforms such as Facebook, Instagram, Twitter, and YouTube (i.e. Incarnate Word Academy or the Diocese of Corpus Christi Facebook fan pages)
- **Unrelated School-Sponsored Media:** Corpus Christi Caller-Times, South Texas Catholic, TV Stations including KIII-TV, KRIS-TV, KZTV, Univision, and other media outlets

Incarnate Word Academy takes pride in the accomplishments of our students. However, we understand some parents may request that their child not be identified. To fulfill this request, you must submit a letter in writing stating **you do not consent** to the release of your child's information or likeness and include any other concerns you may have regarding publicity.

Please take the following steps and Incarnate Word Academy will make every attempt to not release the student's information to any of the above forms of media:

1. Please submit a letter directed toward your student's school level stating you do not consent to the release of your child's information or likeness 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. The Office of Communication and Enrollment will record your request and will make every attempt to not 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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**2920 S. Alameda\*Corpus Christi, TX 78404\*361.883.0857**

## **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: \_\_\_\_\_

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## STUDENT HANDBOOK ACKNOWLEDGMENT FORM

Student's Last Name	First Name	Middle Name	Grade
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Please read each item thoroughly and initial on the corresponding line. 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
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Parent's Signature	Date
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Student's Signature	Date
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