



(Traditional Logo)

2018-2019
Middle Level Student Handbook and Agenda

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(Sport Logo)

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 Middle Level 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 Middle Level
2018-2019 School Calendar**

2018

Aug. 3	Angel Check-in
Aug. 6	First day/Noon dismiss/Social 12:00-2:00
Aug. 7	Noon dismiss
Aug. 8-10	Full school days
Aug. 11	Athletic Prayer Breakfast
Aug. 15	Back-to-school Soc./Meet Coaches, 6:00
Aug. 16	Fall pictures
Aug. 22	ML Follow-the-schedule Night, 6:00
Aug. 27	Spiritual Retreat, Spirit Center ~ 7th only
Aug. 29	Spiritual Retreat, Spirit Center ~ 6th only
Aug. 31	Fall Retreat, Camp Zephyr ~ 8th only

Sept. 3	Labor Day Holiday
Sept. 5	Progress reports cut-off date
Sept. 5	Diocesan Mass , Cathedral ~ 8th only
Sept. 7	Progress reports on ParentsWeb
Sept. 7	Noon dismissal
Sept. 11	Campus-wide Mass
Sept. 17	College Fair, 9:00, HS gym
Sept. 24-28	Quarter 1 Exams
Sept. 28	Quarter 1 ends

TBA	Amazing Angel Shake Fundraiser
Oct. 1-5	Fall Break
Oct. 8	Classes resume ~ First day Quarter 2
Oct. 9	Report card cut-off date
Oct. 11	Report cards on ParentsWeb
Oct. 12	Fall Fun Night (elementary school)
Oct. 17	Angel TALK to Prospective Families
Oct. 24	Unity Day (against bullying) wear orange
Oct22-Nov2	8th shadow IWA HS
Oct29-Nov2	Red Ribbon Week

Nov. 2	Noon dismissal/History Fair Projects in (opt)
Nov. 6	Progress reports cut-off date
Nov. 8	Progress reports on ParentsWeb
Nov. 9	History Fair Projects judged / displayed PM
Nov. 15-18	Homecoming Festivities
Nov. 16	Natl. Cath. Prin. Apprec./Noon dismissal
Nov. 16	Noon dismissal / P.M. Teachers DCEC
Nov. 19-23	Thanksgiving Break
Nov. 26	Classes resume

TBA	Amazing Angel Shake Fundraiser
Dec. 7	Noon dismissal
Dec. 12	Campus-wide Mass
Dec. 13-19	Quarter 2 Exams
Dec. 20	Quarter 2 ends / Noon dismissal
Dec21-Jan4	Christmas Break
Dec. TBA	ML/HS Christmas Fine Arts Festival

6-15-18 MC

2019

Jan. 4	Teacher inservice
Jan. 5	Teacher workday
Jan. 7	Classes resume ~ First day Quarter 3
Jan. 9	Report card cut-off date
Jan. 11	Report cards on ParentsWeb
Jan. 19	Amazing Angel Shake Challenge
Jan. 21	Martin Luther King Holiday
Jan. 28	Campus-wide Mass
Jan28-Feb1	National Catholic Schools Week
Jan. 30	Word 101 Open House-Prospective families

Feb. TBA	STEM Festival
Feb. 1	Geography Bee 10:30/ Noon dismiss
Feb. 5	Progress reports cut-off date
Feb. 7	Progress reports on ParentsWeb
Feb. 16	PSIA District Competition, Victoria, TX
Feb.22-24	Natl. Amazing Shake Comp., Atlanta, GA

Mar. 1	Mass 9:30/Spell Bee 10:30/ Noon dismiss
Mar. 2	Paradise Island Gala
Mar. 4-8	Quarter 3 Exams
Mar. 8	Quarter 3 ends
Mar. 11-15	Spring Break
Mar. 18	Classes resume ~ First day Quarter 4
Mar. 19	Report card cut-off date
Mar. 21	Report cards on ParentsWeb
Mar. 25	Campus-wide Mass

TBA	ITBS Testing
TBA	Lenten Retreat
Apr. 5	Noon dismissal
Apr. 16	Progress reports cut-off date
Apr. 18	Progress reports available on ParentsWeb
Apr. 18	Noon dismissal; Holy Thursday
Apr. 19	Good Friday, no school
Apr. 22	Holy Monday, no school
Apr. 25	Scholarship Luncheon
Apr. 27	PSIA State Meet, Ft. Worth, TX.
Apr. 29	Awards Ceremony, Grade 6 ~ 7:00 p.m.
Apr. 30	Awards Ceremony, Grade 7 ~ 7:00 p.m.

May 1	Awards Ceremony, Grade 8 ~ 7:00 p.m.
May 3	8th grade class photo / Noon dismissal
May 6-8	8th grade camping trip
May 9	8th grade luncheon
May 10	AM classes/School picnic/NJHS Ind. 3:00
May 13	House Winners Presentation 2:20
May 15	House Winners Celebration
May 16-22	Final Exams ~ Grade 8
May 17-23	Final Exams ~ Grades 6 and 7
May 23	8th grade rehearsal and graduation
May 24	6th /7th Last day ~ Noon dismissal
May 31	Report card cut-off date

June 5	Final report cards mailed home
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PARENT

The term “parent” refers to the student’s biological parent, adoptive parent, or legal guardian/custodian.

NON-CUSTODIAL PARENT

from Central Office

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. When/if necessary, school personnel shall be required to contact the school’s legal counsel before making a determination about the child, in relation to IWA.

HANDBOOK / AGENDA PURPOSE

The Incarnate Word Academy Middle Level Handbook and Agenda is published so that parents, students, and staff may be informed of the policies, regulations, and procedures of the school. All policies, regulations, and procedures are subject to change or revision at the discretion of the administration. The agenda includes a calendar on which students are to write assignments and other information, including messages between parents and teachers. Pages in the handbook may not be torn out, except for those specifically asked for by the teachers/administrators. Each student must have his/her handbook/agenda in each class daily.

INTRODUCTION

from Central Office

Parental support of our school's policies is essential, as is parental cooperation with the total school program.

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

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 at any time any part of this handbook.

PRINCIPLES OF INCARNATE WORD ACADEMY

from Central Office

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.

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.

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

Philosophy of Education

Inspired by the charism of the Sisters of the Incarnate Word and Blessed Sacrament, IWA seeks to evangelize by proclaiming the Good News revealed in the mystery of the Incarnation. As participants in the Church's mission of Catholic education, our ministry serves students from a wide range of ethnic, economic, social, and religious backgrounds. Our service is directed toward bringing about a Christian wholeness in each person and a Christian unity among all. In pursuit of this goal, IWA holds God as the highest value and affirms the sacredness and dignity of each human person. Acknowledging parents as the primary educators within the domestic Church (the family), IWA works in collaboration with parents to foster in their children the fullness of life to which they have been called. Because we recognize the spiritual, intellectual, emotional, social, physical, and creative gifts of each member of our community, we strive to nurture growth in students, parents, faculty, and staff. In this way we can best provide a holistic education to challenge, assist, and guide students in their personal development. At IWA, each year all students are enrolled in a course of Catholic doctrine.

Non-discriminatory Policy

IWA does not discriminate on the basis of race, color, gender, national origin, disability, or religion in the administration of its policies, educational programs, athletics, and/or other school-administered endeavors.

ENROLLMENT / ADMISSION

IWA is open to eligible students, regardless of race, color, gender, national origin, disability, or religion. Consideration for student admission centers on

- The willingness of parents and students to accept, support, and contribute to achieving the school's mission;
- Compliance with the school's policies, regulations, and procedures;
- The prospective student's acceptable marks in citizenship/conduct.

When the IWA Middle Level enrollment limits are met, names of prospective enrollees are placed on a waiting list.

Reenrollment and Reenrollment Fees

- Students enrolled at IWA must reenroll for the upcoming academic year after the parent email notification for reenrollment is received. Late charges apply.
- Parents of students who enroll during an academic year, or who enroll for the following year, are responsible for payment of yearly enrollment/reenrollment fees.

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 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. The Parish/Church Tuition Credit form and application provides additional information about qualifying.

Tuition

- Parents are responsible for payment of tuition and activity and athletic fees.
- A family may choose one of the following payment plans: annual, semi-annual, or monthly.
- Tuition refund for prepaid tuition (annual or semi-annual payment) will be prorated on a ten-payment basis.
- Upon request, a family will be refunded prepaid tuition only for the months of non-attendance.
- Default of payment may result in the student being asked to withdraw from the school. To avoid withdrawal from school, the Central Office must have received final payment of outstanding tuition, fees, book fines, lunch fines, after-school care, etc., five days prior to final exams, or acceptable arrangements for such payments must have been made with the IWA Business Office.
- Yearbook, report cards, and/or transcripts will be issued after all outstanding obligations have been paid to the IWA Business Office and/or to the middle level campus.

Immunization Requirements

- Immunizations must be current, and proof of immunizations must be submitted to the office at the time of registration.
- As per IWA policy, every student enrolled at IWA shall be immunized against vaccine-preventable diseases caused by infectious agents, in accordance with the immunization schedule adopted by the Texas Department of State Health Services.
- A student who fails to present the required evidence shall not be accepted for enrollment. The only exemption to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.
- Students whose parents choose not to adhere to this policy will not be allowed to enroll or continue to be enrolled at IWA.
- Further explanation and information are available from the school nurse at 883-0857, ext. 178.

INSURANCE COVERAGE : STUDENT

from Central Office

Incarnate Word Academy requires that all students enrolled have insurance coverage in the event of an accident. Fortunately, most of our students are covered by parent/guardian insurance policies. Attached to this email is link to Texas Kids First. For a nominal fee, the parents and guardians of uninsured children can purchase a policy such as the ones listed at <http://www.texaskidsfirst.com/Student1.aspx>

VOLUNTARY WITHDRAWAL FROM SCHOOL

from Central Office

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. Enrollment and other fees are non-refundable.

Voluntary Withdrawal from IWA Middle Level:

No official documents (transcripts, report cards, etc.) will be released until the IWA Central Office issues a written statement that ALL financial obligations to the school have been paid.

The written statement of clearance will be issued when the following procedures have been completed:

- The student's parent contacts an administrator to begin the withdrawal process.
- All issued books and/or equipment are returned to the main office or designated staff member.
- All library books are returned and/or payment of fines is made.
- All other school property is returned and/or paid for.
- Payment of tuition, fines, and/or other financial obligations is made.
- An exit interview with the principal or designated administrator is conducted.

Voluntary Withdrawal from School because of Serious Disciplinary Situations:

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

STUDENTS WHO ARE DETERMINED TO BE AT-RISK

from Central Office

Incarnate Word Academy recognizes that, unfortunately, depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological difficulties of depression may not benefit fully from the educational

program of the schools without proper attention, and a student who has attempted self-destruction may pose a danger both to 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 who 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 a 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.

PARENT-AND-SCHOOL CONTACT

- It is imperative that the school is able to contact the parent in case of emergency. Parents should immediately report to the school office any change/s in address, home phone number, cell phone number, work phone number, or email address.
- The middle level school office is open daily from 7:30 a. m. to 4:30 p. m.
- The faculty and administration are available for conference by appointment. To schedule an appointment, contact the school office at 883-0857, ext. 113, or email the individual staff member.

CONTACTING FACULTY

from Central Office

By Telephone. During school hours, telephone calls will be answered by an administrative assistant or IWA staff member who will send an email notification to the faculty member.

- If a 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.

At Home. Students and parents should avoid contact with teachers or staff after hours unless invited to do so. Proper professional boundaries must always be observed. It is not appropriate for students or parents to contact or visit teachers or staff at home unless invited to do so.


Turnaround Time for a response. 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.

CAMPUS-WIDE COMMUNICATIONS

from Technology Department

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

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

- Website Alerts
The website allows all members of the school community to sign up for email and/or *SMS text message alerts for events on any of our calendars – designated with the alerts icon  . Parents can subscribe to items like athletic alerts and campus news updates. In doing so, parents will be notified when a new item is posted or an item is updated. Visit our FAQ on Alerts (www.iwacc.org/alerts) for instructions on how to sign-up.
**SMS Text Message Alerts may carry fees depending on your phone plan.*
- ParentsWeb
Within the public website, students, parents and guardians have access to a password-secured section called ParentsWeb. This is a parent-student portal and is home to:
 - School and classroom announcements
 - Important documents and forms
 - The Parent Directory
 - Grades
 - Attendance
 - Calendar events
- Parent Alert
Incarinate Word Academy will use the Parent Alert Notification System for any incident ranging from in-school emergencies to school closings or weather-related emergencies. Notifications can be sent via text messages to cell phones and PDAs or voice calls to work, home, and cell phone numbers. If you receive a text message, it will come from the following number “34166” and begins with PARENT_ALERT: [Followed by the message.] Please save the number “34166” in your contact list for future reference. All messages will be sent to a parent cell phone number unless otherwise indicated during the open enrollment period.
- Social Media Pages
Parents may also keep in touch with the school’s daily activities through our official social media pages:
 - Like Us on Facebook: facebook.com/IWACC
 - Follow Us on Twitter: twitter.com/IWACCNews
 - Watch Us on YouTube: youtube.com/IWACCAngel

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

PARENT- TEACHER ORGANIZATION (PTO)

Each IWA Middle Level parent is automatically a member of the PTO and is invited to actively participate in its activities.

TELEPHONE CALLS FOR/BY STUDENTS

Students will be called to the office to receive telephone calls **only** in case of emergency.

- The telephone is available in the office before and after school hours or during the school day, with permission from the administration, faculty, or office supervisory staff.
- Students may make outside calls only from the office telephone.
- In the event that a student forgets a school-related item at home, he/she may request permission to call a parent to take the item to the school. The student may go to the office at a subsequent time to get the item.
- Frequent requests from a student to use the telephone may result in an administrator-parent conference.

HEALTH AND SAFETY

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

Communicable Diseases

Cases of communicable diseases should be reported to the school as soon as possible.

- If a student contracts a highly contagious disease (e.g. strep throat, flu, pink eye), the student will not be allowed to attend school and will not be allowed to return to school without written permission from a physician.
- A student must remain home if he/she has a temperature of 100° or more, nausea, vomiting, and/or diarrhea.

Medication Disclaimer

- IWA is not responsible for adverse drug reactions and/or side effects of properly administered medication that was provided by the parent.
- It is the parent’s responsibility to maintain at the school an adequate supply of medication that is needed by the child during the school day.

Medication Administered at School

- Signed parental or physician consent must be provided for any medicine (prescription or non- prescription) that is administered by the office staff.

The required consent form must provide at least the following:

Name of student	Time of day the medicine is to be administered
Name of the medicine	Method of administration (oral, topical, etc.)
Dosage of medicine	Parent or physician signature

- The parent is required to bring medicine to the school office.
- Administration of medicine is recorded on a medication log.
- Medicine may be administered by non-medical personnel.
- The student is responsible for going to the office to ask for his/her medicine.
- Only medicine prescribed by a licensed physician, dentist, nurse practitioner, or physician's assistant will be administered by authorized school personnel or by the parent, who must first sign in at the office.
- Medicine that is in an unlabeled container, in a plastic bag, or in an outdated labeled container will not be accepted.
- Stock (sample) medicine will not be accepted in the office.
- Non-prescription (over-the-counter) medicine must be in its original container, with visible directions, and labeled with the student's name. (Administration of such medicine must be consistent with the container's usage directions.)
- It is the parent's responsibility to pick up unused medicine.
- Medicine with an expired date and unused medicine not picked up by the parent will be disposed of properly. Medicine is not kept in the office from year to year.
- Substitution of medicine from one student's supply to another is never permitted, even if it is the same medicine.
- Medicine is stored in a locked receptacle.
- A student is not permitted to have any prescription or over-the-counter medicine on his/her person or in his/her possession for self-dispensing.

Asthma and Food Allergies

It is the parent's responsibility to contact the school nurse regarding his/her child's asthma and/or food allergies. The nurse will advise the parent about the school's procedures for the on-campus care of the child's asthma and/or food allergies. The school nurse may be contacted at 361-883-0857, ext.178.

VISITORS

Access to Students on Campus

from Central Office

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.

Visitors to IWA Middle Level

Parents and other visitors are always welcome.

- Upon arrival at the middle level campus, parents and/or visitors must go to the school office to sign in and to obtain a visitor's permit.
- When the parent and/or visitor is ready to leave the campus, he/she must return to the office, sign out, and return the visitor's pass.
- Unauthorized visitors will be asked to leave the campus, regardless of the time of day.
- Arrangements must be made with the administration at least one day in advance for visits during school hours by persons who are not the student's parents.

A parent may take food to the cafeteria during lunch, but only to his/her child. Lunch for any other student may not be provided by the visiting parent. If proper prior permission is obtained, one other student may eat lunch with the visiting parent and that parent's child in the cafeteria patio, provided the non-family-member student provides his/her own lunch. Prior permission for this lunch visit must be obtained from the administrative staff, and the permission document must be presented to an administrator in the cafeteria.

WEATHER AND SCHOOL CLOSING

from Central Office

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

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

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

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

LOCKDOWN PROCEDURES, EMERGENCY

from Central Office

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.

FIRE DRILLS

Fire drills are conducted on a regular basis in compliance with regulations of the city's fire department.

- Students must follow posted evacuation routes and walk out of the building in an orderly manner.
- Students remain outside the building until a bell signals them to return to the building.
- Silence must be maintained at all times.

ATTENDANCE

The Texas Legislature's House Bill 5 requires all students – kindergarten through 12th grade – to meet that 90 percent rule for attendance. 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.

For accreditation purposes, Catholic schools in the Diocese of Corpus Christi follow the 90 percent rule. As such, IWAML students must attend school for 90 percent of the time it is in session in a given school year. IWA keeps complete and accurate attendance records. To earn credit for a class, a student's absences should not exceed nine (9) per class period during a semester.

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 administration.

Absences not counted toward the total number of absences are

- Doctor's visit (written note from the doctor's office is required)
- Participation in a school-sponsored activity
- Prolonged illnesses (written medical documentation from the medical facility required)
- Pre-approved school visit/shadowing (school documentation required)
- Court date
- Funeral

Situations in which students do not meet the 90 percent rule in regard 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.

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 should schedule medical or dental appointments outside of school hours.

A student must 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. (E.g. athletic events, socials, organizational meeting, etc.)

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 because of excessive absences may be asked to present a physician's note for each absence in excess of nine (9).

Procedures for Absences

- If a student had a fever during his/her absence, the student must be fever-free without medication for twenty-four hours prior to returning to school.
- Each day a student is absent, the parent must call the school office by 8:00 A.M. to report the absence.
- Additionally, when the student returns to school, a parent-signed note must be sent to the school, stating the reason for the student's absence. (A signed physician's note should be used in lieu of a parent's note; otherwise, the absence will be considered unexcused.)
- The note must be presented to the staff at the attendance counter prior to first period. An excuse slip will be issued to the student, and the student must ask each of his/her teachers to sign the excuse slip throughout the day.
- Failure to present a valid excuse note may result in disciplinary action.

Information Regarding Absences

- Notify the office prior to first period if your child will be absent or tardy and give the reason for such.
- Medical and dental appointments should be scheduled as after-school appointments, when possible.
- An absence is unexcused if written verification of the absence is not submitted to the office when the student returns to school.
- Students are allowed to make up missed assignments only for the days that are identified as excused absences. Assignments may not be made up for absences that are determined to be unexcused.

Early Dismissal from School

- When a student is to be dismissed early from school, the parent must send a signed request for the early dismissal, including the time of dismissal and reason for leaving early. Students are responsible for obtaining an early dismissal slip prior to first period.
- Before the beginning of the class from which the student will leave, the student must present the early dismissal slip to the teacher and ask for assignments.
- The student is responsible for obtaining homework and/or missed assignments for classes missed because of the early dismissal.

The parent must

- Go to the office to sign out the student.
- Go to the office to sign in the student, if the student returns during the same school day.

Make-up Assignments for Absences

- Assignments missed because of an excused absence must be made up within three (3) school days, unless other arrangements are made with the teacher(s).
- Tests missed because of an excused absence should be made up on the day the student returns to school, unless other arrangements are made with the teacher(s).
- It is the student's responsibility to make arrangements with the teacher for make-up assignments or tests.
- A student is considered absent for the entire school day if he/she is absent from five (5) or more class periods.

Extended Absences

- Parents are asked to schedule family trips only during fall break, spring break, or other scheduled school holidays.
- If special circumstances require a student to be absent for more than two days, parents must provide the principal with written notification at least ten school days prior to the absence. Homework request for these absences must also be made in advance.
- Assignments that are requested prior to or during an extended absence must be completed during the absence and turned in on the day the student returns to school, unless the teacher grants an extension.

Homework Request:

- Homework assignments must be requested if a student is absent for more than one day.
- All homework requests must be made to the middle level office before 8:00 a. m. Homework requests received after 8:00 a. m. may not be available on the same day.
- Homework requests should be for a period of two or more days. (Occasionally, a one-day homework request will be processed.)
- Homework requests will be delivered to the teachers, who will send the request sheet and the homework instructions to the office by 3:45 P.M. for pick. Parents need to pick up the assignment sheets and student textbooks (from the student's locker) no later than 4:05 P.M.
- If the homework request is not delivered to the teachers early in the day, it is possible that the homework instructions will not be available for pick up.
- For recordkeeping and confirmation, the homework request form will be returned to the office, even if the teacher has already given the student the homework assignments.

TARDINESS

Tardiness is a disruption and a distraction.

- A student is tardy if he/she is not in his/her assigned seat when the bell rings to begin class.
- A student who is tardy to any class misses instruction.
- A student who is tardy to school must have a signed note from his/her parent stating the reason for the tardy.
- The note must be presented to the attendance supervisor for an admission slip prior to reporting to the classroom.
- A student who arrives to school more than 30 minutes late during first period is marked absent from first period. Regardless of the tardy arrival time, the parent must accompany the student to the office, where the student will be issued a pass to be admitted to class.
- A student is marked absent from class(es) if he/she is absent for more than half of the class period, or for a full period of a two-period class.
- A student who is tardy because he/she was detained by a teacher must get a signed excuse from that teacher or an unexcused tardy will be entered for attendance.

SUPERVISION OF STUDENTS

Supervised Areas

- Students are supervised on campus and in the library from 7:30 a. m. until 4:05 p. m. and during all school-sponsored activities.
- Extended supervised after-school care is provided from 4:05 p. m. until 6:00 p. m. for an additional fee.

Unsupervised Areas

The school is not responsible for students in unsupervised areas.

- Students may not be in an unsupervised area at any time of the day or night. Locations designated as unsupervised areas include, but are not limited to, the following:
 - the cafeteria, except during breakfast and lunch times
 - the elementary school campus, including the covered pavilion
 - the music hall, except for scheduled practices
 - all athletic fields, gym locker rooms, and the Dougherty Center (DC), except during wellness classes or practice
 - all cars, parking areas, and/or parking lots
 - the high school campus, including the gym
- Exception: In an extreme circumstance, the parent must submit to the administration a written request and receive administrative written permission for a student to be picked up in a non-designated area. Parents who have provided the administration with a written request and have received administrative permission, may pick up their children either in front of the Doherty Center (DC) or by the office rooms next to Central Office. A special label will be placed on student identification cards of students who have administrative permission to be picked up at either of those two areas.
- Students who are in unsupervised areas will be in violation of school policy, which will result in strict disciplinary action.
- Students who are in unsupervised areas after school will be taken to After-school Care and the parent will be responsible for the financial cost of the care.
- Students who wait for an after-school activity must report to After-school Care until the activity begins. Parents are responsible for After-school Care fees incurred after 4:15 p. m.

Designated Drop-off and Pick-up Areas

For their safety, students should be dropped off and picked up at the curb side and only in the following designated areas:

- In front of the office entrance area on Austin Street.
- Behind the convent in the "horseshoe" drive by the Kenedy Math and Science Building.

GRADES

Grade Reporting

IWA operates on a two-semester system: Each semester consists of two nine-week grading periods (quarters), for a total of four nine-week grading periods (quarters) during an academic year.

Electives: Electives are graded on a Pass (P) or Fail (F) basis.

Progress Reports: Progress reports will be available via ParentsWeb on the following days:

September 7, 2018 November 8, 2018 February 7, 2019 April 18, 2019

Report Cards:

Report cards for the first, second, and third nine-week grading periods will be available via the ParentsWeb on the following days:

October 11, 2018 January 11, 2019 March 22, 2019 June 5, 2019

Parents who do not have access to ParentsWeb should contact the office to make arrangements to receive a copy.

The end-of-the-year report card will be mailed home.

Grading System

A	97-100	B	89-92	C	80-84	D	73-76	F	Below 70
A-	93-96	B-	85-88	C-	77-79	D-	70-72		

Conduct Grades S = Satisfactory I = Improvement Needed U = Unsatisfactory

High School Courses at the Middle Level

- The following high school courses are taught at the middle level: Algebra I, Pre AP Geometry I, Integrated Physics and Chemistry I (IPC), Pre AP Biology I, Spanish I, and Communication Applications (speech).
- Enrollment in high school classes is determined by specific pre-requisites, except for Communication Applications.
- Each individual course that is successfully passed for the academic year earns one (1) high school credit, except for Communication Applications, which earns one-half (1/2) high school credit.

For a student to be eligible to enroll in any subsequent Advanced Placement (AP) class at the high school, the pre-requisite course must be passed with an academic-year average of 93 or higher.

IWA administration and faculty do not make recommendations for high school placement courses.

TUTORING

Teachers provide after-school tutoring on specific days and specific times for students to acquire extra help and to catch up with missed assignments. Students who are failing one or more courses must attend tutoring for each course that is being failed.

ACADEMIC FAILURES

from Central Office

A student who fails up to two full-year courses, or the equivalent, must successfully complete these courses in summer school before being readmitted in the fall. A student who fails more than two full-year courses, or the equivalent, may not return to Incarnate Word Academy for the next school year. A student who gives evidence of consistently poor performance during the school year—as reflected, for example, in quarterly grades—may be placed on probation for the remainder of the year. If no improvement is shown, the student may be asked to withdraw from Incarnate Word Academy.

PROMOTION AND RETENTION AT IWA MIDDLE LEVEL

from Middle level

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

ASSISTANT PRINCIPAL / COUNSELOR

- Appointments with the assistant principal or the counselor may be scheduled by calling the school office at (361) 883-0857, ext. 113.

PARENTAL COMPLAINT/CONCERN PROCEDURE AND ADMINISTRATIVE CHAIN OF COMMAND

from Central Office

Incarnate Word Academy is committed to fostering an environment that promotes a positive relationship between parent, student, teachers, coaches, and administration. It strives to have a mutual understanding of the mission, goals and core values of the Academy as a center of Catholic Christian education and formation. The relationships of parents, students, teachers, coaches, and administration are contractual in nature and therefore, binding to all parties. At the conclusion of the process, all parties have the right to end the contract.

As in all human relationships, misunderstandings, conflicts and perceptions on the quality of life at the Academy may occur. It is for this purpose that this procedure has been developed, allowing for a consistent, systematic process for handling complaints.

Definition: A concern is a complaint based on any alleged violation or inequitable application of policy.

Purpose: The primary purpose of this procedure is to secure, at the most local and immediate possible administrative level, equitable solutions to problems that may arise from time to time.

Process: The complaining parties must begin this process by discussion with the person who is alleged to have violated a policy. If there is no resolution among the parties, either party shall present the complaint or concern to the Principal within three (3) days. The Principal will review the complaint/concern, may seek additional information, and will make a final determination.

(Appeal) Either party may appeal in writing the Principal's final determination to the President of the school within three (3) days of the Principal's decision. The President will review the complaint/concern, seeking additional information if necessary. The President's decision will then be final.

PARENT CONCERNS

- If the student and/or parent has a concern about a specific course or teacher, the initial step is to schedule a teacher conference.
- If the result of the teacher conference is not satisfactory, contact the appropriate administrator to help resolve the issue.

- In some cases, the grade-level faculty team may meet to discuss and/or create a plan for a student's success.

PARENTSWEB

IWA does not have the right to perform the following on ParentsWeb:

- Change the password. (The password can only be deleted.)
- Give out passwords over the phone or via email.

Proper identification must be presented for the following:

- To obtain the password (which may also be obtained via the "Forgot Password" link on ParentsWeb).
- To change the email address.

Access to Grades:

- Access to ParentsWeb will be blocked by the business office if financial obligations are not current.

CURRICULUM DEVELOPMENT

Accreditation

IWA is fully accredited with the Texas Catholic Conference Education Department (TCCED), and through TCCED is associated with the Texas Private School Accreditation Commission (TPSAC). IWA is recognized by the Texas Education Agency (TEA).

A core of teachers from each grade level plan collaboratively to provide students with a curriculum that provides optimum educational experiences. Curriculum is developed so that it meets the following criteria:

- Encompasses teaching and learning experiences that are planned, guided, and sponsored by the school.
- Developed around the individual student's needs, abilities, interests, and emerging self-image.
- Includes the study of Catholic doctrine, English language arts, math, science, history, wellness (physical education), Spanish, 8th grade communication applications, and elective classes.
- The curriculum is based on the Texas Essential Knowledge and Skills (TEKS), curriculum guides developed by IWA and the Diocese of Corpus Christi, National Catholic Educators Association (NCEA) Common Core Standards, *College Knowledge* standards, and standards proposed by subject-area national organizations.

RELIGIOUS PRACTICES

In conformity with its educational aims, IWA invites each student to gain a greater understanding and appreciation of the Catholic religion and faith by offering Catholic religious worship, instruction, and guidance.

- Each day begins with a school-wide prayer.
- Throughout the day, each class begins with a prayer.
- Mass is celebrated weekly, usually on Friday morning.
- The religious studies curriculum provides opportunities for prayer services, para-liturgical celebrations, and reconciliation.
- Appropriate liturgical and devotional observances are held throughout the school year.
- Catholic doctrine is taught in religious studies classes.

Service Hours: The maximum number of service hours that can be earned PER ACTIVITY, PER SEMESTER, is three hours.

Examples:

~ An altar server can only earn a maximum of three (3) service hours for serving at his/her parish Masses, regardless of the total number of times he/she served Mass in addition to the 3 base hours.

~ A volunteer at a vacation Bible school or other such activity can only earn a maximum of three (3) service hours for that volunteer service, regardless of how many total hours he/she volunteered in addition to the 3 base hours.

~ A volunteer at an animal shelter can only earn a maximum of three (3) service hours, regardless of how many total hours he/she volunteered in addition to the 3 base hours.

TEXTBOOKS

- IWA-issued textbooks must be cared for properly and always protected with a school-approved book cover.
- Textbooks must be protected from the elements, including rain, wind, etc.
- Textbooks must not be torn, written in, and/or defaced in any manner.
- A fine or replacement cost for a new textbook will be assessed to the student who damages or loses a textbook.
- Fines for lost or damaged textbooks must be paid prior to the end of the school year. Non-payment may result in the withholding of the yearbook, report card, and/or transcript.
- Use of textbooks not issued to the student will result in disciplinary action.

HOMEWORK EXPECTATIONS AND CONSEQUENCES

Each student is expected to spend approximately two hours per school day on homework assignments.

A student enrolled in a high school course may expect to spend more than two hours per school day on homework.

- Late homework may be accepted, depending on the teacher and/or on special circumstances.
- Late work is subject to a reduction in grade, according to each teacher's policy.
- A student who fails to turn in a completed homework assignment will receive a No Homework notice. The parent will be notified

via email or phone that the signed notice and the missing assignment must be turned in the next school day.

- Continued neglect to complete assignments will result in mandatory after-school detention or ISS, during which the assignment must be completed. The administrator will notify the parent about the disciplinary action. Detention will take precedence over any after-school activity, including practice and/or participation in sports, games, or other extra-curricular activities.

CLASSROOM RULES

- Class begins when the bell sounds, and students must be seated in their assigned seats and be prepared with the necessary books and materials for class participation.
- Students must adhere to each teacher's classroom rules.
- Students may not use any type of permanent marker or liquid white out in the classroom or on campus without teacher supervision.

PASSING-PERIOD RULES

- Students must proceed at a normal walking pace along the right side of the proper walkways.
- Running is not allowed.
- Excessive noise, including loud talking or yelling, is not permitted.

AFTER - SCHOOL CARE

- After-school Care is available on school days from 4:05 p. m. until 6:00 p. m. The cost of the service is available from the After-school Care supervisor.
- Any student not picked up by 4:05 p. m. is required to report to After-school Care.
- Students in After-school Care must adhere to the supervisor's and the school's rules and guidelines.
- When the child is picked up, a parent/guardian is required to sign out the child with the After-school Care attendant.
- Students may attend a school event while in After-school Care only if the parent submits written consent to the supervisor prior to the event.
- After-school Care is provided at an hourly rate, and billing statements are sent out monthly.
- Students who are not picked up by 6:00 P.M. are charged an additional amount for every 15 minutes.
- Students not enrolled in After-school Care but sent there by a school employee for the student's safety will be billed.
- Nonpayment will result in a "hold" on the yearbook, report card, and/or transcript until full payment is received.
- After-school Care is NOT available on early dismissal days.

LOCKERS

- Lockers may be inspected by school personnel at any time.
- Each student is assigned a locker.
- Lockers must be kept clean and organized.
- Books, school supplies, clothing, and other personal belongings must be kept in the assigned locker.
- Backpacks, athletic bags, and wheeled bags must be stored in the locker or in areas designated by the school staff.
- Backpacks, athletic bags, and wheeled bags may be used only to carry books and materials to and from school; they may not be taken from class to class.
- Students may go to their lockers only at designated times. A student must have a permit to go to his/her locker at any other time.
- Students may not open and/or use any other student's locker.
- Students may carry only an approved book bag, no larger than 16" X 12", from class to class.

LOST AND FOUND

- All IWA-related books, clothing, wellness/athletic uniforms, bags, etc. must include the student's last name.
- The lost-and-found room (224) is generally open after school from 3:45 p. m. until 4:05 p. m.
- A \$1.00 fine is charged for each article claimed from lost and found.
- Items that are found anywhere on campus will be stored in the lost-and-found room for 30 days; after 30 days, the items will be donated to charity.

DRESS CODE

Approved school attire must be worn to all school functions, unless otherwise directed by those in charge of the particular events (e. g. socials, meetings, games).

- The dress code is intended to provide an atmosphere conducive to learning.
- Throughout the day, faculty and staff check that students are in compliance with the dress code.
- Violation of the dress code may result in disciplinary action and require the parent to take proper clothing to IWA.
- Clothing should have no logos or labels other than the approved IWA logos.
- Pants/jeans may not be cut at the seam/s or frayed in any way.
- Clothing that is NOT allowed includes shorts (including Bermuda shorts), cargo pants, low-rise pants, stretch or tight (skinny)

jeans, baggy pants, faded jeans, ripped or torn jeans, and other clothing items that are not listed but are deemed inappropriate by the administration.

- Boots may be worn only with administrative permission on cold weather days.

Girl's Acceptable Uniform Shoes: Samples



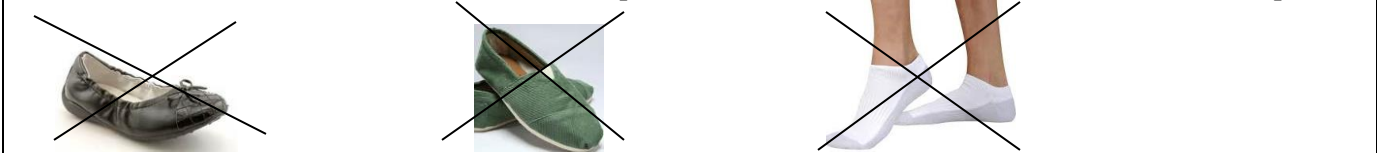
Boy's Acceptable Uniform Shoes: Samples



Acceptable Uniform Socks for boys and girls



NOT PERMITTED SHOES AND SOCKS: Samples NOT PERMITTED SHOES AND SOCKS: Samples



Girl's Daily-wear Uniform

- Plaid skirt, as approved by IWA. The plaid culottes skirt may not be worn.
- The length of the skirt must be NO HIGHER THAN THE TOP OF THE KNEECAP.
- The skirt's waistband must be visible and at the natural waist.
- Solid red, white, or navy polo-style shirt with the traditional logo.
- Shirts must be tucked in at all times.
- If worn, only a solid white undershirt is permitted.
- Solid white socks that measure at least 2" above the ankle bone, "Bobby" socks, crew socks, or knee-high socks.
- Solid black or solid dark brown leather or faux-leather closed-toe flat shoes. Shoes made of canvas or cloth are not permitted.

Girl's Mass Uniform

- Plaid skirt (see Girl's Daily-wear Uniform). The plaid culottes skirt may not be worn.
- Solid white button-down oxford blouse with the traditional logo.
- Blouse must be tucked in at all times.
- Long-sleeves must be kept extended to the wrist and buttoned.
- Red hair accessory at least 1/2" wide, such as a lengthy ribbon, a headband, a bow, etc.
- Solid white socks that measure at least 2" above the ankle bone, "Bobby" socks, crew socks, or knee-high socks.
- Solid black or solid dark brown leather or faux-leather closed-toe flat shoes. Shoes made of canvas or cloth are not permitted.

Girl's AND Boy's Spirit Uniform

- Only school-spirit T-shirt, with athletic logo.
- Regular, classic, non-faded, non-decorated, non-ripped blue jeans with pockets.
- NO "SKINNY" JEANS. NO TIGHT JEANS. BOOT-CUT JEANS ARE RECOMMENDED FOR GIRLS.
- Solid brown or black belt with a small buckle. No spikes or other ornaments on the belt.
- Socks.
- Tennis shoes.
- Jean / pant legs may not be rolled to create a cuff.

Boy's Daily-wear Uniform

- Khaki pants (no other color). No pants made of denim fabric.
- The pants' waistband must be visible and at the natural waist.
- Solid brown or black belt with a small buckle.
- Solid red, white, or navy polo-style shirt with the traditional logo.
- The shirt must be tucked in at all times.
- Only a solid white undershirt is permitted.

- Solid white socks that measure at least 2" above the ankle bone or white crew socks.
- Solid black or solid dark brown leather or faux-leather closed-toe flat shoes. Shoes made of canvas or cloth are not allowed.

Boy's Mass Uniform

- Solid navy pants. No pants made of denim fabric.
- The pants' waistband must be visible and at the natural waist.
- Solid brown or black belt with a small buckle.
- Solid white button-down oxford shirt with the traditional logo.
- Shirt must be tucked in at all times.
- Long-sleeves must be kept extended to the wrist and buttoned.
- Only a solid white undershirt is permitted.
- Solid RED tie, as approved by the administration.
- Solid white socks that measure at least 2" above the ankle bone or white crew socks.
- Solid black or solid dark brown leather or faux-leather closed-toe flat shoes. Shoes made of canvas or cloth are not allowed.

Cold Weather Uniform

- Hooded jackets of any type are not allowed IN THE CLASSROOM, even if they have the IWA logo.
- Only school-approved jackets may be worn in the classroom:
 - ✓ IWA red and white zippered windsuit jacket with the sport logo.
 - ✓ Solid red sweater or jacket that has only the IWA logo; no other logos or designs of any kind/size are allowed.
- Unless otherwise designated, jeans may be worn ONLY on days when the anticipated high temperature will be below 40 degrees. The regularly scheduled shirt for that day will be worn.
- Solid dark blue or solid black ankle-length leggings or tights may be worn ONLY on days when the predicted high temperature will be below 40 degrees.
- The student may wear a solid dark red, white, or dark blue long-sleeve undershirt.

Dress Other than Uniform (Including dress for social events, spring pictures, class picture, etc.)

Rules for dress code include, but are not limited to, the following:

- IWA Middle Level uniform clothing may be worn, as directed in the handbook.
- No skinny jeans; no tight-fitting jeans.
- Clothes should be neat, modest, and tasteful.
- Shirts / blouses must fit properly; they must not be oversized or tight fitting.
- Shirts / blouses / dresses must have sleeves. Cap-sleeves, tank tops, halter tops, spaghetti straps, or sleeves with cut-out openings may be worn only under a jacket, shrug, or other acceptable outer layer.
- Full-length jeans, slacks, or Capri pants (mid-calf) are permitted. Jean / pant legs may not be rolled to create a cuff.
- Only regular, classic, non-faded, blue jeans with pockets may be worn on approved days and to approved events.
- Shoes must be worn at all times. Exceptions are allowed only with administrative permission.
- Shirt and blouse long sleeves must not be rolled up or tucked under.
- Only solid white t-shirts may be worn under uniform clothing.
- Only spirit t-shirts are allowed, and only on specific days.
- Wellness shorts are allowed, and only in wellness classes or athletic events.
- The midriff must always be covered by clothing.
- Modest dresses and blouses without low necklines may be worn.
- Sheer fabric clothing is not allowed without appropriate lingerie worn underneath.
- Only clothing that is not torn, tattered, faded, or shows excessive wear may be worn.
- Heels of girl's shoes must be no more than 1½ inches high, and are to be worn only on special occasions such as to social events, with administrative approval.
- Clothing with advertising slogans, suggestive or offensive writing, pictures, emblems, or symbols are not allowed.
- Boots may be worn only with administrative permission on cold weather days.

GROOMING AND ACCESSORIES

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

- Hair must be neatly groomed.
- Boy's hair must be cut so that it is above the shirt collar, above the eyebrows, above and around the ear, and does not cover the ear. Male participants in sports are expected to have hair cut as directed by the athletic department.
- Any extreme hairdo, including hair coloring, partial shaving, or lining of the head, is not permitted.
- Makeup is not permitted.
- Girls are allowed to wear only clear or nude, non-distracting nail polish.
- False nails or eyelashes are not permitted.

- Earrings are allowed only on females: only one set of identical small stud earrings may be worn, one earring per earlobe. The earring must not reach below the lobe of the ear. No other styles of earrings may be worn.
- Only two bracelets **OR** a watch / bracelet combination per wrist are allowed. The bracelets or watch / bracelet combination are not to exceed a total of one inch [1"] in width.
- All boys must be clean-shaven.

DISCIPLINE

IWA encourages students to be self-disciplined, respectful, responsible, and accountable.

The school establishes rules for the following reasons:

- To provide an orderly environment that is conducive to learning.
- To protect the rights of all students.
- To encourage positive behavior and individual development.

Promotion of Christian behavior helps prepare students to be responsible citizens and strong leaders.

Violation of any rule, guideline, or policy— whether or not it is directly expressed in the handbook—will result in disciplinary action.

DISCIPLINARY MEASURES

from Central Office

Suspension: In-School Suspension (ISS) or Out-of-School Suspension (OSS). 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.

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.

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

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

- 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.
- Acts of theft or vandalism against the school, school property, or the personal property of a teacher or student.
- Excessive absence from school, whether or not it detracts from the student's academic performance.
- Repeated truancy.
- 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).
- Violation of the *Standards of Academic Integrity or Honor Code* published in this handbook.
- A second suspension in one year, whether or not the student has been placed on disciplinary probation.
- 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).
- Conduct inside or outside of school that is detrimental to the reputation of the school or demeaning to the individual.
- Words or actions of a seriously unethical nature.

BEHAVIOR: STUDENT BEHAVIOR

The administrators reserve the right to determine the suitability of any action that may be considered inappropriate student behavior, whether or not the behavior is specifically listed in the handbook.

- Students are expected to conduct themselves in an orderly manner at all times and in all places when in school or at school functions.
- Rules for conduct are in accordance with policies established for Catholic education and Incarnate Word Academy.
- Rules apply to all students and must be observed while in school, on school grounds, in facilities rented or loaned to the school,

and at all school-sponsored activities.

Unacceptable personal conduct may result in, but not be limited to, the following disciplinary action/s:

- Disciplinary Notice
- In-school Suspension (ISS)
- Out-of-school Suspension (OSS)
- Probation
- Home Study
- Expulsion

BEHAVIOR: MINOR OFFENSES

Minor offenses may result in a Disciplinary Notice or In-School Suspension (ISS).

MINOR OFFENSES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Entering a classroom when no teacher/administrator/employee is in the room.
- Use of any type of permanent marker or liquid white out in the classroom or on campus, without teacher supervision.
- Wearing attire that is inappropriate (see Dress Code).
- Disruption of classroom activity including, but not limited to, talking, leaving one's seat without teacher permission, and/or not following class rules.
- Tardiness
- Possession by a student of an electronic device. (An electronic device may include, but is not limited to, iPhone, iPod, CD player, cellular phone, electronic book reader [eBook], and/or other hand-held electronic devices.)
Note: An electronic device is allowed on campus only after permission has been granted by a member of the faculty, staff, or administration. Use of the electronic device is allowed only in the class/area for which permission was granted. While on campus, the electronic device must remain stored in the student's locker, except when it is used in the class/area for which permission was granted.
- Chewing gum.
- Eating, except in the designated eating areas.
- Wearing of makeup by any student.
- Off-campus misbehavior that reasonably may be shown to interfere with schoolwork, impair school discipline, or disrepute IWA or any of its personnel in any way.
- Confiscated Electronic Devices
Items such as cell phones, iPhones, iPads, and etcetera, which are taken from a student, may be returned at the principal's discretion to the parent/guardian at a time determined by the administrator. A second offense may warrant that the device will not be returned.

BEHAVIOR: SERIOUS OFFENSES

Serious offenses may result in ISS, OSS, or expulsion. Serious offenses include, but are not limited to, the following:

Truancy

Behaviors that constitute truancy are listed below; however, other behaviors may also be determined as truancy, which is a serious offense.

- A student does not remain on the middle level campus school grounds until properly dismissed.
- A student leaves the middle level campus without permission.
- A student is on the high school campus while not attending a class scheduled at the high school and is there without expressed permission from the middle level office.

Electronic Communication

A student whose electronic communication or photos/images include defamatory comments regarding IWA, its faculty, or fellow students will be liable for disciplinary action.

Public Display of Affection (PDA)

Any public display of affection, such as holding hands, hugging, etc., is not permitted at IWA Middle Level.

BEHAVIOR: MAJOR OFFENSE—HARASSMENT

from Central Office

Harassment is a major offense that may result in ISS, OSS, or expulsion and notification of law enforcement officers.

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

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

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,
- Submission to or rejection of such conduct by an individual is used as the basis of employment decisions or awarding of a grade,
- Any conduct of a sexual nature is committed between an employee and a student,
- 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 (electronic) 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.
- Inappropriate communication via electronic device(s).

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

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

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

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

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

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

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

If, after the investigation is complete, the Principal / President with the School Attorney's assistance and advice 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 has already notified the appropriate officials about child abuse, he/she shall report any additional information the investigation uncovers.

Incarinate 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.

BEHAVIOR: MAJOR OFFENSE: BULLYING AND CYBERBULLYING

from stopbullying.gov

Bullying and cyberbullying are major offenses that may result in ISS, OSS, or expulsion and notification of law enforcement officers.

Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Those who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes: teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes: leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes: hitting/kicking/ pinching, spitting, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, iPhones, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

- Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.
- There are various types of cyberbullying, including but not limited to, harassment, denigration (to attack the character or reputation of), flaming (an online argument that becomes nasty or derisive), impersonation, outing/trickery, and cyberstalking.

BEHAVIOR: ANTI - INTIMIDATION AND ANTI - BULLYING

from Central Office

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 members 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, overtly or subtly (in person or via electronic or other means) toward 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, suspension, or expulsion.

Major offenses may result in ISS, OSS, or expulsion and notification of law enforcement officers.

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

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

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

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

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

*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.

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

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

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

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

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

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

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

Role of Parents. The appropriate role of parents is to require their children to both comply with school policies and cooperate fully with deterrence measures. Parents also bear responsibility for ensuring that their children are protected from unchaperoned parties or any

social setting where drug, alcohol and tobacco use is likely. It is unrealistic to expect that Incarnate Word Academy can regulate the behavior of students at parties and other gatherings that are held off-campus and that are not sponsored or supervised by the school.

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

BEHAVIOR: OTHER MAJOR OFFENSES

Major offenses may result in ISS, OSS, or expulsion and notification of law enforcement officers.

Major offenses include, but are not limited to, the following:

Fighting

Behaviors that constitute fighting include, but are not limited to, the following:

- Oral or physical confrontation between students or with a teacher, including engaging in a quarrel/argument/conflict.
- Attempt to harm another person.
- Physical contact in jest, in horseplay, etc.

Theft

Theft is the taking without permission of any item that belongs to any entity or to anyone other than the student who is in possession of such item.

Electronic Devices

Misuse of any electronic device, including personal cell phones, computer equipment, or Internet access will result in disciplinary action. (Read carefully the IWA Acceptable Use Policy.)

Weapons

A weapon is any instrument or device that can be used to threaten, attack, hurt, or take the life of another person.

IWA expressly prohibits the use, possession, sale, or discharge of weapons or explosive devices in any area of the school campus or at any school-sponsored activities, regardless of location.

Gangs

A gang is any non-school-sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior, or whose action threatens the welfare of others.

If a student is suspected of, identified as, shows interest in, participates in, initiates, or is approached for any gang-related activity, serious disciplinary action will be taken, and parent involvement will be mandated.

A student's participation and/or association in gang activity includes, but is not limited to

- Wearing, carrying, and/or displaying gang paraphernalia.
- Exhibiting behavior and/or gestures that symbolize gang membership.
- Initiating, organizing, and/or participating in gang-related activities.

Criminal Litigation

A student who has pending litigation of felony or misdemeanor charges may be suspended, at the discretion of the principal, until a hearing is held.

Conviction of a student may result in suspension or expulsion.

BEHAVIOR: ACADEMIC INTEGRITY

from Central Office

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

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

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

- Copying homework or other assignments for/from another student, including study guides.
- Allowing another student to copy homework or assignments.
- Having, using, or attempting to use unauthorized aids (books, notes, "cheat sheets," calculators, and other electronic aids or persons) on tests, quizzes, homework, papers, or projects.
- Writing formulas, notes, codes, or answers on desk, paper, hands, or clothing to be used or actually used on the assignment or test.
- Using a cell phone during a testing session.
- Using a cell phone or any electronic device without teacher permission, in class or during a testing session. *(Middle Level)*

- Copying answers from other students during a test, with or without the students' knowledge.
- Giving unauthorized assistance to other students during a test.
- Plagiarizing: representing in writing the thoughts or ideas of another as if they were one's own, without giving credit to the original author; the wholesale copying of an author's work into one's own without citation; evidence of plagiarism may be determined through Turnitin.com (20%+ excluding quotations and works cited) or by other provable means.
- Unauthorized possession of a copy of a test, answers to a test, or other teacher materials
- Distribution of unauthorized copies of tests, answers to a test, or other teacher materials
- Attempting to deceive by changing a test paper that was previously graded.
- Forgery in connection with academic endeavors or school procedures.

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

Penalties for cheating / plagiarism include, but are not limited to, the following:

- Each student will receive a zero for the assignment/s.
- Each student may fail the class.

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.

GRIEVANCE PROCEDURE

The following procedure must be adhered to in order to resolve a grievance:

- Level One: Present the grievance to the appropriate personnel.
 Level Two: Present the grievance to the principal, if the grievance was not resolved at Level One.
 Level Three: Present the grievance to the IWA President, if the grievance was not resolved at Level Two.

LITIGATION

Should a disagreement between the parents and the school result in litigation, parents will be asked to withdraw the student from school during the period of litigation.

FACILITIES

Care of the School

- Each student is expected to cooperate in the general maintenance of all IWA campus facilities. Non-compliance will result in disciplinary action.
- Desks, other furniture, boards, and bulletin boards should not be defaced in any way.
- Use of any type of permanent marker or liquid white out is not allowed in the classroom or on campus, without teacher supervision.
- Eating and/or drinking are not allowed in the school buildings or school grounds, except in the cafeteria or designated areas.
- Gum chewing is not allowed on campus at any time.
- Classrooms should be maintained in an orderly manner, with student assistance.
- Trash cans should be used in the classroom and throughout the campus to assist in maintaining a clean campus.
- Lockers issued to students must be kept clean and should be used to store school materials.
- Lockers may be inspected by school personnel at any time.
- Defacing or damaging any school property, such as walls, columns, restroom stalls, etc. will result in disciplinary measures.

Cafeteria (Angel Avenue)

- The cafeteria is the school's designated and supervised area for eating.
- Good manners and appropriate behavior in the cafeteria must be observed at all times.
- Students may purchase breakfast before 7:50 a. m. and lunch may be purchased during the lunch period.
- Students may purchase a cafeteria meal/s or bring a packed lunch.
- Students may charge cafeteria lunches, based on the policy adopted by the cafeteria management.
- A parent may make arrangements to have lunch on campus with his/her child. Parent/s and all visitors must check in at the front office upon arrival to the campus.
- Parents are asked not to take meals purchased from outside the IWA campus to the cafeteria unless given prior permission by the administration. A parent may make arrangements to provide only his/her child with a non-cafeteria lunch and to remain in the cafeteria to have lunch with his/her child. Lunch for any other student/s is not allowed unless prior arrangements and approval are made with the administration.
- In awareness of world hunger and poverty, IWA strongly encourages students to eat the food they buy or bring for lunch.
- Parents will be notified if their child is observed not eating.

Dougherty Center (DC)

- Students are not allowed in the DC without proper adult supervision.
- Use of the DC at times other than daily scheduled activities must be approved by the middle level principal and Central Office. A building-use fee is assessed for the use of the DC by entities outside of the IWA school system.

Library

The library is located in the high school building and is available for student use between 7:30 a. m. and 4:00 p. m. For further information, call 883-0857 ext. 124. A quiet atmosphere should prevail throughout the library.

- Reserved books / magazines may be checked out at the end of the day and returned before the first class in the morning.
- Books and other library materials must be checked out at the front desk; materials are checked out for a two-week period.
- Fines are assessed for, but not limited to, library materials that are overdue, damaged, or lost.
- Library fines must be cleared by the end of each grading period or the student's report card, transcript, and/or yearbook will be withheld until the fine/s are paid/cleared.
- The library provides the following for instructional use:

Audio-visual equipment (library use only)	Periodicals
Books for general reading	Reference books (library-use only)
Magazines (library-use only)	Soundproof conference / study rooms
Instructional materials center	Student computers with access to eBRARY

SCHOOL – SPONSORED ACTIVITIES (Non-athletic)

- Classes, clubs, and school organizations conduct various school-sponsored student activities.
- Parents should be aware of the end-time of a function so that the child may be picked up on time.
- At school functions such as socials, compliance to dress code is required of middle level students, unless otherwise indicated by the activity's sponsor.
- Students not dressed appropriately will not be allowed to attend the function.
- Students may not leave and then re-enter a school-sponsored activity.
- IWA is not responsible for students once they leave the activity.
- The class/organization which sponsors the event will provide chaperones and security.
- The class/organization which sponsors the event is responsible for the required utilities fee and facility clean up.

Assemblies

- Students will report to the designated area in a quiet and orderly manner.
- Students will sit in the section designated for their grade level or group.
- Students are expected to be courteous and to respond in a manner appropriate for the occasion.

Field Trips

- IWA sponsors field trips in order to provide opportunities for students to pursue special interests, to enhance classroom experiences, to experience new activities, and/or to develop special talents.
- Approval of field trips and individual student participation is at the discretion of the principal.
- An official permission form must be signed by the parent/guardian before a student is allowed to attend a field trip.
- Verbal permission, permission via phone, and photocopied permission slips will not be accepted.
- Absence because of medical reasons on the day before a field trip may exclude the student from a field trip.
- Student behavior, excessive absences, and/or excessive tardiness may exclude a student from a field trip.

ELIGIBILITY, ATHLETIC AND EXTRACURRICULAR ACTIVITY

from Central Office

The student must show evidence of academic eligibility on their progress report and quarter report grades in order to remain eligible for the activity.

Academic Failures: A student who fails up to two full-year courses (or the equivalent) must successfully complete these courses in summer school before being readmitted in the fall. A student who fails more than two full-year courses (or the equivalent) may not return to Incarnate Word Academy for the next school year. A student who gives evidence of consistently poor performance during the school year—as reflected, for example in quarterly grades—may be placed on probation for the remainder of the year. If no improvement is shown may be asked to withdraw from IWA.

ACADEMIC ELIGIBILITY

from Athletic Department

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 to 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 their eligibility and excel academically.

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 study hall during athletics and after school tutoring until the end of the probationary period. (Refer to sit out periods below).
3. Any student-athlete with consecutive failures may be removed from athletics at the administrator's discretion.

Eligibility Based on Progress Reports and Report Cards

ACADEMIC ELIGIBILITY IS DETERMINED ON THE DAY OF PROGRESS REPORTS AND ON THE DAY OF REPORT CARDS, WITHOUT EXCEPTION.

1. Monitoring of academic eligibility begins at the end of the first quarter. After the end of the first quarter, academic eligibility is monitored on the day of progress reports and the day of report cards.
If a student is not academically eligible on the day of progress reports and/or report cards, the student is ineligible to participate in athletic competitions until the next monitoring day.
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. A failing average is a grade of 69 or below.
4. Ineligible student-athletes will be required to attend tutoring during athletics and after-school tutoring until the end of the probationary period.
4. Failure to become eligible during the probationary period will result in ineligibility for the remainder of that quarter.
5. Any student-athlete who continues to fail may be removed from athletics at the discretion of the Administration.

Progress reports will be available via the ParentsWeb on the following days:

September 7, 2018 November 8, 2018 February 7, 2019 April 18, 2019

Report Cards will be available via the ParentsWeb on the following days:

October 11, 2018 January 11, 2019 March 22, 2019 June 5, 2019

Parents who do not have access to ParentsWeb should contact the office to make arrangements to receive a copy.

ATHLETICS

from Central Office

The IWA athletic program is for students who wish to participate in extra-curricular team sports. The athletic program should not interfere with the student's academic progress.

- Prior to joining a team, the student must have the principal's approval, based on behavior, academic effort, and achievement.
- Each student is required to sign an athletic contract to participate in the athletic program.
- The contract details specific requirements and consequences, as well as attendance requirements for practices and/or games.
- Academic and conduct grade requirements apply to all students in the athletic program, including managers/scorekeepers/etc.
- It is the responsibility of the parents and the athletic department staff to monitor each student's academic progress.
- ACADEMIC ELIGIBILITY IS DETERMINED ON THE DAY OF PROGRESS REPORTS AND ON THE DAY OF REPORT CARDS, WITHOUT EXCEPTION.
- Each athlete's grades are tracked, beginning with the end of the first grading period and then throughout subsequent grading periods.
- Any student who is failing for two consecutive monitoring periods will be ineligible to participate for the remainder of that sport's season.
 - An athlete with a grade below 75 in any core subject is required to attend after-school tutoring for each of those subjects.
 - The athlete must inform the Athletic Director (AD) and/or coach about the planned tutorials so that the AD or coach can assist in monitoring each student's progress.
 - During the probationary period, tutoring is mandatory. The athlete must continue to practice with the team, but he/she is not allowed to wear the team uniform, travel with the team, or sit with the team at games/sports events.
 - If after the probationary period, the athlete is still not passing the course/s that had been failed, the athlete becomes ineligible for the remainder of that grading period and/or sport.
- Conduct grades must be maintained at a Satisfactory (S) level in each course.
 - A grade of Unsatisfactory (U) will result in a two-week probationary period. During this time, the athlete must continue to practice with the team, but he/she is not allowed to wear the team uniform, travel with the team, or sit with the team at games/sport events.
 - The athlete must improve the conduct grade to an (S) by the end of the probationary period or he/she becomes ineligible for the remainder of that sport's season.
- Each student who participates in athletics must have health insurance and pass the basic physical exam required by TAPPS.
- An athlete may be removed for "just cause" from a team or a game by a coach after consultation with the AD, principal, or administrative personnel.
- Athletes who are not picked up fifteen minutes after practice has ended will be required to go to After-school Care and parents will be charged accordingly.
- An athlete who receives ISS or OSS will be suspended from the team in which he/she is participating for the equal number of

days he/she is assigned to ISS or OSS.

- A student, who fails one or two classes in a school year, must successfully complete these courses in summer school in order to be eligible to participate in extracurricular activities the following school year. The student must show evidence of academic eligibility on their progress report and quarter report grades in order to remain eligible for the activity.
- A student must 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.

EXTRACURRICULAR CLUBS AND ORGANIZATIONS

A student must show evidence of academic eligibility on their progress report and quarter report grades in order to join and remain eligible for the activity.

Participation in any club, team, or organization is a privilege, not a right.

Loss of membership will result at the discretion of the administrator or the administrator and the sponsor/advisor/coach from an infraction or violation of club/team/organization policy and/or school policy,

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

Fundraising at IWA Middle Level is only for school clubs and organizations. Fundraising of any type for any organization(s) or person(s) other than those directly related to IWAML is forbidden. Violation of this rule will be dealt with by the administration.

Geography Club Membership is open to all students.

- The purpose of the Geography Club is to learn geographic concepts and skills through game playing and puzzles
- Club activities may assist the student to prepare for competition in the National Geographic Society Geography Bee.

Spanish Club Membership is open to all students.

- The Spanish Club provides students an opportunity to practice speaking Spanish and to learn more about Spanish-related cultural aspects, including attendance and participation in related activities with the community.

Junior Engineering and Technology Society (JETS) Membership is open to all students interested in using math to solve practical problems.

- Members do not need a high aptitude in math.
- JETS emphasizes the creative, logical, and problem-solving aspects of mathematics.
- Members work on engineering projects such as designing a bridge, exploring new technology in the study of math, and working cooperatively to solve design problems.
- Members learn to prepare for math and design contests.
- Field trips to engineering sights may be conducted.

National Junior Honor Society (NJHS) Membership is based on specific criteria and conveyed by the NJHS Faculty Council.

- Students do not apply for membership to NJHS; candidacy for membership is conveyed only after specific criteria have been met.
- To be eligible for candidacy, the student must be a member in attendance in the seventh or eighth grade class for at least the full semester prior to the new membership process.
- **Scholarship:** A student who has an unweighted calculable grade average of 95.0 in each of quarters 1, 2, and 3 meets the scholarship requirement for candidacy. Scholarship is based on the core academic classes of English, math, history, science, religious studies, and for 8th graders, communication applications (speech).
- A student who meets the scholarship requirement is then eligible for further consideration for candidacy, based on verifiable demonstration of service, leadership, character, and citizenship.
- A conduct grade that is lower than S (Satisfactory) in any class, and for any grading period, may be cause for a student to be ineligible for candidacy or membership. Such cases will be reviewed by and decided upon by the Faculty Council.
- The NJHS Faculty Council
 - Carefully examines each candidate's application.
 - Evaluates each candidate's participation in leadership, service, citizenship, and character.
 - Determines if the student is granted membership in NJHS.

Student Council Membership is open to all students who meet the academic and conduct criteria.

- Participation in Student Council is a learning opportunity for young people.
- Its members are elected by the student body to represent their respective grade levels.
- Student Council provides an opportunity for school involvement, for developing commitment in citizenship, and for growth in scholarship, leadership, human relationships, and Christian and cultural values.
- Officers of student council are selected by votes from the student body. The president must be an 8th grader; the vice president must be either a 7th or 8th grader; all other offices may be held by 6th, 7th, or 8th graders.
- To participate in student council, the student must have and maintain a minimum average of 80 in each of the core academic classes (English, math, history, science, religious studies, and 8th grade communication applications).

- Each student's conduct is taken into consideration prior to being for membership in student council. To be eligible, a student is allowed two I's. If a U is received, the student is ineligible for membership.
- The goals of the Student Council are the following:
 - To model and build Christian attitudes and values in the school community.
 - To develop good leadership qualities.
 - To build a sense of community.
 - To encourage an attitude of service.

Chess Club Membership is open to all students.

- Members are encouraged to develop the skill of playing chess and learning strategies for playing the game.

Yearbook Club Membership is open to all students.

- Members are encouraged to develop the skills necessary to produce a school yearbook.

RELEASE OF STUDENT INFORMATION	<i>from Communications Department</i>
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2018-2019 Release of Student Information PARENT ACKNOWLEDGEMENT - RELEASE OF STUDENT INFORMATION

Incarinate 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

Incarinate 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.

OFF-CAMPUS CONDUCT	<i>from High School Handbook</i>
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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.

PARENT AND STUDENT ACKNOWLEDMENT - ACCEPTABLE USE POLICY

The Incarnate 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, tablets, mobile devices, 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, tampered with, misused, vandalized, 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. This includes, but is not limited to, cloud storage accessed through the Incarnate Word Academy network.

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.