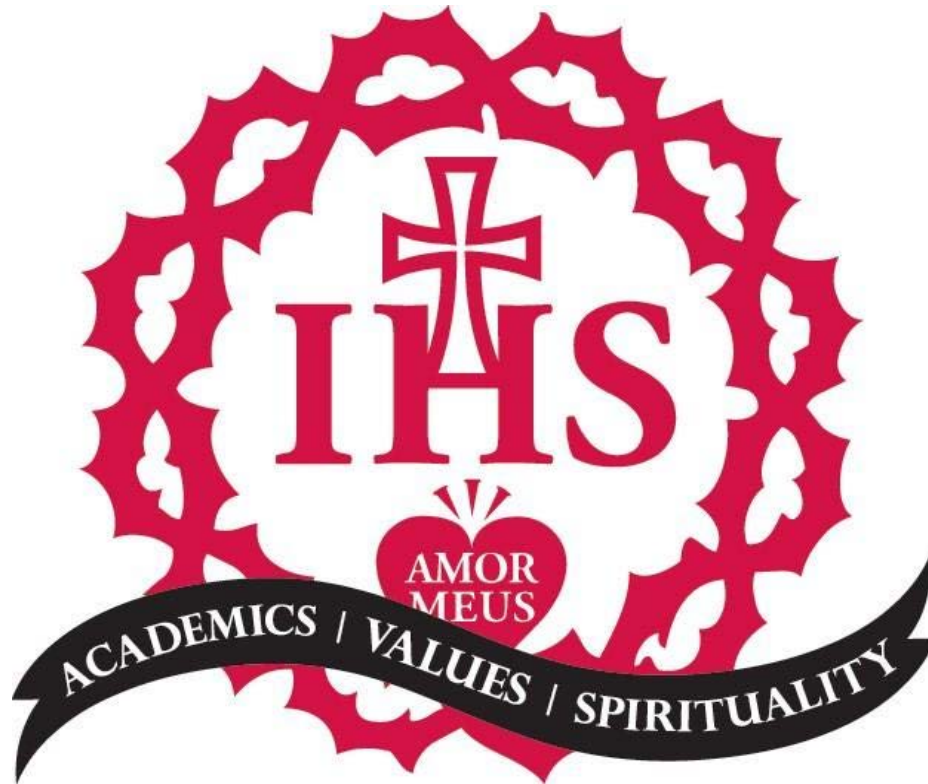


# **Incarnate Word Academy**

A Catholic College Preparatory High School for Young Women  
Since 1873



## **Student & Parent Handbook 2019 – 2020**

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Houston, TX 77002  
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[www.incarnateword.org](http://www.incarnateword.org)

## **Incarnate Word Academy Information**

**Sister Lauren Beck, C.V.I.**

President

**Dr. Mary Aamodt**

Principal

**School Colors**

Red & White

**School Mascot**

Falcon

**School Song**

*We hail thee alma mater; We  
offer thee our song.*

*Incarnate Word our beacon,  
Can we be aught but strong.*

*With red and white our colors,  
The acorn emblem true,*

*IWA*

*We pledge today, Fidelity  
to you.*

**The school and/or the principal retain the right to amend this handbook for just cause. The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion. Parents will be given prompt notification if changes are made.**

*Revised June 2019*

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# **INCARNATE WORD ACADEMY**

## **History**

Incarnate Word Academy, a Catholic college preparatory high school for young women, was established in 1873 by the Sisters of the Incarnate Word and Blessed Sacrament. The religious order of the Sisters of Incarnate Word and Blessed Sacrament was founded by Jeanne de Matel in France in 1625. In 1853, at the request of Bishop Odin, the first bishop of Texas, the sisters came to the United States and settled in Brownsville, Texas. From that time on, additional foundations were made in Victoria and Corpus Christi, Texas.

In 1873, the Sisters began a foundation in Houston, Texas. The sisters arrived in Houston from Victoria on April 25, 1873 and moved into an abandoned Franciscan Monastery next to the old St. Vincent Church on Franklin Street. A chapel was erected on May 5, 1873. In November of that year, the sisters moved to 609 Crawford Street. Two months later, the sisters opened Incarnate Word Academy, Houston's first Catholic High School which has carried on its excellent tradition ever since.

In 1878, a state of Texas charter empowered Incarnate Word Academy to issue diplomas. Today, the Academy is fully accredited by AdvancEd and the Texas Catholic Conference Education Department. The Academy is also a member of the National Catholic Education Association.

Incarnate Word Academy, its governance and operation, is the direct responsibility of the Congregation of the Sisters of the Incarnate Word and Blessed Sacrament. The Congregation appoints and authorizes the President and the Principal of the school to carry out this responsibility. The Incarnate Word Academy Advisory Board assists in the continued growth of the school.

## **Mission**

Incarnate Word Academy provides young women with a Catholic college preparatory education helping them grow in their relationship with Jesus, the Incarnate Word and live according to His values.

## **Philosophy**

Incarnate Word Academy builds a foundation of academic acumen while recognizing a more comprehensive goal: empowering young leaders to be faithful, curious and empathic Women of the Word who live a spirituality based on Jesus, the Incarnate Word and desire to live according to his values.

IWA develops students who are inspired to affect positive change in the world. Our talented and compassionate teachers facilitate critical thinking and problem solving skills, which inspire students to love learning. Our students are challenged to think critically about their studies, the teachings of their faith, and the way they live their lives, using the reason endowed to each of them by God. They are encouraged to ask questions, such as, "What is Truth?" and "What is my purpose?"

The demand for the 21st century model of transformational servant leadership is growing. Our communities are hungry for competent, credible, connected citizens who can mobilize others to create significant positive change.

Answering this call, our students become bold, authentic, servant leaders to fill the growing demand for virtuous female voices. Guided by the Themes of Catholic Social Teaching, students work within the IWA community to foster a virtuous culture of service. They strive to become young leaders of faith, imitating Christ in their care, compassion, and sacrifice for the community. They learn the dignity and worth of each other and themselves by using their God-given gifts and talents to better the lives of others.

The experience they gain here they then take out to the larger community, being Christ, the Incarnate Word, to the world.

Moreover, the legacy of our foundress, Mother Jeanne de Matel, recognizes the desire for authentic leaders who act according to values originating from their faith. By responding to our baptismal call to be ministers of Christ, we aim to give our students the courage to virtuously uphold the life and dignity of the human person in whatever future vocational path they take, be it doctors, lawyers, teachers, or mothers. In an increasingly complex and rapidly changing world, we believe that leaders, who live a life centered on values, will be fully equipped with the tools to make sound moral and ethical decisions and positively impact their communities.

We believe that an excellent education must exist in a context of spiritual growth and a commitment to serve others. Our students are spiritually nurtured and nourished by the charism of the Sisters of the Incarnate Word and Blessed Sacrament, which is to be the presence of Jesus in the world today. They are surrounded by the signs and symbols of our faith and the history of the Sisters. The students participate in the liturgy of the Church, with special importance given to the celebration of the Eucharist. Formation of the spirit also takes place in the personal relationships that make up our community, relationships marked by mutual respect and compassion.

## **Profile of an IWA Graduate**

### **Academics**

A Woman of the Word is eager, curious and recognizes that her days at the Academy are just the beginning of her lifelong journey as a learner. She tries her best, stays positive and shows integrity, even when something is challenging. A Woman of the Word knows that the real value of her education is found in the critical thinking, collaboration and problem-solving skills that she will use to identify a problem and develop tomorrow's extraordinary solutions. A Woman of the Word seeks out diverse ideas, recognizing that understanding perspectives different than her own yields empathy and compassion.

### **Values**

A Woman of the Word graduate is empowered as a bold, authentic servant leader with a first instinct to serve. She looks beyond herself and naturally finds opportunities to be there for others, impacting the community both within and outside IWA. A Woman of the Word can confidently articulate her story, advocating for herself and leveraging her experiences and strengths. She courageously leans into fear, and when she stumbles, she reflects, adjusts her approach and perseveres. When she thrives, she celebrates her successes while still humbly acknowledging that her accomplishments are through the support of many.

### **Spirituality**

An IWA Graduate is grounded in the spirituality of the Incarnation, which is found in the Scriptures, Catholic theology and Christian Spirituality. A Woman of the Word realizes that her relationship with Jesus, the Incarnate Word, develops over a lifetime and is nurtured by prayer. She understands that being in relationship with Jesus, the Incarnate Word, also means embracing and living according to His values found in the Gospels. A Woman of the Word is united in a sisterhood of women who seek truth, beauty and goodness.



# **ADMISSIONS POLICIES & PROCEDURES**

## **Admission of New Students**

Incoming students are accepted on the basis of a completed application, an official academic transcript, standardized test results, a copy of the most recent report card, Principal/Counselor/teacher recommendations, entrance exam results (HSPT or ISEE) for 9<sup>th</sup> grade applicants only, and an application fee. 9<sup>th</sup> grade applicants from public middle schools must provide state mandated state testing results. In addition, transfer applicants are required to have a personal interview and will be considered for acceptance if there are openings in that particular classification. After receipt and review of all documents, the Admissions Office notifies the applicant of her status. New students are under academic, attendance, and discipline evaluation during their first semester at IWA.

## **Non-Discrimination Policy**

Incarinate Word Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **Registration of Students**

Current students are not automatically accepted into the next grade. They may be denied registration for academic or disciplinary reasons. Registration for the following academic year takes place during the second semester. All returning students complete a contract and pay a non-refundable registration fee to be considered registered for the next academic year. Students will not be issued a schedule until the student is registered. Additionally, students will not be eligible for student organizations for the following year.

## **Student Withdrawal**

Enrollment at Incarnate Word Academy is considered to be for the full year. Parents or guardians who consider a withdrawal must meet with their daughter's counselor. See financial information page.

## **School Visits and Tours**

School visits for prospective students must be coordinated through the Admissions Office.

# **ACADEMICS**

## **Academic Communication**

Although Incarnate Word Academy endeavors to establish a harmonious Christian atmosphere within its school, it recognizes that misunderstandings or differences of opinion sometimes occur. In keeping with the Catholic Church's principle of subsidiarity, students, parents, guardians, teachers and staff are encouraged to address a situation at the level at which the situation occurs. Persons having a concern with another individual should go directly to that person; problems should be solved at the lowest level whenever possible. No response will be made to an anonymous message.

At times, parents may have questions or concerns they wish to review with a teacher or staff member. The following guidelines are to be used for the process:

- To allow the student to advocate for herself, the student should first contact the faculty or staff member directly.
- If the issue is not resolved, the parent should then contact the faculty or staff member directly. In all cases, allow the faculty or staff member reasonable time to address the concern or question.
- Only after discussing the question or concern with the teacher or staff member directly, the student or parent may then contact the Dean of Students or Academic Dean.
- If the concern is not satisfactorily addressed by the Dean, the parent may appeal to the Principal. An appeal must be submitted in writing to the Principal within ten working days of the incident.
- If the concern is not satisfactorily addressed by the Principal, the parent may appeal in writing to the President within ten working days of the Principal's response. The President's decision is final.

### **Academic Ineligibility**

The following criteria make a student ineligible to participate in athletics, cheer, dance team, drama productions, and the STHS athletic trainer program, including practices and rehearsals, effective the Monday following the issuance of a quarter report cards:

- Receives one F (69 or below)
- Receives more than one D (70-74)

Students cannot participate or tryout during their period of academic ineligibility for any of the above programs. Students will be re-eligible when they meet the academic criteria on a following quarter report card. Students not meeting the eligibility requirements at the completion of 4<sup>th</sup> quarter will be ineligible to try out for or participate in 1<sup>st</sup> quarter athletic programs during the next school year.

Seniors who fail any course during the fall semester of their senior year are ineligible to participate in athletics during the spring semester.

### **Academic Probation**

Students who are failing two courses at the end of the semester will be placed on academic probation for the following semester. If at the end of the probationary period, the student is still failing courses, she may be subject to required withdrawal for poor academic performance. Students who fail three or more courses at either the end of the semester or the end of the academic year will be reviewed by the Academic Review Committee and are subject to withdrawal from the school.

Other possible reasons for being placed on academic probation include, but are not limited to the following: a GPA lower than a 2.0; excessive absences/tardies; and other instances at the discretion of the administration.

New students are under academic, attendance, and discipline evaluation during their first semester at IWA.

### **Assessments**

The purposes of assessments such as tests, quizzes, projects and papers are to evaluate a student's understanding of material and to communicate that level of understanding between the teacher, student and parent/guardian. All assessments should align with what is taught in class. While some assessments

may ask student to recall information, most assessments should ask students to create, analyze, synthesize or interpret content.

- Tests, projects and major papers will be announced at least three school days prior to the testing or due date.
- Teachers should choose another date if there are already three major assignments on a particular day for a large percentage of the same students.
- A student should have no more than three major assignments (tests, projects, papers, and quizzes requiring more than ten minutes). If this occurs, student should notify the academic dean. This request must be made at least 24 hours prior to the test or due date.
- Quizzes requiring less than ten minutes may be announced or unannounced.
- All assignments will be posted on MyHomework.
- Teachers are expected to share the evaluation of previous tests, quizzes and papers with students prior to giving a new assignment of the same type.

## **Classification of Students**

Sophomore classification requires at least seven credits; junior classification requires at least 14 credits; and senior classification requires at least 21 credits.

## **GRADING POLICIES**

### **Class Rank**

IWA is a non-ranking institution.

### ***Top 10%***

For college admission purposes, rising seniors in the top ten percent of their class will be notified by letter during the summer before their senior year. Cumulative GPA after six semesters is used to determine the top ten percent. A student must have been in attendance at Incarnate Word Academy for at least the two most recent consecutive semesters in order to be in the top ten percent. The school informs the Texas public institutions to which the student is applying if she ranks in the top ten percent.

### ***Valedictorian, Salutatorian and Graduates of Distinction***

The valedictorian, salutatorian, and graduates of distinction are determined after the first semester of the senior year. The student with the highest Ranking GPA computation and the second highest Ranking GPA computation (carried to three decimal places, if necessary) will be declared valedictorian and salutatorian, respectively. A student must have been in attendance at Incarnate Word Academy for at least five consecutive semesters in order to be declared valedictorian, salutatorian or a graduate of distinction.

### **Failures**

A student who fails to earn credit for a course required for graduation during the academic year must take a credit recovery course through an IWA-approved accredited program in order to return to Incarnate Word Academy the following year. Please contact the Counselor for a list of approved credit recovery programs. If a student fails a course, IWA will issue a letter outlining the courses failed at the end of each semester indicating the course(s) that must be taken through a credit recovery program, and this letter serves as the permit to enroll. The grades received from the credit recovery program will be recorded as credit indicating P (pass) or F (fail) and do not affect the student's GPA. The courses must be completed satisfactorily with a grade of 70 or above, and official documentation must be presented to the

counselor by August 1 of the upcoming school year. Students who have not successfully completed credit recovery by August 1 will not be eligible to return for the school year.

### **Grading Scale**

- A: 90-100
- B: 80-89
- C: 75-79
- D: 70-74
- F: Below 70

### **Grade Point Average (GPA)**

GPA is on a 4.0 scale with additional weight of 1.0 for honors and Advanced Placement (AP) courses. (Students can view Honors and AP course entrance requirements via the Course Catalog). Cumulative GPA is calculated starting with the student's first semester at IWA. The GPA listed on the student's transcript is her weighted cumulative GPA. Students can access their Cumulative GPA on Naviance and their semester GPA on their Report Card. If a student needs her unweighted GPA for application processes, she should contact the College Counselor.

### ***GPA Calculation***

1. Assign a point value to each semester grade following the table below. Add the resulting figures; the total is the *grade points earned* for that semester.

<b>Grade</b>	<b>On-Level</b>	<b>AP/Honors</b>
90-100	4.0	5.0
80-89	3.0	4.0
75-79	2.0	3.0
70-74	1.0	2.0
Below 70	0	0

2. The sum of the grade points earned is divided by the number of courses attempted for that semester. The result is the *grade point average (GPA)* for that semester.
3. Grade points for each semester are accumulated from the freshman year and divided by the total of the attempted courses to date. This computation gives the *cumulative GPA*, which can be found on the transcript. Summer school/transfer grades and credits are not used for the computation of the GPA. Additionally, courses taken for Pass/Fail are not used for the computation of the GPA. However, the courses are reflected in the accumulated credits earned. The cumulative GPA, as described above, is *not* the basis for determining valedictorian, salutatorian or graduates of distinction.
4. The cumulative GPA is used to report a student's position in her class (quintile) to colleges.
5. The cumulative GPA is calculated at the end of each semester.

### ***Ranking GPA Calculation***

The ranking GPA is used to determine the valedictorian, salutatorian, and graduates of distinction because it more closely discriminates between the differences in the grades than does the regular GPA

computation process. Weight is given to the grade according to the numerical value of that grade with a bonus given for honors/AP courses. For this calculation:

1. Assign a point value to each semester grade following the table below. Add the resulting figures; the total is the *grade points earned* for that semester.

Grade	On-Level Value	Honors/AP Value
100	4.0	5.0
99	4.0	5.0
98	3.9	4.9
97	3.8	4.8
96	3.7	4.7
95	3.6	4.6
94	3.5	4.5
93	3.4	4.4
92	3.3	4.3
91	3.2	4.2
90	3.1	4.1
89	3.0	4.0
88	2.9	3.9
87	2.8	3.8
86	2.7	3.7

85	2.6	3.6
84	2.5	3.5
83	2.4	3.4
82	2.3	3.3
81	2.2	3.2
80	2.1	3.1
79	2.0	3.0
78	1.8	2.8
77	1.6	2.6
76	1.4	2.4
75	1.2	2.2
74	1.0	2.0
73	.8	1.8
72	.6	1.6
71	.4	1.4
70	.2	1.2

2. The sum of the grade points earned is divided by the number of courses attempted for that semester. The result is the *ranking grade point average (GPA)* for that semester.
3. Grade points for each semester are accumulated from the freshman year and divided by the total of the attempted courses to date. This computation gives you the *cumulative Ranking GPA*. Summer school/transfer grades and credits are not used for the computation of the GPA. Additionally, courses taken for Pass/Fail are not used for the computation of the GPA. However, the courses are reflected in the accumulated credits earned.

### Grade Reports

The school year has two semesters with the dates of the reporting periods posted on the school calendar.

Each quarter grade is equivalent to 40% of the semester average, and the semester (final) exam is 20% of the semester average. Final averages are calculated at the end of each semester, and this final average is recorded on the student's transcript. Some elective courses do not have a final exam. In this case, the semester grade is an average of the two quarter grades.

Report cards are not mailed home. Rather, report cards are posted on NetClassroom at the end of each quarter, every nine weeks. It is the responsibility of each parent/guardian to monitor student progress on NetClassroom. Parents/guardians are encouraged to monitor grades throughout the quarter, not just at the time of report cards.

Report cards are blocked in NetClassroom until financial obligations are current. Transcripts are also withheld until financial obligations are met.

Grade reports will reflect the legal name of each student.

### **Honor Roll**

The honor roll at the end of each semester is based on the following grades:

- Principal's Honor Roll (GPA - 4.0 or higher)
- Honor Roll (GPA - 3.6 or higher). The student may not have any semester grade lower than a 78.

### **Incomplete Grades**

Students who receive an incomplete (I) grade on a report card must have assignments completed one week after the grading period ends. If this requirement is not met, the incomplete assignment grade will become a zero. Exceptions to this policy must have the approval of the Principal.

### **Late Work**

#### **For Freshman Classes:**

To help freshmen transition, freshmen may turn in homework assignments one calendar day late for half credit during first semester only. Homework turned in more than one calendar day late will receive a zero. Starting in second semester, no late homework will be accepted.

Major assignments (papers, projects, lab reports, etc.) will receive a 10% deduction if submitted one calendar day late and a 20% deduction if turned in two calendar days late. Major assignments turned in three calendar days late or later will receive a zero.

#### **For Sophomore, Junior and Senior Classes:**

To help build accountability and organization skills, no late homework will be accepted for credit.

Major assignments (papers, projects, lab reports, etc.) will receive a 10% deduction if submitted one calendar day late and a 20% deduction if turned in two calendar days late. Major assignments turned in three calendar days late or later will receive a zero.

### **Make-Up Work**

When a student is absent from class, she must make up all assignments within the same number of days she was absent. If this is not possible because of the number of assignments to be completed, the student must make arrangements with the school counselor. For example, when absent one day, the student should make up assignments within one school day. If a student is absent for three days, she should make up assignments, or at least make arrangements, within three days. Assignments not made up in this time period will receive a zero. Assignments due on the date of absence must be turned in upon returning to school.

### **Semester Exams**

Students are expected to take their exams on the assigned exam days. Students who miss exams because of vacation plans will receive the exam grade of a zero for those exams. A student who must take a semester exam at a time other than the scheduled time due to medical reasons must have a medical excuse

signed by a physician. A \$50 fee is required for each exam that is not taken on the assigned day unless a doctor's note is provided specifying that the student is too ill to take the exam.

### *Semester Exam Exemption Privilege*

To demonstrate mastery of the material and prepare students for the rigor of college, all students are required to take semester exams. Exemptions are only possible in the spring semester for seniors in all courses with written exams and juniors in AP courses only. Students may not be exempt from project based exams. All exemptions have the following requirements:

- Juniors and seniors are exempt from final (spring) exams in all AP classes. To qualify for this AP exemption, juniors and seniors must also meet the academic and attendance requirements below.
- Senior grades in 3<sup>rd</sup> and 4<sup>th</sup> quarter to date must average to 90 or above in on-level classes or 85 or above in honors classes. Grades for 4<sup>th</sup> quarter must be up to date by the announced deadline, and that grade will be used when calculating the exemption average.
- A combination of six or more absences (excused or unexcused) and tardies in the student's first class of the day (either zero period or first period) disqualifies the student for an exam exemption in all of the student's classes, including AP courses.
- A combination of six or more absences (excused or unexcused) and tardies in a specific class for the semester disqualifies the student for an exemption in that specific class.
- Absences for school-sponsored activities and approved college visits do not count toward absences for exemptions.
- Students must actively and conscientiously sit for each AP exam.

### **Transfer Credits**

Credit may be given to incoming freshmen for Algebra I or a world language course with appropriate scoring on the Incarnate Word Academy placement exam. Grades from placement credit will be listed on their transcripts as P (Pass).

Grades for transfer students will be noted on the transcript as P (Pass) or F (Fail). Transfer grades are not included in the computation of the student's GPA. A transfer student's qualification for top ten percent or valedictorian, salutatorian or graduate of distinction is based only on her performance at Incarnate Word Academy.

### **Graduation Information**

Incarnate Word Academy, in accordance with AdvancEd and the Texas Catholic Conference Education Department, awards a high school diploma only after a senior has met all academic requirements and service learning requirements. Only those current seniors who have earned the necessary credits and who have met all of the IWA graduation requirements will receive diplomas at graduation. Financial obligations must be current before students may receive their diplomas. Seniors and their parents/guardians should carefully note this policy about participation in the graduation exercises as they make plans and order and/or send out graduation announcements, especially if there is a question about a student meeting the necessary requirements to graduate.

Diplomas will reflect the legal name of each student.

The honor regalia worn at the graduation exercises:

- Gold cord for valedictorian and salutatorian
- Red and white cord and medals for the graduates of distinction
- National Honor Society stole for members of NHS

- Young Leaders Program pin for Distinguished Leaders and those graduating with the Leadership Concentration
- No other regalia may be worn at IWA graduation.

**Requirements**

The following 28 credits are required for graduation:

4	Theology	1	Fine Arts
4	English	1	Physical Education*
4	Mathematics	.5	Technology
4	Science	.5	Health
3	Social Studies	.5	Communication Applications
.5	Government	.5	Leading with Character
.5	Economics	1	Academic Elective
3	World Languages		

Students must be enrolled in a course within each of the core subject areas (Theology, English, Mathematics, Science and Social Studies) during each academic semester at IWA.

\*½ credit of Physical Education can be earned by satisfactorily completing a season of an IWA sport, St. Thomas High School Cheerleading or IWA dance team. This credit can only be earned by student athletes, not athletic team managers. The other ½ Physical Education credit must be taken as a course on campus.

75 service learning hours are required for graduation and must be submitted by required deadlines.

**Homework**

Homework is thoughtfully assigned to prepare for experiences in class, to reinforce what has been previously learned, and to develop academic discipline to help students organize their time and resources to achieve goals. Homework will sometimes ask students to recall or apply information but will often ask them to analyze, evaluate or create.

On average, students should expect to spend two to three hours on most nights completing homework. Students are encouraged to be independent in carrying out their assignments; nevertheless, teacher help should be sought when needed. Students need to plan carefully so that homework will not be excessively heavy when long-term assignments are due.

To allow time for rest and family, Thanksgiving, Christmas and spring break are protected holidays. No new assignments may be assigned over these holidays. No tests may be scheduled and no long-term assignments may be due the day after these breaks.

**Parent-Teacher Conferences**

Parents/guardians are welcome to confer as needed with teachers, the counselor or the administration at any time during the year by appointment through the school office. Parents are requested to confer in person with teachers of any class in which the student makes below a 70 for any nine week grading period. The best way to reach teachers is via email; email addresses can be found on the school website. Only the student’s parent or legal guardian may conference with a student’s teacher or an administrator.



Parent-Teacher-Student Conferences are held twice per year in October and February. Sign up for these conferences is available online.

## **Textbooks**

IWA student should use their current class schedule along with the current year book list to identify their required textbooks. The IWA book list denotes whether each text is required to be purchased in print or digital version, or whether it is the student's choice. Textbooks can be purchased via the MBS direct virtual bookstore. Instructions for selecting and ordering textbooks can be found on our school website.

## **Tutoring**

If a student has difficulty understanding a concept or mastering a skill, the student should arrange a time during flex time to meet with her teacher. If a teacher recommends that a student receive tutoring during flex time on a regular basis, it is the expectation that the student follow this directive. If a student needs additional tutoring, honor society volunteer tutors can be of significant help. For honor society tutoring assistance, contact the honor society sponsor. Tutors not employed by Incarnate Word Academy are not allowed to tutor on the IWA campus.

## **TECHNOLOGY**

Incarnate Word Academy offers students access to technology for educational purposes, which may include computer hardware and software licensed to the school. To gain access to these resources, all students must obtain parental permission as verified by the signatures on the technology acceptable use permission form.

### **Behavior Expectations**

General school rules for behavior and communications apply to the use of technology. As such, students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on campus. The students are expected never to access, keep, or send anything that is in violation of school policies. Because the use of technology is a privilege for students, not a right, it may be revoked if abused. Likewise, the user is personally responsible for her actions in accessing and utilizing the school's technology resources. Incarnate Word Academy reserves the right to monitor technology and internet usage of all students through specialized software reporting along with any other means available to teachers and administration.

Students may not damage or vandalize computers, systems or networks, or engage in other acts of vandalism, including attempts to harm or destroy the equipment and/or data of another user, other agencies, or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses or "hacking" into a fellow student's account, which will result in disciplinary consequences.

### **Email and Calendar**

Every student will be issued a school email account. Teachers and administrators who need to communicate with the student will use this account; therefore, students are expected to check their school email account at least once per school day to ensure they receive important correspondence in a timely manner. Incarnate Word Academy reserves the right to monitor and review school electronic mailboxes to determine whether uses of email accounts are appropriate.

All IWA students must have the IWA Community Calendar available on their iPads. Students should also use their IWA Gmail calendars for scheduling meetings and appointments.

## **Internet**

Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. IWA utilizes a web filter to limit access to offensive and/or inappropriate materials online. While the purpose of the school is to use internet resources for educational goals, students may find ways to access other materials despite our web filter. The benefits to students of accessing the internet outweigh the disadvantages; however, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and internet resources.

## **Printing**

Students must not intentionally waste resources such as paper and ink that are provided by Incarnate Word Academy. Only essential material should be printed, and limitations will be placed on students' permission to print if they abuse this privilege. Students may print in the library and computer lab. IWA uses PaperCut to allow for greater printer accessibility and to help mitigate wasteful printing. All students will be given a printing allowance of \$40 for their yearly printing needs. Each printed page will be deducted from the allowance at a rate of 5¢ per page. Students may purchase additional printing credit if the need should arise in increments of \$5.

## **Rules of Appropriate Use**

Students are expected to adhere to the following rules of appropriate usage:

*Camera and Recording Device Policy*– Students are expected to use cameras and other recording devices on phones and iPads responsibly. Do not record or take photos, post, or share photos/recordings of other students or faculty/staff without their knowledge and explicit permission.

*Copyright* –Transmission of any material in violation of any U.S., state, Archdiocesan, and school regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is also prohibited. Students should never copy other people's work or intellectual property and submit it as their own. Also, students should never download or install any commercial software, shareware, or freeware onto network drives or disks.

*Inappropriate Materials or Language* – Students must refrain from using profane, abusive, or impolite language when communicating or accessing materials that are not in line with the expectations for school behavior. Use of technology resources for gambling, bulk email communication, unauthorized email, non-academic chat or instant message, blogs, discussion forums, and non-academic games is also prohibited. Should students encounter such material accidentally, they should report it to a faculty member immediately.

*Online Entertainment* - Students should not be streaming non-educational videos, watching stored movies or videos, or playing games during class time without teacher approval. Mature or R rated content is not permitted on campus at any point, without expressed administrator approval.

*Personal Safety and Personal Privacy* - Students will not post personal contact information about themselves including their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. Students will report any contact by individuals, organizations, or companies while using school technology.

*Personal Websites and Blogs, Photos and Videos* –Students who develop and maintain personal websites and/or blogs, or post photos or videos online, are representing the school in a public forum, especially if they identify themselves as IWA students or create this content during school hours. Since websites/blogs/photos/videos are available to anyone at any time, a student should not post personal information that would put her reputation or the school’s reputation at risk. Whenever possible, students should use privacy features that allow students to limit those who can view their content. Likewise, students may not use any form of the school’s crest or any other image file obtained from the IWA website on a personal website or blog.

The following actions on a student website/social media/ blog/photo/video will not be tolerated when a student aligns herself with IWA, posts comments or images on school property, or posts with school-owned devices:

- Posting offensive and/or vulgar language or images.
- Attacking another person’s character including, but not limited to, a fellow student, a student at another school, or that of anyone on the staff or faculty of the school.
- Cruelty towards others, assault, racial slurs, threats and demeaning comments, including terrorist threats.
- Posting anything that suggests the student is engaging in illegal acts.

Students not in compliance are subject to the following actions:

- Conference with student to require she modify her social media and/or remove inappropriate content and/or any reference to Incarnate Word Academy.
- Communicate with a student’s parents/guardians about any inappropriate material.
- In school or out of school suspension.
- If the student will not cooperate with the school administration as to making her social media free of anything that would cause harm to her and her reputation and/or the reputation of the school, disciplinary action will be taken until compliance is heeded.

*Security* - To protect the integrity of a computer system involving many users, Incarnate Word Academy students are not permitted to reveal their password to another user, use another user’s password to gain access to the network or trespass into another user’s files.

Students who have forgotten their network credentials should contact the Director of Technology. Students are prohibited from using virtual private networks (VPNs) to bypass our internal web filtering parameters. VPNs that are “free” can route traffic to unsecured third-party servers and phish for sensitive data.

*Social Networking* – Accessing social networking websites is not allowed during class time or on school property, and the use of circumventors to get around school network security is prohibited. Students may not use any chat programs or social networking sites to communicate with others during class, unless a teacher or administrator expressly authorizes them to do so.

## **iPad Program**

Incarnate Word Academy has a one-to-one iPad program.

### ***Apple ID for iPad***

Each iPad must have a free Apple ID associated with it. Only one Apple ID may be associated with the iPad and this Apple ID must belong to the student. For more information about Apple IDs, visit the Apple

ID Support webpage. To [create an Apple ID](#), visit the My Apple ID webpage. Parents are encouraged to setup [Family Sharing](#). New students should create an Apple ID before picking up their iPad.

***Approved iPad Case for the iPad 5th generation (Juniors only)***

Approved Case with Keyboard Option:

Logitech Rugged Book <https://www.logitech.com/en-us/product/ruggedcombo>

Cost: \$100 with 3-year warranty

\* *Only available through IWA*

***Approved iPad Case for the iPad 6th generation (Freshman, Sophomores and Seniors)***

Approved Case with Keyboard Option:

A logitech keyboard case will be required and supplied for all new iPads. \$100 will be posted to each student's Smart Tuition account on August 1.

Logitech Rugged Combo 2 <https://www.logitech.com/en-us/product/ruggedcombo2>

***iPad Apps***

Depending on each student's schedule, she may be required to download certain Apps to support classroom instruction. Students must install required apps and textbooks that do not have a print option. While many apps are free, students will need to buy some apps from the Apple App Store with parent/guardian permission. Families may choose to use iTunes gift cards or associate a credit card with their Apple ID for purchase of apps. Any app purchased on the iPad via the App Store will automatically be available to the student's iTunes account and on any other iOS device at no additional charge. Families with two or more IWA students are recommended to setup [Family Sharing](#) with Apple so that apps purchased can be shared among siblings.

All apps or data stored on the iPad must be consistent with school policy (TAUP). Apps preloaded by IWA must remain on the iPad. Students are prohibited from downloading apps for virtual private networks (VPNs) to bypass our internal web filtering parameters. VPNs that are "free" can route traffic to unsecured third-party servers and compromise personal data.

**iPad Program Required Apps**

- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Google Calendar
- iMovie
- Zulu Desk

***iPad Ownership and Monitoring***

Incarnate Word Academy retains all ownership rights of the iPad; IWA may inspect the iPad and all stored information at any time with or without notice for violations of the Acceptable Use Policy. Students found using iPads inappropriately are subject to disciplinary action. The student should not have an expectation of privacy as to anything stored on, sent by, or received through it.

Students are required to create an Apple ID for use of purchases and operation of the iPad. Please note that if students use their school e-mail for their Apple ID, they will need to update the e-mail associated with the account upon graduation. Any purchases made by the student will remain tied to the student's Apple ID. Students can only have one Apple ID associated with any school issued iPad. Students may not allow other students, friends, or family members to use the school iPad with a different Apple ID. Families with two or more IWA students are recommended to setup [Family Sharing](#) with Apple so that apps purchased can be shared among siblings.

Parents can add parental restrictions to their daughter's iPad to prevent access to specific features or content. More information can be found on adding restrictions to iPads on [Apple's "Understanding Restrictions" webpage](#). There are also various monitoring Apps available through Apple's App Store that parents may purchase. Students may install other apps that are in alignment with the school's Acceptable Use Policy.

### ***Care of the Device***

Students must:

- Keep the iPad in working condition with a full charge each morning.
- Establish and maintain a confidential pass code.
- Secure the iPad in an IWA-approved case ensuring protection to the screen and four corners.
- Clean the screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD-type screens. Do not use paper towels which may scratch the screen
- Keep the iPad clean with no writing or stickers on the device.
- Update apps and operating system regularly.

### ***Customization***

Certain preference settings, such as screen brightness and notifications may be changed by a student. Any customization must be in good taste and in alignment with the rules and values of the school.

### ***Damaged or Destroyed iPads***

Damaged or destroyed iPads must be reported to the Director of Technology within 24 hours by filling out a claim form including a parent/guardian signature. The responsible party will be billed \$75 for the first repair, \$125 for the second repair, and the \$175 for any subsequent claims, before the repair is scheduled. The records for breakage transcend years and are not reset each school year. If the damage is a result of the student having removed the approved protective case or due to gross negligence or malicious intent, the full charge for repair or replacement will be billed to the responsible party. The student is responsible for notifying the Director of Technology within five school days if the repair is insufficient or ineffective to allow the school to utilize the repair warranty. Non-reported damaged iPads or iPads with damaged cases will be confiscated.

### ***Lost or Stolen iPads***

Students must keep the iPad in a secure location at all times. A lost or stolen iPad must be reported within 24 hours to the Technology Director by filling out a claim form, available from the Technology Director, including a parent/guardian signature. If a copy of a police report of a stolen iPad is provided to IWA, the responsible party will be billed \$150 for a replacement iPad. If an iPad is lost or no police report is filed, the responsible party will be billed the total cost of the iPad for replacement.

### ***Loaned iPads***

If the student's device or case is temporarily unusable or broken, IWA will have a limited number of iPads that may be checked out from the Technology Director. If a student's iPad is sent for repair, the

loaned iPad may be used for the length of the repair. Students must pick up their repaired iPad within two school days of notification of completed repairs. Notifications will be sent to the student by e-mail.

### ***Return of iPad***

At the end of the school year, graduating seniors, non-registered students or students with tuition balances will be required to return the iPad, original iPad cable, and original power adapter in good working order to the school, and all personal data must be deleted. This process requires the student to have disabled Find My iPad and any parental restrictions set on the device. If the iPad is not returned as required, the full replacement cost will be billed.

Returning students in good financial standing will be allowed to keep their iPads over the summer except for a summer during a 'refresh year'. The school reserves the right to collect the iPads for the summer if needed.

## **CAMPUS MINISTRY**

Campus Ministry fosters the personal and spiritual growth of the entire IWA community (students, parents, faculty, staff and alumni) by encouraging students to follow Jesus the Incarnate Word through the charism of the C.V.I. Sisters. This is fostered through daily prayer, Eucharistic Liturgies, the Sacrament of Reconciliation, Retreats and the Service Learning Program.

Campus Ministry encompasses the spiritual life and religious formation of the student with instruction received in the students' theology classes. Opportunities for spiritual growth are an integral part of student life at Incarnate Word Academy. The school's chapel, located on the second floor, serves as a quiet place open to students, faculty, and staff seeking time for prayer/reflection. Prayer requests and Mass intentions can be brought to the attention of the Campus Minister.

### **School Liturgies**

Attendance and participation at school Liturgies and prayer services are expectations for worship as a school community. Students who are absent from liturgies or prayers services for medical reasons must provide a doctor's note. Students not in attendance for other reasons will be issued a detention from the Dean of Students.

### **Retreat Program**

Each year, all students participate in a retreat at an off-campus location with their specific class. The retreat program is a fundamental component of the school's Catholic mission and Theology curriculum. The class retreat is a valuable opportunity for students and faculty to share faith and reflect on their relationship with God. Freshmen and sophomores participate in a day-long retreat, while juniors and seniors participate in overnight retreats. The presence and participation of each student at the retreat is required.

In the event of illness or family emergency that will cause a student to miss her retreat, the student and parents must contact the Campus Minister prior to the retreat. If a student is absent from any retreat, she will be required to make up the absence by attending a parish or diocesan retreat of comparable length by April 30. The retreat must have prior approval by the Campus Minister. Students who do not make up a scheduled retreat by the designated time frame will lack the requirements for that Theology credit.

The retreat fee is included in fees paid during registration. Make-up retreats may require an additional fee, which is the responsibility of the parent/guardian.

## **Service Learning Program Requirements**

Each student is required to participate in the service learning program to develop growth in Catholic Social Teaching.

Each student will serve a minimum of 75 hours to be eligible for graduation. A minimum of 60 hours must be considered direct (at selected service site) while the remaining 15 hours may be indirect (service done outside of her selected service site) All completed and signed Service Hours Record form(s) must be turned in to the Campus Minister by the appropriate deadlines, each academic year. Seniors will have completed a service learning portfolio within their Theology course. More information regarding service documentation of service learning hours can be found on the school website or in conferencing with the Campus Minister. All service learning requirements, including documentation of hours and the service learning portfolio, must be completed to meet graduation requirements.

For this program, service must reach beyond helping family and friends and be focused on addressing a particular social need within our community. If a service site does not meet the intended requirements, the hours may not be accepted, at the discretion of the Campus Minister. When selecting an organization, students should keep in mind any limitations that may affect their commitment. School, extra-curricular activities, summer school, vacation, family and work must not be overlooked.

## **STUDENT SERVICES**

### **Academic Guidance and Counseling**

The school counselors work closely with the Principal, Dean of Students and Academic Dean to address and anticipate concerns and issues, which affect the well-being of our students and affect the students' ability to learn. Students may make their own appointments with the school Counselors, either individually or in groups. Likewise, the Principal, Dean of Students or Academic Dean, teachers, or parents may refer any student to the Counselors. Parents are urged to inform and update the school if they are having concerns about their daughters. The purpose of counseling is to:

- Provide support for students as they change and mature physically, emotionally, and intellectually.
- Provide support for students in their relationships with peers, teachers, parents, and others.
- Assist in the identification of particular students who may be having behavioral or emotional difficulties in the classroom.
- Assist in the planning of presentations for the students, faculty, or parents on topics addressing various developmental, emotional, or behavioral concerns.
- Provide support for students as they learn to better understand and accept responsibility for themselves and their actions.
- Direct families to professional counseling and other appropriate resources outside the school when such direction is sought or seems appropriate.

The School Counselor, Principal, Academic Dean and Dean of Students work as a team with students' parents to help students experiencing academic, behavioral or emotional stress. The confidentiality of the information about a student is strictly maintained within the team working with that student with the following exceptions: Texas State Law requires IWA to notify the legal authorities if an individual provides information indicating that one is abusing children or the elderly or if an individual expresses intent to harm himself or another person(s).

While each case is addressed individually, the following steps may be taken if a concern about a student's welfare arises:

- Faculty, parents, and students are encouraged to report their concerns and observations to a team member who reports to the group; in case of emergency or urgent matter, the Counselor and the Principal will determine an immediate course of action.
- Unless there is an overriding confidentiality issue, the student's teachers will be consulted for their input and updated as necessary.
- A meeting is set up with parents or guardians to share information and planning. Usually two team members attend this meeting.
- Students with academic issues meet with the Counselor or the Academic Dean, who work with the student's teachers and parents to provide appropriate support in the form of tutorials. If warranted, the student may be referred to an appropriate professional for psycho-educational evaluation to determine if there is a learning difference that needs to be addressed. In this case, the Counselor will recommend a number of professionals to the parents and follow through as needed. Test results are shared with the school, and the Counselor discusses accommodations with the student, her parents, and her teachers. On request, and with the appropriate documentation, the Counselor applies to the College Board and/or ACT for accommodations on standardized tests. See Providing Accommodations for Students below.
- A student experiencing behavioral or emotional stress is referred to the Counselor or Dean of Students, who will contact the parents to review the situation and discuss various interventions. While the School Counselor provides social, emotional and behavioral support to students while on campus, the Counselor cannot provide psychotherapy to students. If psychotherapy seems to be warranted, the Counselor may give the family the names of several therapists to consider. These are selected with consideration for the nature of the issue, the family personality, and the family logistics. After recommendations have been made, the Counselor follows up with the family or student and communicates necessary information to the teachers.
- If a student is undergoing treatment through an outside clinician, a Release of Information signed and dated by the student's parent/guardian allows the Counselor to communicate with the student's outside clinician. The Release of Information form may be found on the counseling section of the IWA website.

### **Providing Accommodations for Students**

Students at IWA are eligible for individual academic accommodations to facilitate their learning and their ability to demonstrate mastery of academic material. In order to receive formal accommodations, current documentation (within three years) must be submitted to the counselor at least two weeks prior to requesting accommodations. Current documentation must be on file by December 1<sup>st</sup> to qualify for accommodations for first semester examinations and by May 1<sup>st</sup> for second semester examinations.

Temporary classroom accommodations may be offered to a student by the counselor upon the advisement of a licensed clinician when a student is observed to be experiencing undue difficulty meeting academic requirements and has psycho-educational testing scheduled.

Current documentation provides the testing data (both cognitive and achievement testing), a diagnosis, and recommendations from the professional evaluator. Specific guidelines for documentation, as well as a list of evaluation specialists may be requested from the Counselor. The Counselor in conjunction with administration will review the documentation and determine if IWA can reasonably meet the student's needs. Once reviewed, the counselor will set up a meeting with the student to go over the documentation and implement an accommodation plan. IWA provides reasonable accommodations in order for students to have equal access to the academic courses, without sacrificing the integrity of the education program.



The student is responsible for requesting the use of her extended time accommodation from her teachers for each quiz and test at least 24 hours in advance. Additionally, the student must make use of the extended time on the same day as the quiz, test, or exam, during flex time in the designated testing room or from 7:30 a.m. to 7:50 a.m. or 3:30 p.m. to 3:50 p.m. with the teacher. The student must formally request the use of accommodations for semester exams using the form available from the Counselor. If IWA cannot meet the student's needs, the Counselor or Academic Dean will discuss options with parents and/or guardians.

## **Course Selection**

### ***Honors and Advanced Placement (AP) Courses***

For placement into an honors or an AP course, a student must meet established criteria from each department. These department guidelines are outlined in the course description catalog.

Students must maintain the honors or the AP course criteria to be eligible to enroll in the subsequent honors or AP course the following year. Enrollment in any AP class has the requirement of taking the AP Exam. Students are responsible for the fee associated with each AP Exam. Students may request reduced fee information through the IWA AP Coordinator.

### ***Scheduling***

Each student meets with a Counselor or the Academic Dean during the spring semester to discuss course selections for the following year. At this meeting, the Counselor will present the core classes in which the student's current core teachers have approved her for based on the department's honors/AP enrollment guidelines. Any questions regarding this placement should be addressed with the student's current teacher in that subject. Core class placement is re-evaluated at the end of the 2<sup>nd</sup> semester by the student's core teachers, and final placement is based on each department's honors/AP enrollment guidelines.

The Counselors and Academic Dean make every effort to place students in the electives they requested, but if a requested course conflicts with another class, the student will be enrolled in another elective option.

### ***Schedule Changes***

Course selections made during the spring course selection period and registration are considered permanent for the following academic year. After the announced deadline, student schedules will not be changed, and the student must complete the course for a grade. On occasion, a student's schedule change may be considered after the deadline under the following conditions:

- The student was scheduled for a course in which she has inadequate background. This must be initiated by the instructor.
- The student was scheduled for a course for which she has not completed the required prerequisites.
- The student was recommended for a specific course but was not scheduled into that course.
- The student was scheduled for a course for which she has already received credit.
- The student has special circumstances and the change is approved by the administrative team. If a schedule change is granted after the tenth day of class, the student will receive a WP (withdrawal passing) or WF (withdrawal failing) on her transcript.

### **Procedure for Schedule Changes for Current IWA Students prior to the deadline:**

- Students will schedule a meeting with the Counselor or Academic Dean in person to request changes. Procedures for scheduling course change requests will be announced when schedules are released.
- For placement into an honors or an AP course, a student must meet established criteria from each department. These department guidelines are outlined in the course description catalog. The Academic Dean will contact the student's teachers to review placement into Honors or AP courses.
- All schedule changes must be requested by the announced deadline.
- There will be no schedule changes after this deadline.

**Procedure for Schedule Changes for Incoming Freshmen prior to the deadline:**

- Incoming freshmen will email the Academic Dean to request a schedule change by the announced deadline.
- No schedule changes will be made after this deadline.

**College Counseling**

***Information***

Extensive information regarding the college counseling process can be found in the IWA College Guide which is found on our school website. Additionally, parents/guardians and students are invited to college preparation workshops throughout the year and to one-on-one meetings between the student and/or parent(s) and the college counselor.

***PSAT/PSAT 8/9***

The Preliminary Scholastic Aptitude Test (PSAT) is administered by the counseling office in October to all sophomore and junior students. The Preliminary Scholastic Aptitude Test 8/9 (PSAT 8/9) is administered by the counseling office in October to all freshman students.

***Naviance***

Students must utilize the Naviance Family Connection program, which is accessible through [www.incarnateword.org](http://www.incarnateword.org), throughout high school. Both students and parents are asked to set up accounts with this program. As seniors, students will manage their college applications through Naviance. The College Counselor and Academic Dean will also utilize the program to monitor students' application progress and submit materials to colleges electronically. A detailed description of the application process and how to use Naviance is available in the IWA College Guide.

***Test Scores***

The SAT, ACT and AP scores are not part of the student transcript. Students must contact CollegeBoard ([www.collegeboard.com](http://www.collegeboard.com)) and/or ACT ([www.act.org](http://www.act.org)) to have SAT/ACT scores sent directly to all colleges to which they apply. Students must request that CollegeBoard send AP scores to the college the student is attending but not to those to which she is applying unless specifically requested by the college.

***Transcripts***

Seniors can request transcripts through the College Counselor following the procedures outlined in the College Guide. Transcripts will reflect the legal name of each student.

***College Visits***

Seniors are allowed four college visit days during the school year. Juniors are allowed two college visit days. Both juniors and seniors must use the days in the fall prior to December 1 and or in the spring prior to May 1.

Upon return to school, the student must also bring verification from the college that the student made an official visit. If proper procedure is followed, these days will be marked as a college visit in the attendance system and will not affect the exam exemptions in the second semester. Otherwise, the day(s) will count as a regular absence and will affect exam exemptions in the spring semester. Families should take into consideration the school calendar when planning college visits. College visits should not be scheduled during required school activities, such as retreats.

## **Flex Time**

Flex time is an extra period at the end of each school day designed to give students the opportunity to meet with teachers, attend tutorials, meet with groups and make up exams. It also allows the school to provide supplemental programming and speakers without interrupting the regular school day. Clubs and organizations may meet during flex time once per month.

Flex time is considered an integral part of the school day from 2:44 p.m. – 3:25 p.m., therefore, students are expected to be in attendance until 3:25 p.m., following the school's attendance policies. Habitual absence from Flex Time will result in disciplinary action.

On select Falcon Fridays (see school calendar), student dismissal is at 2:44 p.m. Students have the option of meeting with teachers and/or making up tests in the testing center.

Monday is a protected day for student work. No events or meetings may happen on a Monday including assemblies, pep rallies, classification meetings or club meetings. Students may still travel to see teachers on Mondays.

## **Flex Time Objectives**

- Reduce student stress and increase student productivity by building in study time and tutoring time on most class days.
- Reduce days with special schedules: activities such as assemblies, classification meetings, speakers, advisories, tutorials, reconciliation, etc. can happen during flex time rather than necessitating a special schedule.
- Provide freshman study skills training: a portion of freshman flex time will be dedicated to study skills training from counselors. Not only will this time naturally help the freshmen academically, it will also provide the structure freshmen need during flex time until they are ready to responsibly choose how to use it.
- Promote study skills/ time management: Daily flex time will help teach students to manage free time and receive natural consequences of not using it productively.
- Structure usage of extended time for tests: Students with accommodations can use flex time for additional 20 minutes on exams.
- Create daily time for make-up exams.
- Offer a limited amount of time for club meetings that does not conflict with after school activities.
- Allow for counseling department advisories that do not interrupt class time.
- Offer additional time for upper level labs, exams and reviews.
- Reduce class time missed by athletes who leave early for games.

## **Student Flex Time Responsibilities**

Students are expected to make wise use of flex time as an opportunity to get extra help, get organized for the week, work in groups, or complete assignments. Organization is key to successful use of flex time. Students should access the shared IWA Community Calendar on their iPads to view all-school meeting dates, club meeting dates, etc. and plan each week accordingly.

### ***Flex Time Student Expectations***

Students may:

- Study or complete assignments independently.
- Collaborate productively and quietly in small groups.
- Conference with a teacher about grades or participate in tutorial on class material.
- Read silently for class or for pleasure.
- Use library/lab resources.
- Use testing room for extended time testing or make-up exams.
- Attend a scheduled meeting appearing on the IWA Community Calendar.
- Listen to music with headphones as long as the music cannot be heard by others. Students listening to music must also be working productively.

Students must remain productive: internet browsing, game playing, movie watching, grooming, socializing or other activities that are distracting to the student or to other students are not allowed.

Students should adhere to the IWA Technology Acceptable Use Policy during flex time.

## **ATTENDANCE POLICIES & PROCEDURES**

### **Absence from School**

A parent/guardian must telephone the school office or email [attendance@incarnateword.org](mailto:attendance@incarnateword.org) before 8:15 a.m. to report a student's absence. If the absence is anticipated, the school office should be notified at least one day prior to the absence. A student who is absent may not participate in or attend any school-sponsored function, including athletics, on the day of her absence.

Parents/guardians must contact the school office as soon as possible in the event of an extended medical absence, i.e. an absence of three or more consecutive days, in order to monitor the student's absentee record and the potential loss of credit. A doctor's note is required for absences lasting three or more days.

The request for an extended non-medical absence (more than two days) must be made at least one week in advance. Requests for an extended absence must be approved through the Dean of Students.

A student must attend classes for the full school day in order to participate in after-school events and activities, including all athletic events and dances.

By TEA guidelines, a student who misses more than 10% of class days from a particular class during a semester may lose academic credit in the applicable class(es). After nine absences in any given class during a single semester, students risk losing credit for the class and are required to meet with the Dean of Students and Academic Dean. If a student does not receive credit for a class, she will receive a WP (withdrawal passing) or WF (withdrawal failing) on her transcript and will be required to make up the course in a credit recovery program if the course is required for graduation.

Flex time is considered an integral part of the school day from 2:44 p.m. – 3:25 p.m. , therefore, students are expected to be in attendance until 3:25 p.m., following the school’s attendance policies. Habitual absence from Flex Time will result in disciplinary action.

### **Clinic**

A student may rest in the school clinic for the maximum of twenty minutes and will be marked absent if out of class for more than twenty minutes. After twenty minutes, it will be determined if the student needs to go home or return to class.

### **Leaving School for Appointments**

Appointments for personal needs, like doctor or dentist visits, should be scheduled outside of the school day. When this simply is not possible, the student must present a written note to the school office stating her name, grade, date and time of dismissal, reason for dismissal, expected time of return, and parent/guardian’s signature. The student must sign out in the office when leaving and sign in upon returning. She is counted absent for the missed class periods and is responsible for any make-up work. Students may not sign themselves out for lunch.

### **Return After Absence**

The returning student must report to the school office and provide a written note with the following information: student’s name, grade, date(s) of absence, reason for the absence, method of transportation, date of return, parent/guardian signature, and any necessary documentation for the absence (if doctor’s appointment, bring the permit the doctor gives after a visit). Students without this documentation are marked unexcused.

Excused Absences Include:

- Illness of the student
- Death in the immediate family
- Funerals of relatives and close friends
- College visits with required documentation
- Medical appointments which cannot be made outside of the school hours

All other absences are considered unexcused.

### **School-Sponsored Activities and Field Trips**

Participation in field trips is mandatory. Each student is responsible for making up any class work missed due to a school-sponsored trip. Students who are currently failing a course, are on academic or disciplinary probation, or students with excessive absences may not be allowed to attend a field trip because these students cannot afford to lose academic class time. A signed official IWA field trip permission form, not a parent-generated note, is required for all students attending field trips. The field trip permission form is located on the IWA website. IWA permission forms may be emailed to the school office in an emergency.

### **Tardiness**

Each student must be in all classes with all the necessary materials when each class begins, including zero period. Students who arrive to school twenty or more minutes into a class period will be marked absent from that class period. All school Masses are considered part of first period. Students who arrive to school twenty or more minutes late into Mass will be marked absent from first period.

After six tardies during a semester, an after-school detention will be issued to the student; students who have 10 or more tardies during a semester will serve a Saturday detention. A conference will be scheduled with parents/guardians and the student to find a solution. If the tardiness continues in a specific class period, this course may have to be completed in an approved credit recovery program. A student who is tardy for twenty or more classes of a particular course within a single semester will not receive credit for that course and may be required to take credit recovery.

## **STUDENT TRAVEL**

Incarnate Word Academy offers travel opportunities designed to offer the kind of learning that cannot be achieved in the classroom and as an extension of the school experience, must be educational or service oriented in nature. The principal will assign faculty sponsors based on the number of student participants. Parents may not chaperone school trips. The faculty sponsors define the parameters, which assure the safety and well-being of the individual student and of the group as a whole.

The lead faculty sponsor will announce the trip to the student body along with the application process. Students must complete the application procedure by the due date to be considered for travel. Students will be selected using the criteria announced in this process; all students must be in good academic, disciplinary, attendance and financial standing to participate in a school trip (both the application year and the travel year).

It is correspondingly important that student travelers understand and accept the policies and obligations defined by the school and its faculty representatives. Students are representative of Incarnate Word Academy. They are likewise members of a larger travel group, to whom they owe obligations, which may require the sacrifice of personal desire. In addition to trip-specific policies and procedures set forth by the school, the sponsors and the chaperones of any trip, all of the school's regular policies and procedures, including those set forth in this handbook, apply while a student is on school related travel of any kind. In addition to those restrictions already published in this handbook, the nature of the travel will also require implementing room curfews, limiting or denying student separation from the group, and defining appropriate student behavior in public or private places. Discipline will generally be handled through the school's regular disciplinary process. The school may at any time require parent(s), at their own expense, to arrange for travel home for a student due to injury, illness or behavior.

Once enrolled in the trip, students who choose to violate restrictions on behavior and/or activities should expect and accept disciplinary consequences of their actions, up to and including dismissal from the school or non-renewal of enrollment for future academic years. Students should understand that the standards which have been established aim to create maximum educational value and personal safety. Students, therefore, who voluntarily remove themselves from school policies designed to protect them risk personal danger for which the school cannot be responsible.

## **GENERAL POLICIES & PROCEDURES**

### **After School Guidelines**

1. Juniors and seniors are eligible for an after-school open campus privilege. Open campus means the students may leave the campus and return after reporting to the front office. If a parent/guardian does not want his or her junior or senior daughter to be allowed off campus after school, the parent/guardian should provide the Dean of Students with written notification.

2. Underclassmen (freshmen and sophomores) are required to remain on campus after school and are not permitted to leave campus for food/beverages, etc. and return to the IWA campus.
3. Students who are participating or attending an IWA school event (athletic practices or games, club meetings, drama productions, concerts, etc.), must be picked up at the conclusion of the event in a timely manner.
4. Students who are not under the supervision of a faculty club sponsor or a coach may not remain on campus after 5:30 p.m. After 5:30 p.m., the parent/guardian must sign the student out in the school office. Understanding that unforeseen circumstances may delay student pick-up, a 30-minute grace period is offered. After 6:00 p.m., the parent/guardian will be billed \$1 per minute from 6:00 p.m. until 7:00 p.m. After 7:00 p.m., the parent/guardian will be billed \$2 per minute until the student is picked up by the parent/guardian.
5. Students who are disruptive or consistently disregarding after school guidelines or other school policies will lose the privilege to remain on campus after the school day ends.

### **Class Ring**

Only the official Incarnate Word Academy senior class ring from their graduating class year will be blessed at the Junior Ring Ceremony and Mass; however, all juniors will participate in the ceremony to mark their transition to the senior year. Class rings are purchased directly from Herrf Jones and will be distributed to students who have paid in full. Please see dress up attire guidelines under the Uniform Policy, for Junior Ring Ceremony.

### **Deliveries to Students**

Families can deliver forgotten items to the school office, and students can pick up the items from the office. Deliveries of balloons, food, stuffed animals, flowers, etc. will be held in the office until dismissal. Students may not order out or have food delivered to the school.

### **Directory Information**

Directory information (name, address, e-mail, and phone numbers) is available on NetClassroom. Parents/guardians must alert the school as soon as there is a change to any of this information or update their information on their NetClassroom account to remain current in case of an emergency.

### **Elevator**

Students are not allowed to use the elevator before school, after school or during school hours unless an elevator pass is obtained from the front office. Students may use the elevator in cases of illness or injury with a signed doctor's note. Only one student, if needed, may assist the injured student in the elevator.

### **Emergency Preparedness**

#### ***Emergency Closing of School***

Incarnate Word Academy uses IRIS (Immediate Response Information System) to notify parents in case of emergencies. IRIS relies on parents' home, business, and cell numbers, as well as email addresses, from our database in order to send voice, and email messages of critical importance. The school reserves the right to dismiss students early when necessary or desirable, even without public announcement or prior notification to parent/guardian. IWA does not follow HISD's school closing. Use the IWA website or IRIS alerts to determine school closures.

#### ***Emergency Drills***

Evacuation plans are posted in classrooms, assembly areas and halls. All students are urged to consider the seriousness of fire, lockdown, and inclement weather drills because these drills are preparation for the reality of such disasters.

### **Food and Drink**

Food and drink are restricted at all times to the cafeteria, conference center and/or courtyard with the exception of water bottles. Students are only allowed to drink water in classrooms. No other sodas, coffee, etc are permitted. Gum is not allowed on the IWA campus. Students are to remain in the cafeteria or outside courtyard, weather permitting, while eating lunch. Students may not order out or have food delivered to the school. Family members of students are welcome to have lunch on the IWA campus. Students may bring dessert to celebrate birthdays at lunchtime.

### **Library**

The librarian is available to assist students in locating materials. In order to maintain the library atmosphere conducive to research, quiet study, browsing and reading, the librarian reserves the right to ask students not involved in quiet and productive activities to leave the library. The library is open from 7:30 am – 5:30 pm during school days. Library books need to be returned at the conclusion of the school year. If a book is lost, the student will be billed for the replacement cost of the book.

### **Lockers**

Student lockers are the property of Incarnate Word Academy. Lockers are assigned by the school to each student for her personal use; students may change locker assignments only with the permission of the Dean of Students. Students should not leave valuables in their lockers. Cell phones may be kept in the locker at the student's own risk. Students must keep their combinations confidential. The school does not assume responsibility for loss or damage to contents of lockers. Tampering with or entering another student's locker is considered a serious offense. A student whose locker has been tampered with should report the incident to the office immediately. Lockers, backpacks, purses, etc. are subject to inspection by the Principal or designee with or without cause. Lockers will be checked periodically. Anything in a student's locker, book bag, purse, vehicle in the IWA parking lot, etc. is considered to be in her possession.

Lockers should be kept clean and neat at all times. Stickers, paper, and writing or decorations of any kind are prohibited unless it is the week of the student's birthday or approved by the Dean of Students. All locker decorations must be in good taste and aligned with the values of the school. The lockers of students celebrating a birthday may be decorated with magnetic material or school approved tape only and should be removed within one week of the student's birthday. All items must be removed by the last day of final exams. Anything left in the lockers will be disposed.

### **Lost and Found**

Found articles are to be turned in to the office. Unclaimed articles will be disposed of periodically. Incarnate Word Academy is not responsible for lost articles. The student's name should be on all property, including uniform and textbook items.

### **Non-release of Student**

No student will be released to a parent, guardian, or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the student. Another person from the student's emergency contact list will be called.



## **Parent Notification**

As professional educators we are committed to open communication with parents for the well-being of our students. When issues arise in students' lives that warrant parental intervention, it is our obligation and practice to inform parents of our concerns.

## **School Code**

443-330 is the number assigned to Incarnate Word Academy for use on college entrance test registration forms for SAT and ACT, financial aid applications, and some college applications. Use it any time that "School Code", "CEEB Code", or "ETS Number" is requested.

## **School Records**

Incarnate Word Academy does not directly receive any federal funds from the U.S. Department of Education; thus, they are not required to follow the Family Educational Rights and Privacy Act. As advocates for justice, however, they respect parental and student rights to information and to confidentiality. The school will:

- Provide parents and students access to records directly related to the student, (e.g., the duplicate report card, permanent record card, health records, etc.);
- Notify parents and students of these rights through the Parent-Student Handbook, newsletter, or other means.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. A copy of such document must be in the school file. In cases of joint custody, both parents should be equally informed of their child's progress.

The Principal, Dean of Students, Academic Dean, Counselor, teachers and Registrar may view the records of a student. Parents and students who are 18 years old or older may view a copy of the permanent record at any time. Date and name of parent(s)/student are recorded on the Viewing of Records Form at each viewing. No one else may view the child's record without written permission from the parent.

The student's record must be maintained in the student's legal name. A certified legal document must be submitted authorizing the change of one's name.

## ***Non-Custodial Parents***

Catholic schools in the Archdiocese of Galveston-Houston conform to appropriate court orders governing rights and duties of parents in regard to their child(ren). Divorced and/or separated parents are required to file with the Catholic school their child(ren) attends certified copies of the most recent court orders together with all amendments, modifications and supplements. Parents are to ensure that the school has a complete and unaltered set of certified copies of the applicable court orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the school. When parents choose to litigate their disputes in Court, an attempt will be made to minimize the involvement of the school, its teachers and personnel. School administrators inform the school's legal counsel immediately in the event the school or any of its employees are served with subpoenas. The school will endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their children. Continued strife between the parents is harmful to the children and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with Christian charity and will display a spirit of forgiveness. On going parental disputes can be counterproductive to the mission of

the school and in some cases it is appropriate to discuss whether continued enrollment of the child(ren) is a viable option.

### **Signs, Posters & Handouts**

Signs may be put up or handouts distributed only with the approval of the activity sponsor and the Dean of Students. Only IWA activities, Catholic high school sponsored events and Archdiocesan events will be considered for approval. Signs may be taped only within the building and on pre-approved designated areas with approved tape.

### **Student Insurance**

The Student Accident Plan administered through Christian Brothers Services is a program designed to reimburse parents/guardians for out-of-pocket expenses incurred from hospital, physician, and other medically necessary eligible expenses which occur as a result of school related accident to their dependent child who is a full-time registered student at Incarnate Word Academy. The Plan is an "Excess" Plan over other valid coverage. Questions regarding this plan should be directed to the Director of Finance.

### **Student Parking**

Seniors who drive to school complete an application for an assigned parking space in the student parking lot in May. Annually a lottery is conducted to allot parking spaces to Seniors.

A student may not return to her car during the school day without permission from the office. All students who drive to school must be licensed and must be covered by insurance as required by state law. The school is not responsible for the vehicle, its contents, or damages.

Any vehicle in the school parking lot is subject to search with or without cause, by the Principal or Principal's designee. Any illegal substance or weapon found in or on a vehicle will be confiscated and delivered to law enforcement authorities. By signing the acknowledgment for the handbook, the student and parent/guardian specifically agree to any such search and/or seizure.

### **Student Searches**

The school reserves the right to conduct searches or inspections of a person effects, lockers, baggage, vehicles, and/or other student property for the purpose of determining if any individual on the premises of IWA is in possession of any illegal or unauthorized items. These searches may be conducted from time to time without prior announcement.

### **Contacting students during the school day**

Except for emergency, students will not be called from class to receive a call. Important messages may be left in the office. Only emergency outgoing calls may be made on the school office telephone.

### **Transcripts**

All official records will reflect the legal name of the student as required by law. Transcript request forms are available online and in the front office for former students. Transcript request forms for current students are available from the Registrar. There is no fee for transcripts for current students. There is a \$3 fee per transcript for former students. Transcripts will not be released if financial obligations are not cleared. Please allow five working days to process requests for transcripts.

Transcripts do not reflect SAT, ACT or AP scores, and IWA is unable to send official standardized test scores. Official standardized test scores must be requested through the testing agency

## Verification of Enrollment

Verification of Enrollment documents, for current registered students, can be requested through the front office. Please allow for one to two business days for processing. VOEs are good for 30 days from issuance. VOEs issued the last five days of the school year expire the first day of the following school year.

## Visitors

Students are not permitted visitors with the exception of the following:

- Seniors with permission from the Dean of Students, during lunch.
- Family members of students of all classifications, during lunch.

\*All lunch visitors must sign in at the front office and must remain in the cafeteria.

## 2019-2020 UNIFORM POLICY

**Provider: Mills Uniform Company, [www.millswear.com](http://www.millswear.com), School Code: 8313**

### Required Dress Uniform

Required for school masses and select field trips

- Plaid uniform skirt, purchased from Mills Uniform Company.
- White uniform blouse (long sleeved or short sleeved) and/or white knit polo shirt (long sleeved or short sleeved).
- Red uniform sweater (v-neck or cardigan) with IWA monogram and/or red uniform vest with IWA monogram, purchased from Mills Uniform Company.

### Uniform Options

#### Pants

Navy pants, purchased from Mills Uniform Company.

#### Sweatshirts

IWA uniform sweatshirt purchased from IWA Spirit Shop. Seniors may wear senior sweatshirt.

#### Shoes

Dark solid-colored (brown, tan, black or navy) leather shoes with a closed toe and a closed flat heel such as loafers, flats or oxfords.

Navy or white athletic shoes (includes white with navy, navy with white, solid white or a solid navy). Shoes may not have any other color on them such as accent colors, stitching, logos, etc.). High tops are not allowed.

#### Socks & Tights

Solid white, navy, grey or black (no-show, ankle, crew, knee-highs, or tights).

#### Jackets

Student's own letter jackets awarded from Incarnate Word Academy or St. Thomas High School may be worn during the school day. No other jackets can be worn during the school day.

### ***Required PE & Weight Training Attire\****

Required for students enrolled in PE or weight training classes

- Black mesh shorts, purchased from Mills Uniform Company
- Dark grey v-neck shirt with IWA logo, purchased from Mills Uniform Company

### **Additional Uniform Policies**

#### ***Required Styling of Uniform***

- Hem of uniform skirt sits no more than three inches from the top of the student's knee both in the back and in the front.
- The IWA sweater, sweater vest or sweatshirt is worn at all times.
- Students wear pants, skirts, and shorts at the natural waistline and properly fastened.
- Uniform shorts/slacks are not worn under the uniform skirt.
- All shirts are tucked into the skirt/pants during school hours, and the uniform shirt is buttoned completely, excluding the collar button. Any shirts worn under the uniform blouse must not be visible. Shorts worn under the skirt must not be visible.
- The only writing on the uniform is the sweater's IWA monogram.

#### ***Accessories***

- Hats, caps, visors, bandanas, scarves, hooded garments, etc. may not be worn at school.
- Hair must be neatly groomed and of a natural color. Final judgment about what constitutes a "natural color" lies with the Dean of Students. No undercuts, buzz cuts or extreme hairstyles.
- A single earring is permitted in each ear lobe. Earrings must be studs or earrings that hang no more than 1 inch below the ear lobe. No other piercing may be visible. Excessive necklaces, buttons, pins, earrings, and bracelets are not acceptable.
- Tattoos and writing on any part of the body is prohibited.
- Makeup must be tasteful and minimal, and the Dean of Students determines what meets this requirement.
- Smartwatches/Fitbits may be worn during the school day, but must be removed, turned off and placed in back pack/locker during testing.

#### ***Special Occasion Dress Code***

##### ***Falcon Friday Attire***

Students may wear an IWA t-shirt with their uniform skirt on Fridays when there is no Mass.

##### ***Spirit Attire***

On non-uniform days, students are allowed to wear blue jeans (not white or colored) in good condition with no rips or holes, an IWA spirit shirt, and uniform-approved shoes or athletic shoes.

Students may wear Spirit Attire on their birthdays after obtaining a spirit dress pass from the front office. Student with summer birthdays may propose their spirit dress day to the front office.

#### ***Athletics and Extra-Curricular Activity "Game Day" Attire***

Students in extra-curricular activities may wear their club shirt and uniform skirt on special occasions for the organization, not exceeding one time per quarter.

Student athletes may wear their team t-shirt, team jersey or team sweatshirt with their uniform skirt, uniform shorts, or uniform pants and uniform-approved shoes to school on six school days during the season, selected by the coach at the beginning of the season.

### ***Dress Up Attire***

For certain special occasions such as, but not limited to Athletics and Fine Arts Banquets, Academic Awards Night, Junior Ring Ceremony, Foundation Day, Honor Society Inductions, and select school Masses, students may wear the following:

- Skirts or dresses of modest length and style (no higher than 3 inches above the knee)
- Dress slacks of modest fit with appropriate blouse (slacks may not be too tight)
- One piece jumpsuit (only long pants, must not be too tight)
- No suit jackets or ties
- Modest necklines (no low cut tops, off-the-shoulder necklines, cutouts or exposed midriffs)
- Shoulders must be covered
- Flats or dressy sandals with back strap may be worn (no heels, boots of any kind, wedges, gym shoes or flip flops)
- Accessories and hair styles must be in good taste

Students in inappropriate clothes may be required to change, and/or may be sent home. With respect for the mission of the Academy, students must refrain from using school occasions for making personal or political statements.

### ***Dress Code for Dances***

Dress code guidelines will be posted for individual dances.

## **STUDENT WELFARE**

### **Student Welfare Philosophy**

When the student's academic, physical, mental or emotional well-being is in jeopardy, the school will inform the parents/guardians of the concern.

The school reserves the right to require appropriate outside professional intervention as a condition for continuance at Incarnate Word Academy. In some cases, as a result of the student's behavior, IWA may require evaluations by outside mental health professionals. The results of those evaluations must be provided to the school administration and the counselor to determine the student's future enrollment or possible conditions for continued enrollment at Incarnate Word Academy. The parents/guardians will be responsible for all charges associated with the evaluation and possible treatment plan.

In addition, the school will follow guidelines responding to self-harm or harm to others. Failure to agree to and comply with school guidelines may result in the immediate dismissal of the student from IWA.

Known or suspected cases of abuse, neglect, or serious disregard for the welfare of a child by a parent or guardian will be reported to Child Protective Services as required by law.

### **Health & Wellness Policies & Procedures**

When a student goes to the clinic for care, the parent/guardian will be notified if the student must be sent home. No student is to be left at school once she has become ill or injured. To be able to notify parents, it is imperative that parents give the school accurate telephone numbers where they or their designee can be

reached during school hours. This information is critical and must be updated as it changes. For the protection of all students, the following guidelines will be used. A student will be sent home with:

- Fever of 100° or higher.
- Suspected contagious/communicable disease (such as impetigo, strep throat, chickenpox, pink eye, vomiting, diarrhea, lice, etc.).
- General malaise (is too ill to remain at school).

If the student has any of these symptoms in the morning before coming to school, she should remain at home. In case of fever, diarrhea, or vomiting, a student must not return to school until she is symptom free for 24 hours.

### ***Physical Examination Requirement***

A physical examination is required for all new students at Incarnate Word Academy and those participating in IWA athletics. Proper forms may be found on the website.

### ***Health Conditions***

At the beginning of the school year, parents must complete the student's health form to inform the school of any relevant medical conditions and medications. After the start of the year, the counselor must be informed of students with health conditions that may affect school performance not listed on the student's health form.

Parents will inform the Principal if their daughter has a serious and possible life-threatening chronic illness or condition (i.e. allergies, asthma, diabetes, epilepsy) before entry into school. Prior to the first day of school, parents will meet with the Principal or appropriate staff to develop an individualized health care plan that will include instructions for observation of the illness, care and treatment, medication orders and special instructions such as calling EMS or parent notification.

If medications or treatments are involved, the Scheduled and 'As-Needed' (PRN) IWA Medication Permission Form must be filled out and signed by the physician, physician assistant or a nurse practitioner and returned to the school. A statement signed by the health care provider with the same information may be provided instead. Any medication or equipment must be provided to the school by the parents.

Neither medical directives nor PRNs may not be signed by the parent/guardian as the physician.

### ***Immunizations***

Every student enrolled in a Catholic school in the state of Texas must 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 exception 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 including the physician's license number. Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic schools in Texas.

Registration requirements for first time students include a current immunization record on all required immunizations. Parents/Guardians will be informed of needed immunization(s) for students already enrolled in school. Parents/Guardians have 14 days after the first day of school to obtain the required

immunization(s). After 14 days, if the student has not received the required immunization(s), the student will not be allowed to return to school until the school receives proof of immunization(s).

### ***Medical Emergencies***

Each student must have a completed Emergency Health Form on file at the school. It must have the name of the student's physician, hospital choice, and a signature that gives Incarnate Word Academy the right to seek emergency medical care for the student. The school will attempt to contact the parent/guardian first in an emergency; however, the school reserves the right to call an ambulance to transport the student to seek appropriate medical care if, in the school's opinion, it should become necessary.

### ***Medication***

Parents/guardians are encouraged to schedule the dispensing of student medicine in such a manner that medication brought to school will be kept to a minimum (for example, the physician may be able to prescribe the medication before/after school and at bedtime.)

Medication (prescription or non-prescription) is allowed only in the school clinic. For short-term needs, parents may bring medication and dispense to student. Medication (prescription and non-prescription) will only be administered to students upon the completion of the PRN form, which is a written request, by the parent/guardian *and* physician or nurse practitioner. This includes, but is not limited to, cough drops, topical antibiotics, Calamine lotion, and mosquito sprays. The request must state the following: student's name, name of medication, prescribed dosage of medication, time(s) of administration of medication, route of administration, exact dates medication is to be given, liability release, and signatures of the parent/guardian and physician. PRN forms are available on the school website.

All medication, prescription or non-prescription, must be in its original container and be properly labeled in English. A properly labeled prescription medication is one with a pharmacy label stating the student's name, the name of the medication, and date prescription was filled. Non-prescription medication must be in the original container indicating directions for use and labeled with student's name.

The Principal's designee has the responsibility to question a medication order, discrepancies in an order, or incompleteness of an order. Medication may be refused to be given and parents/guardians will be notified and the reason given.

It is the student's responsibility to report to the designated area to take her medication. Appropriate measures to help the student may be taken to insure the medication is given.

Parents/guardians must pick up unused medicine by the last day of the school year. Medicine left in the clinic will be properly disposed.

## **DISCIPLINE**

### ***Philosophy***

All members of the Incarnate Word Academy community have the responsibility to create and maintain a safe atmosphere that encourages learning and growth. Teachers and administrators work together to ensure that everyone in the school community respects the students' right to learn and the teachers' right to teach. Students share in this responsibility by contributing positively to the classroom atmosphere, treating others and their property with respect, arriving to class prepared and on time, and dressing in a neat and appropriate manner. Parents join with the school by encouraging appropriate conduct and love of learning in their daughters.

Students occasionally make choices that are contrary to the school's philosophy or guidelines. At such times, it is the responsibility of the school to help these students understand why their behavior is inappropriate and how to affect the desired behavior change.

### ***Disciplinary Authority of IWA***

IWA has disciplinary authority over a student:

- while the student is on campus, in the school parking lot, or any area adjacent to the school campus (i.e. sidewalk, etc.)
- while the student is traveling to and from school on IWA transportation,
- while the student is participating in any activity during the school day on school grounds,
- while the student is in attendance at any school-related activity, regardless of time or location.

### ***Definitions***

#### **Detention**

Detention is a period of time served by a student for minor infractions of school policies. Detentions may be held at lunch, flex time, after school or on Saturdays. Students may be required to sit in silence, perform service, or engage in a learning assignment. After school detention will be served during the week from 3:30 p.m. to 4:30 p.m. Students must make all necessary transportation arrangements prior to the day they will serve detention. Students will not be admitted to detention after 3:30 p.m. Failure to serve an after school detention within the allotted time will result in two detentions being assigned. Failure to serve the double detentions or repeated detentions will result in Saturday detention. Saturday detentions are four hours in duration and the student will report on the designated Saturday in full uniform.

#### **In-School Suspension**

For in-school suspension (ISS), the Dean of Students assigns the student to a supervised area where the student completes work assigned for each class. The parent or guardian is notified and a conference is scheduled. The duration of the ISS is at the discretion of the Dean of Students. Students serving ISS will not be able to participate in extracurricular activities.

#### **Out of School Suspension**

Out of School Suspension (OSS) is defined as the removal of a student from the campus. The parent or guardian is notified and a conference is scheduled. The Principal or other appropriate administrator may suspend a student for such conduct that is defined under the Level III infraction. A suspension may be up to five school days per incident. A student is responsible for all class work missed during the period of suspension. The Principal has the final authority regarding a decision to suspend. During the period of suspension, it is the responsibility of the parent or guardian to provide the appropriate supervision for the student. While suspended, the student is prohibited from being on the campus or attending any school-sponsored or school-related activity on or off school property. Professional counseling and a conference with the Principal may be required before re-admission to Incarnate Word Academy is allowed.

#### **Possession**

Possession is defined as the actual care, custody, control, or management of an object or substance. A student shall be considered to be in possession of any substance or object prohibited or regulated by this code if the substance or object is:

- on the student's person or in the student's personal property, including but not limited to the student's clothing, purse, book bag, or backpack; or



- in/on any school property used by the student including a locker or a desk (including the school parking lot)

## **Academic Honesty**

### **IWA Honor Code**

To embody the strong character expected of a Woman of the Word, IWA students attest that their work is theirs alone by writing and signing the following on exams and formal compositions, remembering that this standard is implicit in all endeavors, regardless of academic weight.

“As a Woman of the Word, I attest that this work is my own and commit to fostering integrity in myself and others.”

### **Academic Dishonesty**

Academic dishonesty includes the following acts. This listing is not, however, exclusive of any other acts that may reasonably be called academic dishonesty. Clarification is provided for each definition by listing some prohibited acts.

#### ***Cheating***

Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.

Examples:

- During an examination, looking at another student's examination or using external aids (books, notes, calculators, conversation with others, cell phones, smart watches, or any other electronic devices) unless specifically allowed in advance by the teacher.
- Taking pictures of exam material and viewing them an unauthorized time or providing them to another student.
- Using messaging apps to communicate exam information to other students.
- Having others conduct research or prepare work without advance authorization from the teacher.
- Acquiring answers for any assigned work or examination from any unauthorized source. This includes, but is not limited to, using the services of commercial term paper companies, purchasing or viewing answer to homework from tutoring companies or textbook publishers, and obtaining assignments, exams or other information from students who have previously taken the examination.

Collaborating with other students in the completion of assigned work, unless specifically authorized by the teacher of the course. Assume that all assignments are to be completed individually unless the teacher indicates otherwise; however, students who are unsure should seek clarification from their teachers.

#### ***Fabrication***

Making up data or results, and recording or reporting them; submitting fabricated documents.

Examples:

- The intentional invention and unauthorized alteration of any information or citation in any academic exercise.

- Using "invented" information in any laboratory experiment, report of results or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.
- Failing to acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
- Changing information on tests, quizzes, examinations, reports, or any other material that has been graded and resubmitting it as original for the purpose of improving the grade on that material.
- Providing a fabricated document to any school employee in order to obtain an excused absence or to satisfy a course requirement.

### ***Falsification***

Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Examples:

- Changing the measurements in an experiment in a laboratory exercise so as to obtain results more closely conforming to theoretically expected values.

### ***Multiple Submissions***

Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the teacher for which the student submits the work.

Examples:

- Submitting the same work for credit in more than one course without the teacher's permission.
- Making revisions in an assignment (including oral presentations) that has been submitted in one class and submitting it for credit in another class without the teacher's permission.
- Representing group work done in one class as one's own work for the purpose of using it in another class.

### ***Plagiarism***

The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Examples:

- Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without crediting the author or creator). This includes copying and pasting information from internet sources.
- Failing to credit sources used in a work product in an attempt to pass off the work as one's own.
- Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources. All writing, even if the student is receiving help from a tutor, must be the original work of the student. Purchasing research reports, essays, lab reports, practice sets, or answers to assignments from any person or business is strictly prohibited.

- Failing to cite internet sources, databases and other electronic resources if they are utilized in any way as resource material in an academic exercise.
- Other similar acts.

***Complicity***

Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

Examples:

- Knowingly allowing another to copy from one's homework or essay or copy from one's paper during an examination.
- Knowingly giving another student a completed or partially completed assignment in person or through any electronic means.
- Distributing test questions or substantive information about the test without the instructor's permission.
- Collaborating on academic work knowing that the collaboration will not be reported.
- Taking an examination or test for another student.
- Signing another's name on an academic exercise or attendance sheet.
- Conspiring or agreeing with one or more persons to commit, or to attempt to commit, any act of academic dishonesty.
- Other similar acts.

***Disciplinary Action for Academic Dishonesty***

In all instances of academic dishonest, the teacher will:

- Notify the Dean of Students
- Confer with the student
- Contact the student's parent/guardian by email or phone
- Enter a zero in the gradebook for the assignment

In all instances of academic dishonesty, the Dean of Students will:

- Enter the offense into the student's discipline record
- Confer with the student and teacher if requested by the teacher
- Contact the student's parent/guardian
- Issue an in-school suspension (ISS) in writing
- In the case of complicity, both students will be given a zero on the assignment and both will receive an ISS.
- Additional disciplinary consequences may occur for students in leadership organizations or positions.

If the offense is a repeated academic honesty offense, additional consequences will ensue as determined by the Dean of Students. Such consequences could include, but are not limited to, Saturday detention(s), suspension, or dismissal from Incarnate Word Academy. The Dean of Students will inform the parents of the additional concerns and consequences.

## **Bullying and Harassment**

IWA is committed to fostering strong, positive relationships amongst all members of the community and therefore opposes any form of intimidation, social aggression, or harassment as is in keeping with the school's mission to help students grow in their relationship with Jesus, the Incarnate Word, and live according to His values.

Harassment includes, but is not necessarily limited to the following:

- Unwelcome and persistent behavior that makes a student feel threatened, humiliated, uncomfortable or unsafe.
- Verbal conduct such as racial slurs, the use of vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements made about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to, threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play.
- Bullying and Cyber-bullying.

Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another student.

Cyber-bullying includes, but is not necessarily limited to the following:

- Cruel instant computer messaging or threatening e-mails.
- Mean, repeated cell phone text messages.
- Creating a website for the purpose of mocking certain students, or school personnel.
- Posting humiliating "photo shopped" or digitally modified images of certain students or school personnel.
- Forwarding "private" photos or videos to other students.
- Pretending to be someone else by using someone else's online screen.

Students, parents, and family members who have concerns about any form of intimidation, social aggression, or harassment should contact the School Counselor, Dean of Students or Principal to report any incident of harassment. There is no penalty for reporting concerns.

Therefore, consequences up to and including expulsion, shall be taken against any student who engages in any type of harassment including electronic harassment (cyber-bullying). What students do off-campus can detrimentally affect a school's reputation. Administration may discipline students for off-campus conduct.

## **Controlled Substance Policy**

The school prohibits the use or possession of any form of tobacco or nicotine, vaping device, alcohol or drugs during school hours and at any student events on the IWA campus.

Students who use or abuse illicit drugs or alcohol need to complete an appropriate rehabilitation program. Information about drug and alcohol counseling and rehabilitation programs is available in the counseling office.

The following rules concerning drugs and alcohol apply:

- No student may provide, by sale or otherwise, any substance which she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, electronic cigarette, vape device, edibles, or intoxicant of any kind to another student. **This will result in the student being expelled.**
- No student may possess or use any substance which the student has reason to believe, or has been represented to her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, electronic cigarette, vape device, or intoxicant of any kind.
- Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills containing phenylpropanolamine (PPA) without a prescription.
- Violation of numbers 2 or 3 may result in expulsion.

Depending on the nature of the violation, the administration may offer the parents and the student the option of withdrawal from IWA or participation in evaluation or counseling. An initial evaluation session must be arranged by the parent and student with the substance abuse agency counselor designated by Incarnate Word Academy.

When the evaluation is returned to the administration, an administrative decision will be based on the recommendation of the designated agency. The student and parents will be informed of the decision requiring withdrawal or permitting continued enrollment with counseling.

If the decision is to retain the student based on the evaluation, the student will participate in a counseling program. It is understood and agreed by the student and parents that the student's and parents' full cooperation in the counseling program is required.

### **Cell Phones/Personal Electronic Devices**

Students are responsible for the security of their own electronic devices and their school-owned iPad. Students may use cell phones and other electronic devices before and after school. During the school day, cell phones and other student-owned electronic devices must be off and stored away unless expressly permitted by the teacher. If seen outside of this designated time, a cell phone or any other electronic item will be taken up by any faculty or staff member. If a cell phone/electronic device is confiscated during class, an administrator has the right to search the device for any inappropriate academic exchanges.

- **First offense:** The cell phone/electronic device may be picked up from the school office by a student after school hours.
- **Second offense:** The cell phone/electronic device will be kept by the Dean of Students for three consecutive days, and then it must be picked up by a parent/guardian.
- **Third offense:** The cell phone/electronic device will be kept by the Dean of Students for five consecutive days, and then it must be picked up by a parent/guardian.

## **Disciplinary Infractions and Consequences**

IWA's discipline management plan includes progressive rules and consequences for infractions. The Principal has the final authority in determining the disciplinary assignment for infractions.

### ***Level I***

Level I infractions are generally violations of classroom or campus rules. These are typically infractions that can be corrected by the classroom teacher. These violations may be noted on the student's discipline record.

Level I Infractions include such behaviors as, but are not limited to:

- Tardiness to class, Mass, Flex Time, or assemblies
- Violating the school's uniform policy
- Eating or drinking in an undesignated area
- Failing to deliver and/or return written communication between home and school such as permission slip
- Possession of food/drinks other than water
- Using iPad for unauthorized purposes such as game playing, instant messaging or web browsing
- Not having required classroom materials
- Chewing gum
- Possessing and/or using nuisance items
- Refusing to follow classroom rules
- Blocking the hallway, running and/or making excessive noise in the halls, building, and/or classroom
- Any other act that impedes or interrupts orderly classroom procedures

Disciplinary consequences of which one or more may be used:

- Verbal warning from faculty member
- Confiscation of a prohibited item
- Separation of student from distraction
- Conference between student and faculty member
- Parent contact: email, phone call, or conference
- Referral to Dean of Students if behavior is habitual

### ***Level II***

Level II infractions will result in a referral to the Dean of Students. Certain Level II infractions may be elevated to Level III based on the severity. These violations will be noted on the student's discipline record.

Level II infractions include such behaviors as, but are not limited to:

- Chronic or repeated infraction cited in the previous level
- Skipping class, Mass, Flex Time or other scheduled activities
- Leaving or returning to the classroom without permission
- Cafeteria or restroom misconduct
- Throwing objects that can cause bodily injury or damage to property

- Using vulgar language
- Violating the school's personal electronic devices policy/ Technology Acceptable Use Policy
- Engaging in disrespectful behavior towards school personnel or school visitors
- Engaging in disrespectful behavior during school Masses
- Being in unauthorized areas without supervision or permission
- Participating in excessive or continual public display of affection
- Repeated uniform policy infractions
- Habitually using iPad for unauthorized purposes such as game playing, instant messaging or web browsing
- Any other infractions which interfere with the educational process

Disciplinary consequences of which one or more may be used:

- Administrator/counselor/teacher/student conference
- Related campus assignment
- Exclusion from extracurricular activities
- Removal of student from classroom
- Detention
- Withdrawal of student privileges
- Parent/student/administrator conference
- Saturday detention
- In-school suspension
- Other appropriate disciplinary consequences

### ***Level III***

Level III infractions will result in a referral to the Dean of Students and/or Principal. Certain Level III infractions may be elevated to Level IV based on the severity. These violations will be noted on the student's discipline record.

Level III infractions include such behaviors as, but are not limited to:

- Chronic or repeated infraction cited in the previous level
- Acting in a way that is harmful to the school, health, and safety of others
- Possessing any device that has the appearance of a prohibited weapon
- Failing to comply with assigned disciplinary consequences
- Altering school records or signing another person's name on school documents
- Misusing school's technology (internet, equipment, or software)
- Refusing to comply with reasonable requests of school personnel
- Vandalizing property or engaging in theft
- Using profane, obscene or offensive language, either in person or on social media
- Leaving or returning to the building or school grounds without permission
- Any other infractions which interfere with the educational process

Disciplinary consequences of which one or more may be used:

- Exclusion from extracurricular activities
- In-school suspension
- Out-of-school suspension

- Other appropriate disciplinary consequences

#### ***Level IV***

These infractions are severe and will be identified by the Dean of Students and/or Principal. A violation of this magnitude will result in a possible expulsion at the discretion of school administration. Level IV infractions include such behaviors as, but are not limited to:

- Assault (with a weapon or physical fighting) of any member of the IWA school community
- Misdemeanors or felonies
- Harassment, threats, or bullying (verbally, physically, or written)
- Use, exhibition, distribution, or possession of:
  - Electronic cigarette, vape device, edibles, or the like
  - Controlled substances (including but not limited to: prescription medications, medications that contain codeine, and other prescriptions provided by a physician)
  - Alcohol
  - Illegal drugs (including but not limited to synthetics, marijuana and cocaine)
  - Concealed weapon (including but not limited to: gun, knife, or any instrument that could cause bodily injury)

#### **Discipline Disclosure to Colleges**

In accordance with the National Association of College Admission Counseling Principles of Best Practices, Incarnate Word Academy will comply with colleges' requests for information regarding applicants' disciplinary records including any significant disciplinary or academic misconduct, including actions that have led to out-of-school suspension, withdrawal or dismissal, either before or after their submission of applications. When discipline questions are asked on required college application forms to be completed by the Counselor, the college Counselor will provide a written response to the question, describing the situation and disciplinary action while continuing to support the student on behalf of the school.



## **ATHLETIC POLICIES & PROCEDURES**

Incarnate Word Academy is a member of Texas Association of Private and Parochial Schools (TAPPS) district 3-5A. Teams in this district also include, Awty School, Concordia Lutheran in Tomball, Duchesne Academy of the Sacred Heart, Monsignor Kelly Catholic High School in Beaumont, St. Pius X High School, Saint Agnes Academy, Saint John XXIII College Preparatory and The Village School.

Participating in the Incarnate Word Academy athletic program is a privilege, not a right. The school, in cooperation with the student and parents, will make a reasonable effort to hold participating students to personal, academic, and disciplinary standards. Athletes, spectators, and coaches represent the school and are expected to be worthy representatives. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently. Athletics will be consistent with school policy with emphasis on teaching Christian principles.

A student's enrollment in athletics is considered to be an agreement on the part of the student and parents or guardians that they will comply with all school procedures, regulations, and policies including, but not limited to such procedures, regulations, and policies outlined in this handbook.

### **Profile of an IWA Athlete**

The athletic experience is an integral part of many students' overall education. The philosophy of the IWA athletic program is that athletics plays a significant role in developing leadership, positive self-esteem, and contributes to the athlete's emotional, physical, and social well-being. The athlete learns the value of fair play, sportsmanship, and teamwork. In addition, the athletic program serves as a source of school pride and spirit.

An IWA athlete understands it is a privilege to represent the school and tries her best to stay positive and show integrity, even when something is challenging. She respects the game and judgement of game officials. An IWA athlete celebrates her successes while still humbly acknowledging that her accomplishments are through the support of many.

### **School-Sanctioned Athletic Programs**

<b>Year-Round</b>	Athletic Training, Cheerleading, Dance Team
<b>Fall</b>	Cross Country, Volleyball
<b>Winter</b>	Basketball, Soccer, Swimming
<b>Spring</b>	Golf, Softball, Track & Field

### **Academic Ineligibility**

The following criteria make a student ineligible to participate in athletics, cheer, dance team, drama productions, and the STHS athletic trainer program, including practices and rehearsals, effective the Monday following the issuance of a quarter report cards:

- Receives one F (69 or below)
- Receives more than one D (70-74)

Students cannot participate or tryout during their period of academic ineligibility for any of the above programs. Students will be re-eligible when they meet the academic criteria on a following quarter report card. Students not meeting the eligibility requirements at the completion of 4<sup>th</sup> quarter will be ineligible to try out for or participate in 1<sup>st</sup> quarter athletic programs during the next school year.

Seniors who fail any course during the fall semester of their senior year are ineligible to participate in athletics during the spring semester.

## **Athletic Banquets**

Banquets are held three times per year at the end of each season to recognize the achievements of student athletes and teams. Students are required to follow the Dress Up Attire dress code found in the uniform policy.

## **Athletic Forms and Registration**

All athletes must complete and submit the following completed paperwork. For sports with tryouts, paperwork is due when a student makes the team. For sports without tryouts, paperwork is due one week before the first practice:

- IWA Parent Consent Form
- TAPPS Student Acknowledgement of Rules form
- TAPPS medical forms:
  - Medical History
  - Physical Examination
  - Sudden Cardiac Arrest
  - Concussion and Traumatic Brain Injury
  - TAPPS Steroid Use form
- IWA Transportation Release Form
- IWA Uniform Policy form
- Athletic Booster Club Sign Up Form
- Billing Authorization form

Once a student registers for a team, she must submit the athletic fee through Smart Tuition for each sport and her parent/guardian(s) must attend the sport-specific parent meeting(s). This fee is non-refundable once the student has made the team, or after the first practice. The athletic fee must be paid for each sport played.

Once on the team, she makes a commitment to that team for the entire season. If a student chooses not to complete a season with the team, she is not allowed to join another IWA team that season. Students may only participate in one sport per season.

## **Athletic Communication Policy**

Students should first approach the coach directly with concerns. If the issue is not adequately addressed between the student and coach, the parent/guardian may contact the coach to schedule an appointment. If the concern is not resolved, the parties may then consult the Athletic Director. If the concern is not resolved, the requests may be taken to the Dean of Students. The Dean of Students' decision is final. All communication should be direct and respectful.

## **Attendance**

A student must attend classes for the full school day in order to participate in athletic practices and games/meets.

## **Letter Jackets**

Only official IWA letter jackets through Herff Jones are allowed to be purchased with IWA approval. Students must follow specific criteria for letter jacket ordering and must attain a Lettering Order Form from the Athletic Director.

### **Athlete Lettering Criteria**

- Student athlete must be a member in good standing of at least one IWA varsity team.
- Student athlete must attain the Lettering Form with the signatures of the varsity coach from the specific sport and the Athletic Director.
- Student athletes in basketball, softball, soccer, and volleyball, must fulfill  $\frac{3}{4}$  of the season in varsity without quitting or being ineligible.
- Student athletes in cross country, golf, swim, and track, must qualify for TAPPS regional and/or state meets.

## **Parent Meetings**

At least one parent/guardian is asked to attend the annual athletic parent meeting held each August. At least one parent/guardian is required to attend all other sport-specific parent meetings that a coach may call during the season. Mandatory parent meetings will be scheduled at the start of each season. Parents who are unable to attend the sport-specific parent meetings must schedule a meeting with the coach to review the team policies and other content from the meeting.

## **Restrictions and Return from Injury**

An athlete may not participate or tryout if she has any restrictions from participating in practices or games noted on their TAPPS Physical Examination form. Injuries must be reported immediately to the coaching staff. If an athlete gets injured, she must provide a written release from her doctor before she may return to practice or competition. In addition, students who are diagnosed with a concussion or traumatic brain injury must adhere to IWA concussion protocol in order to return to practice or competition.

## **Sportsmanship Philosophy & Guidelines**

Athletes, spectators, and coaches are expected to conduct themselves with behavior consistent with IWA policies.

Parents and spectators are expected to:

- follow accepted standards of good sportsmanship and behavior
- respect and extend all courtesies to officials, coaches and players
- refrain from disrespectful remarks and the use of noisemakers during a game
- abide by school policies

## **St. Thomas High School Cheerleaders & Athletic Trainers**

Applicants must meet the requirements of both St. Thomas High School and IWA for athletic eligibility. (Freshmen are not eligible.) Any student in this position is a representative of IWA and must conduct herself accordingly. Students must follow all IWA guidelines and IWA academic eligibility requirements.

## **Team Captains**

Each team's coach selects the team captain(s) based on demonstrated leadership and athletic ability. Team captains are expected to serve as role models to their teammates and act as positive leaders at all times.

## **Team Practices**

Practices are scheduled by each coach. Students are expected to attend all practices, games, and meetings. If a student misses a practice, game, or meeting, the coach must be notified in advance by the student.

Each coach will set team rules. Rules and penalties for tardiness, curfew violation, inappropriate practice/game dress, and misconduct are examples of acceptable coach's guidelines. These rules will be given in writing to all athletes, parents, and the athletic director at the beginning of each athletic season.

## **Team Selection**

The head coach and assistant coaches are responsible for the team selection process for the individual sport/activity. Some athletic programs require formal try-outs.

Incarnate Word Academy will attempt to field a Junior Varsity and Varsity team for sports when participation demands and practice time and space allow. The coaches will endeavor to play all athletes on each team but not necessarily in every game.

## **Team Uniforms & Equipment**

Care must be taken to keep uniforms and equipment in good condition in accordance with the IWA Uniform Policy form. At the end of each sports season, all uniforms and equipment must be returned to the school in clean and good condition. Students will be invoiced for items not returned.

Students may not compete in another sport until all prior seasons' uniforms are satisfactorily returned. Students who leave a team before the end of the season must return uniforms and equipment upon resignation from the team.

Student athletes may wear their team t-shirt, team jersey or team sweatshirt with their uniform skirt, uniform shorts, or uniform pants and uniform-approved shoes to school on six school days during the season, selected by the coach at the beginning of the season.

## **Transportation**

All students, unless specified with parental permission on the IWA Transportation Release form, must ride the bus to and from all games if a bus is taken. Parents may transport students home. Coaches are not allowed to drive students in their personal automobiles.

Rules for bus trips:

- Athletes must remain seated with entire body inside the bus.
- All trash must be picked up before departing the bus.

Parents/guardians are responsible for picking up their daughter from practice/games at the established time unless written permission is granted by the parent/guardian for another driver to transport the student. If an athlete is picked up more than ten minutes after the established time, the parent must sign

the coach's late pick up log. Upon the third late pick up, the student will be ineligible to compete in the next game/meet.

In the event of weekend competitions/tournaments, parents are responsible for arranging transportation unless otherwise noted.



# **FINANCIAL INFORMATION**

## **2019 – 2020 Tuition and Fees**

The Sisters of the Incarnate Word and Blessed Sacrament (Board of Directors) has approved the tuition for 2019-2020 school year at \$14,900.

The following payments are due at registration.

- A non-refundable \$500.00 deposit which will be applied to the student's tuition
- A non-refundable \$250.00 registration fee

Returning families registering between March 8, 2019 and April 3, 2019 will incur an additional \$100 late fee. Freshman and transfer students have until April 3, 2019 to reserve their spot for the 2019-20 school year. Registrations submitted after April 3, 2019 will incur an additional \$50 charge per month until registrations will no longer be accepted (returning families only).

Families have the option to pay tuition annually (due July 1), semiannually (due July 1 and December 1) or over 10 months (due the first of each month with a 2% fee).

All families are required to maintain a Smart Tuition account. School fees will be charged through Smart Tuition and the families will be invoiced in accordance with the option selected.

Having agreed to a specific tuition payment plan, the parent or guardian financially responsible for the student must understand the following: (1) a student will not be allowed to attend classes or participate in co-curricular activities if a tuition payment is sixty (60) days past due. (2) A student will not be admitted to school in August until current and previous financial obligations have been met, and all registration fees for the school year have been paid. Enrollment at Incarnate Word Academy is considered to be for the full year.

All financial obligations to Incarnate Word Academy must be kept current in order for the student to maintain active enrollment at Incarnate Word Academy, for documents to be released (grades, transcripts, Net Classroom access) and to participate in graduation as well as student activities. If there is an account balance three days prior to graduation, the student will not receive a diploma at graduation. There will be a \$50 late fee charged for any payments received after the due date and an additional \$50 late fee will be charged for each subsequent month until the account is made current.

It is Incarnate Word Academy's policy that tuition refunds for students withdrawing during the school year will be based on a semester charge. Specifically, no refunds will be given for any semester during which the student has attended any class. A 50% tuition refund, excluding the non-refundable tuition deposit, will be given for any semester during which the student has not attended any class and the notice of withdrawal has been received by the school no later than July 1, 2019, for the Fall Semester and December 1, 2019, for the Spring Semester.

A prorated tuition refund for the remainder of the school year would be granted by Incarnate Word Academy only in the following specific circumstances:

- an extended illness of the student, which renders the student unable to complete the 2019-2020 school year;
- relocation of the student's family from the Houston area during the 2019-2020 school year; or

- withdrawal of the student solely as requested by Incarnate Word Academy.

### **Additional Financial Commitments**

Students are required to sell or purchase a \$360 quota of raffle tickets every year. There is also a tax-deductible donation option available until the last day of the raffle. After this date, the \$360 payment for raffle tickets becomes a mandatory fee which will be billed on the December tuition invoice and is not tax-deductible.

IWA families are strongly encouraged to participate in the Spirit of the Word Annual Fund. This tax-deductible donation can be fulfilled with a one-time payment or a pledge, which must be paid prior to the end of the current school year. IWA families are also encouraged to participate in the Annual Gala and Auction. These two important events help to build community as well as support the operational budget, which allows IWA to continue to provide an excellent education.

Charges through the school year will be applied to your Smart Tuition account for activities your daughter signs up for. This could include a variety of activities including, but not limited to the following: field trips, sports activities, theater productions, classroom activities, AP tests, co-curricular activities, dance fees, testing fees and club dues, as well as others. Mandatory fees for participating in activities are not optional, but most additional costs will require parent approval before being charged. Once parent approval is received these are billed and due.

**Returning Students:** Acceptance of these terms and a non-refundable \$500 deposit, which will be applied to your daughter's tuition, along with the non-refundable \$250 registration fee are due by the registration deadline to secure your daughter's place for the 2019-2020 school year.

**New Students:** Acceptance of these terms and a non-refundable \$500 deposit, which will be applied to your daughter's tuition, along with the non-refundable \$250 registration fee are due by the registration deadline to secure your daughter's place for the 2019-2020 school year.

## **ADVANCEMENT OFFICE**

The IWA Advancement Director is the team leader for all fundraising activities. In keeping with the mission of the Sisters of the Incarnate Word and Blessed Sacrament, the IWA Advancement Office employs many fundraising sources to keep education affordable at IWA. Fundraising sources include donations from the IWA parent community, foundations and grants, friends of the Academy, board members, faculty and staff, and alumnae. The Advancement Office oversees the activities of the Alumni Coordinator, the Special Events/Volunteer Coordinator, the Marketing and Communications Director, and the Database Coordinator.

IWA qualifies under the non-profit 501(c)3 designation and all financial donations are tax-deductible. IWA is also a recipient of certain companies' matching gift programs. Please check with your employer to see if your gift or donation would qualify. To coordinate a gift or donation to IWA, please contact a member of the Advancement Team.

### **Annual Fund**

Tuition covers only a percentage of the cost to operate IWA—the Annual Fund is a yearly giving program that plays a central role in helping the Academy close this gap between tuition and the actual cost to educate an IWA student while remaining faithful to its mission. Tuition for the 2019-20 school year is \$14,900. The advancement office works to help keep tuition affordable by raising \$3,000 per student to help fill the gap in educating an IWA student.



All Annual Fund gifts are tax-deductible. For questions regarding a tax-deductible donation, please contact the Advancement Office.

## **Gala & Auction**

The annual Gala and Auction brings together parents, alumnae and IWA supporters for an evening to celebrate IWA and raise strong financial support for the Academy.

The success of the Gala and Auction relies on a significant number of parent volunteers. Contact the Advancement Office for more information on how you can volunteer to help with the planning of the event or contribute in other ways.

## **Falcon Raffle**

The IWA Falcon Raffle is student driven. It is an annual fundraising effort that asks each student to support the school. Raffle ticket sales helps to keep tuition affordable, spreads awareness of IWA to family and friends, and teaches IWA students the meaning of stewardship and giving back to the IWA community. Students are required to sell or purchase a \$360 quota of raffle tickets every year. If the raffle tickets are purchased and returned before the drawing a tax-deductible letter will be issued.

The tax-deductible donation option is only available until the last day of the raffle. The drawing date changes every year, but is generally in mid-November. After the drawing, the \$360 payment for raffle tickets becomes a mandatory fee, which will be billed on the December tuition invoice, which will be due January 1 and is not tax deductible. The Advancement Office will provide opportunities to assist students to meet their raffle ticket sales quota. If you have questions regarding the IWA Falcon Raffle, please contact the Advancement Office.

## **Weekly Word**

The *Weekly Word*, published by the IWA Marketing and Communications Director, is distributed by email every week. The *Weekly Word* is the main source of communication between the administration and the IWA families and includes important and timely information regarding academic, athletic and social events taking place on and off campus. The *Weekly Word* is distributed by email on Friday afternoons. If you have not received the *Weekly Word*, please contact the Marketing and Communications Office.

## **Parent Organizations**

### **Athletic Booster Club**

The IWA Athletic Booster Club supports, encourages and advances the athletic program and related activities of Incarnate Word Academy. It engages in fundraising activities to sustain a strong athletics program for IWA. The executive board consults with the school athletic director to determine the program needs and the sources of funding.

Volunteer work is required of each family of an athlete. Each family must work one fundraising event for each sport in which an athlete is participating. The family commitment can be fulfilled by working at the fundraising events at the Go Texan Store during the Houston Texans home football games and Monster Jam at NRG Stadium.

## **Mothers' Club**

The IWA Mothers' Club is a parent organization that supports the programs and activities of IWA. It coordinates, funds and hosts activities throughout the school year including an all-school Thanksgiving Lunch, faculty and staff appreciation events, receptions following both the Mother/Daughter Mass and the Father/Daughter Mass, and other events when requested to do so. The Mother's Club is funded by proceeds from the sale of Spirit Shop items. If you are interested in getting involved and volunteering for any Mothers' Club event, please contact the Advancement Office.

## **Appendix A: IWA Student Life Handbook**

Students are encouraged to participate in the school's clubs and organizations to provide opportunities for students to pursue areas of interest, perform service as well, and enjoy peer interaction. Students and families should discuss the student's level of involvement and make purposeful decisions about how many club, organizations, etc. are appropriate for the individual student.

### **Starting a New Club**

Items for students to complete before submitting an application to the Dean of Students:

- Meet with the Dean of Students to discuss the club idea and request an application.
- Find a teacher sponsor for the club. The new club will not be approved without a teacher sponsor listed on the application.
- Schedule an interest meeting for the club and compose a list of members.
- Identify the mission of the club and ensure that it aligns well with the Profile of an IWA Graduate and is distinct from other IWA clubs
- Discuss possible activities and/or events for the school year. The Dean of Students must approve all activities.
- No new clubs will be added after May of the prior school year.
- Every club should have at least 10 members.

Applications must be submitted to the Dean of Students by the deadline.

- The Dean of Students, in conjunction with IWA's administration, reserves the authority to approve or deny any application for a new club.
- The Dean of Students will notify the student who submitted the application to confirm approval of the new club.

### **Standards for All Clubs**

#### ***Announcements, Publicity, and Social Media***

Club announcements may be submitted for approval to the Dean of Students 24 hours in advance to be added on IWA's message screens and/or in the 7:55 morning announcements.

Any flyers for events, activities, or for club information must be approved by the Dean of Students before posting within the school. In addition, the student club must obtain approved tape from the school secretary to post flyers or posters on school walls.

Any t-shirts or merchandise must be submitted for approval to the Dean of Students. The club must complete a T-shirt/Merchandise Approval Request Form and must attach a color copy of their design for approval. The deadline for T-shirt/Merchandise Approval Form is the last day of first quarter.

### ***Club Finances***

New and existing clubs should inform the Dean of Students via email of any projected student expenses, such as T-shirt/merchandise orders and induction fees.

Once student expenses have been approved, teacher sponsors will need to verify collection procedure protocol with the Director of Finance.

Clubs may consider a membership fee to cover club expenses. Fundraising is not allowed. If clubs wish to serve a community agency, they should consider doing so through direct service rather than fundraising. Crowdfunding through GoFundMe or similar sites is not an approved method for raising funds for clubs or student activities.

Reimbursements will not be made to students or families that have a delinquent account on Smart Tuition. Amounts submitted for reimbursement will be applied to the past due balance.

### ***Events and Activities***

An Activity/Event and Set-up Form must be submitted to the Dean of Students for approval before any planned activity or event.

The Dean of Students may approve or veto any club events or activities, and/or disband a student club if its policies are not in alignment with IWA's school policies or mission

Clubs will be represented by club leaders at the annual Club Fair. Club leaders should be prepared to share a two-minute video presentation regarding the purpose of the club, event information, and activities the club wish to take on. Club leaders may also prepare handout materials with this information.

### ***Teacher Sponsor Responsibilities***

- Supervise all student-led monthly meetings, activities, and events pertaining to the club
- Clarify student and teacher sponsor roles within the club so that student accountability and responsibility are reinforced
- Submit a Club Activity/Event and Set-up Proposal Form at least 10 business days prior to any event that requires set up by the Director of Operations
- Assist students in the promotional planning of their club at the Club Fair
- Maintain responsibility for approval and fee collection, including membership fees, conference registrations, competition fees, and travel expenses
- Review club flyers, Weekly Word information, or other announcement information prior to getting approval from the Dean of Students

## **Leadership Organizations**

IWA's leadership organizations have guidelines pertaining to induction, involvement, application, fees, and overall objectives of their specific organization. In addition, some of these organizations have national standards to which they must strictly adhere. The guidelines for each of these organizations are annually updated and are posted on the school website.

### ***Membership***

Membership is open to any interested student from any classification unless restricted by national/state/campus guidelines of an organization. Any associated organization fees will be billed via Smart Tuition. If a transfer student was previously inducted into a national organization, her membership will be honored at IWA at the time of enrollment.

### ***Standards for Students in Leadership Organizations***

Students in leadership organizations earn responsibilities in and out of school which demand that leaders represent themselves appropriately at all times. Poor conduct on the part of a student leader threatens the reputation of that student and the school. The school community acknowledges that there are students who, because of their election to office or position by faculty or by students, require a higher standard of accountability.

The following are additional disciplinary consequences that these organizations adhere to when students are assigned in-school or out-of-school suspension.

- A student will be removed from their officer/director/ambassador positions.
- A student will be placed on disciplinary probation for six school calendar months. After the probationary period, they will be eligible to take on leadership positions.
- Any student who graduates while on probation will not be able to earn the membership distinction at graduation or on their diploma.

If a second suspension is assigned, the following additional consequences will apply:

- Suspended student will not be able to be considered for a future leadership position during the duration at IWA.
- Student will not be able to earn the membership distinction at graduation or on their diploma.
- Student may not be able to take part in any further activities as an officer, elected position, or ambassador with the organization.

### **IWA Leadership Organizations**

Campus Ministry Team (CMT)

Falcon Ambassadors

Mu Alpha Theta

National Honor Society (NHS)

Sociedad Honoraria Hispánica

Student Council

Thespian Honor Society

Young Leaders Program (YL)

### ***Falcon Ambassadors***

A student is chosen for the Falcon Ambassadors because she exemplifies the IWA mission and philosophy. She is an ambassador for the school and represents IWA at various events. Students with at least a 3.0 cumulative GPA can be nominated by the IWA faculty, which considers each nominee's demonstration of integrity, academic standards, punctuality and dedication to Incarnate Word Academy. Members are expected to display accountability, competence and love for the IWA mission. Any student, failing to maintain these standards or the school policies as set forth in Falcon Ambassadors guidelines, may be dismissed from the Falcon Ambassadors.

### ***National Honor Society***

Membership in the National Honor Society (NHS) is based on a student's fulfillment of the four basic pillars of NHS; Scholarship, Service, Leadership and Character.

#### **Selection Process**

At the beginning of the spring semester, sophomores, juniors, and seniors with an honor roll cumulative GPA of a 3.5 or above and who meet the minimum classification requirement for service hours are notified that they meet those requirements for membership. Students who are interested will complete an application noting their service and leadership positions. The faculty council will meet to review all applicants. The NHS Induction ceremony will take place in the spring semester.

## **Appendix B: 2019-2020 Bell Schedule**

<b>Traditional Schedule:</b> Monday, Thursday and Friday		<b>Mass/Late Arrival Schedule:</b> Designated Days		<b>Modified Block Schedule:</b> Tuesday		<b>Modified Block Schedule:</b> Wednesday	
<b>0</b>	7:00-7:55	<b>0 (Mass Days)</b> <b>0 (Late Arrival)</b>	7:00-7:50 8:15-9:10	<b>0</b>	7:00-7:55	<b>0</b>	7:00-7:55
<b>First Bell</b>	7:55	<b>First Bell (Mass)</b> <b>First Bell (Late)</b>	7:55 9:14	<b>First Bell</b>	7:55	<b>First Bell</b>	7:55
<b>1</b>	8:00-8:44	<b>Mass</b> <b>(Mass Days)</b>	8:10-9:10	<b>1</b>	8:00-9:27	<b>2</b>	8:00-9:27
<b>2</b>	8:48-9:29	<b>1</b>	9:19-9:57	<b>3</b>	9:31-10:58	<b>4</b>	9:31-10:58
<b>3</b>	9:33-10:14	<b>2</b>	10:01-10:38	<b>Lunch: 11<sup>th</sup>/12<sup>th</sup></b> 11:02-11:42	<b>5: 9<sup>th</sup>/10<sup>th</sup></b> 11:02-12:29	<b>Lunch: 11<sup>th</sup>/12<sup>th</sup></b> 11:02-11:42	<b>6: 9<sup>th</sup>/10<sup>th</sup></b> 11:02-12:29
<b>4</b>	10:18-10:59	<b>3</b>	10:42-11:19	<b>5: 11<sup>th</sup>/12<sup>th</sup></b> 11:46-1:13		<b>Lunch: 9<sup>th</sup>/10<sup>th</sup></b> 12:33-1:13	
<b>Lunch: 11<sup>th</sup>/12<sup>th</sup></b> <b>5: 9<sup>th</sup>/10<sup>th</sup></b>	11:03-11:44	<b>4</b>	11:23-12:00	<b>7</b>	1:17-2:44	<b>8</b>	1:17-2:44
<b>Lunch: 9<sup>th</sup>/10<sup>th</sup></b> <b>5: 11<sup>th</sup>/12<sup>th</sup></b>	11:48-12:29	<b>Lunch: 11<sup>th</sup>/12<sup>th</sup></b> <b>5: 9<sup>th</sup>/10<sup>th</sup></b>	12:04-12:41	<b>Flex Time</b>	2:48-3:25	<b>Flex Time</b>	2:48-3:25
<b>6</b>	12:33-1:14	<b>Lunch: 9<sup>th</sup>/10<sup>th</sup></b> <b>5: 11<sup>th</sup>/12<sup>th</sup></b>	12:45-1:22				
<b>7</b>	1:18-1:59	<b>6</b>	1:26-2:03				
<b>8</b>	2:03-2:44	<b>7</b>	2:07-2:44				
<b>Flex Time</b>	2:48-3:25	<b>8</b>	2:48-3:25				

\*Falcon Fridays: School Dismissal is at **2:44 p.m.** with students having the option to stay for tutoring, testing, clubs or other activities.

\*\*On Fridays with Mass schedule, school dismissal is **3:25 p.m.** Those dates can be found on the school calendar.