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# STUDENT HANDBOOK 2021 - 2022

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K3 - 12th Grade

Corpus Christi, Texas  
(361) 883-0857  
[www.iwacc.org](http://www.iwacc.org)

Revised Sept. 1, 2021

## Incarnate Word Academy Board of Directors 2021 - 2022

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

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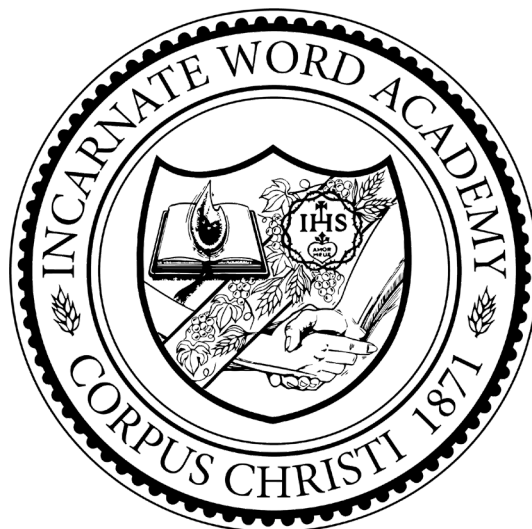
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# GENERAL INFORMATION

## Overview

Incarnate Word Academy is a private co-educational college preparatory for K3 – 12th grade, and is owned and operated by the Sisters of the Incarnate Word and Blessed Sacrament.

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

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

When violations of school policies occur, it is likewise important that parents remain in active partnership with school authorities. For student discipline and compliance with guidelines to be effective, students must know with certainty that their parents and faculty stand together in holding them accountable and in implementing consequences. By contrast, it is unfortunate for all parties when a parent defends or excuses a child's transgressions or attempts to shield a child from the consequences of a mistake. Not only is this harmful to the child in that it interferes with the healthy learning process necessary for his/her overall development, but it also disrupts the effective operation of the school.

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

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

## Purpose of this Handbook

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

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

Teachers are available by appointment to talk with parents. Please schedule these times with the appropriate teachers. Tutorials may be provided to students in core subjects weekly or as needed.

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

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

- Encourage their child to put a high priority on their education and commit to making the most of the educational opportunities the school provides.
- Participate in parent organizations such as parent/teacher organization and athletic booster club.
- Monitor their child's progress and contact teachers as needed.

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

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

## **About IWA**

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

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

The Montessori Program provides an individual curriculum that uses an array of stimulating learning materials and greatly encourages independent thinking and progress in all areas of the classroom. The traditional program of the elementary not only stresses the basics but also provides enrichment opportunities in STEM, Spanish, and Fine Arts. The Middle Level curriculum encompasses a variety of learning experiences that are planned, guided and directed by a team of teachers for each grade level. Integrating the middle child's growth into the learning process, the approach addresses interaction, decision-making, and personal responsibility. The High School Level offers a comprehensive curriculum program, which includes a college preparatory program, diverse areas of basic study and a wide variety of electives. The honors program and the advanced placement courses challenge gifted students and prepare them for university studies. Each curriculum level includes religious studies and an opportunity for guidance and worship.

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

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

## **IWA Purpose**

### **Our Vision**

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

### **Our Mission**

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

### **Our Core Values**

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

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

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

**Integrity:** Honesty, justice, and consistency in all relationships

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

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

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

# EDUCATION

## Philosophy of Education

### **Orientation**

Inspired by the charism of the Sisters of the Incarnate Word and Blessed Sacrament, Incarnate Word Academy seeks to evangelize by proclaiming the Good News revealed in the mystery of the Incarnation. As participants in the Church's mission of Catholic education, our ministry serves students from a wide range of ethnic, economic, social and religious backgrounds. Our service is directed toward bringing about a Christian wholeness in each person and a Christian unity among all.

### **Implementation**

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

### **Application**

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

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

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

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

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

## **Achievement of Christian Formation**

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

## **Accreditation**

Incarnate Word Academy is accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED) and is a member of the National Catholic Education Association (NCEA) as well as the American Montessori Society.

## **Nondiscrimination Policy**

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

## **Graduation Outcomes**

Graduates of Incarnate Word Academy will be able to:

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



- Apply a comprehensive understanding of our world — its geography, cultures, histories, and the natural and social processes that govern it — to the analysis of current events.
- Conduct and report research across disciplines.
- Use with skill the techniques of one (performing or visual) artistic medium.
- Utilize calculators, computers, and the internet as tools for research, word processing, data management, multimedia presentations, and reference

#### **They are prepared to:**

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

## **ACADEMICS**

### **The Honor Code**

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

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

### **Academic Integrity**

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

At the heart of this ethic is the value of intellectual life: ideas are important, and the exchange of ideas is the central and cherished activity of the academic enterprise. One assumes responsibility

for one's own ideas and is entitled to credit for the hard work by which original thought is produced. While learning is its own reward, academic recognition (in the form of grades and honors) is awarded in proportion to the quality of one's work.

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

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

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

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

## **Family Portal/FACTS**

Family Portal (formerly known as ParentsWeb) is a private and secure area for parents that allows them to access academic information specific to their children such as grades, attendance, homework, and conduct. Communication with teachers and other school staff online is also available. Access to FACT's Family Portal is available once the enrollment process is complete. Go to [www.iwacc.org](http://www.iwacc.org) and click "Parents" at the top of the home page, then click "Create New Family Portal Account." Enter your email address and click "Create Account." An email will be sent to you with a link that will allow you to create a Family Portal login. This link is only valid for 6 hours. A web page will display your Name and Family Portal ID. Type a User Name, Password, and confirm the password. Click "Save Password." A message will display at the top of the page that says "UserName/Password successfully updated."

Username/Password successfully updated.

### Change/Create Password

Name	Person ID Username	Password	Confirm	
IWA Parent Name 1234567	<input type="text" value="sample-user-name"/>	<input type="password" value="....."/>	<input type="password"/>	<input type="button" value="Save Username and/or Password"/>

You can now log in to Family Portal using your new User Name and Password.

We look forward to your participation. Together we can continue to improve our students' academic development as well as communication between IWA and your family.

For assistance, please contact your school level's administrative assistant.

IWA does not have the right to perform the following on Family Portal:

- Change your password. Your password can only be deleted.
- Give out passwords over the phone or via email.

Proper identification must be presented for the following:

- To obtain the password, which may also be obtained via the "Forgot Username / Password?" link on Family Portal.
- To change the email address

Access to Family Portal will be locked by the business office if financial obligations are not current.

## Grades

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

### **Semester Grades**

Semester one grades are derived by taking the course average for 1st and 2nd quarter. Semester two grades are derived by taking the course average for 3rd and 4th quarter.

### **Final Grades**

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

Report cards will be issued and/or transcripts will be mailed only upon payment of all financial obligations. In cases of withdrawal from Incarnate Word Academy, a family may request a refund of any prepaid tuition for the months that have not elapsed.

*No academic records will be released for students who have outstanding financial obligations with the school.*

### **Academic Failures**

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

A failing grade in the first and third quarters should be recorded no lower than 60 to provide failing students the potential to successfully bring their grade up to a passing grade of at least 70 prior to the semester's end. Students will be required to complete the recovery work necessary to justify the posted grade of 60.

### **Academic Probation**

New students will be accepted on a probationary basis for the first two quarters. The Principal may also place any student on academic probation. Parents or guardians would be notified of the student's probationary status and conditions attached to it. If the student fails to meet the conditions of the probation during the specified time, the student will be required to withdraw from school. A student who gives evidence of consistently poor performance during the school year — as reflected, for example, in progress reports or quarterly grades — and whose performance gives little indication of probable improvement, may, in the student's best interest, be asked to withdraw from Incarnate Word Academy.

### **Attendance**

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

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

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

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

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

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

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

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

Not counted towards the total number of absences are:

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

### **Reporting an Absence**

When a student is absent for any reason, parents must telephone the School Office by 9:00am on the first day of an absence. The parent should leave his/her child's name, date, and the reason for the absence and follow up by sending a written note upon the student's return.

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

### **Excessive Absences**

The parents of students who have accumulated six (6) absences will be notified, by letter, that the student has been excessively absent. The parents of students with nine (9) absences will be notified, by letter that the student has been excessively absent and will be required to attend a confer-

ence with the principal. A student who has excessive absences in any class period may be placed on probation or asked to withdraw from Incarnate Word Academy. A student who is placed on probation due to excessive absences may be asked to present a physician's note for each absence in excess of ten.

### **Returning to School Following an Absence**

Upon return, any student who has been absent shall provide a note to the front office, signed and dated by their parents. Parents should include in their note: the date of the absence, the reason for the absence, and the parent's signature. A note generated by a doctor's office will be sufficient in medical and dental absences. A documented medical absence does not count toward the number of days missed from school. Notes shall be brought or the absence is automatically an unexcused absence.

### **Obtaining an Admit Pass**

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

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

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

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

Students should not arrive on campus before 7:35 A.M. unless directed to report earlier by a teacher or coach. Once students arrive on campus they are not permitted to leave campus until dismissal and are expected to report to first period when the bell rings. At dismissal, students must be picked up by the level's designated time unless involved in an after-school activity. Students who remain on campus beyond these times may not be supervised and do so at their own risk. For the safety of students, if parents find themselves consistently unable to pick up their child within thirty minutes after evening events, their child may be required to discontinue participation in these activities.

### **Truancy**

A student is truant if he/she:

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

notified immediately. Students will NOT be allowed to make up classwork or tests that are missed due to truancy. Truant students are subject to suspension and other disciplinary action. Repeated truancy is cause for expulsion.

### **Make-up Work**

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

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

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

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

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

### **Late Work**

- Students are expected to complete and turn in all assigned work by the due date set by the teacher. Late work is not accepted.
- Make-up tests may be given on the day of a student's return to school if a test was announced prior to the absence. Any make-up test will be administered at the teacher's discretion.
- Students should check FACTS Family Portal or contact classmates to learn of assignments that have been given.

## **Religious Observances**

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

- Each day begins with a school-wide reflection and prayer; classes begin with prayer.
- Opportunities for weekly Mass and for the celebration of the Sacrament of Reconciliation are available.
- Appropriate liturgical and devotional observances are planned during the year.
- Campus wide mass is celebrated once a quarter.



# FINANCIAL AND GUARDIANSHIP RESPONSIBILITIES

## Guardianship of Children

If there is a ruling on custodial rights of a parent, please inform the school office. The school office will inform the teacher(s) of the custodial rights. Court ordered documentation must be provided.

## Non-Custodial Parents

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

## Finances

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

### **Enrollment Fees**

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

### **Enrollment Fee:**

The non-refundable \$600 enrollment fee is due at the time of enrollment.

### **Enrollment Fee Increases: (Returning students only)**

For Incarnate Word Academy to operate at its greatest potential, one of the most important details is projecting our enrollment for the upcoming year. Understanding where we stand in relation to our goals is critical to planning for retention of our valued teachers and staff, facility improve-



ments, and technology investments. Without a clear understanding of our enrollment, we cannot make decisions that will profoundly affect the quality of education we will be able to provide in the coming year. Please submit your re-enrollment as soon as possible to avoid increased fees.

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

Families may receive a Parish/Church Tuition Credit of up to \$100 per student if the family is an active, registered, contributing member of their parish/church. The family may submit the Parish/Church Tuition Credit Form which must be completed and signed by the parish pastor. The amount awarded by the parish will be applied as a tuition credit when payment is received from the parish/church. The Parish/Church Tuition Credit is not applicable to Elementary Level - Traditional or Montessori students.

### **Tuition Gap**

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

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

### **Tuition**

Tuition may be paid annually, semi-annually, or monthly (over ten or eleven months) starting in July and ending in April or starting in August and ending in May for ten months, or starts in July and ending in May for eleven months. Annual tuition is due by August 10, 2021 if a tuition payment plan has not been setup with the business office. A business office representative will contact you about making arrangements for tuition payment(s) for the 2021-2022 school year.

High School Level (Grades 9 - 12)	\$10,450
Middle Level (Grades 6 - 8)	\$9,750
Elementary Level (Grades 1 - 5)	\$9,400
Elementary Level (Ages 4 and 5)	\$7,300
Elementary Level (Age 3 Full Day)	\$7,300
Elementary Level (Age 3 Half Day)	\$6,900

### **Activity Fees**

The Activity fee helps cover costs associated with student programs including academic events, awards and celebrations, field trips, yearbook, clubs and organizations, grade level retreats, and religious activities.

This fee is due August 6, 2021 or may be paid monthly over the first two months of school (August and September).

### **Athletic Fee**

Athletic fees offset approximately 50% of athletic operational costs each fiscal year that include equipment, uniforms, travel, entry fees, and officials.

This fee is due August 6, 2021 or may be paid monthly over the first two months of school. (August and September)

### **All fees are per student**

#### **Elementary Level**

\$75 Activity Fee

\$100 Athletic Fee

#### **Middle Level**

\$175 Activity Fee

\$150 Athletic Fee

#### **High School Level**

\$175 Activity Fee

\$400 Athletic Fee

\$150 Senior Graduation Fee

## **SAFETY AND COMMUNICATIONS**

### **Campus-Wide Communication**

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

#### **Public Website**

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

#### **Website Alerts**

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

#### **FACTS Family Portal**

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

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

- Attendance
- Calendar events

### **Parent Alert**

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

### **Social Media Pages**

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

- Like IWA on Facebook: [facebook.com/IWACC](https://facebook.com/IWACC)
- Follow IWA on Twitter: [twitter.com/IWACCNews](https://twitter.com/IWACCNews)
- Watch IWA on YouTube: [youtube.com/IWACCAngel](https://youtube.com/IWACCAngel)
- Follow IWA on Instagram: [@iwaccangel](https://www.instagram.com/iwaccangel)

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

### **Contacting Faculty**

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

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

Parents and students should not attempt to telephone or text message faculty members at their homes or on their cell phones unless invited to do so.

By Email - Students and parents may contact teachers by email.

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

### **Personal Electronic Devices**

Cell phones and other electronic devices are only permitted in class with the stated permission of the teacher. Students may not make phone calls during academic hours. Electronic devices (cell phones, iPods, iPhones, Smart Watches, etc.) are not conducive to a serious learning environ-

ment, and their use is prohibited during regular school hours for non-educational purposes; this includes phones in “silent” mode. Such items will be confiscated by the teacher. Repeated offenses will result in the student’s loss of the privilege of having the phone in school. The use of any camera, including cellular camera phones, to take unauthorized pictures is likewise prohibited. Exceptions will only be made in the case of class projects requiring a camera that have received prior administrative approval. At the discretion of the principal, a parent or legal guardian shall claim confiscated item(s) and a \$20 fine will be charged. On the third (3rd) violation, the device will be kept for the remainder of the school year. **All technology equipment is subject to search by administration at any time.**

### **BYOD - Bring Your Own Device**

All grade level students are allowed to bring and use at designated times the student's own laptop or tablet. The use of these devices is solely for educational purposes and closely monitored by the classroom teacher.

### **Weather and School Closing**

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

Parents will be notified through the Parent Alert text notification system of any school closures, delays, or other emergency information.

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

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

### **Visitors**

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

### **Off-Campus Conduct**

The administration of Incarnate Word Academy reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying. Students involved in inappropriate or illegal behavior off campus face detention, suspension and/or expulsion.

## **Detection Dogs**

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

## **Emergency Drills**

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

## **Emergency Lockdown Procedure**

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

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

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

## **Asbestos in Schools**

IWA complies with all local, state, and federal regulations regarding asbestos containing building materials in the school buildings. Inspection reports, abatement activities reports, and management plans are available for public review at each school level in the office of the Principal.

# **STUDENT HEALTH**

## **Health and Safety**

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

### **Immunizations**

Immunization requirements shall be current and submitted to the office at time of registration.

Students not in compliance after notification will be issued an exclusion letter and student will not be allowed to return to school until proof of immunization has been provided to the school nurse. Further explanation and information are available through the school nurse — Extension 178. Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only 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. The statement must state that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or student or any member of the child's or student's household and define that risk. Each vaccine the physician believes is contraindicated must be listed. The exemption statement is valid for only one year from the date signed by the physician and must be resigned and submitted each year. Only statements written on the Physician's letterhead will be accepted.

Please note that 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. (Atty. Gen. Op. GA-0420). This policy was adopted by Texas Catholic Conference of Bishops Education Department, December 2008 and voted on April 3, 2017 to keep as written with no changes by the Bishops of Texas. Current immunization requirements can be found at: [www.dshs.state.tx.us/immunize/default.shtm](http://www.dshs.state.tx.us/immunize/default.shtm) OR <http://www.immunizetexas.com>

### **Insurance Coverage: Student**

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

### **Medications at School**

A signed parental and physician consent form must be provided before a student will be administered medication (prescription or non-prescription) at school by the school nurse or office staff. Written consent forms from both a parent/guardian and the student's physician are required for dispensing any medication to a student (both prescription and non-prescription). Consent forms are valid only for the school year and must be signed and resubmitted each year

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

- administer medication to their child after first checking in the front office.
- Only medication which is necessary for the child to remain in school will be given during school hours with medication being administered at home whenever possible.
- With the use of cough drops, they must be in the original container, and labeled with the child's name, and written directions from the parent. Parent request for administration of cough drops must be consistent with directions for use on the package.
- Medicine that is in an unlabeled container, in a plastic bag, or in an outdated labeled container will not be accepted or administered by school staff.
- Stock (sample) medicine will not be accepted in the office.
- Non-prescription (over the counter) medicine must be in its original container, with visible directions, and labeled with the student's name. (Administration of such medicine must be consistent with the container's usage direction.)
- It is the parent's responsibility to pick up unused medicine.
- Medicine with an expired date and unused medicine not picked up by the parent will be disposed of properly. Medicine is not kept in the office from year to year.
- Substitute of medicine from one student's supply to another is never permitted, even if it is the same medicine.
- Both requests and medication shall be kept in the school office. Medicine is stored in a locked receptacle.
- A student is not permitted to have any prescription or over the counter medication on his/her person or in his/her possession for self-dispensing.
- Only oral and inhaled medications with properly signed and submitted paperwork will be administered by school staff. With the exception of epinephrine auto-injectors, no injection medications will be administered by school staff. If a student requires an injection medication, parents are welcome to administer at school after checking in with front office.
- An Asthma Action Plan signed by a physician and by the parent is required for students who require the administration (either daily or as needed) of inhalers at school; this plan must be updated, signed and submitted each school year.
- Sunscreens are regulated by the FDA and are to be treated at school like any other medications, with the appropriate medication permission form on file in the school office.

## **Students with life threatening Allergies**

- For students with life-threatening allergies, it is the responsibility of the anaphylactic or potentially anaphylactic child's parents to inform the school principal of their child's allergy and each child should wear a MedicAlert bracelet that states his or her allergy/allergies. Also, a written individual treatment protocol needs to be established and signed by the child's physician. The school cannot assume responsibility for treatment in the absence of such a protocol. A copy of this should be delivered to the School Nurse.
- Anaphylactic or potentially anaphylactic children who have been issued a prescription for an Epinephrine Auto-Injector shall deliver at least two (2) to the school nurse for use in case of an emergency.
- Children who are no longer allergic or no longer require an epinephrine auto-injector must present a letter of explanation from their allergist/physician (MD or DO).
- IN THE CASE OF DIABETES AND EPILEPTIC medications, parents must meet with school



nurse and principal prior to the start of the school year or (in the case of a new diagnosis) before the student returns to school after diagnosis. A plan of action to be used in the event of seizure in school must be formulated by the parent, staff and physician of a student suffering from diabetes or epilepsy. The plan should include conditions for parent notification and/or emergency medical assistance. Diastat (or any other rectally administered medication) cannot be administered by school nurse or staff.

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

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

## **Communicable Diseases**

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

- If a student contracts a highly contagious disease (e.g. strep throat, flu, pink eye, COVID-19), the student will not be allowed to attend school and will not be allowed to return to school without written permission from a physician.
- A student must remain home if he/she has a temperature of 100° or more, nausea, vomiting, and/or diarrhea, without the use of fever reducing medication.

## **Medication Disclaimer**

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

## **Asthma and Food Allergies**

It is the parent's responsibility to contact the school nurse regarding his/her child's asthma and/or food allergies. The nurse will advise the parent about the school's procedures for the on-campus care of the child's asthma and/or food allergies. The school nurse may be contacted at 361-8830857, ext.178.



# STUDENT BEHAVIOR

## **Criminal Behavior**

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

## **Detention**

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

## **Disrespect**

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

## **Weapons and Dangerous Materials**

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

## **Public Displays of Affection**

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

## **Anti-Intimidation and Anti-Bullying**

Incarnate Word Academy is committed to maintaining an atmosphere that is free from violence, intimidation, and social pressure, where faculty, staff, parents, and students can together comfortably form community, express their best selves, and be affirmed in the dignity of each person as a

child of a loving God. Incarnate Word Academy does not condone any form of bullying, violence, or intimidation occurring between member of the school community during the school day, outside the school, or at school-sponsored events. Such conduct over a period of time is demeaning, undermining, and damaging to the social and emotional well-being of each member of the school community, interfering with a student's education. Likewise, the school does not condone bullying or intimidating, overly or subtly (in person or via electronic or other means) any student, parent, or employee.

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

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

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

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

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

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

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes: teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes: leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone,

embarrassing someone in public

- Physical bullying involves hurting a person's body or possessions. Physical bullying includes: hitting/kicking/ pinching, spitting, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures

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

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

### **Harassment**

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

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

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

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

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

**Written contact** – Sexually suggestive or obscene letters, notes, invitations, drawings or computer messages; **Verbal contact** – Sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender specific traits), foul or obscene language or gestures, any sexual propositions, sexual innuendo, comments about another's body, or sexual characteristics which may be construed as embarrassing to another. **Physical contact** – Any intentional patting, squeezing, touching, pinching, brushing up against another's body, assault, blocking movement, or coercing sexual intercourse. **Visual contact** – Suggestive looks, staring at another's body, gesturing, displaying sexually explicit or suggestive or obscene objects, pictures, magazines, printed or visual material. **Sexual blackmail** – Sexual behavior to control another person's actions.

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

### **Reporting procedures**

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

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

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

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

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

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

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

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

### **False Charges**

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

### **Hazing**

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

### **Students Determined to be At-Risk**

Incarnate Word Academy recognizes that, unfortunately, depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological difficulties of depression may not benefit fully from the educational program of the schools without proper attention, and a student who has attempted self-destruction may pose a danger to both himself/herself and to other students. The school directs all school personnel to be alert to the student who exhibits signs of unusual depression or threatens suicide, some other form of harm to himself/herself, or another person on campus. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness. The Principal, in consultation with a guidance counselor or member of the campus ministry staff, acting with great pastoral sensitivity, will address concerns brought to the school's attention.

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

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

**Outcomes:**

- If it is determined that the student is of no harm to himself/herself, the student should return to full attendance and participation at school;
- Should participation be limited by any diagnosis, the Principal will determine whether a plan can be put in place to address the student's needs;
- In the event that the student is not cleared to return to school, the student may be placed on home study during the time of treatment or rehabilitation;
- If the student, parent, or guardian is not able to comply with the school's requirements, the student would be asked to withdraw from school.

## **Human Sexuality Guiding Principals**

### **Mission**

Catholic Schools are called to be places of evangelization, where students and families encounter Jesus Christ, and where each person is loved, dignified, and celebrated as a unique child of God. Central to this mission, Incarnate Word Academy is committed to the formation of the whole child where students develop spiritually, intellectually, socially, and morally.

### **Purpose**

Guidelines related to human sexuality are needed within many areas of a Catholic school's operation. Guided by the truth of the Gospel and the teachings of our Church, Catholic school leaders shall approach concerns about sexual morality with sensitivity, charity, patience, compassion, and love for each individual student. As our students grow in their understanding of their identity and sexuality, we will provide guidance and parameters founded on the truth that they, as male and female, are created in the image of God and redeemed by Jesus. As witnesses to our faith, school leaders will work in partnership with parents, as primary educators of their children, to foster maturity, growth, and the ability of students to respond to God's vocation for each of them as individuals and as members of society.

### **Concerns of Gender Identity**

The word "gender" is commonly used synonymously with the word "sex" but over time it has been changed to mean a person's socio-cultural role apart from their biological sex. The Church does not support this division and views gender (one's outward manifestation of sexuality) as inseparable from one's biological sex.



Incarnate Word Academy will relate to each student in a way that is respectful of and consistent with each student's biological sex as indicated on his or her state-issued birth certificate.

- Student's name and pronouns usage will correspond to his/her biological sex.
- Student access to facilities and overnight accommodations will align with his/her biological sex.
- Eligibility for single-sex curricular and extracurricular activities is based on the biological sex of the student.
- Students will use bathrooms and locker rooms that correspond with their biological sex while on school property or during participation in school sponsored activities or events off campus.
- Expressions of a student's gender identity confusion are prohibited on campus as they may cause disruption or confusion regarding the Church's teaching on human sexuality.
- School leaders will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.
- For students who are diagnosed with gender dysphoria (the distress a person feels who experiences a conflict between his/her biological sex and the gender in which he/she identifies), school leaders shall suggest and encourage pastoral support for the student and family, and encourage the family to seek the guidance of their pediatrician and counseling by a trained licensed professional who may be able to assist with this issue in accord with Catholic teaching.

While Catholic schools have a duty to teach the truth about the human person (anthropology) and human sexuality, and incorporate these teachings of our Church into our policies and procedures, it must always be done with compassion and empathy toward all who experience confusion about their gender identity. School leaders shall strive to ensure that the student does not feel isolated, judged, or disciplined, but rather supported by both school staff and their family.

### **Concerns of Same-Sex Attraction**

The word "gender" is commonly used synonymously with the word "sex" but over time it has been changed to mean a person's socio-cultural role apart from their biological sex. The Church does not support this division and views gender (one's outward manifestation of sexuality) as inseparable from one's biological sex.

- Expressions of a student's inclination for same-sex attraction are prohibited on campus as they may cause disruption or confusion regarding the Church's teaching on human sexuality.
- School leaders will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.
- For students who may be experiencing same-sex attraction, school leaders shall suggest and encourage pastoral support for the student and family and encourage the family to seek the guidance of their pediatrician and counseling by a trained licensed professional who may be

able to assist in issues of sexuality in accord with Catholic teaching. School leaders shall strive to ensure that the student does not feel isolated, judged, or disciplined, but rather supported by both school staff and their family.

### **Our Commitment**

Incarnate Word Academy is committed to ensuring that all students are safe and protected from bullying and harassment for any reason. Honoring the dignity of every person remains paramount to creating and maintaining a safe Christ-centered learning environment. Harassment in any form will not be tolerated; all incidents of alleged harassment will be fully investigated.

We have a sacred responsibility to respect and dignify each person and to protect the privacy of all entrusted to our care. Confidentiality will always be respected and human sexuality documentation will be filed separately from a student's academic record.

### **Sources**

These Guiding Principles are adapted from - Human Sexuality in Catholic Education Policy Standards, December 2020 The Cardinal Newman Society.

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

### **Policy Goals**

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

### **Definition of “Drugs”**

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

### **Use, Possession, and Distribution of Alcohol and Drugs**

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

### **Use of Alcohol and Drugs Prior to Attending School and School Events**

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



### **Use, Possession and Distribution of Tobacco**

Smoking and the use, possession, or distribution of tobacco products, electronic cigarettes (e-cigarettes), or any other electronic vaporizing devices are prohibited in all areas of the school building, on the school grounds, buses, or at school sponsored activities (including school-sponsored events which take place off-campus). Students violating this regulation may be subject to disciplinary action such as probation and/or suspension up to and including expulsion by the administration.

### **Suspension for Substance-Related Incidents**

The American Psychiatric Association specifies that when the use of alcohol or other substances interferes with a student's fulfillment of school obligations, a Substance Abuse Disorder may be indicated. Substance related suspensions in particular are cited as an example. For this reason, when a student is suspended from school as a result of an incident involving the use of alcohol and/or other substances, Incarnate Word Academy requires that:

- The student must undergo, at his/her own expense, a complete substance abuse assessment performed by a properly credentialed mental-health provider assigned by the Principal.
- The student and his/her parents must sign an authorization allowing the service provider to release to the Principal of Incarnate Word Academy the results of the substance abuse assessment.
- The student must show evidence of compliance with these requirements (e.g. show that an appointment has been made) within one week of the suspension.
- The student will be suspended from any extra-curricular activity (ex: sports, club, NHS, Mu Alpha Theta, etc.)
- Seniors will lose any senior privileges

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

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

### **Deterrence**

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

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

By enrolling at Incarnate Word Academy, parents and students agree to submit to these deterrence measures. Positive drug test results will be reported to parents and will not, in and of themselves, result in disciplinary measures.

### **Asking for Help**

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

### **Role of Parents**

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

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

### **Notice**

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

## **GRIEVANCES**

### **Voluntary Withdrawal from School**

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

### **Voluntary Withdrawal**

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

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

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

### **Voluntary Withdrawal from School because of Serious Disciplinary Situations:**

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

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

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

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

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

### **Definition**

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

### **Purpose**

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

### **Process**

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

### **Appeal**

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

## **Grievance Procedure**

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

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

## **Litigation**

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

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

## **IWA Parent Acknowledgement - Release of Student Information**

Incarnate Word Academy regularly features the positive activities, honors, and accomplishments of our students. This includes highlighting students in school-sponsored publications, social media, local newspapers, and broadcast media. These media outlets include the use of a student's likeness, image, name, grade, and/or video, which may appear on the school website as well as in other publications. There may be occasions when students are interviewed, photographed, and/or identified by name, classroom, or activity. Incarnate Word Academy only releases such information for the purpose of acknowledging our students throughout the year. Examples of possible media outlets include the following:

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

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

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

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

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

## **IWA Parent Acknowledgement - Acceptable Use Policy**

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

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

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

Students are not allowed to be in the work area of any computer workstation without specific approval and without the supervision of a member of the Incarnate Word Academy faculty, staff, or administration.

Hardware and peripherals are not to be relocated or removed from the Incarnate Word Academy campus. Students and his/her parent(s) accept the financial responsibility and will reimburse Incarnate Word Academy for damage to equipment and material, which result from intentional abuse, gross negligence, misbehavior, or failure to follow instructions. While on campus, any use of technology resources or a student's possession of technology resources must be pre-approved by a member of the Incarnate Word Academy faculty, staff, or administration and are only allowed to be used for educational purposes. It is the responsibility of the students to ensure that any personal storage device brought from outside the school is virus free and does not contain any unauthorized or inappropriate files that are not an educational resource or do not support an academic purpose.

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

Students are not to access, copy, modify, or delete programs or files that belong to others or the school without prior authorization by administration. Students may not attempt to gain unauthor-

ized access, look for security problems, or go beyond their authorized access to any part of the IWA network -- even if only for the purpose of "browsing." Intentional compromise to the integrity of the network by virus or other means are in violation of this policy, and the consequences for such actions include but are not limited to expulsion. Access to the Internet is available and students accept responsibility for appropriate use of this resource.

Students are not to access personal e-mail accounts, personal student web pages, game sites, or any Internet applications that include instant messaging and/or chat rooms. Each student is expected to use such access within the approved educational purposes for which he/she is granted. The school shall maintain an Internet filter to control access to unacceptable sites. It must be understood that it is impossible for the school to eliminate access to all controversial materials, despite strict monitoring. Incarnate Word Academy shall not be held liable for user misuse of the Internet.

A student's online or digital behavior, both in and outside of school, can directly affect the learning environment that Incarnate Word Academy strives to provide. The student code of conduct and the restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages (including personal social networking sites). Students will not knowingly or recklessly post false or defamatory information about Incarnate Word Academy, Sisters of the Incarnate Word and Blessed Sacrament, or any other organization. Students may not knowingly or recklessly post false or defamatory information about any person, including, but not limited to, a student, parent, faculty, staff, or administrator of Incarnate Word Academy. A student will not use the Internet or network to access or send material, which is racist, defamatory, obscene (pornographic), advocates violence, or discrimination against other people (hate literature).

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

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

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

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





I, the **Enrollment-Responsible Parent**, through this **electronic signature** agree to the stated terms of responsibility stated in the Acceptable Use Policy and understand that Incarnate Word Academy reserves the right to monitor and log all activity for security purposes. I agree that any form of personal technology resources are subject to search by administration at any time. I acknowledge and accept financial responsibility for damage to property, equipment, or other materials that result from intentional abuse, gross negligence, misbehavior, or failure to follow instructions. I understand that the violation of the rules can result in termination of access and consequences that include, but are not limited to, expulsion.

Parent's /Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the **Enrollee**, through this **electronic signature** agree to the stated terms of responsibility stated in the Acceptable Use Policy and understand that Incarnate Word Academy reserves the right to monitor and log all activity for security purposes. I agree that any form of personal technology resources are subject to search by administration at any time. I acknowledge and accept financial responsibility for damage to property, equipment, or other materials that result from intentional abuse, gross negligence, misbehavior, or failure to follow instructions. I understand that the violation of the rules can result in termination of access and consequences that include, but are not limited to, expulsion.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Student Handbook Acknowledgement Form**

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Middle Name \_\_\_\_\_ Grade \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

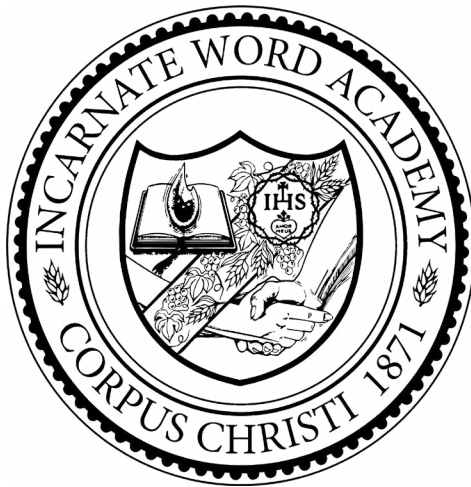
\_\_\_\_\_  
Date



# ELEMENTARY LEVEL

## SECTION

K3 - 5TH GRADE



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## **Who we are**

### **Administration**

The President of Incarnate Word Academy is the chief administrator of the schools on the campus, with responsibility for financial and academic development and coordination of the levels of instruction. (Ext.175).

The Principal of the Elementary Level is responsible for the overall programs of the school. Within the areas of responsibilities are curriculum, scheduling, personnel, student and staff welfare and morale, and facilities. The principal will provide leadership to ensure high standards of both instruction and extracurricular/co-curricular services. (Ext. 115).

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

The Athletic Coordinator of the Elementary Level is responsible for scheduling, organizing teams, conducting all athletic events, and NCAA Clearinghouse procedures. The director of athletics ensures compliance with all policies of the Texas Association of Private and Parochial Schools and local requirements.

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

## **INCARNATE WORD ACADEMY ELEMENTARY LEVEL STAFF CONTACT INFORMATION**

450 Chamberlain Street \* Corpus Christi, TX 78404

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

Website: [www.iwacc.org](http://www.iwacc.org)

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

President .....Ms. Sammie Grunwald/ 175 / [grunwalds@iwacc.org](mailto:grunwalds@iwacc.org)  
Principal .....Ms. Pamela Carrillo / 115 / [carrillop@iwacc.org](mailto:carrillop@iwacc.org)  
Assistant Principal.....Mrs. Katelyn Boyce / 115 / [boycek@iwacc.org](mailto:boycek@iwacc.org)  
Counselor .....Mrs. Hilda Cantu/ 115 / [cantuh@iwacc.org](mailto:cantuh@iwacc.org)  
Administrative Assistant .....Mrs. Dottie Garcia / 115 / [garciado@iwacc.org](mailto:garciado@iwacc.org)  
Administrative Assistant .....Mrs. Shirley Matula / 148 / [matulas@iwacc.org](mailto:matulas@iwacc.org)  
Campus Nurse.....Mrs. Lisa Matl, R.N. / 178 / [matll@iwacc.org](mailto:matll@iwacc.org)



Athletic Director .....Mr. Kevin Steen / 116 / steenk@iwacc.org  
 Central Office Receptionist .....Miss Victoria Villarreal / 117 / villarrealv@iwacc.org  
 Finance Office .....Mrs. Debbie Diegel / 174 / diegeld@iwacc.org  
 Director of Curriculum.....Mrs. Kathryn Saenz /122/ saenzk@iwacc.org  
 Enrollment Director .....Mrs. Claudia Rybalka/ 165 / rybalkac@iwacc.org  
 Technology Director .....Mr. Marco Vazquez /107 /vazquezm@iwacc.org  
 Technology Specialist..... Mr. Patrick Stark /106 /starkp@iwacc.org

# ADMISSION AND ACADEMICS

## Admissions

### **Application to Incarnate Word Academy includes:**

Incarnate Word Academy is a private co-educational college preparatory for K3 – 12th grade, and is owned and operated by the Sisters of the Incarnate Word and Blessed Sacrament.

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

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

- Completed online application submitted through the [www.iwacc.org](http://www.iwacc.org) website.
- Required registration materials submitted to the office, including evidence of capability and/or achievement in academics (e.g., immunization record, birth certificate, report cards and objective test results).
- Adequate recommendations from previous school/teachers.
- Interview with new student and parents by the principal.
- Students must reside with parent(s) or legal guardian while enrolled at IWA.
- Student must be three years old by September 1.

### **Preschool Applicants**

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

## **GRADES**

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

### **Traditional Elementary**

Grades are reported every nine weeks using a numerical system for Grades 1 through 5. K4 and K5 students receive skill based assessments. Students may receive both numerical and letter grades.

A=90-100   B=80-89   C=70-79   F=69 and below   S=Satisfactory (80-100)  
N=Needs Improvement (70-79)   or U=Unsatisfactory   (0-69) are used in some subjects.

### **Montessori Program**

#### Preschool Ages 3 - 5

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

#### Montessori Grades Junior and Senior Grades 1 - 5

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

I=Introduce   P=Practicing   M=Mastery   EN=Effort Needed  
IN=Intervention Needed   G=Good   S=Satisfactory   N=Needs Improvement  
U=Unsatisfactory   1=Needs Adult Support/Supervision  
2=Needs occasional reminder   3=Independent, self-directed

### **Progress Reports**

In the middle of a grading period, progress reports will be posted in Parents Web. While these are not necessarily failure reports, they often cite deficiencies in a student's work or subject mastery. Because it is possible that a student may perform satisfactorily up to the middle of the quarter in a subject, but may do poorly in the second half of the same quarter, a progress report grade does not guarantee a passing grade in a course for the quarter.

1 <sup>st</sup> Quarter Progress Reports Viewable on ParentsWeb Sept 2, 2021	3 <sup>rd</sup> Quarter Progress Reports Viewable on ParentsWeb February 3, 2022
2 <sup>nd</sup> Quarter Progress Reports Viewable on ParentsWeb Nov. 11, 2021	4 <sup>th</sup> Quarter Progress Reports Viewable on ParentsWeb April 14, 2022

## Report Cards

At the end of every nine week grading period, report cards will be viewable on Parents Web. Report cards are a summary of a students' work performance within each subject area of a grading period. A grade, whether a test grade or a report card grade, may be contested by a student, parent, or legal guardian only within five days from scheduled distribution of report cards.

1 <sup>st</sup> Quarter Report Cards Viewable on ParentsWeb Oct. 15, 2021	3 <sup>rd</sup> Quarter Report Cards Viewable on ParentsWeb March 18, 2022
2 <sup>nd</sup> Quarter Report Cards Viewable on ParentsWeb Jan 7, 2022	4 <sup>th</sup> Quarter Report Cards Viewable on ParentsWeb May 27, 2022

## Final Grades

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

## Incompletes

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

## Academic Probation

**New students will be accepted on a probationary basis for the first two quarters.** The Principal may also place any student on academic probation. Parents or guardians would be notified of the student's probationary status and conditions attached to it. If the student fails to meet the conditions of the probation during the specified time, the student will be required to withdraw from school. A student who gives evidence of consistently poor performance during the school year — as reflected, for example, in progress reports or quarterly grades — and whose performance gives little indication of probable improvement, may, in the student's best interest, be asked to withdraw from Incarnate Word Academy.

# ELEMENTARY LEVEL CURRICULUM

## Traditional

The traditional classroom is comprised of children in the following grades: K4, K5, 1st, 2nd, 3rd, 4th, and 5th. Children in the Early Childhood classes of K4 and K5 are led by a classroom teacher who uses a center-based approach to instruction. They are exposed to concepts in Catholic Doctrine, Language Arts, Math and Science.

Students in grades 1 to 5 are instructed primarily by a classroom teacher in the core subjects of Catholic Doctrine, Reading, Phonics, Spelling, Handwriting, Composition, Math, Science, Health,

and Social Studies. Children are also given instruction in Fine Arts, Spanish, S.T.E.M, Guidance, and Physical Education.

The curriculum in the traditional program is based on the goals and objectives established by the Office of Catholic Schools in the Diocese of Corpus Christi. Gospel Values and Catholic Social Teachings of the Church are embedded throughout the subject areas.

Differentiated Instruction is used to meet the needs of the students. Student progress is communicated quarterly or as needed to parents through Parent-Teacher conferences. As goals and objectives are met, students are promoted to the next grade level.

## **Montessori**

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

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

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

## **Transferring Between Philosophies/Methods**

Sometimes changes need to be made to best meet the academic needs of each student. Transitioning between the Montessori and traditional methods occurs in between academic school years. If a change is to be considered during the school year, it may be done only through careful review of all teachers involved and with the permission of the Principal. A request may only be considered once between methods. A transition will not be considered if the requested class is already full.

## **Standardized Testing/ Student Services**

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

Students in grades 2 and 4 will take the Cognitive Abilities Test.

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

## **CAMPUS PROCEDURES**

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

Students should not arrive on campus before 7:35 A.M. unless directed to report earlier by a teacher or coach. Once students arrive on campus they are not permitted to leave campus until dismissal and are expected to report to their homeroom when the 7:55 bell rings. School begins at 7:55 a.m. All visitors should use the Chamberlain Street Elementary Level Office Entrance which is automated for monitored entry after school begins. At dismissal, students must be picked up unless involved in an after-school activity. Students in an afterschool activity must be picked up at the activity's conclusion. **Students who remain on campus beyond these must be supervised by their parent/guardian and do so at their own risk.**

### **School Hours**

**The doors and gates will open at 7:35 a.m. and close at 7:55 a.m.**

Montessori 3 year olds:

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

Montessori 4 & 5 year olds and Traditional Pre-K & K-5 students: 7:55 a.m. to 3:00 p.m.

Montessori and Traditional students in 1st, 2nd, and 3rd grade: 7:55 a.m. to 3:15 p.m.

Montessori and Traditional students in 4th and 5th grade: 7:55 a.m. to 3:30 p.m.

### **Drop Off and Pick Up Procedures**

TRADITIONAL STUDENTS will be dropped off and picked up in the Dougherty Center parking lot. MONTESSORI STUDENTS will be dropped off and picked up on Austin St.

**The following drop off and pick up instructions apply. Please share this information with ALL adults who are on your child's pick-up list:**

- Morning drop-off begins at 7:35 and ends at 7:55. The gates and doors are locked at 7:55.

- All students will be dropped-off and picked-up in the drive-through lane. Parents are asked to stop at the cones designating a drop-off point. Please pull forward to the first available cone closest to the exit area. Faculty members will be present to assist small children by opening car doors and helping with seatbelts. Parents who wish to park and walk their child(ren) to the gate in or out are welcome to do so.
- If a child is to be picked-up by someone other than a parent or a legal guardian, please send a written consent to the teacher at the time of arrival.
- If you pick-up multiple children who have different dismissal times, please be prepared to drive around and re-enter the line. Otherwise, please feel free to park and wait for your children.
- During pick up, parents are required to wait outside the gate until the child has been released to you by the teacher.

**Please DO NOT drop-off or pick-up your child by the gate by the library, the corner of Alameda and Chamberlain, or by the front office door unless you are parked in a parking space. These locations are not designed to be drop-off or pick-up areas and are not safe for loading and unloading children.**

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

#### **Parents Assume Supervision of Their Children at Dismissal**

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

#### **After School Program**

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

#### **Access to Students on Campus**

To ensure the safety of all students, only individuals listed in the school record as an emergency contact, or those with statutory authority, will be granted access to the student. Individuals may be asked to show a form of ID before being allowed to interact with any student on campus. Check in at the Elementary Level Office. When you arrive on campus, please report directly to the Elementary Level office for authorization. Access to the Elementary Level building is available through the front entrance (Chamberlain Street Parking Lot doors) through camera monitored free access.

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

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

### **Breastfeeding Policy**

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

### **Visitors**

Parents and other visitors are welcome at Incarnate Word Academy. On arrival, during school hours, parents and visitors must check-in at the office and obtain a visitor's pass. Parents or guardians who need to visit campus during school hours are asked to follow these guidelines: Please make an appointment at least one day in advance for planned student visits and classroom observations during school hours. If you are coming to see the Principal or other faculty member, please call to make an appointment in advance. For appointments with the principal, call extension 115 and the administrative assistant will take your information. Unauthorized visitors before and after school hours are not acceptable. Doors to the classrooms are locked daily at 7:55 a.m.

### **Care of the School**

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

### **Use of Facility**

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

## **DRESS CODE**

### **Dress Code and Grooming Regulations**

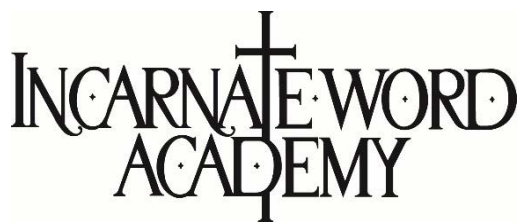
Incarnate Word Academy maintains a code of dress and grooming consistent with its character as a private, Catholic, college-preparatory school. This code contributes to a seriousness of purpose, a constructive learning atmosphere, and the development of sound personal habits and a positive self-image. To teach the total child, teachers and administrators will instruct students with regards to proper and acceptable dressing and grooming habits. This is to include stressing neatness,



cleanliness, acceptability, and appropriateness. Students should be dressed in such a manner that instruction is enhanced and not hindered. Neatness, cleanliness, and appropriateness are to be the guiding factors. The entire staff will enforce the dress code. Violations of any of the policies listed herein will result in disciplinary action and/or being sent home. Students are expected to be in proper attire when they arrive on the campus. Parents are expected to support this policy by ensuring that their children wear only the approved school attire.

### Logos

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



**Approved Logo**  
**Solid White Colored Stitching only**

### Approved Vendors

Academic Outfitters	1334 Airline Road. Corpus Christi, TX mcsdgre@academicoutfitters.com	(361) 806-9208
Lands End	<a href="http://www.landsend.com">www.landsend.com</a>	(800) 963-4816
Stitch It	4333 S. Alameda. Corpus Christi, TX 78412	(361) 992-2006

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

### Girl's Daily-wear Uniform:

- All girls will wear the regulation short or long sleeve red or navy blue polo shirt with the IWA logo - shirts must be tucked in;
- IWA blue and red plaid skirt, shorts, or long pants – skirts and shorts should extend to at least the top of the knee; **all girls should have at least one skirt for weekly mass and formal, school-wide events;**
- solid white socks that measure at least 2" above the ankle bone (including bobby socks edged with solid red or navy or IWA plaid) or knee socks.
- solid white, solid black, or a combination of white and black athletic shoes with white or black shoelaces (Montessori, Primary and Traditional PreK and K MUST wear shoes with Velcro until they can tie their shoes) - NO OTHER COLORS INCLUDING GRAY are permitted; wheels, lights, sounds, or any other add-ons are not allowed;

- only solid white, short-sleeved or sleeveless undershirts or undergarments are acceptable; small logos no larger than a half inch can be a color other than the white or black
- red, navy, or white shorts must be worn under skirts;
- if the weather extends below 60 degrees, navy, white, or red (NO BLACK) full-length leggings or tights may be worn; sweatpants and knee-high leggings are unacceptable;
- navy or red IWA sweatshirts and/or solid navy, red, or white sweaters or sweatshirts; grey IWA sweatshirts, when designated by the athletic coaches, may also be worn;
- hair must be the student's natural hair color; highlights are not permitted;
- hair accessories in combinations of red, navy, and white;
- religious medals and single post earrings only - one single post earring may be worn per ear
- no make-up or colored nail polish may be worn; clear nail polish and lip balms are acceptable; nails should be kept short and neatly trimmed.

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

### **Boy's Daily-wear Uniform:**

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

\*Solid red, white or blue sweaters or jackets may be worn inside the classroom. \*When the weather dips below 40 degrees, coats, hats, scarves, and/or gloves, any color, are acceptable for use outdoors. **All Fridays are Spirit Dress Days (Noon dismissal days that are not Fridays are Regular Uniform Days)**

- All students may wear red spirit shirts or school-sponsored event shirts (like Fall Fun Night)-shirts must be tucked in;
- regular, plain-fit, non-faded, non-ripped, non-decorated BLUE jeans; Montessori Primary and Traditional Pre-K and K5 students may wear blue jean shorts or skirts; and, regular uniform tennis shoes and socks.

### **Additional Considerations:**

Protocol for dress code non-compliance:

1. First Occurrence: a note will be sent home.
2. Second Occurrence: sent to the office to call a parent to bring the proper attire to school.
3. Third Occurrence: student will not be allowed to enter the classroom

On occasion, a student may have to change uniforms due to spills or accidents. If the student does not have an extra uniform at school they will be issued a uniform from the school uniform closet. Most students are capable of changing themselves, if not a faculty or staff member will assist.

Parents are asked to ensure that clothing is kept clean and presentable, replacing faded and tattered clothing when needed.

## **CONDUCT**

### **Code of Conduct**

#### **Expectations**

Responsibility begins with you, only you can control yourself.  
 Expect others to listen to you. Please do the same for them.  
 Show respect for yourself and others. Treat others as you would like to be treated.  
 Possessions are personal. Borrow only with permission  
 Ease your way quietly around the work environment.  
 Complete all of your work. Learning is a partnership  
 Time is valuable. Work with intent.

### **Discipline Policy and Expectations**

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

S or 3 = 0-14 entries      N or 2 – 15-24 entries

U or 1 = 25 or more entries per nine weeks

### **Discipline Policy**

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

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

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

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

### **Consequences for Redirection**

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

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

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

### Unsafe Behaviors Include:

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

### **Probation**

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

### **Suspension (out of school or in school)**

Suspension is a grave penalty imposed for serious offenses. Suspension revokes the rights and privileges normally extended to Incarnate Word Academy students for the duration of the suspension. Suspended students are responsible for all class work and assignments missed during the time of suspension. It is the philosophy of Incarnate Word Academy that the academic achievement of a student who has been suspended should not be affected by disciplinary action.

Suspended students will be required to make up the instructional time missed during suspension, under the supervision of the Principal.

- Students may not participate in or attend any school athletic or social event that occurs on the day(s) he/she is suspended. Students suspended for a second time during the same school year may be expelled.
- A student assigned to ISS or has been suspended is not to attend any co-curricular/ extracurricular activities before being admitted back into the regular classroom the following day.
- A student assigned to ISS or has been suspended is not to participate in any co-curricular/ extracurricular meetings, practices, games, or meets before being admitted back into the regular classroom the following day.
- A student assigned to ISS or has been suspended is not allowed on any school campus before being released back into the regular classroom.
- A student assigned to ISS shall have all work completed in an appropriate manner before being admitted back into the regular classroom.

### **Referral to Principal / In School Suspension (ISS)**

Offenses that generally warrant referrals to the principal/ISS include, but are not limited to:

- Repeated violation of classroom rules/procedures.
- Repeated dress code non-compliance.
- Repeated late arrival to class.

- Chewing gum.
- Use of rude, vulgar, profane language.
- Cheating or dishonesty.
- Repeated inappropriate public display of affection. Use or possession of tobacco products.

### **Suspension**

A suspension is counted as an unexcused absence. Offenses that generally warrant suspensions include, but are not limited to:

- Repeated expressions of disrespect, or inappropriate behavior / language.
- Vandalism/property damage – (will require compensation of damages).
- Blatant, defiance of authority/insubordination.
- Behavior that jeopardizes the safety of students or staff.
- Repeated forgery, plagiarism or other dishonest actions.
- Threats, intimidation; defamation and sexual harassment.
- Fighting.

### **Home Study**

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

### **Voluntary Withdrawal from School**

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

### **Expulsion**

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

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

8. The possession or use of firearms or any other lethal instrument on school grounds or at school-sponsored events (including those that take place off campus).
9. Conduct inside or outside of school that is detrimental to the reputation of the school or demeaning to the individual.
10. Words or actions of a seriously unethical nature.

### **Reapplication Procedure**

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

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

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

### **Other Information for Parents and/or Guardians**

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

#### **Use of Insect Repellents**

Students DO NOT need to carry or bring insect repellent to school. The risk of misuse or exposure to students allergic to the product far outweighs any potential benefit. Parents should consider reapplying a mosquito repellent if students are participating in after-school activities and will be outside in the evening hours. CDC recommends to "keep repellents out of reach of children and not allow young children to apply insect repellent to themselves." National Pesticide Information Center (NPIC): 1-800-858-7378 or npic.orst.edu. School employees and coaches are not to purchase or apply or provide insect repellent for students.

#### **Use of Sunscreen**

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

#### **Biting**

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

#### **Parent-Teacher Conferences**

Parent-Teacher conferences are held twice during the year. During this time each parent is expected to meet with the child's teacher to discuss his/her progress. Most of the important



factors in the growth and development of a child are so vital and often so complex that they can be shared fruitfully between teacher and parents only through kind and honest discussion.

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

### **Homework**

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

### **Grievance Procedure**

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

Level One ..... Presentation to appropriate faculty/staff member/department head

Level Two ..... Presentation to the Principal

Level Three..... Presentation to IWA President

## **LUNCH**

### **Cafeteria/Lunch Procedures**

Students may bring their lunch to school or purchase food from the cafeteria. Cafeteria meals are available for all students. Parents must prepay and order meals through the Top Choice Catering Website.

If bringing lunch from home, please pack a cold lunch or pack items already heated in a thermos. Try to pack food and containers your child can open independently. Microwave ovens are not available.

Students will eat lunch in their classrooms under the supervision of a staff member. When transmission of COVID-19 in the community is low students will eat in the Dougherty Center.

Parents are not allowed to drop off lunch during the school day. If a student should forget their lunch, a lunch will be provided for them.

During times when visitors are allowed on campus, parents may eat lunch with their children at the designated visitor table in the Dougherty Center and bring lunch for their child only.

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

child in the Dougherty Center. Incarnate Word Academy is not responsible for meeting daily nutritional needs.

## **LIBRARY**

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

### **eBrary**

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

### **Accelerated Reading Program**

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

## **EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS**

### **Field Trips**

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

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

- Written permission slips shall be signed by the parent or legal guardian and returned to the designated school official before the planned trip.
- Any required fees shall be paid to the sponsor/teacher in advance.
- Vehicles used on school-sponsored trips are to be driven by authorized adults.
- School dress code is generally required on school trips unless otherwise specified.
- Students are expected to travel and participate with the group in all scheduled activities. Any special arrangements for leaving the group shall be made in writing prior to the departure and be approved by the sponsor/teacher.
- All school rules and policies remain in effect at all times.
- On overnight trips consideration for others and rules of accommodating facilities are to be observed and enforced.
- There will be no boys allowed in girls' rooms and no girls allowed in boys' rooms at any time.
- Students are to report to the sponsor/teacher before leaving the assigned room area.
- On out-of-town trips, vehicles are expected to travel together. Any group that wishes to travel separately shall make special arrangements prior to the departure. Written permission from the parent or legal guardian of each student involved is required.
- Students taking trips shall observe school policies concerning work missed.
- Students having academic, attendance, or conduct difficulties will need special permission from the principal to go on trips during school hours.

Adults who are willing to put forth extra effort in sponsoring field trips deserve and have the right to expect appreciation and cooperation from each student. Through their good behavior, each student is expected to contribute to the overall success and enjoyment of the trip. Any contrary conduct will jeopardize the students going on additional trips.

## **Student Council**

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

## **Physical Education Program**

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

## **Lost and Found**

Students who find lost items must immediately turn them in to the Front Office during the school day. Because lost articles are the property of someone, finding and keeping a lost article constitutes a form of theft and will be dealt with accordingly. Lost articles, which are not claimed, are donated at the end of the year to the Mother Teresa Shelter. Labelling articles of clothing, school supplies, lunch boxes, water bottles, etc. help to reunite lost items with their owners.

## **Outside School Party Invitations**

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

## **Athletics**

Students in grades 4 and 5 are allowed to participate in the after school athletic program at the discretion of the coaches and the principal. These students must purchase school insurance or show proof of private coverage. It is understood that even though protective equipment is worn by the athlete, whenever needed, the possibility of an accident still remains. Neither Texas Association of Private and Parochial Schools nor the school, Incarnate Word Academy, assumes any responsibility in case an accident occurs.

Extra-curricular sports include:

Cross Country	3rd-5th
Baseball	4th-5th
Basketball (Girls)	4th-5th
Basketball (Boys)	4th-5th
Running Club	K5-2nd
Softball	4th-5th
Swimming	K4-5th
Volleyball	4th-5th

## **Clubs**

Students in grades 1 through 5 have a variety of clubs and activities available. The club meetings and activities are scheduled after school, usually once or twice a month. A schedule for the various club activities and meetings will be available during the first month of the 2020-2021 school year.

Extra-curricular clubs include:

<b>Clubs</b>	<b>Grades</b>
Art Club	4th-5th
Be Strong	5th
Bible Club	3rd-5th
Book Club	4th-5th

Chess Club	1st-5th
Choir	2nd-5th
Digital Design & Maker Space	3rd-5th
Garden Club	1st-5th
Lego/Robotics	1st-3rd
Mary's Angels	1st-5th
Minecraft Club	3rd-5th
PSIA	1st-5th
Safety Patrol	5th
Spanish Club	1st-3rd
Student Council	3rd-5th

## **Student Phone Calls**

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

## **FACULTY AND STAFF**

**2021 – 2022**

Kindergarten 4 and 5 .....Mrs. Laura McCracken  
 First Grade.....Mrs. Sandra Ledesma  
 Aide K4/K5/1st .....Mrs. Jayce Diaz  
 Second Grade ..... Mrs. Sarah Smith  
 Third Grade ..... Mrs. Crystal Benavides  
 Aide 2nd/3rd ..... Mrs. Rita Baldwin  
 Fourth Grade .....Mrs. Lisa Perez  
 Fifth Grade ..... Mr. Jerry Plemons  
 Aide 4th and 5th..... Mrs. Norma Colunga  
 MP1 ..... Sister Elizabeth Close  
 Aide ..... Mrs. Belinda Saldana  
 M2 ..... Mrs. Trudi Torralva  
 Aide ..... Ms. Kelly Muniz  
 MP3/Atrium ..... Mrs. Mary Ellen Galvan  
 Aide ..... Mrs. Elva Garcia  
 MEJ1/Atrium ..... Mrs. Yvette Rangel  
 Aide ..... Mrs. Larisa Avalos de Elena  
 MEJ2 ..... Mrs. Lizania Garcia

Aide ..... Mrs. Rita Conroy  
 MES1 ..... Mrs. Rebecca James  
 MES1/STEM.....Mr. Robert Boostrom

**Additional Faculty Members:**

STEM K4/K5/MP.....Mrs. Katelyn Boyce  
 P.E. ....Mrs. Cristina Fitzpatrick  
 Library Manager..... Mrs. Patti Flood  
 Nurse .....Mrs. Lisa Matl  
 Fine Arts / STEM 1st-3rd.....Miss Audrianna Rios  
 Spanish.....Mrs. Whitney Knight

## ELEMENTARY LEVEL PTO

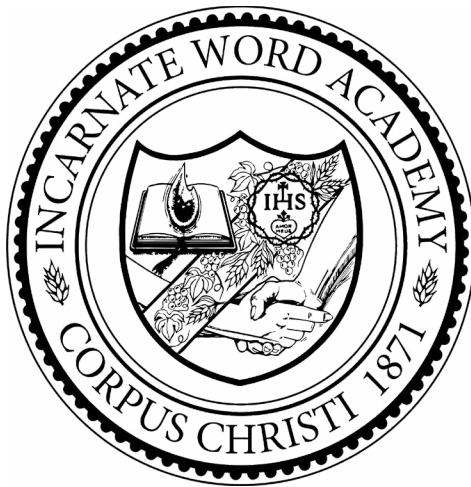
**2021 – 2022**

President .....Sherry Rumley  
 Vice President / Homeroom Parent Coordinator.....Mari Masur  
 Secretary .....Julia Powers  
 Treasurer .....Shari Jolgar  
 Parliamentarian .....Mariana Thomas  
 Fall Fun Night / Read-a-thon.....  
 Book Fair ..... Ana Laura Lehrman  
 End of Year Picnic / Field Day .....Cynthia Collins and Marissa Ovalle  
 Yearbook .....Britt May  
 National Catholic School Week .....Tara Baker  
 Booster Club .....  
 Teacher Appreciation Week / Staff Appreciation .....

# MIDDLE LEVEL

## SECTION

6TH - 8TH GRADE





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## **Who We Are**

### **Administration and Appointments**

Appointments with administrators are by appointment only. You may contact administrators at the numbers listed below.

Mrs. Levings, Principal: (361) 883-0857, ext. 113

Mr. Patterson, Assistant Principal: (361) 883-0857, ext. 144

Dr. Rosales, Counselor: (361) 883-0857, ext. 141

### **Parent Teacher Organization (PTO)**

Each IWA Middle Level parent is automatically member of the PTO and is invited to actively participate in its activities. 2021-2022 Board Positions are Executive Board Members: President, Cindy Collins; Vice President, Corina Salazar; Treasurer, Tricia Vela; Secretary, Lena Nelms; Parliamentarian, Tricia Vela.

Board Members:

Teacher Luncheons: Analisa Iber	Back to School Social: Michelle Goodman
Homecoming T-shirts: Sherry Rumley	8th Grade Luncheon: Ana Aleman
Gala Raffle Tickets: Alicia Cubero, Carmen Roberts	End of Year Picnic: Jessica Sachanowicz
Teacher Appreciation Week: Charlotte Bean	Booster Club ML Liaison: Ana Aleman
Volunteer Liaison: Amanda Pruett	House Coordinator: Cindy Collins

## **Visitors to IWA Middle Level**

Parents and other visitors are always welcome.

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

With prior permission and documentation, a parent may take food to the cafeteria during lunch, but only to his/her child. Lunch for any other student may not be provided by the visiting parent. With proper prior permission, one other student may eat lunch with the visiting parent and that parent's child in the cafeteria area; however, the other student must provide his/her own lunch.

### **Cell Phone Policy and Student Telephone Use**

IWAML implements an UP-AND-AWAY ALL-DAY student cell phone policy. All students must turn off their cell phones when the first bell rings at 7:50 a.m. All cell phones must be turned off and kept in the student's backpack throughout the instructional day. Students may turn on their cell phones after the 3:42 p.m. dismissal bell. Cell phones are considered a prohibited item, so if a

student has a cell phone on his/her person during the instructional day, the student will be issued a Level 2 Referral Offense.

In the event that a parent needs to contact his/her child, the student will be called to the office to receive the telephone call. Parent calls are limited to emergency calls only.

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

**Service Hours: The maximum number of service hours that can be earned per activity, per semester, is three hours.**

Examples:

- An altar server can only earn a maximum of three (3) service hours for serving at his/her parish Masses, regardless of the total number of times he/she served Mass in addition to the 3 base hours.
- A volunteer at a vacation Bible school or other such activity can only earn a maximum of three (3) service hours for that volunteer service, regardless of how many total hours he/she volunteered in addition to the 3 base hours.
- A volunteer at an animal shelter can only earn a maximum of three (3) service hours, regardless of how many total hours he/she volunteered in addition to the 3 base hours.

## ACADEMICS

### Grading Guidelines

#### Grade Reporting

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

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

September 2, 2021      November 11, 2021      February 3, 2022      April 14, 2022

Report Cards: Report cards for each quarter grading period will be available via ParentsWeb on the following days:

October 15, 2021      January 7, 2022      March 25, 2022      June 10, 2022

Parents who do not have access to ParentsWeb should contact the office to make arrangements to receive a copy of the progress report or the report card.

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

### **Grading System**

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

A failing grade in the first and third quarters should be recorded no lower than 60 to provide failing students the potential to successfully bring their grade up to a passing grade of at least 70 prior by the semester's end. Students will be required to complete the recovery work necessary to justify the posted grade of 60.

### **Conduct Grades**

E = Excellent Citizenship      S = Satisfactory Citizenship      N = Needs Improvement

U = Unsatisfactory Citizenship

### **High School Courses at the Middle Level**

The following high school courses are taught at the middle level: Algebra I, Pre-AP Geometry I, Integrated Physics and Chemistry I (IPC), Pre-AP Biology I, Spanish I, and Communication Applications (speech).

- Enrollment in high school classes is determined by specific pre-requisites, except for Communication Applications.
- Each individual course that is successfully passed for the academic year earns one (1) high school credit, except for Communication Applications, which earns one-half (1/2) high school credit.
- For a student to be eligible to enroll in any subsequent Advanced Placement (AP) class at the high school, the pre-requisite course must be passed with an academic year average of 93 or higher. IWA administration and faculty do not make recommendations for high school placement courses.

### **Honors Classes at the Middle Level, When Offered**

- Honors English 8 and 8th grade Honors Algebra I classes are available when the master schedule allows for these classes to be scheduled and a sufficient number of students are eligible to enroll.
- Enrollment in the honors classes is on a sliding scale, based on the highest averages in English 7 for Honors English 8 and the highest averages in 7th grade Pre-algebra for 8th grade Honors Algebra I.
- The number of students enrolled in either Honors English 8 or 8th grade Honors Algebra I is determined by the number of students who qualify, beginning with those students with the highest prerequisite averages. A cut-off number average will be determined at the descending number where each class reaches a full enrollment, as determined by the principal.

## Middle Level Grading Guidelines for CORE CONTENT COURSES

- IWAML grading guidelines are assigned by grade level.
- Assignments that are missed because of absence will be made up as stated in the Attendance section of this handbook. Middle Level courses that receive high school credit after successful completion will follow the high school grading guidelines.

The following are general guidelines about what may be included in each weight category:

### **Classwork:**

Participation in class, assignments completed during the class period

### **Homework:**

Assignments intended to be completed at home and turned in on a day designated by the teacher

### **Minor Assessments:**

Scheduled quizzes, pop quizzes, minor projects, and other types of assessments

### **Major Assessments:**

Chapter/Unit tests, research papers, quarter exams, major projects

### **Weighted Percentages to Determine Grade Averages**

Grades recorded on the FACTS grading system will be calculated based on the following weighted-grades policy, per grade level:

<b>Grade 6 (Suggested)</b>	
Classwork	25%Teachers record a minimum of one classwork grade per week in any given nine-week grading period.
Homework	25%Teachers record a minimum of one homework grade per week in any given nine-week grading period.
Minor Exams/Quizzes	25%Teachers record a minimum of three minor exam/quiz grades in any given nine-week grading period.
Major Exams	25%Teachers record a minimum of three major exam grades in any given nine-week grading period.

<b>Grades 7 &amp; 8 (Suggested)</b>	
Classwork	25%Teachers record a minimum of one classwork grade per week in any given nine-week grading period.
Homework	10%Teachers record a minimum of one homework grade per week in any given nine-week grading period.
Minor Exams/Quizzes	30%Teachers record a minimum of three minor exam/quiz grades in any given nine-week grading period.
Major Exams	35%Teachers record a minimum of three major exam grades in any given nine-week grading period.

### **Quarter Exams**

- At the end of each quarter grading period, all students in grades 6-8 will take quarter exams in each of the core content courses.
- Every effort will be made so that no more than two quarter exams will be administered per day during a designated testing day.
- Quarter exams will not extend beyond the school day or the designated class time, unless called for by special circumstances.
- Each exam may be cumulative and may include all material covered during the quarter.
- Each exam will consist of a maximum of 50 items that may include short essay responses, multiple choice, true/false, matching, fill-in-the-blank, and/or other types of formative and summative assessment.
- A review/study guide for each exam will be provided the week prior to the exam. Reviews will cover all material that will be included on the exam.
- Teachers may assign reviews as classwork and/or homework, after which students will be provided with the correct answers to the review the week prior to the quarter exam.
- The quarter exam grade will be recorded as a Major Exam grade, which along with other major exam grades for the grading period, will determine the average for that percentage of the final grade, as listed above.
- Exams that are missed because of absence may receive an incomplete if not made up in a timely manner.

**A quarter exam will not be administered early without prior approval from the principal. Make up exams will be given after arrangements have been made in advance with the administration. Every effort should be made for the student to be present during exam week.**

**Middle Level courses that receive high school credit will follow the high school guidelines for grading and exams.**

### **Homework**

Each student is expected to spend approximately one to two hours per school day on homework assignments. Three no-homework/incomplete assignments will result in a Level 2 Offense Referral and 2 Demerits. Please see page (13) of this handbook for Disciplinary Measures. A student enrolled in a high school course may expect to spend more than two hours per school day on homework.

- Late homework may be accepted, depending on the teacher and/or special circumstances.
- Late work is subject to a reduction in grade, in accordance with each teacher's grading policy.
- Continued neglect to complete assignments will result in a mandatory lunch detention, Saturday detention, and/or ISS, plus demerits, as determined by the administration. The administrator will notify the parent about the disciplinary action. Detention will take precedence over any after-school activity, including practice and/or participation in sports, games, or other extra-curricular activities.

### **Tutoring**

IWAML provides students the opportunity to receive subject-specific tutoring by faculty members.

- Tutoring may be available before and after school and sometimes during lunch.
- Students who are failing one or more course must attend tutoring for each course that is being failed. Please contact the school for further information regarding tutoring.

### **Promotion at IWA Middle Level**

Promotion is based upon a final numerical average of 70 or above in **each** of the following core courses: language arts (English), mathematics, science, social studies, communication applications (Speech), and religious studies.

### **Academic Failures**

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

## **ACCREDITATION & CURRICULUM**

### **Accreditation**

IWA is fully accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED), which works in conjunction with the Texas Education Agency (TEA), and through TCCBED is associated with the Texas Private School Accreditation Commission (TPSAC).

A core of teachers from each grade level plan collaboratively to provide students with a curriculum that provides optimum educational experiences.

Curriculum is developed so that it meets the following criteria:

- Encompasses teaching and learning experiences that are planned, guided, and sponsored by the school.
- Developed around the individual student's needs, abilities, interests, and emerging self-image.
- Includes the study of Catholic doctrine, English language arts, math, science, history, wellness (physical education), Spanish, 8th grade communication applications, and elective classes.
- The curriculum is based on the Texas Catholic Conference of Bishops Education Department

(TCCED), Texas Essential Knowledge and Skills (TEKS), curriculum guides developed by IWA and the Diocese of Corpus Christi, National Catholic Educators Association (NCEA) Common Core Standards, College Knowledge standards, and standards proposed by subject-area national organizations.

## **Textbooks**

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

# **CAMPUS PROCEDURES**

## **Passing Period Rules**

- Each passing period is 4 minutes long.
- Students must proceed at a normal walking pace along the right side of the proper walkways.
- Excessive noise, including loud talking or yelling, is not permitted.

## **Lockers**

- Lockers may be inspected by school personnel at any time.
- Each student is assigned a locker.
- Lockers must be kept clean and organized.
- Books, school supplies, clothing, and other personal belongings must be kept in the assigned locker.
- Athletic bags must be stored in the designated area designated by the school staff.
- Students may go to their lockers only at designated times.
- A student must have a permit to go to his/her locker at any other time.
- Students may not open and/or use any other student's locker.

## **After School Care**

- After-school Care is from 4:05 p. m. until **5:30 p. m.**
- Any student not picked up by 4:05 p. m. is required to report to the middle level office.
- Students in After-school Care must adhere to the supervisor's and the school's rules and guidelines.



- When the child is picked up, a parent/guardian may be required to sign out the child with the After-school Care attendant.
- Students may attend a school event while in After-school Care only if the parent submits written consent to the supervisor prior to the event.
- After-school Care is \$100 per month
- Students who are not picked up by **5:30 P.M.** are charged an additional amount for every 15 minutes.
- Students not enrolled in After-school Care but sent there by a school employee for the student's safety will be billed.
- Nonpayment will result in a "hold" on the yearbook, report card, and/or transcript until full payment is received.
- After-school Care is NOT available on early dismissal days.

## **Supervision of Students**

### **Supervised Areas**

- Students are supervised on campus and in the library from 7:35 a.m. until 4:05 p.m. and during all school-sponsored activities.
- Extended supervised after-school care is provided from 4:05 p.m. until 5:30 p.m. for an additional fee.

### **Unsupervised Areas**

The school is not responsible for students in unsupervised areas.

- Students may not be in an unsupervised area at any time of the day or night. Locations designated as unsupervised areas include, but are not limited to, the following:
- the cafeteria, except during breakfast and lunch times
- the elementary school campus, including the covered pavilion
- the music hall, except for scheduled practices
- all athletic fields, gym locker rooms, and the Dougherty Center (DC), except during wellness classes or practice
- all cars, parking areas, and/or parking lots
- the high school campus, including the gym

Exception: In an extreme circumstance, the parent must submit to the administration a written request and receive administrative written permission for a student to be picked up in a non-designated area. Parents who have provided the administration with a written request and have received administrative permission, may pick up their children either in front of the Doherty Center (DC) or by the office rooms next to Central Office. A special label will be placed on student identification cards of students who have administrative permission to be picked up at either of those two areas.

- Students who are in unsupervised areas will be in violation of school policy, which will result in strict disciplinary action.
- Students who are in unsupervised areas after school will be taken to the middle level office

- Students who wait for an after-school activity must report to After-school Care until the activity begins. Parents are responsible for Afterschool Care fees if a student is sent to After-school care after 4:15 p. m. Students may be sent to after-school care for their safety.

## **Designated Drop-off and Pick-up Areas**

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

- In front of the office entrance area on Austin Street.
- In the “horseshoe” drive off Alameda Street.

## **DRESS CODE**

Enrollment at IWA Middle Level includes the understanding and agreement that students will wear the appropriate uniform every day and will follow the dress code policy for all school functions, regardless of whether uniform or non-uniform attire is required. The dress code is intended to be an essential element to provide a school atmosphere that is conducive to learning. It is the responsibility of each student to dress appropriately for school each day. It is the responsibility of the faculty, staff, and administration to enforce the dress code at all times. Students should observe high standards of both neatness and cleanliness. Any distraction caused by a student’s dress or grooming will be dealt with as a disciplinary matter.

Standards of dress and appearance for all Middle Level students include, but are not limited to the following:

- Attire with hoodies is never permitted, other than an IWA issued athletic hoodie.
- Uniforms should be clean and free of stains and wrinkles.
- Shoes should be in good condition; shoes are part of the school uniform and should be worn as intended. If there is a medical reason why a student needs an exemption from wearing the designated shoes, the student and/or parent must meet with an administrator and provide medical documentation to determine specific dates for the exemption.
- Clothing or accessories that are out of uniform may be confiscated and kept in the Middle Level Office.
- Hair must be appropriately groomed and of a presentable color and natural shade.
- The Mass uniform is to be worn only on Mass days (usually on Wednesdays) and on special occasions. Announcements will be made to give dates when students will wear the Mass uniform, if other than Wednesday.
- The spirit uniform is to be worn only on Fridays and special occasions. Announcements will be made to give dates when students may wear the spirit uniform, if other than Friday.

**NOTE: ALL STUDENTS ARE REQUIRED TO PURCHASE AT LEAST ONE RED POLO SHIRT WITH THE IWA TRADITIONAL LOGO.**

\*If in doubt regarding a uniform item, ask the office staff or an administrator for approval before it is worn.

### **IWAML Uniform Policy**

- Where to purchase: All academic uniforms are available at Academic Outfitters (preferred) or Land's End. All athletic/wellness uniform apparel, athletic bags, and wind suits should be purchased from Stitch It.
- When to purchase: The earlier the better.
- Sweaters: Only approved classroom sweaters may be worn and can be purchased at Academic Outfitters or Stitch It.
- Wellness/Athletic Uniform: The uniform is required for all students.

***The Daily uniform is usually worn on Mondays, Tuesdays, and Thursdays:***

### **Girl's Daily Uniform**

- Plaid skirt, as approved by IWA (skorts and shorts are not permitted)
- Skirts must be no shorter than 2 inches from the top of the knee cap, measured while the student is standing
- Solid white crew or knee-high socks (no logos, patterns, low cut, or athletic socks are permitted)
- Solid red, white, or navy polo-style shirt with the traditional IWA logo
- Shirts/blouses must be tucked in at all times
- Solid black, dark brown, or tan leather dress shoes

### **Boy's Daily Uniform**

- Khaki pants
- Solid black or brown leather belt with a small buckle
- Solid red, white, or navy polo-style shirt with the traditional IWA logo
- Only a solid white undershirt is permitted (no designs or writing)
- Shirts must be tucked in at all times
- Solid white crew socks (no logos, patterns, low cut, or athletic socks are permitted)
- Solid black, dark brown, or tan leather dress shoes

***The Mass uniform is usually worn on Wednesdays, for campus-wide Masses, or for Holy Days of Obligation:***

### **Girl's Mass Uniform**

- Plaid skirt, as approved by IWA (skorts and shorts are not permitted).
- Skirts must be no shorter than 2 inches from the top of the knee cap, measured while the student is standing
- Solid white oxford blouse (long sleeve or short sleeve) with the traditional IWA logo
- Red accessory on the hair
- Solid white crew or knee-high socks (no logos, patterns, low cut, or athletic socks are permitted)
- Shirts/blouses must be tucked in at all times
- Solid black, dark brown, or tan leather dress shoes

### **Boy's Mass Uniform**

- Navy pants
- Solid black or dark brown leather belt with a small buckle
- Solid white oxford shirt (long sleeve or short sleeve) with the traditional IWA logo
- Shirts must be tucked in at all times
- Red tie (purchased ONLY at Academic Outfitters)
- Solid white crew socks (no logos, patterns, low cut, or athletic socks are permitted)
- Solid black, dark brown, or tan leather dress shoes
- Only a solid white undershirt is permitted (no designs or writing)

*The following spirit uniform is worn usually on Fridays:*

### **Girl's and Boy's Spirit Day Uniform**

- IWA approved school spirit T-shirt
- Boot-cut, non-faded blue jeans with pockets (jeans may not be frayed at the seams, faded, tattered, torn, or skin tight)
- Solid black or brown leather belt with a small buckle
- Solid white crew socks (no logos, patterns, low cut, or athletic socks are permitted)
- Gym shoes (tennis shoes)

### **Cold Weather Uniform**

- Only school-approved jackets purchased from Academic Outfitters or Stitch It may be worn in the classroom.
- Unless otherwise designated, jeans may be worn ONLY on days when the anticipated high temperature will be below 40 degrees. The regularly scheduled uniform shirt for that day will be worn.
- Solid dark blue or solid black ankle-length leggings or tights may be worn.
- The student may wear a solid dark red, white, or dark blue long-sleeve undershirt.

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

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

- Clothes should be neat, modest, and tasteful.
- Shirts / blouses must fit properly; they must not be oversized or tight fitting.
- Shirts / blouses / dresses must have sleeves. Cap-sleeves, tank tops, halter tops, spaghetti straps, or sleeves with cut-out openings may be worn only under a jacket, shrug, or other acceptable outer layer.
- Full-length jeans, slacks, or Capri pants (mid-calf) are permitted.
- Blue jeans with pockets may be worn on approved days and to approved events.
- Shoes must be worn at all times. Exceptions are allowed only with administrative permission.
- Wellness shorts are allowed only in wellness classes or athletic events.
- The midriff must always be covered by clothing.
- Modest dresses and blouses without low necklines may be worn.
- Sheer fabric clothing is not allowed without appropriate undergarments worn underneath.
- Only clothing that is not torn, tattered, faded, or shows excessive wear may be worn.
- Heels of girl's shoes must be no more than 1½ inches high, and are to be worn only on special

occasions such as to social events, with administrative approval.

- Clothing with advertising slogans, suggestive or offensive writing, pictures, emblems, or symbols are not allowed.

The following items are not permitted:

- Shorts - unless special permission is granted
- Faded, skintight, tattered, or torn jeans
- Low-rise pants
- Baggy pants
- Cargo pants
- Boots (with the possible exception for extremely cold days, as determined by the administration)
- Make-up
- Any other clothing or accessories deemed inappropriate by the administration

### **Grooming and Accessories**

- Boy's hair must be cut so that it is above the shirt collar, above the eyebrows, above the ears, and does not cover the ears.
- Any extreme hairdo, including hair color, partial shaving, or lining of the head is not permitted.
- Girls nail polish must be light and natural in color; French tips are permitted.
- Earrings are allowed only on females: only one set of identical small stud earrings may be worn, one earring per earlobe. The earring must not reach below the lobe of the ear. No other styles of earrings may be worn.
- All boys must be clean-shaven.

## **CONDUCT**

### **Disciplinary Measures**

IWA encourages students to be self-disciplined, respectful, responsible, and accountable. IWAML administration and faculty implement a demerit-based, tiered office referral system. **Demerits will accrue throughout the school year.**

IWAML rules, guidelines, and policies are implemented

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

The promotion of Christian behavior helps prepare students to be responsible citizens and strong leaders. Violation of any rule, guideline, or policy, whether or not it is directly expressed in the handbook, will result in disciplinary action. All disciplinary action will be at the administrator's discretion.

**Level 1** offenses may be handled by the classroom teacher and/or an administrator and may result in a verbal warning or a parent phone call/ conference request. Repeated Level 1 offense violations may result in lunch detention and/or Saturday detention.

**Level 2** offenses will be handled by an administrator and lunch detention or Saturday detention is likely. Repeated Level 2 offense violations may result in suspension.

**Level 3** offenses will be handled by an administrator and may result in suspension, with the possibility of expulsion. Repeated Level 3 violations are likely to result in expulsion.

**The Principal is the ultimate authority in all disciplinary matters, including expulsions.**

**Lunch Detention:** May be assigned after 3 demerits are accumulated.

**Saturday Detention:** A \$25 student fee will be paid for each Saturday 3-hour Detention (8:00-11:00 a.m.)

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

Suspension is a grave penalty imposed for serious offenses. In-School Suspension (ISS) may be assigned after 10 or 15 demerits have been issued to a student; Out-of-School Suspension (OSS) may be issued after 20 or 25 demerits have been issued to a student. Suspension revokes the rights and privileges normally extended to Incarnate Word Academy students for the duration of the suspension. Suspended students are responsible for all class work and assignments missed during the time of suspension. It is the philosophy of Incarnate Word Academy that the academic achievement of a student who has been suspended should not be affected by disciplinary action. Suspended students will be required to make up the instructional time missed during suspension, under the supervision of the Principal. Students may not participate in or attend any school athletic or social event that occurs on the day(s) he/she is suspended. Students suspended for a second time during the same school year may be expelled.

#### **Expulsion**

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

- Abusive language, obscenity, violence, threats of violence or disrespectful behavior towards a member of the staff/faculty, a fellow student, or a guest of the school.
- Acts of theft or vandalism against the school, school property, or the personal property of a teacher or student.
- Excessive absences from school, whether or not they detract from the student's academic performance.
- Repeated truancy.
- The possession, use, and/or distribution of alcohol, marijuana, other controlled substances, or drug paraphernalia on school grounds or school-sponsored events (including those that take place off campus).

- Violation of the Standards of Academic Integrity or Honor Code published in this handbook.
- A second suspension in one year, whether or not the student has been placed on disciplinary probation.
- The possession or use of firearms or any other lethal instrument on school grounds or at school-sponsored events (including those that take place off campus).
- Conduct inside or outside of school that is detrimental to the reputation of the school or demeaning to an individual.
- Words or actions of a seriously unethical nature.

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

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

### **Behavior Plan/Academic Probation**

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

### **Home Study**

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

### **Voluntary Withdrawal from School because of Serious Disciplinary Situations**

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

## **Level 1 Offenses**

**Level 1 offenses include, but are not limited to, the following:**

- Tardiness
- Lack of courtesy
- Littering
- Dress code violations
- Gum
- Candy or food consumption outside designated areas

## **Level 2 Offenses**

**Level 2 offenses include, but are not limited to, the following:**

- Disruptive behavior
- Violations of Academic Honesty
- Aggressive behavior
- Entering a classroom when no teacher/administrator/employee is in the room. Entering a classroom without expressed permission.
- Possession by a student of an electronic device without teacher consent and supervision. An electronic device may include, but is not limited to, iPhone, iPod, cellular phone, and/or other hand-held electronic devices.
- Note: An electronic device is allowed on campus only after permission has been granted by a member of the faculty or administration. Use of the electronic device is allowed only in the class/area for which permission was granted. While on campus, the electronic device must remain stored in the student's backpack and powered off, except when it is used in the class/area for which permission was granted.
- Misbehavior that occurs off-campus during a school-related function that reasonably shows to interfere with schoolwork, impair school discipline, or disrepute IWA or any of its personnel in any way.
- Public Display of Affection (PDA). Any public display of affection, such as holding hands, hugging, etc., is not permitted at IWA Middle Level.

## **Level 3 Offenses**

**Level 3 offenses include, but are not limited to, the following:**

- Fighting or any verbal or physical altercation of an aggressive or violent nature
- Defiance of authority
- Grossly disrespectful behavior
- Violations of the Acceptable Use Policy for Technology
- Violations of the weapons policy
- Violations of policies for Harassment, Truancy, Bullying, Alcohol/Drugs/Tobacco, Misdemeanors, and Academic Integrity

## **Truancy**

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

- A student does not remain on the middle level campus school grounds until properly dismissed.
- A student leaves the middle level campus without permission.



- A student is on the high school campus while not attending a class scheduled at the high school and is there without expressed permission from the middle level office.

## **Facilities**

### **Care of the School**

- Each student is expected to cooperate in the general maintenance of all IWA campus facilities. Non-compliance will result in disciplinary action.
- Desks, other furniture, boards, and bulletin boards and walls and restrooms should not be defaced in any way.
- Use of any type of permanent marker or liquid white out is not allowed in the classroom or on campus, without teacher supervision.
- Eating and drinking anything other than water are not allowed in the school buildings or school grounds, except in the cafeteria or designated areas.
- Gum chewing is not allowed on campus at any time.
- Classrooms should be maintained in an orderly manner, with student assistance.
- Trash cans should be used in the classroom and throughout the campus to assist in maintaining a clean campus.
- Lockers issued to students must be kept clean and should be used to store school materials. NO FOOD OR DRINKS IN LOCKERS.
- Lockers may be inspected by school personnel at any time.
- Defacing or damaging any school property, such as walls, columns, restroom stalls, etc. will result in disciplinary measures.

## **LUNCH**

### **Cafeteria (Angel Avenue)**

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

## **Dougherty (DC)**

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

## **Library**

The library is located in the high school building and is available for student use between 7:35 a. m. and 4:00 p. m. For further information, call 883-0857, ext. 124. A quiet atmosphere should prevail throughout the library.

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

The library provides the following for instructional use:

Audio-visual equipment (library use only)  
Books for general reading  
Magazines (library-use only)  
Instructional materials center

Periodicals  
Reference books (library-use only)  
Soundproof conference / study rooms  
Student computers with access to eBRARY

## **Lost and Found**

- All IWA-related books, clothing, wellness/athletic uniforms, bags, etc. must include the student's last name.
- The lost-and-found room (224) is generally open after school from 3:45 p. m. until 4:05 p. m.
- A \$1.00 fine is charged for each article claimed from lost and found.
- Items that are found anywhere on campus will be stored in the lost-and-found room for 30 days; after 60 days, the items will be donated to charity.

# EXTRA CURRICULAR ACTIVITIES AND FIELD TRIPS

## School-Sponsored Activities (non-athletic)

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

## **Assemblies**

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

## **Field Trips**

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

## **Eligibility**

### **Athletic and Extracurricular**

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

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

### **Academic**

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

### **Quarter Report Cards**

1. A student with two or more failing grades at the end of the quarter will become ineligible.
2. Ineligible student-athletes will be required to attend study hall during athletics and after school tutoring until the end of the probationary period. (Refer to sit out periods below).
3. Any student-athlete with consecutive failing grades may be removed from athletics at the administrator's discretion.

### **Eligibility Based on Progress Reports and Report Cards**

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

1. Monitoring of academic eligibility begins at the end of the first quarter. After the end of the first quarter, academic eligibility is monitored on the day of progress reports and the day of report cards.
2. If a student is not academically eligible on the day of progress reports or report cards, the student is ineligible to participate in athletic competitions until the next monitoring day.
3. Eligibility will be determined on progress report day. (Listed below)
4. Student-athletes failing two or more classes will have a two-week probationary period. A failing average is a grade of 69 or below.
5. Ineligible student-athletes will be required to attend tutoring during athletics and after-school tutoring until the end of the probationary period.

6. Failure to become eligible during the probationary period will result in ineligibility for the remainder of that quarter.
7. Any student-athlete who continues to fail may be removed from athletics, at the discretion of the Administration.

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

September 2, 2021      November 11, 2021      February 3, 2022      April 14, 2022

Report Cards: Report cards for each Quarter grading period the will be available via the Parents-Web on the following days:

October 15, 2021      January 7, 2022      March 25, 2022      June 10, 2022

Parents who do not have access to ParentsWeb should contact the office to make arrangements to receive a copy of the progress report or report card.

## **Athletics**

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

- Prior to joining a team, the student must have the principal's approval, based on behavior, academic effort, and achievement.
- Each student is required to sign an athletic contract to participate in the athletic program.
- The contract details specific requirements and consequences, as well as attendance requirements for practices and/or games.
- Academic and conduct grade requirements apply to all students in the athletic program, including managers/scorekeepers/etc.
- It is the responsibility of the parents and the athletic department staff to monitor each student's academic progress.
- ACADEMIC ELIGIBILITY IS DETERMINED ON THE DAY OF PROGRESS REPORTS AND ON THE DAY OF REPORT CARDS, WITHOUT EXCEPTION.
- Each athlete's grades are tracked, beginning with the end of the first grading period and then throughout subsequent grading periods.
- Any student who is failing for two consecutive monitoring periods will be ineligible to participate for the remainder of that sport's season.
  - An athlete with a grade below 75 in any core subject is required to attend after-school tutoring for each of those subjects.
  - The athlete must inform the Athletic Director (AD) and/or coach about the planned tutorials so that the AD or coach can assist in monitoring each student's progress.
  - During the probationary period, tutoring is mandatory. The athlete must continue to practice with the team, but he/she is not allowed to wear the team uniform, travel with the team, or sit with the team at games/sports events.
  - If after the probationary period, the athlete is still not passing the course(s) that had been failed, the athlete becomes ineligible for the remainder of that grading period and/or sport season.

- Conduct grades must be maintained at a Satisfactory (S) level in each course.
  - A grade of Unsatisfactory (U) will result in a two-week probationary period. During this time, the athlete must continue to practice with the team, but he/she is not allowed to wear the team uniform, travel with the team, or sit with the team at games/sport events.
  - The athlete must improve the conduct grade to an (S) by the end of the probationary period or he/she becomes ineligible for the remainder of that sport's season.
- Each student who participates in athletics must have health insurance and pass the basic physical exam required by TAPPS.
- An athlete may be removed for "just cause" from a team or a game by a coach after consultation with the AD, principal, or administrative personnel.
- Athletes who are not picked up fifteen minutes after practice has ended may be required to go to After-school Care and parents will be charged accordingly.
- An athlete who receives ISS or OSS will be suspended from the team in which he/she is participating for the equal number of days he/she is assigned to ISS or OSS.
- A student who fails one or two classes in a school year must successfully complete these courses in summer school in order to be eligible to participate in extracurricular activities the following school year. The student must show evidence of academic eligibility on their progress report and quarter report grades in order to remain eligible for the activity.
- A student must be present for classes at least one-half day (4 periods) on the day of a game or school-sponsored event in order to participate. Students are expected to attend all classes the day after an event.

## **Clubs and Organizations**

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

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

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

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

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

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

- Students do not apply for membership to NJHS; candidacy for membership is conveyed only after specific criteria have been met.
- To be eligible for candidacy, the student must be enrolled and in attendance in the seventh or

eighth grade class for at least the full semester prior to the new membership process.

- Scholarship: A student who has an unweighted calculable grade average of 95 in each of quarters 1, 2, and 3 meets the scholarship requirement for candidacy. Scholarship is based on the core academic classes of English, math, history, science, religious studies, and for 8th graders, communication applications (speech).
- A student who meets the scholarship requirement is then eligible for further consideration for candidacy, based on verifiable demonstration of service, leadership, character, and citizenship.
- A conduct grade that is lower than S (Satisfactory) in any class, and for any grading period, may be cause for a student to be ineligible for candidacy or membership. Such cases will be reviewed by and decided upon by the Faculty Council.
- The NJHS Faculty Council:
  - Carefully examines each candidate's application.
  - Evaluates each candidate's participation in leadership, service, citizenship, and character.
  - Determines if the student is granted membership in NJHS.

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

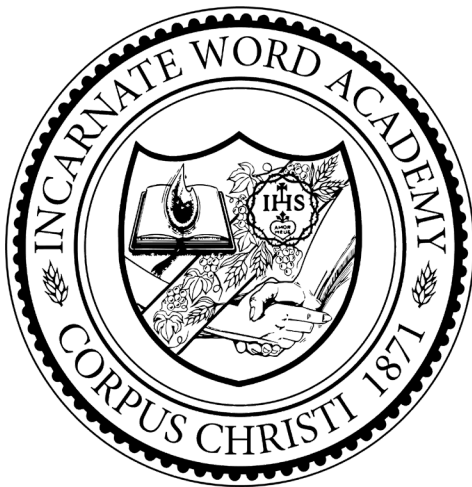
- Participation in Student Council is a learning opportunity for young people.
- Its members are elected by the student body to represent their respective grade levels.
- Student Council provides an opportunity for school involvement, for developing commitment in citizenship, and for growth in scholarship, leadership, human relationships, and Christian and cultural values.
- Officers of student council are selected by votes from the student body. The president must be an 8th grader; the vice president must be either a 7th or 8th grader; all other offices may be held by 6th, 7th, or 8th graders.
- To participate in student council, the student must have and maintain a minimum average of 80 in each of the core academic classes (English, math, history, science, religious studies, and 8th grade communication applications).
- Each student's conduct is taken into consideration prior to being considered for membership in student council. To be eligible, a student is allowed two I's. If a U is received, the student is ineligible for membership.
- The goals of the Student Council are the following:
  - To model and build Christian attitudes and values in the school community.
  - To develop good leadership qualities.
  - To build a sense of community.
  - To encourage an attitude of service.

Other extracurricular clubs and organizations offerings may vary.

# HIGH SCHOOL LEVEL

SECTION

9TH - 12TH GRADE





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## **Who we are**

### **Administration**

The **President** of Incarnate Word Academy is the chief administrator of the schools on the campus, with responsibility for financial and academic development and coordination of the levels of instruction (Ext. 175).

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

**The Assistant Principal** assists the Principal in providing leadership to the faculty, students, parents, and community in fulfilling the mission of Incarnate Word Academy. (Ext. 112).

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

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

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

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

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

2910 South Alameda \* Corpus Christi, TX 78404

Telephone: (361) 883-0857 \* FAX: (361) 881-8742

Website: [www.iwacc.org](http://www.iwacc.org)

President ----- Ms. Sammie Grunwald / 175 / [grundwalds@iwacc.org](mailto:grundwalds@iwacc.org)  
Principal ----- Mr. Jose Torres / 112 / [torresj@iwacc.org](mailto:torresj@iwacc.org)  
Assistant Principal ----- Mrs. Darla Montañó / 112 / [montanod@iwacc.org](mailto:montanod@iwacc.org)  
Administrative Asst. to the President ----- Mrs. Audra DeLeon / 175 / [deleona@iwacc.org](mailto:deleona@iwacc.org)  
Administrative Asst. to the Principal / Enrollment----- Mrs. Sylvia Reta / 112 / [retas@iwacc.org](mailto:retas@iwacc.org)  
Athletic Director ----- Mr. Kevin Steen / 166 / [steen@iwacc.org](mailto:steen@iwacc.org)  
Attendance Office/Reporting an absence----- Mrs. JoAnn Garcia / 111 / [garciaj@iwacc.org](mailto:garciaj@iwacc.org)

Campus Minister ----- Mrs. Ashley Cartwright / 173 / cartwrighta@iwacc.org  
 Finance Office ----- Mrs. Debbie Diegel / 174 / diegeld@iwacc.org  
 Counselor ----- Mrs. Sherilyn Calhoun / 167 / calhouns@iwacc.org  
 Library Media Center ----- Ms. LaQuita Hilzinger/ 124 / hilzingerl@iwacc.org  
 Central Office Receptionist ----- Miss. Victoria Villarreal / 117 / villarrealv@iwacc.org  
 Registrar ----- Mrs. Sandra Treviño / 123 / trevinos@iwacc.org  
 Director of Enrollment----- Mrs. Claudia Rybalka / 165 / rybalkac@iwacc.org  
 Campus Nurse ----- Mrs. Lisa Matl / 178 / matll@iwacc.org

## ADMISSION AND ACADEMICS

### Admissions

#### **Application to Incarnate Word Academy includes:**

- Required registration materials returned to the office, including evidence of capability and/or achievement in academics (e.g., report cards and objective test results).
- Adequate recommendations from previous school/teachers.
- Interview with new student and parents by the principal.
- Students must reside with parent(s) or legal guardian while enrolled at IWA.
- Students applying to enter grade 12 must be evaluated to see if student meets IWA graduation requirement.
- In addition to the requirements above, students seeking admission to Incarnate Word Academy High School the following high school credits are required: 10th grade: 7.5 credits, 11th grade: 15.5 credits, 12th grade: 22 credits. In addition, the credits must be in areas that will meet IWA graduation requirements. Applicants must present a high school transcript for evaluation by the registrar.

#### **Additional requirements for Home School students:**

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

### Pre-Advanced, Advanced Placement and Dual-Credit Courses

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

placement and/or dual enrollment courses may be removed at the recommendation of the teacher. A failed nine weeks in these courses will result in placement in a regular level course. A student with a failing yearly average (or an average of an 80 or below) will not receive honor points for the course. Students participating in pre-advanced, advanced placement and dual credit classes will receive additional points per course per semester for the purpose of determining GPA. Weighted grades will not appear on report cards or transcripts; however, all pre-advanced and advanced placement courses will be specially designated on the official transcript. Preadvanced and advanced placement courses presented by transfer students will receive the same weight as comparable courses at Incarnate Word Academy. Students who enroll in an AP class must be enrolled for a minimum of 13 consecutive weeks and are required to take the AP exam to earn high school credit. Application for AP exam financial aid may be available to those students who qualify. Please see the counselor for qualifications.

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

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

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

AP English III & IV	Dual Credit U.S. History	Dual Credit College Algebra
Dual Credit English IV	AP World History	Dual Credit Plane Trigonometry
AP French IV	AP Macro Economics	AP Physics I & II
AP Spanish IV	Dual Credit Macro Economics	AP Chemistry II
AP U.S. Government & Politics	AP Psychology	AP Biology II
Dual Credit American Government	AP Calculus AB BC	AP Computer Science
AP U.S. History	AP Calculus BC	

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

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

## **Assignment of Grades**

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

A =	100 - 97	C =	84 - 80	E =	Exemplary
A- =	96 - 93	C- =	79 - 77	S =	Satisfactory
B =	92 - 89	D =	76 - 73	N =	Needs Improvement
B- =	88 - 85	D- =	72 - 70	U =	Unsatisfactory
		F =	Any grade below 70 (failing)		
		NC =	No Credit		

### **Tutoring**

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

### **Grade Point Average**

GPA is an average of qualified earned semester grades to which seven (7) extra points are awarded for each semester grade in a course indicated by Pre-AP. AP and Dual Credit are awarded 10 points for each semester grade. This sum is then divided by the total number of qualifying semester courses (grades 9-12). Grades earned in athletics, band, choir, and physical education are not used in determining a student’s GPA. GPA for students from a school outside the United States will be based on credits earned at Incarnate Word Academy High School. GPA information is updated on Naviance at the end of every semester.

### **Incompletes**

A student may be assigned an incomplete grade at the end of a marking period. Normally this is done when the student has been unavoidably out of school due to illness or unable to complete school work due to some unusual circumstance. School policy requires that students make up incompletes within the first three (3) days of the next grading period. If the student does not make up the incomplete within the time allowed, the missing work will be assigned a grade of zero, and the course grade will be averaged accordingly. Any exception to this rule must be approved by the principal.

### **Testing Days**

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

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

### Progress Reports

In the middle of a grading period, progress reports will be posted in Parents Web. While these are not necessarily failure reports, they often cite deficiencies in a student's work or subject mastery. Because it is possible that a student may perform satisfactorily up to the middle of the quarter in a subject, but may do poorly in the second half of the same quarter, a progress report grade does not guarantee a passing grade in a course for the quarter.

<b><u>1<sup>st</sup> Quarter Progress Reports</u></b> Viewable on FACTS Family Portal on: <i>Thursday, September 2, 2021</i>	<b><u>3<sup>rd</sup> Quarter Progress Reports</u></b> Viewable on FACTS Family Portal on: <i>Thursday, February 3, 2022</i>
<b><u>2<sup>nd</sup> Quarter Progress Reports</u></b> Viewable on FACTS Family Portal on: <i>Thursday, November 11, 2021</i>	<b><u>4<sup>th</sup> Quarter Progress Reports</u></b> Viewable on FACTS Family Portal on: <i>Thursday, April 14, 2022</i>

### Quarter Exams

Quarter exams will be administered at the conclusion of every quarter. Absences during quarter exams are not permitted. Exams missed due to an absence may be given a grade of zero. A quarter exam will not be administered early without prior approval from the principal. Before being allowed to take quarter exams, students are required to present their assigned textbook to their teacher. This serves as a textbook check for the quarter.

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

### Quarter Exam Schedule 2021-2022

- **End of Quarter Exam(s) Will Not be administered early or rescheduled.**
- **Please plan vacations/appointments/events after the last exam day.**
- **Seniors will not be allowed to go off campus on exam days.**
- **On exam days, all students must be in attendance the entire school day in order to take their scheduled quarter exams.**

<b><u>1<sup>st</sup> Quarter Exams</u></b> Week of October 4th - October 8th	<b><u>3<sup>rd</sup> Quarter Exams</u></b> Week of March 7th - 11th
<b><u>2<sup>nd</sup> Quarter Exams</u></b> Week of December 16th - 21st	<b><u>4<sup>th</sup> Quarter Exams</u></b> Week of May 23rd - 27th

## Quarter Grades/Report Cards

At the end of every nine week grading period, report cards will be viewable on Parents Web. Report cards are a summary of a student's work performance within each subject area of a grading period. A grade, whether a test grade or a report card grade, may be contested by a student, parent, or legal guardian only within three (3) days from scheduled distribution of report cards.

A failing grade in the first and third quarters should be recorded no lower than 60 to provide failing students the potential to successfully bring their grade up to a passing grade of at least 70 prior by the semester's end. Students will be required to complete the recovery work necessary to justify the posted grade of 60.

<b><u>1<sup>st</sup> Quarter Report Cards</u></b> Viewable on FACTS Family Portal on <i>Friday, October 15, 2021</i>	<b><u>3<sup>rd</sup> Quarter Report Cards</u></b> Viewable on FACTS Family Portal on <i>Friday, March 25, 2022</i>
<b><u>2<sup>nd</sup> Quarter Report Cards</u></b> Viewable on FACTS Family Portal on <i>Friday, January 7, 2022</i>	<b><u>4<sup>th</sup> Quarter Report Cards</u></b> Viewable on FACTS Family Portal on <i>Tuesday, June 7, 2022</i>

## Shortage of Credits

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

## Summer School/ Credit by Examination/ Correspondence Courses

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

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



## Academic Honors

### Quarterly Honor Roll

- A student qualifies to be on the Honor Roll by:
- Having a 95 average
- No grade lower than an 85
- No conduct grade lower than an “S”.

## Graduation Honors

At graduation, the class valedictorian and salutatorian are honored. To qualify for this honor, a student must have attended Incarnate Word Academy for the entirety of sophomore, junior, and senior years. The valedictorian is the student with the highest cumulative average in the class; the salutatorian is the student with the second highest cumulative average in the class. The ranking of these students is determined on the basis of all courses taken during the four years of high school up to and including the third quarter of their senior year. Grades earned in athletics, band, choir, physical education, correspondence, credit by exam, grades and credits earned prior to grade 9 and grades earned from a non-accredited high school are not used in determining a student's GPA. GPA is an average of qualified earned semester grades to which seven (7) extra points are added in the calculation for courses designated as Pre AP and ten (10) extra points are added in the calculation for courses designated as AP or DC. This sum is then divided by the total number of qualifying semester courses taken during grades 9-12. The points are embedded within the grade point average calculation. Weighted grades will not appear on report cards or transcripts.

## Grade Classification

Classification of students:

Freshmen	0	to	7.5 Credits
Juniors	15.5	to	23.0 Credits

Sophomores	7.5	to	15.5 Credits
Seniors	22.0	to	30.0 Credits

## Graduation

Diplomas are only granted to those students who have successfully completed the graduation requirements of Incarnate Word Academy. If a senior is short of the requirements at the time of graduation, the student will not receive a signed diploma until such time as the necessary credits have been completed. Caps and gowns shall be issued only if all obligations are met by specified deadlines. Seniors are required to pay a graduation fee (\$150) to cover the rental of the graduation cap and gown, bishop and priest stipends, printing of the graduation programs, and other miscellaneous expenses. This fee is due the 1st of December. All monetary obligations such as tuition, fines, fees, project money (if any), dues, or payment for any special order items shall be paid and cleared by the last Friday of April. The graduation fee is not to be confused with the PTO/Operation Graduation Fee.

## College and Career Guidance Center (CCGC)

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



### **Religious Studies Requirement**

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

### **Dual Credit**

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

## Diploma Plans

### Classes of 2022, 2023, 2024, 2025

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

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

\*\* Must be the same language

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

### **Jeanne De Matel Laureate Diploma**

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

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

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

1. Recognition as a National Hispanic Recognition Scholar, Recognized Commended Scholar,

- Semifinalist, or Finalist by the National Merit Scholarship Corporation; and attainment of at least two scores of three (3) or above on College Board Advanced Placement Exams.
2. Attainment of at least four (4) scores of three (3) or above on College Board Advanced Placement Examinations.

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

## STANDARDIZED TESTING/STUDENT SERVICES

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

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

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

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

### **Assessments through Naviance**

- Career Planning
- Self-Assessments
- Personality

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

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

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

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

the school. However, parents and/or students may download an unofficial transcript(s) from Naviance.

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

Recent changes in the policies of testing agencies such as the College Board and ACT, Inc. allow students the option of withholding SAT, ACT and/or AP Test scores from colleges and/or electing to send only selected scores. In accordance with this change, effective with the class of 2010, Incarnate Word Academy will not send SAT, ACT, or AP scores to colleges as a part of the student's official transcript. Students applying to college will have the following options for submitting test scores:

1. Many colleges and universities require scores be sent directly from the testing agency, it is the responsibility of the student to make sure the required scores are sent to colleges. Students may send scores at no charge at the time they register for the test. After that, there is a fee that will be charged by the testing agency for each college to which scores are sent. Since colleges look for the highest test scores, students are advised to take advantage of the option to send scores to colleges and universities when they register for the test.

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

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

## **DRESS CODE AND GROOMING**

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

### **Logos**

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



**Approved Logo**  
**Solid White Colored Stitching only**

**Approved Vendors**

Academic Outfitters

1334 Airline Road. Corpus Christi, TX  
mcsdgrest@academicoutfitters.com

(361) 806-9208

Lands End

[www.landsend.com](http://www.landsend.com)

(800) 963-4816

Stitch It

4333 S. Alameda. Corpus Christi, TX  
78412

(361) 992-2006

**CONSEQUENCES**

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

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

**Dress Attire Guidelines**

**Pants, Shorts, Capri Pants**

**Approved**

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

**Not Approved**

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

## **Shirts**

### **Approved**

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

### **Not Approved**

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

## **Outerwear**

### **Approved**

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

### **Not Approved**

- Trench coats/overcoats;
- Hooded sweatshirts;
- School issued athletic wear;
- No jackets are allowed in classrooms;
- Shrugs, crop sweaters, non-compliant jackets;
- Ripped, tattered, frayed or holes;
- Name brand Logo, Pullover jackets and/or sweaters;
- Political statements of any kind on clothing / caps

## **Shoes**

### **Approved**

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

### **Not Approved**

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

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

### **Approved**

Hairstyles are to be neat and well groomed;

### **Not Approved**

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

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

### **Approved**

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

### **Not Approved**

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

### **Wednesday Club Shirt Day Approved**

- IWA sponsored club shirt.
  - Must be tucked in at all times and be long enough to be able to stay tucked in all day;
  - All pants, walking shorts, capris are to be worn at the natural waist with a belt.
  - Bottoms must be a cotton twill fabric in either a Khaki, Navy or Black color.
  - Shorts must be two inches above the knees or longer.
  - Students who choose not to participate are to be dressed according to normal dress code.
- While other regulations may apply on specific dress-down days, students must dress in good taste at all times.

### **Not Approved**

- Capped sleeves;
- Tight fitting;
- Undergarments or midriff exposed;
- Low cut necklines;

- Rips or holes, tattered, frayed;
- Backless sandals or flip flops;
- Jeans of any color unless otherwise designated.

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

#### **Approved**

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

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

#### **Not Approved**

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

### **Dances, Awards, Ring and Rose Ceremony Participant, Graduation Dress Guidelines**

#### **Dances: Grades 9 -12**

##### **Females**

- Dresses or Skirts must be no shorter than two (2) inches above the top of the knee cap;
- Dresses and or tops must not be revealing as to attract attention;
- When allowed, shorts must not be shorter than two (2) inches above the top of the knee cap

##### **Males**

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



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

### **Females**

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

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

### **Males**

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

## **Graduation – Grade 12 only**

### **Females**

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

### **Males**

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

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

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

# CODE OF CONDUCT

## Honor System

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

## Probation

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

## Referral to Principal/In School Suspension (ISS)

Offenses that generally warrant referrals to the principal/ISS include, but are not limited to:

- Repeated violation of classroom rules/procedures.
- Repeated dress code non-compliance.
- Repeated late arrival to class.
- Chewing gum.
- Use of rude, vulgar, profane language.
- Cheating or dishonesty.
- Repeated inappropriate public display of affection.
- Use or possession of tobacco products.

## Suspension (out of school or in school)

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

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

- A student assigned to ISS or has been suspended is not to attend any co-curricular/ extracurricular activities before being admitted back into the regular classroom the following day.
- A student assigned to ISS or has been suspended is not to participate in any co-curricular/ extracurricular meetings, practices, games, or meets before being admitted back into the regular classroom the following day.
- A student assigned to ISS or has been suspended is not allowed on any school campus before being released back into the regular classroom.
- A student assigned to ISS shall have all work completed in an appropriate manner before being admitted back into the regular classroom.

### **Suspension**

A suspension is counted as an unexcused absence. Offenses that generally warrant suspensions include, but are not limited to:

- Repeated expressions of disrespect, or inappropriate behavior / language.
- Vandalism/property damage – (will require compensation of damages).
- Blatant, defiance of authority/insubordination.
- Behavior that jeopardizes the safety of students or staff.
- Repeated forgery, plagiarism or other dishonest actions.
- Threats, intimidation; defamation and sexual harassment.
- Fighting.

### **Home Study**

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

### **Voluntary Withdrawal from School**

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

### **Expulsion**

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

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

### **Reapplication Procedure**

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

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

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

## **AUTOMOBILES AND DRIVING ON CAMPUS**

### **A Privilege**

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

### **Permits**

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

park at school. Violators will be subject to towing at owner's expense. Replacement tags will be \$25.

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

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

### **Violations**

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

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

This form is to provide documentation of enrollment and attendance status to the Texas Department of Public Safety (DPS) for a student applying for an instruction permit and/or license

to operate a motor vehicle. Requirements listed on the VOE form will apply.

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

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

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

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

## **CAMPUS PROCEDURES**

### **Tardiness**

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

1st tardy of the semester: Warning

2nd tardy of the semester: Fifteen minute detention and parent notification

3rd tardy of the semester: One day in ISS and parent notification

4th tardy of the semester: Two days in ISS and parent notification

5th tardy of the semester: Three days in ISS and parent notification

6th tardy of the semester: Parent/Student Principal conference. After six tardies excuse notes from parents will no longer be accepted. At the discretion of the principal/assistant principal, a student may be placed on probation for the remainder of the school.

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

## **Lockers**

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

## **Lost and Found**

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

## **Senior Privileges**

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

1. Seniors may be absent from campus during their scheduled off periods, which may be 1st & 2nd, or 7th & 8th, or 1st & 8th periods.
2. An excessive number of conduct referrals shall adversely affect senior privileges.
3. Excessive tardies or absences shall be cause to revoke open campus privilege.
4. Seniors shall lose their driving privilege if failing to observe posted speed limits and safety procedures and / or illegal parking.
5. The senior lounge privilege will be revoked if it is not kept clean and tidy.

## **Library Media Resource Center Policies**

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

## **Use**

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



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

## **Disruption**

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

## **Theft and Damage**

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

## **Lunch**

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

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

Students may bring their lunch to school or purchase food at the student center. The price of a lunch is \$5.00 for the main line hot entrée, which includes fountain drink and a small salad. Various a la carte selections are also available. The student center sets a limit to purchases on credit. Students are not permitted to leave school to have lunch with parents or any other persons.

Students with medical concerns must have lunch delivered to school by a parent or bring a sack lunch to school. (Reminder: parents are allowed to bring lunch only for their own child, due to the Foods of Minimal Nutrition law and should check in at the front office before meeting their child in the student center. Lunches may not be dropped off at the front counter or with office staff.) For safety reasons, students are not allowed to stand outside in the parking lot waiting for this food to be delivered. Birthday food/treats are not allowed.



## **Visiting Campus During School Hours**

Parents or guardians who need to visit campus during school hours are asked to follow these guidelines: Make an appointment. If you are coming to see the Principal, Assistant Principal or other faculty member, please call to make an appointment in advance. For appointments with the principal or assistant principal, call extension 112 and the administrative assistant will take your information. For a faculty members, please call extension 112 and the administrative assistant will leave a message for the faculty member to whom you wish to speak to.

## **Student Phone Calls**

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

## **Access to Students on Campus**

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

**Check in at the High School Office.** When you arrive on campus, please report directly to the front office for authorization. Access to the high school building is available through the front entrance (Alameda Parking Lot doors) through camera monitored free access.

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

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

# **EXTRA CURRICULAR ACTIVITIES AND FIELD TRIPS**

## **Field Trips**

Students who are invited to participate in school-sponsored field trips will be given a PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION. No student will be allowed to participate on a trip unless the form has been properly signed by the parent or guardian and

returned to the designated school official. Permissions by telephone or other verbal permissions cannot be accepted. Field trips are a privilege offered to qualified students in good standing. Each student who participates in these trips is expected to subscribe to the approved guidelines and procedures for the trip.

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

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

1. Vehicles used on school-sponsored trips are to be driven by authorized adults.
2. School dress code is generally required on school trips unless otherwise specified.
3. Students are expected to travel and participate with the group in all scheduled activities. Any special arrangements for leaving the group shall be made in writing prior to the departure and be approved by the sponsor/teacher.
4. All school rules and policies remain in effect at all times.
5. On overnight trips consideration for others and rules of accommodating facilities are to be observed and enforced.
6. There will be no boys allowed in girls' rooms and no girls allowed in boys' rooms at any time.
7. Students are to report to the sponsor/teacher before leaving the assigned room area.
8. On out-of-town trips, vehicles are expected to travel together. Any group that wishes to travel separately shall make special arrangements prior to the departure. Written permission from the parent or legal guardian of each student involved is required.
9. Students taking trips shall observe school policies concerning work missed.
10. Students having academic, attendance, or conduct difficulties will need special permission from the principal to go on trips during school hours.

Adults who are willing to put forth extra effort in sponsoring field trips deserve and have the right to expect appreciation and cooperation from each student. Through their good behavior, each student is expected to contribute to the overall success and enjoyment of the trip. Any contrary conduct will jeopardize the students going on additional trips.

## **Procedures for Dances**

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

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

- At dances (e.g. Homecoming, MORP, Prom), students who arrive late will not be allowed

- admission and parents will be called and notified, unless prior approval is given in writing.
- Students are not to be readmitted once they leave.

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

- Exceptions may be made by the principal under certain circumstances (e.g. early dismissal for a doctor's appointment.)
- If a faculty chaperone encounters a student who was absent from school or was dismissed early from school, the chaperone should dismiss the student from the dance, and inform an administrator immediately. If the student is "stranded" without transportation, his/her parents should be called. **Students may not leave the designated area for the dance (e.g. the Dougherty Center) while in attendance.**
- Limited exceptions may be made only if the student is supervised by a sponsor.
- Phone calls will be made to parents of students who wish to leave a dance prior to 11:45pm.

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

- Students who violate this policy can expect severe disciplinary consequences.
- A breathalyzer may be utilized for anyone entering the school sponsored event.

#### **Guest Policy**

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

#### **Appropriate Dance Attire:**

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

## **ATHLETICS**

The purpose of the Incarnate Word Academy athletic program is:

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

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

It is understood that even though protective equipment is worn by the athlete, whenever needed, the possibility of an accident still remains. Neither Texas Association of Private and Parochial Schools nor the school, Incarnate Word Academy, assumes any responsibility in case an accident occurs. (Refer to TAPPS Pre-participation Physical Evaluation Medical History and TAPPS Student Acknowledgement of Rules forms.)

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

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

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

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

## **Cheerleaders**

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

Cheerleaders are under the authority and supervision of their coach while attending/performing at activities/events. The cheerleading sponsor is under the authority and supervision of the Athletic Director. Students are eligible to try out for cheerleader in the spring provided the following criteria are met:

- Candidates shall be completely registered for the upcoming academic year.
- Candidates shall have maintained a grade of 70 or above in all classes the grading period prior to tryouts and at the time of progress reports the quarter of tryouts.
- Candidates shall not have unexcused absences and/or excessive excused absences and/or tardies to school, cheerleading activities/events the prior grading period and up to the time of tryouts.
- Candidates shall be financially clear of their tuition and / or cheerleading account.
- Candidates shall provide the necessary information requested by the coaching staff such as, but not limited to, parent permission, medical release and emergency contact forms, along with proof of medical insurance. Cheerleading is part of the Incarnate Word Academy's athletic program. It too, is a privilege, not a right. The cheerleading coach and athletic director have the authority to revoke the privilege when rules are not followed and standards are not met. Cheerleaders are to be role models for others on and off campus, as well as, in and out of uniform. Cheerleaders are expected to maintain and follow all Incarnate Word Academy rules and regulations in the program and in the classroom.

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

## **Academic Eligibility**

### **Statement of Purpose**

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

### **Eligibility Rules**

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

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

### **Quarter Report Cards**

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

### **Progress Reports**

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

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