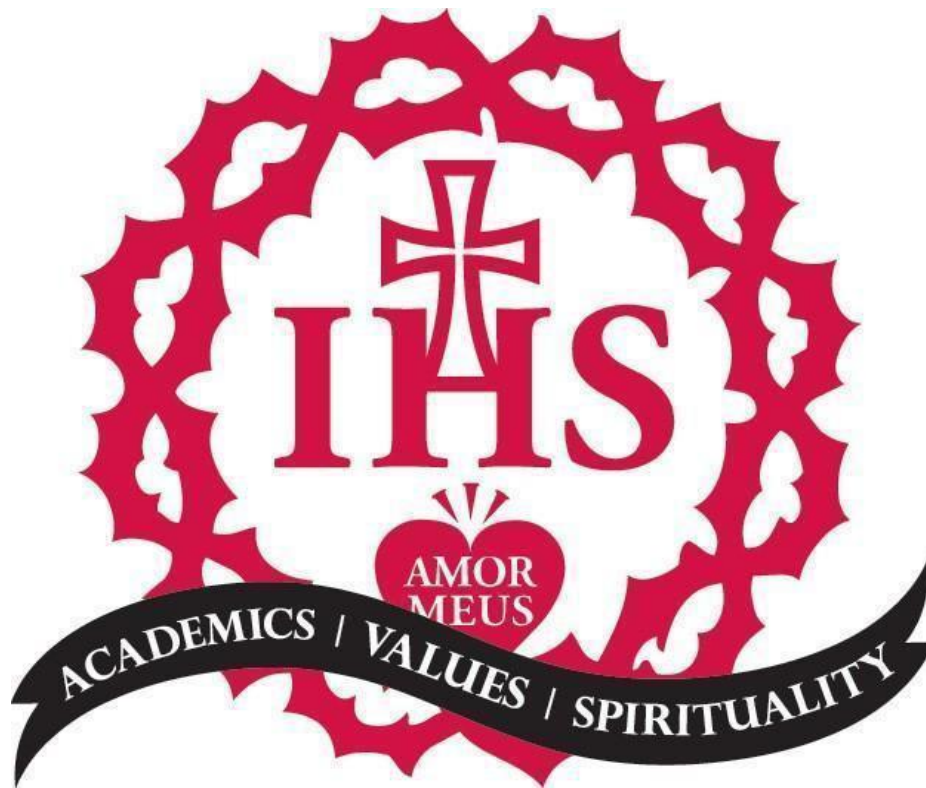


# **Incarnate Word Academy**

A Catholic College Preparatory High School for Young Women  
Since 1873



## **Student & Parent Handbook 2022 – 2023**

609 Crawford  
Houston, TX 77002  
713-227-3637 (office)  
[www.incarnateword.org](http://www.incarnateword.org)

## **Incarnate Word Academy**

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

President

**Cathy Stephen**

Principal

**School Colors**

Red & White

**School Mascot**

Falcon

**School Song**

*We hail thee alma mater; We offer thee our song. Incarnate Word our beacon,  
Can we be aught but strong.*

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

*IWA*

*We pledge today, Fidelity to you.*

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

*Revised July 2022*

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# INCARNATE WORD ACADEMY

## History

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

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

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

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

## Mission

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

## Philosophy

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

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

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

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

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

We believe that an excellent education must exist in a context of spiritual growth and a commitment to serve

others. Our students are spiritually nurtured and nourished by the charism of the Sisters of the Incarnate Word and Blessed Sacrament, which is to be the presence of Jesus in the world today. They are surrounded by the signs and symbols of our faith and the history of the sisters. The students participate in the liturgy of the church, with special importance given to the celebration of the Eucharist. Formation of the spirit also takes place in the personal relationships that make up our community, marked by mutual respect and compassion.

## **Profile of an IWA Graduate**

### **Academics**

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

### **Values**

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

### **Spirituality**

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



# **ADMISSIONS POLICIES & PROCEDURES**

## **Admission of New Students**

Incoming students are accepted on the basis of submitting a completed and paid application fee, an official academic transcript, standardized test results, a copy of the most recent report card, Principal-counselor and teacher recommendations, and entrance exam results (HSPT or ISEE) for 9<sup>th</sup> grade applicants only. Transfer applicants are required to have a personal interview and will be considered for acceptance if there are openings in that particular classification. After receipt and review of all documents by the Admissions Committee, the admissions office notifies the applicant of her status. New students are under academic, attendance, and discipline evaluation during their first semester at IWA.

## **Non-Discrimination Policy**

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

## **Registration of Students**

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

## **School Visits and Tours**

School visits for prospective students are coordinated through the Admissions Office.

## **Student Withdrawal**

Enrollment at Incarnate Word Academy is considered to be for the full year. Parents or guardians who consider a withdrawal must meet with the Dean of Academics. See financial information page.

# **ACADEMICS**

## **The Principle of Subsidiarity in Communication**

IWA endeavors to establish a harmonious Christian atmosphere within its school, it recognizes that misunderstandings or differences of opinion sometimes occur. In keeping with the Catholic church's principle of subsidiarity, all are encouraged to address any concerns at the level at which the concern occurs. Persons having a concern with another individual should go directly to that individual, as problems should be solved at the lowest level whenever possible. In order to effectively address concerns, messages should be clearly identified and not anonymous.

## **Academic Communication**

When parents or guardians have questions or concerns they wish to review with a teacher or staff member the following guidelines may be used.

- Allow the student to advocate for herself. The student should contact the faculty or staff member directly to address questions and concerns first.
- If the question or concern is not resolved, the parent should then contact the faculty or staff member directly. In all cases, allow the faculty or staff member one business day to address the question or concern.
- After discussing the question or concern with the teacher or staff member directly, the student or parent may then contact the Dean of Students or Dean of Academics.
- If the concern is not satisfactorily addressed by the dean, the parent may appeal to the Principal. An appeal must be submitted in writing to the Principal within ten working days of the dean's response.
- If the concern is not satisfactorily addressed by the Principal, the parent may appeal in writing to the President within ten working days of the Principal's response. The President's decision is final.

## **Academic Intervention**

In an effort to prevent our students from being academically ineligible, an IWA student will be placed on academic intervention if they receive one F (69 or below) or one D (70-74) on a progress report. Academic intervention will require her to complete tutorials (during advisory and/or flex) for those classes as well as complete academic check-in's with her advisory teacher.

## **Academic Ineligibility**

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

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

Students cannot participate or try out during their period of academic ineligibility for any of the above programs. Students will be re-eligible when they meet the academic criteria on the following progress report. While a student is ineligible, they must follow the academic intervention policies by attending tutorials and checking in with their advisory teacher.

Students not meeting the eligibility requirements at the completion of 4<sup>th</sup> quarter will be ineligible to try out for or participate in 1<sup>st</sup> quarter athletic programs during the next school year.

If a student becomes academically ineligible to participate in athletics during her athletic season, she will not receive athletic PE credit for that season.

## **Academic Probation**

Students who have a failing semester average for two classes at the end of the semester will be placed on academic probation for the following semester. During academic probation, a student may not participate in extracurricular activities or field trips and will be required to participate in academic intervention for the duration of the school year. If at the end of the probationary period, the student is still failing any courses, she may be subject to required withdrawal for poor academic performance. Students who have a failing semester average for three or more courses at either the end of the semester or the end of the academic year will be reviewed by the Academic Review Committee and are subject to withdrawal from Incarnate Word Academy.

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

## **Assessments**

The purposes of assessments such as tests, quizzes, projects, and papers are to evaluate a student's understanding of material and to communicate that level of understanding between the teacher, student, and parent/guardian. All assessments should align with what is taught in class. While some assessments may ask students to recall information, most assessments should ask students to create, analyze, synthesize or interpret content.

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

## Advisory

In order to work more closely with our students, an Advisory period has been added to each block day throughout the year. Each student will be assigned an Advisory class of students in the same grade level with a faculty advisor that will remain with them throughout their time here at IWA. Advisors will serve as mentors and advocates for students to help them in their growth as student leaders, assisting them in organizing their time, managing their studies, selecting courses and activities, and overcoming challenges. During advisory periods, students will be able to develop strong relationships with their advisor and classmates, receive tutoring from their teachers, attend mass and grade level meetings, and complete lessons and activities that will supplement their development as bold, authentic servant leaders and *Women of the Word*.

## Expectations of Students:

Students are expected to arrive on time for advisory everyday and to participate in any lessons or activities just as they would for any class. While there will not be graded assignments, attendance will be taken, and students are not to use this as free time or an extra flex period. On study days, students will have the freedom to leave their advisory to go to other classrooms or to meet with counselors or advisors, but they should let their advisor know where they will be and are not allowed to be in unsupervised spaces or participating in non-academic activities.

<b>Academic Day Guidelines</b>			
<b>YOU MAY</b>	<b>YOU MAY NOT</b>	<b>PLACES TO GO</b>	<b>PLACES TO AVOID</b>
<b>study</b>	meet with clubs	<b>your teacher or advisor's classroom</b>	unsupervised areas or classrooms
<b>get help from a teacher</b>	socialize with friends	<b>counselor/advisor's office with an appointment</b>	cafeteria
<b>attend tutorials</b>	watch movies/TV	<b>Dean of Academics or Dean of Students with an appointment</b>	gym
<b>work on assignments</b>	play games		Matel Center
<b>make up tests or quizzes</b>	text or message friends or family		group study areas
<b>attend college rep visits</b>	check social media		classrooms of teachers who don't currently teach you
<b>work on Ray Doss lessons</b>	roam around		
<b>meet with counselors or advisors</b>	sleep		

## Flex Time

Flex time is an extra period at the end of each school day designed to give students the opportunity to meet with teachers, attend tutorials, meet with groups and make up exams. Clubs and organizations may also meet during flex time twice per month.

Flex time is considered an integral part of the school day from 3:00 p.m. – 3:30 p.m., therefore, students are expected to be in attendance until 3:30 p.m., following the school's attendance policies. A pattern of absenteeism from flex time may result in a parent conference and the need to make up instructional minutes to receive full credit for the instructional day. On Falcon Fridays, there is no Flex Time and student dismissal is at 3:00 p.m.

### ***Flex Time Objectives***

- Reduce student stress and increase student productivity by building in a study and tutoring time.
- Promote study skills/time management: Daily flex time will help teach students to manage free time and receive natural consequences of not using it productively.
- Structure usage of extended time for tests: Students with accommodations can use flex time for additional time on exams.
- Create daily time for make-up exams.
- Offer time for club meetings that does not conflict with after school activities.
- Allow for counseling department advisories that do not interrupt class time.
- Offer additional time for upper level labs, exams, and reviews.
- Reduce class time missed by athletes who leave early for games/meets.

### ***Flex Time Student Responsibilities***

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

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

Students may:

- Study or complete assignments independently.
- Collaborate productively and quietly in small groups.
- Conference with a teacher about grades or participate in tutorial on class material.
- Read silently for class or for pleasure.
- Use library/lab resources.
- Use a designated testing room for extended time testing or make-up exams.
- Attend a scheduled meeting appearing on the IWA Community Calendar.
- Listen to music with headphones as long as the music cannot be heard by others. Students listening to music must also be working productively.
- Students are expected to be in a classroom with a teacher or visible in a flex space. Unsupervised classrooms, stairwells, bathrooms, and lockers rooms are not the proper study environment.

Students must remain productive: internet browsing, game playing, movie watching, grooming, socializing, or other activities that are distracting to the student or to other students are not allowed. Students must adhere to the IWA Technology Acceptable Use Policy during flex time.

<b>Flex Guidelines</b>			
<b>You may</b>	You may not	<b>PLACES TO GO</b>	<b>PLACES TO AVOID</b>
<b>study and work on assignments</b>	socialize with friends	<b>your teacher or advisor's classroom</b>	unsupervised areas or classrooms
<b>get help from a teacher</b>	watch movies/TV	<b>counselor/advisor's office with an appointment</b>	cafeteria
<b>attend tutorials</b>	play games	<b>Dean of Academics or Dean of Students with an appointment</b>	gym
<b>meet with clubs</b>	text or message friends or family	<b>Library</b>	Matel Center
<b>make up tests or quizzes</b>	check social media	<b>Flex Spaces</b>	empty classroom

<b>attend college rep visits</b>	roam around	<b>first floor or second floor patio</b>	
<b>work on Ray Doss lessons</b>	sleep	<b>Any teacher classroom with teacher supervision</b>	
<b>meet with counselors or advisors</b>			

### Classification of Students

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

### Graduation Information

Incarnate Word Academy, in accordance with Cognia and The Texas Catholic Conference of Bishops Education Department (TCCB ED), awards a high school diploma only after a senior has met all academic requirements and service learning requirements. Only those current seniors who have earned the necessary credits and who have met all of the IWA graduation requirements will receive diplomas at graduation. **Graduation diplomas will reflect the legal name of each student.** Parents will be notified to verify the legal name of their daughter on the diploma. Once the diploma order is submitted, any changes thereafter will be at the expense of the family. Financial obligations must be current before students receive their diplomas. Seniors and their parents/guardians should carefully note this policy about participation in the graduation exercises as they make plans and order and/or send out graduation announcements, especially if there is a question about a student meeting the necessary requirements to graduate.

The honor regalia worn at the graduation exercises:

- Gold cord and medal for valedictorian and salutatorian
- Red and white cord and medals for the graduates of distinction
- National Honor Society stole for members of NHS
- Cords distributed for specific IWA honor societies
- Young Leaders Program pin for Distinguished Leaders (DL)
- No other regalia may be worn at IWA graduation

### Graduation Requirements

The following 28 credits are required for graduation:

4	Theology	1	Fine Arts
4	English	1	Physical Education <sup>3</sup>
4	Mathematics	.5	Computer <sup>4</sup>
4	Science <sup>1</sup>	.5	Health
.5	Government	.5-1	Leadership <sup>5</sup>
.5	Economics	1	Academic Elective <sup>6</sup>
3	World Languages <sup>2</sup>		Service Learning Requirement <sup>7</sup>

<sup>1</sup> Students must earn credit in biology, chemistry, physics, and an additional science course.

<sup>2</sup> Students must earn three credits in the same world language.

<sup>3</sup> ½ credit of Physical Education can be earned by satisfactorily completing a season of an IWA sport. St. Thomas High School Cheerleading or IWA dance team. This credit can only be earned by student athletes, not athletic team managers. The other ½ Physical Education credit must be taken as a course on the IWA campus.

<sup>4</sup> Students graduating on or before May 2024 need to complete a half credit of any computer class. Students

graduating after May 2024 must complete Intro to Computer Science.

- <sup>5</sup> Students graduating on or before May 2024 need to complete a half credit of Leadership. Students graduating after May 2024 need to complete Leading with Character and Academics during their 9th grade year. A student who transfers into IWA after her 9th grade year will be required to complete a different leadership course instead. The leadership classes fulfill TCCB ED's requirement for a ½ credit of speech and communications.
- <sup>6</sup> Students must complete an additional credit of academic electives, defined as any non-art or non-PE elective.
- <sup>7</sup> 75 service learning hours are required for graduation and must be submitted by required deadlines.

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

Students enrolled at IWA will receive original credit for courses taken at IWA only and may not be taken through outside programs. IWA accepts Algebra 1 and World Language credits for incoming freshmen and transfer students who successfully complete a placement exam.

## **Homework**

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

On average, students should expect to spend two to three total hours on most nights completing homework for all classes. Students are encouraged to be independent in carrying out their assignments; nevertheless, teacher help should be sought when needed. Students need to plan carefully so that homework will not be excessively heavy when long-term assignments are due. Students are expected to use both advisory and flex time for tutoring and homework completion.

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

## **Parent-Teacher Conferences**

Parents/guardians are encouraged to access myIWA to review their student's grades regularly. If parents/guardians need to confer with teachers, the counselor, or the administration at any time during the year, they may call for an appointment. Parents are requested to confer in person with teachers of any class in which the student makes below a 70 for any nine week grading period. The best way to reach teachers is via email; email addresses can be found on the school website. Only the student's parent or legal guardian may conference with a student's teacher or an administrator. Parent-Teacher-Student Conferences are held twice per year in October and February. Sign up for these conferences is available online.

## **Textbooks**

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

## **Tutoring**

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

# **GRADING POLICIES**

## **Course Level Changes**

Students in honors or advanced placement courses who earn lower than a 75 may choose to change to college preparatory courses (on-level) with a teacher recommendation and approval of the Dean of Academics and academic counselor at the end of the first or second quarter of the fall semester only. Prior to this, the student must have made a concerted effort to improve her grade in the course by attending a minimum of 3 tutoring sessions with the teacher. Additionally, the teacher should make every effort to discuss the expectations of the course, where the student is struggling, and if a level change is warranted with both the student and the parent. A course level change form must be completed by the teacher and turned in to the Dean of Academics no later than the last day of the quarter to ensure the prompt change of schedule for the student. Course level changes will not be allowed during the spring semester (ie. third and fourth quarters).

## **Schedule Changes**

Students may request a schedule change for elective courses during the first two weeks of the fall semester with the understanding that a change may or may not be possible. After the second week of school, no schedule changes will be made.

## **Class Rank**

IWA is a non-ranking institution.

## **Top 10%**

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

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

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

## **Failures**

A student must recover credit in the summer for any required course for graduation that was failed during the school year from an IWA approved accredited program in order to return to Incarnate Word Academy for the following school year. Please contact the Dean of Academics for a list of approved credit recovery programs. If a student fails a course, IWA will issue a letter outlining the courses failed at the end of each semester indicating the course(s) that must be taken through a credit recovery program, and this letter serves as the permit to enroll. The grades received from the credit recovery program will be recorded as credit indicating P (pass) or F (fail) and do not affect the student's GPA. The courses must be completed satisfactorily with a grade of 70 or above, and official documentation must be presented to the counselor by August 1 of the upcoming school year. Students who have not successfully completed credit recovery by August 1 will not be eligible to return for the school year.

## **Grading Scale**

A: 90-100

B: 80-89

C: 75-79

D: 70-74

F: Below 70

## Grade Point Average (GPA)

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

## GPA Calculation

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

Grade	College Preparatory (On-Level)	AP/Honors
90-100	4.0	5.0
80-89	3.0	4.0
75-79	2.0	3.0
70-74	1.0	2.0
Below 70	0	0

2. The sum of the grade points earned is divided by the number of courses attempted for that semester. The result is the *grade point average (GPA)* for that semester.

3. Grade points for each semester are accumulated from the freshman year and divided by the total of the attempted courses to date. This computation gives the *cumulative GPA, which* can be found on the transcript. Summer school/transfer grades and credits are not used for the computation of the GPA. Additionally, courses taken for Pass/Fail are not used for the computation of the GPA. However, the courses are reflected in the accumulated credits earned. The cumulative GPA, as described above, is *not* the basis for determining valedictorian, salutatorian or graduates of distinction.

4. The cumulative GPA is used to report a student's position in her class (quintile) to colleges.

5. The cumulative GPA is calculated at the end of each semester.

## Honor Roll

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

- President's Honor Roll (GPA - 4.0 or higher)
- Principal's Honor Roll (GPA - 3.6 to 3.99). The student may not have any semester grade lower than a 78.

## Transfer Credits

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

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



## Ranking GPA Calculation

The ranking GPA is used to determine the valedictorian, salutatorian, and graduates of distinction because it more closely discriminates between the differences in the grades than does the regular GPA computation process. Weight is given to the grade according to the numerical value of that grade with a bonus given for honors/AP courses. For this calculation:

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

Grade	College Preparatory (On-Level) Value	Honors/AP Value	Grade	College Preparatory (On-Level) Value	Honors/AP Value
100	4.0	5.0	84	2.5	3.5
99	4.0	5.0	83	2.4	3.4
98	3.9	4.9	82	2.3	3.3
97	3.8	4.8	81	2.2	3.2
96	3.7	4.7	80	2.1	3.1
95	3.6	4.6	79	2.0	3.0
94	3.5	4.5	78	1.8	2.8
93	3.4	4.4	77	1.6	2.6
92	3.3	4.3	76	1.4	2.4
91	3.2	4.2	75	1.2	2.2
90	3.1	4.1	74	1.0	2.0
89	3.0	4.0	73	.8	1.8
88	2.9	3.9	72	.6	1.6
87	2.8	3.8	71	.4	1.4
86	2.7	3.7	70	.2	1.2
85	2.6	3.6			

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

## **Grade Changes**

Teachers' grades are final. In rare circumstances, and only in consultation with the Principal and Dean of Academics, can a grade be changed on the report card and/or student transcript be made.

## **Grade Reports**

The school year has two semesters with the dates of the reporting periods posted on the school calendar. Each quarter grade is equivalent to 40% of the semester average, and the semester (final) exam is 20% of the semester average. Final averages are calculated at the end of each semester, and this final average is recorded on the student's transcript. Some courses do not have a final exam. In this case, the semester grade is an average of the two quarter grades.

Report cards will reflect the legal name of each student and are posted on myIWA at the end of each quarter, every nine weeks. Report cards are not mailed home. It is the responsibility of each parent/guardian to monitor student progress on myIWA. Parents/guardians are encouraged to monitor grades throughout the quarter, not just at the time of report cards. Report cards will be not accessible in myIWA until financial obligations are current.

## **Incomplete Grades**

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

### **Late Work For Freshman Classes:**

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

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

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

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

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

## **Make-Up Work**

When a student is absent from class, she has one day for each day that she was absent to make up the assignments. If this is not possible because of the number of assignments to be completed, the student must arrange the make-up time within this time frame. For example, when absent one day, the student should make up assignments within one school day. If a student is absent for three days, she should make up assignments, or make arrangements to make up assignments, within three days. Assignments not made up in this time period will receive a zero. If an assignment is due on the date of absence from class, the student should turn in the assignment electronically if they are able to do so; otherwise, they should turn it in upon returning to class.

Missed assignments will be indicated by a 0 in the gradebook with a comment stating the assignment is missing. After the allotted time for makeup/late work has passed, the teacher will note in the comments that the assignment was not completed.

## **Semester Exams**

Students must take semester exams on the assigned exam days. Students who miss exams because of vacation plans will receive a zero for those exams. A student who must take a semester exam at a time other than the time scheduled due to medical reasons must have a medical excuse signed by a physician. A \$50 fee is required for each exam that is not taken on the assigned day unless a doctor's note is provided specifying that the student is too ill to take the exam.

### *Wellness and Review Week*

At IWA, the week before midterms and finals is considered "wellness/review week." Only project based exams may be due this week. No tests, quizzes, projects, homework, or papers may be due this week. Teachers may assign parts of the study guide/review to aid in planning for study time and in class review.

Instruction continues in all classes and new material may be covered during class. This is to allow continued learning. Concepts will be assessed on the semester exam. Practice homework may be suggested to help reinforce concepts, but may not be required.

Advisory time is protected educational time. No extra curricular events or meetings can occur during advisory time unless approved by the Principal. Students who need to make up tests/quizzes may make arrangements to do so with their teacher during open advisory periods or flex, as well as take them in the testing room, if needed.

### **Semester Exam Exemption Privilege**

To demonstrate mastery of the material and prepare students for the rigor of college, all students are required to take semester exams during the fall semester.

Exemptions are only possible in the **spring semester** in courses with written exams as long as they meet the exemption requirements. Core courses which give cumulative projects in lieu of written final exams may not be exempted.

- Seniors may exempt all courses.
- Juniors may exempt 3 courses.
- Sophomores may exempt 2 courses.
- Freshmen may exempt 1 course.

All exemptions **must** meet following requirements:

- Grades in third and fourth quarter to date must average to 90 or above in college preparatory classes or 85 or above in honors classes.
- More than five absences (excused or unexcused) and more than five tardies in any class disqualifies the student for an exam exemption.
- Absences for school-sponsored activities and approved college visits do not count toward absences for exemptions.
- In all AP courses in which the student takes the AP Exam - sophomores, juniors, and seniors are eligible for exemption from their final IWA exam during the second semester if they meet attendance and conduct requirements.

## **ATTENDANCE POLICIES & PROCEDURES**

### **Absence from School**

A parent/guardian must call the school office or email [attendance@incarnateword.org](mailto:attendance@incarnateword.org) before 8:15 a.m. to report a student's absence. Students who arrive at school twenty or more minutes into a class period will be marked absent from that class period. If you are absent from school, you may not participate in any after-school events and activities, including athletics and other scheduled events.

Flex time is an integral part of the school day from 3:00 p.m. – 3:30 p.m.; therefore, students are expected to be in attendance for the full school day as a part of the required TCCB ED academic minutes. In addition, students with excessive absences may result in non-participation in a school field trip/overnight trip or extra-curricular activities, including athletics.

Per TCCB ED guidelines for course credit (90% per class), a student who accrues more than 8 non-school related absences in the first semester and 9 non-school related absences in the second semester of any course will risk being ineligible for credit in that course. **Both excused and unexcused absences are considered absences;** only an IWA school activity absence will not be counted as an absence per TCCB ED guidelines. In the event of an extended absence, a meeting with the Dean of Academics and Dean of Students is required. A student may be required to make up seat time or seek alternative academic arrangements outside of IWA for the remainder of the school year. If a student does not receive credit for a class, she will receive a WP (withdrawal passing) or WF (withdrawal failing) on her transcript and may be required to take the course(s) in a credit recovery program if the course is required for graduation.

## **Clinic**

If a student is injured or feels ill, she needs to contact the front office and she may rest in the school clinic for twenty minutes. When a student is in the clinic more than twenty minutes, she will be marked absent from that class period. If the student is too ill to return to class, the school will contact the parent/guardian to pick up the student. Students are reminded to not contact parents directly to leave school and should follow the clinic procedures to leave school early due to illness or injury.

## **Leaving School for Appointments**

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

## **Return After Absence**

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

Excused Absences Include:

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

All other absences are considered unexcused. However, both excused and unexcused absences are considered school absences; only IWA school activity absences will not be counted as an absence for TCCB ED guidelines.

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

Participation in field trips is mandatory. Each student is responsible for making up any class work missed due to a school-sponsored trip. Students who are currently failing a course, are on academic or disciplinary probation, or students with excessive absences may not be allowed to attend a field trip since these students cannot afford to miss academic class time. A signed official IWA field trip permission form, not a parent-generated note, is required for all students attending field trips. IWA permission forms will be completed online through the Magnus portal. Students will be charged for mandatory field trips through Blackbaud Tuition Management.

## **Tardiness**

Each student must be seated in all classes with their necessary materials when each class begins, including zero period. Any student not in class at the proper time will be counted tardy. Students who arrive twenty or more minutes late into a class period will be marked absent from that class period. If the tardiness continues in a specific class period resulting in absences, the student may not receive credit for the class and will have to make up seat time or have to complete the course in an approved credit recovery program. A student who has multiple infractions for tardiness within the semester will receive disciplinary action according to our discipline policy.

# **GENERAL POLICIES & PROCEDURES**

## **Arrival and Dismissal**

During arrival and dismissal times, the Jackson Street entrance door shall be used. For mass attendance and other school related functions and emergencies, other exits may be used.

## **After School Guidelines**

1. Juniors and seniors are eligible for after school open campus privileges. Open campus means the students may leave the campus and return. The parent/guardian will be required to complete an after school open campus form in Magnus by August 8th for approval to be placed on your student ID. If the form is turned in late, students will be required to pay a \$5.00 fee for an updated student ID. Students must sign out and

sign in at the front office.

- As a reminder, state law does **not** allow drivers under the age of 18 to have more than one non-family passenger under the age of 21 in the vehicle.
2. Underclassmen (freshmen and sophomores) are required to remain on campus after school and are not permitted to leave campus for food/beverages, etc. and return to the IWA campus.
  3. Official supervision is provided during school hours (8:00 a.m. to 3:30 p.m.). Security cameras are strategically located throughout campus to assist with security measures.
  4. At 5:30 p.m., all remaining students on campus must report to the cafeteria and all students should have arrangements to leave the school campus by 6:00 p.m.
  5. Students who are participating or attending an IWA school event (athletic practices or games, drama productions, concerts, etc.), must be picked up at the conclusion of the event in a timely manner.
  6. Students who are not under the supervision of a faculty/staff member or a coach may not remain on campus after 5:30 p.m. After 5:30 p.m., the parent/guardian must sign the student out in the school office. Understanding that unforeseen circumstances may delay student pick-up, a 30 minute grace period is offered. After 6:00 p.m., the parent/guardian will be billed \$1 per minute from 6:00 p.m. until 7:00 p.m. After 7:00 p.m., the parent/guardian will be billed \$2 per minute until the student is picked up by the parent/guardian.
  7. Students who are disruptive or consistently disregarding after school guidelines or other school policies will lose the privilege to remain on campus after the school day ends.

## **Class Ring**

All juniors will participate in the ceremony to mark their transition to their senior year. Class rings are purchased directly from Herff Jones. Juniors will have a limited number of options to personalize their rings. All rings will be distributed to students who have paid in full. Please see Dress Up Attire guidelines under the Uniform Policy section of the handbook for Junior Ring Ceremony attire.

## **Dances**

School dances have dress code, lock-in, and guest guidelines. Dress code for dances are located in the Uniform Policy section of the handbook and will also be communicated to students prior to each dance. Lock-in procedures will be provided which will detail enter and exit dance times. Students will be required to be in compliance with lock-in times and will not be permitted to exit and then re-enter any dance. Communication to students will also include allowed guests for each dance. Students will be breathalyzed prior to entering a dance and this can also occur during the dance.

## **Deliveries to Students**

Families can deliver forgotten items to the designated “Forgotten Items Table” where students can pick up these items. Deliveries of balloons, food, stuffed animals, flowers, etc. will be held in the office for a student until dismissal. Students may not order out for food deliveries.

## **Directory Information**

Directory information (name, address, e-mail, and phone numbers) is available on myIWA. Parents/guardians must contact the school as soon as there is a change to any of this information or update their information on their myIWA account to remain current in case of an emergency. If you do not wish for your information to be published in the parent/student directory you must log into your individual parent/student myIWA account and opt out of including your information in the directory. This can be found in the settings and privacy tabs of myIWA.

## **Elevator**

The elevator will not be for student use before school, after school or during school hours unless an elevator pass is obtained from the school office. Students may use the elevator in cases of illness or injury with a signed doctor’s note. Only one student, if needed, may assist the injured student in the elevator and will be listed on the student elevator pass. Should a student use the elevator without permission, the consequence is considered a level II offense.

## **Emergency Closing of School**

In the event of a school closing:

- Incarnate Word Academy will send an automated IRIS (Immediate Response Information System) alert to students and parents through email, text, and voice messaging. Parents should ensure their contact information listed in the school database is accurate and updated.
- Critical updates will be posted on the school's website.
- If possible, local news affiliates will have timely data on the news affiliates school closings link.
- If an emergency occurs during the school day, the administration will decide whether to dismiss school.
- IWA makes campus closure decisions independently of HISD or any other private school closing.

## **Emergency Drills**

Evacuation plans are posted in classrooms, assembly areas and halls. Drills are preparation for the reality of fire or other emergency situations. Students practice emergency procedures at the beginning of the school year and these drills are conducted regularly during the school year.

## **Food and Drink**

Food and drink are restricted at all times to the cafeteria, conference center and/or courtyard with the exception of water bottles. Students are only allowed to drink water in classrooms. Gum is not allowed on the IWA campus. Students are to remain in the cafeteria during lunch. Seniors may choose to eat in the outside courtyard, weather permitting, while eating lunch. Students may not order out or have food delivered to the school. Family members of students are welcome to have lunch on the IWA campus. Students may bring dessert to celebrate birthdays at lunchtime. Students are expected to clean up after themselves in all areas.

## **Library**

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

## **Lockers**

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

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

## **Lost and Found**

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

## **Non-release of Student**

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

## **Parent Notification**

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

## **School Code**

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

## **School Records**

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

The school will:

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

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

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

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

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

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

## **Searches**

IWA reserves the right to conduct searches or inspections to monitor the safety of students, security of school and individual property, compliance with school policies, and possession of prohibited items. In addition to school premises, IWA may search and inspect personal items such as bags, backpacks, purses, lunch boxes, and other containers, students' work areas, lockers, and vehicles. Searches may be conducted without prior announcement and may involve the authorities including law enforcement based on the result of any search or inspection.

The school may also search personal electronic devices, but not limited to iPads, cell phones, or other electronic

devices that are brought to campus. If the school finds concerning content on a student's electronic device, it may involve appropriate authorities including but not limited to law enforcement or Texas Department of Family and Protective Services. In addition, we urge parents to discuss with their daughters the seriousness of sending and receiving sexually explicit content via social media.

There is no general or specific expectation of privacy while students are on school property or at school related activities. Refusal to cooperate with a search will be considered as an admission of guilt and will result in disciplinary consequences.

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

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

### **Student Insurance**

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

### **Student Parking**

Seniors who drive to school may enter a lottery to have a chance to be assigned a parking space in the IWA parking lot by completing an application for parking. Any senior who isn't chosen for the lottery will be able to park in the LAM parking lot. LAM Parking offers parking to all IWA students at a discounted rate. All students who elect to use LAM Parking must complete an application and provide the necessary information along with payments. At this time, LAM does not offer credit card payments. Please plan to pay by personal check or money order (NO cash).

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

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

### **Student Travel**

Incarnate Word Academy has travel opportunities designed to offer educational experiences that cannot be achieved in the classroom and are set up as an extension of the school experience. These opportunities are educational or service oriented in nature. The Principal will assign faculty chaperones based on the number of student participants. Parents may not chaperone school trips. Faculty chaperones will define the parameters, which assure the safety and well-being of the individual student and of the group as a whole.

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

It is correspondingly important that student travelers understand and accept the policies and obligations defined by the school and its faculty chaperones. Students are representatives of Incarnate Word Academy on any school related travel and must abide by all trip specific policies and procedures set forth by the school and chaperones; all IWA's policies and procedures, including those set forth in this handbook. In addition to those restrictions already published in this handbook, the nature of the travel may also require implementing room curfews, limiting cell phone and technology use, excluding student separation from the group, and defining appropriate student behavior in public or private places. Discipline will generally be handled through the school's regular disciplinary process. The school may at any time require parent(s), at their own expense, to arrange for travel home for a student due to injury, illness, or behavior.



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

### **Telephone Calls**

Parents should refrain from calling students on their cell phones during the school day. Students will not be called to the school office for a telephone message except in an emergency. Parents can call the office for any non-urgent message to be relayed to a student or email their daughter for any needed communication. Students may use the phone in the school office between classes or during lunch for short calls of an urgent nature.

### **Transcripts**

All official records will reflect the legal name of the student as required by law. Transcripts do not reflect SAT, ACT or AP scores, and IWA is unable to send official standardized test scores. Official standardized test scores must be requested through the testing agency.

Transcript request forms are available online and in the front office for former students. Transcript request forms for current students are available from the school registrar. There is no fee for transcripts for current students. There is a \$3 fee per transcript for former students. Transcripts will not be released if financial obligations are not cleared. Please allow five working days to process requests for transcripts.

### **Verification of Enrollment**

Current registered students requiring a Verification of Enrollment (VOE) form for driver's education, metro bus passes or insurance should email the school receptionist/registrar. Please allow for one to two days for processing. VOE's are good for 30 days from issuance. A VOE issued the last five days of the school year expires the first day of the following school year.

### **Visitors**

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

- Family members of students of all classifications during lunch.

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

## **CAMPUS MINISTRY**

Campus Ministry fosters the personal and spiritual growth of the entire IWA community (students, parents, faculty, staff and alumni) by encouraging students to follow Jesus the Incarnate Word through the charism of the C.V.I. Sisters. This is fostered through daily prayer, Eucharistic liturgies, the Sacrament of Reconciliation, retreats and IWA's service learning program.

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

### **School Liturgies**

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

### **Retreat Program**

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

In the event of illness or family emergency that will cause a student to miss her retreat, the student and parents must contact the campus minister prior to the retreat. If a student is absent from any retreat, she will be required to make up the absence by attending a parish or archdiocesan retreat of comparable length by April 30 of the current school year. The retreat must have prior approval by the campus minister. Students who do not make up a scheduled retreat by the designated time frame will lack the requirements for that Theology credit. The retreat fee is included in fees paid during registration. Make-up retreats may require an additional fee, which is the responsibility of the parent/guardian.

## **Service Learning Program Requirements**

Each student is required to participate in the service learning program to develop growth in Catholic Social Teaching. Each student will serve a minimum of 75 hours to be eligible for graduation. A minimum of 60 hours must be considered direct (at selected service site) while the remaining 15 hours may be indirect (service done outside of her selected service site).

In order to receive credit for the completed hours, each student is responsible for creating a service log in the MobileServe (app) application, which is available to all students in the school issued iPad. Students will log each service recurrence and obtain verification of their service from the service site supervisor, listing the number of hours completed by the appropriate deadlines each academic year. Seniors will have completed a service learning portfolio within their Theology course. More information regarding the documentation of service learning hours can be found on the school website or in conferencing with the campus minister. All service learning requirements, including documentation of hours and the service learning portfolio, must be completed to meet graduation requirements.

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

## **DISCIPLINE**

### ***Philosophy***

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

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

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

IWA has disciplinary authority with students for the following:

- On campus, in the school parking lot, or any area adjacent to the school campus (i.e. sidewalk, etc.)
- Traveling to/from school or on an excursion for school on IWA transportation.
- Participating in any activity during the school day on the school campus.
- In attendance or participating at any school-related activity, regardless of time or location.

### ***Detention***

Detention is a period of time served by a student for infractions of school policies. Detentions may be held before school, after school, or on Saturdays. Students may be required to sit in silence, perform service, or engage in a learning assignment. Before school detention will be served during the week from 6:50-7:50 am and after school detention will be served during the week from 3:30 p.m. - 4:30 p.m. Students must make all necessary transportation arrangements prior to the day they will serve detention. Students will not be admitted to detention after 6:50 am or 3:30 p.m. Failure to serve a before school or after school detention within the allotted time will result in two detentions being assigned. Failure to serve the detentions or repeated detentions will result in Saturday detention. **Saturday detentions are four hours in duration from 8:00 am-12:00 p.m. The student will report on the designated Saturday in full IWA uniform.**

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

In-school suspension (ISS), is assigned to students whose behavior or actions the Dean of Students designates based on IWA's discipline management plan detailed in the student-parent handbook under Disciplinary Infractions and Consequences. The Dean of Students will assign the student to a supervised area where the student completes work assigned for each class. The parent or guardian is notified and a conference is scheduled. The duration of the ISS is at the discretion of the Dean of Students. Students serving ISS will not be able to participate in extracurricular activities on the day ISS is served.

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

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

## **Course and Classroom Expectations**

### **IWA Honor Code**

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

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

### **Academic Dishonesty**

IWA students are responsible for abiding by the Honor Code and for authenticating all work submitted to a faculty member. Students must be able to prove that the item submitted is their own work. Academic dishonesty includes the acts described below, however, it is not exclusive of any other acts that may reasonably be considered academic dishonesty.

<b>Cheating</b>	Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices or materials in any academic exercise
	Examples: <ul style="list-style-type: none"><li>• During an assessment, looking at another student's test/quiz or using external aids (books, notes, calculators, conversation with others, cell phones, smart watches, or any other electronic devices) unless specifically allowed in advance by the teacher.</li><li>• Taking pictures of exam material and viewing them at an unauthorized time or providing them to another student.</li><li>• Using messaging apps to communicate exam information to other students.</li><li>• Having others conduct research or prepare work without advance authorization from the teacher.</li><li>• Acquiring answers for any assigned work or assessment from any unauthorized source. This includes, but is not limited to, using the services of commercial term paper companies, purchasing or viewing answers to homework from tutoring companies or textbook publishers, and obtaining assignments, exams, quizzes, or other information from students who have previously taken the exam.</li><li>• Collaborating with other students in the completion of assigned work, unless specifically authorized by the teacher of the course. Students should assume that all assignments are to be completed individually unless the teacher indicates otherwise; however, students who are unsure should seek clarification from their teachers.</li></ul>
<b>Fabrication</b>	Intentionally making up data or results and recording or reporting them; submitting fabricated

	documents.
	<p>Examples:</p> <ul style="list-style-type: none"> <li>• The intentional invention and unauthorized alteration of any information or citation in any academic exercise.</li> <li>• Using "invented" information in any laboratory experiment, report of results or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.</li> <li>• Failing to acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.</li> <li>• Changing information on tests, quizzes, examinations, reports, or any other material that has been graded and resubmitting it as original for the purpose of improving the grade on that material.</li> <li>• Providing a fabricated document to any school employee in order to obtain an excused absence or to satisfy a course requirement.</li> </ul>
<b>Falsification</b>	<p>Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Changing the measurements in an experiment in a laboratory exercise so as to obtain results more closely conforming to theoretically expected values.</li> </ul>
<b>Multiple Submissions</b>	<p>Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the teacher for which the student submits the work.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Submitting the same work for credit in more than one course without the teacher's permission.</li> <li>• Making revisions in an assignment (including oral presentations) that has been submitted in one class and submitting it for credit in another class without the teacher's permission.</li> <li>• Representing group work done in one class as one's own work for the purpose of using it in another class.</li> </ul>
<b>Plagiarism</b>	<p>The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without crediting the author or creator). This includes copying and pasting information from internet sources.</li> <li>• Failing to credit sources used in a work product in an attempt to pass off the work as one's own.</li> <li>• Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources. All writing, even if the student is receiving help from a tutor, must be the original work of the student. Purchasing research reports, essays, lab reports, practice sets, or answers to assignments from any person or business is strictly prohibited.</li> <li>• Failing to cite internet sources, databases and other electronic resources if they are utilized in any way as resource material in an academic exercise.</li> <li>• Other similar acts.</li> </ul>
<b>Complicity</b>	<p>Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Knowingly allowing another to copy from one's assignment or essay or copy from one's paper during an examination.</li> </ul>

	<ul style="list-style-type: none"> <li>● Knowingly giving another student a completed or partially completed assignment in person or through any electronic means.</li> <li>● Distributing test questions or substantive information about the test without the instructor's permission.</li> <li>● Collaborating on academic work knowing that the collaboration will not be reported.</li> <li>● Taking an examination or test for another student.</li> <li>● Signing another's name on an academic assignment.</li> <li>● Conspiring or agreeing with one or more persons to commit, or to attempt to commit, any act of academic dishonesty.</li> <li>● Other similar acts.</li> </ul>
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### **Disciplinary Action for Academic Dishonesty**

In instances of academic dishonesty, the following procedures will be implemented by the teacher:

- Notify the Dean of Students and Dean of Academics
- Student conference
- Communicate with student's parent/guardian by email or phone
- Enter a zero in the gradebook for the assignment

In instances of academic dishonesty, the Dean of Students and/or Dean of Academics may:

- Enter the academic dishonesty offense into the student's discipline record
- Conference with the student and teacher if requested by the teacher
- Communicate with the student's parent/guardian by email or phone
- Issue an in-school suspension (ISS) in writing
- In the case of complicity, both students will be given a zero on the assignment and both will receive an ISS.

Additional disciplinary consequences may occur for students in leadership organizations and/or leadership positions (see Leadership Organizations).

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

### **Harassment and Cyber-bullying**

IWA is committed to fostering strong, positive relationships amongst all members of the community and therefore opposes any form of intimidation, social aggression, or harassment as is in keeping with the school's mission. Any willful and repeated behavior that is reasonably perceived as harassment towards a member of the IWA community will not be tolerated.

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

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

Cyber-bullying is defined as a form of bullying or harassment using electronic means. Cyber-bullying includes, but is not necessarily limited to the following:

- Posting via social media: rumors, threats, sexual remarks, personal information, or hate speech.
- Creating social media posts, blogs, etc. for the purpose of demeaning students or school personnel.
- Posting humiliating "photo shopped" or digitally modified images of students or school personnel.
- Forwarding "private" photos or videos to other students.
- Repeated behavior with intent to harm via social media.

If a student feels she is being harassed by anyone and needs help, she should contact the counselor or Dean of Students immediately to report any incident of harassment. There is no penalty for reporting concerns.

Consequences, up to and including expulsion, will be issued to students who engage in any type of harassment including cyber-bullying. What students do off-campus can detrimentally affect a school's reputation; therefore, school administration may issue discipline consequences to students for off-campus conduct.

## **Substance Abuse Policy**

IWA has a strict policy of prohibiting the possession, use, or distribution of alcoholic beverages, illicit drugs, marijuana, controlled substances, tobacco, nicotine, intoxicants, or related paraphernalia in any form, including vaping devices during school hours and/or at any IWA student activity on or off the IWA campus. Students who are found to be distributing alcohol or any type of illicit drug will be expelled.

Students who are found to be in possession or using illicit drugs or alcohol on the IWA campus must complete an adolescent assessment and counseling program through the Council on Recovery in order to remain enrolled at IWA. Information about this referral is available through the Dean of Students or counseling office.

The following rules concerning drugs and alcohol apply:

1. No student may provide, by sale or otherwise, any substance which represents to be a controlled substance, narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, electronic cigarette, vape device, edibles, intoxicant, or any kind of illicit drug to another student.
2. No student may possess or use any substance which represents to be a controlled substance, narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, electronic cigarette, vape device, edible, intoxicant, or any kind of illicit drug.
3. Tobacco products, nicotine, vaping devices, vaping paraphernalia and e-cigs are considered controlled substances.
4. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills containing phenylpropanolamine (PPA) without a prescription.
5. IWA reserves the right to use a breathalyzer to determine alcohol use on the school campus or at any school-sponsored activity.

Depending on the nature of the violation, the administration may offer the parents and the student the option of withdrawal from IWA or participation in the adolescent assessment and counseling program through the Council on Recovery. The Dean of Students or counselor will conference with the parent to give instructions for their daughter's referral. The initial assessment session with the Council on Recovery must be arranged by the parent and student.

The adolescent assessment by the Council on Recovery will identify recommendations, therapy, or classes required by the student and parent. It is understood and agreed by the student and parents that the student's and parents' full cooperation in the counseling program is required. The program at the Council on Recovery must be completed in order for the student to remain enrolled at Incarnate Word Academy. Students who do not complete the program will be required to withdraw from IWA. The Principal will consult with the President and/or the Superintendent for any expulsions.

### ***Possession***

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

- on the student's person or in the student's personal property, including but not limited to the student's clothing, purse, book bag, or backpack; or
- in/on any school property used by the student including a locker or a desk (including the school parking lot)

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

Students are responsible for the security of their own electronic devices and their school owned iPad. Students may use cell phones and other electronic devices before and after school. During the school day, school policy requires

these devices must be **off and stored away** unless expressly permitted by a teacher. If seen outside of this designated time, the electronic device will be taken up by a faculty or staff member. If the device is confiscated during class, an administrator has the right to search the device for any inappropriate academic exchanges. A parent/guardian will be notified of the student's non-compliance with school policy.

## Disciplinary Infractions and Consequences

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

<p><b>Level I</b></p>	<p>Level I infractions are generally violations of classroom or campus rules. These are typically infractions that can be corrected by teacher/staff. These violations will be noted on the student's discipline record. Students and parents may see these infractions in myIWA. Students will earn 2 infraction points for any level I violation. When a student reaches a combined total of 10 points, regardless of infraction type, a detention will be issued.</p> <p>Level I infractions may be elevated to Level II based on the number of repeated violation and include such behaviors as, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Tardiness to class, mass, flex time, or assemblies</li> <li>• Violating the school's uniform policy</li> <li>• Eating or drinking in an undesignated area</li> <li>• Chewing gum</li> <li>• Possession of food/drinks other than water</li> <li>• Not having required classroom materials</li> <li>• Failing to deliver or return written communication between home and school</li> <li>• Unauthorized iPad usage, such as instant messaging/social media</li> <li>• Possessing and/or using items that are distracting to the educational environment</li> <li>• Excessive noise in the halls, building, and/or classroom</li> <li>• Refusing to follow classroom rules</li> <li>• Having cell phone out and visible</li> <li>• Wearing earpods or earbuds of any kind in the hallway or classroom without permission</li> <li>• Failing to wear your lanyard with ID badge visible</li> <li>• Other actions that impede or interrupt the educational environment</li> </ul> <p><b>Disciplinary consequences of which one or more may be used:</b></p> <ul style="list-style-type: none"> <li>• Verbal warning from faculty/staff member</li> <li>• Confiscation of prohibited item</li> <li>• Separation of student from distraction</li> <li>• Assignment of points in the system</li> <li>• Conference between student and faculty member</li> <li>• Parent communication via email, phone call, or conference</li> <li>• Referral to Dean of Students</li> <li>• Detention</li> </ul>
<p><b>Level II</b></p>	<p>Level II infractions will result in a referral to the Dean of Students. Level II infractions may be elevated to Level III based on the severity. These violations will be noted on the student's discipline record.</p> <p>Level II infractions include such behaviors as, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Chronic or repeated infraction cited in the previous level</li> <li>• Skipping class, mass, flex time or other scheduled activities</li> <li>• Leaving or returning to the classroom without permission</li> <li>• Leaving the classroom and not going on to the requested place/area.</li> <li>• Repeated uniform policy infractions</li> <li>• Refusing to comply with reasonable requests of school personnel</li> </ul>

	<ul style="list-style-type: none"> <li>• Cafeteria or restroom misconduct</li> <li>• Using offensive or inappropriate language</li> <li>• Throwing objects that can cause bodily injury or damage to property</li> <li>• Violating the school Technology Acceptable Use Policy</li> <li>• Altering school records or signing another person's name on school documents</li> <li>• Engaging in disrespectful behavior towards school personnel or school visitors</li> <li>• Engaging in disrespectful behavior during school Mass</li> <li>• Being in unauthorized areas without supervision or permission</li> <li>• Participating in excessive or continual public display of affection (PDA)</li> <li>• Repeatedly using iPad for unauthorized purposes</li> <li>• Other actions that impede or interrupt the educational environment</li> <li>• wearing earpods or earbuds of any kind during Mass.</li> </ul> <p><b>Disciplinary consequences of which one or more may be used:</b></p> <ul style="list-style-type: none"> <li>• Student conference with teacher, counselor, or administrator</li> <li>• Exclusion from field trip</li> <li>• Exclusion from extracurricular activities</li> <li>• Removal of student from classroom</li> <li>• Withdrawal of student privileges</li> <li>• Parent/student/administrator conference</li> <li>• Detention</li> <li>• Saturday detention</li> <li>• In-school suspension</li> <li>• Other appropriate disciplinary consequences</li> </ul>
<b>Level III</b>	<p>Level III infractions will result in a referral to the Dean of Students and/or Principal. Level III infractions may be elevated to Level IV based on the severity. These violations will be noted on the student's discipline record.</p> <p>Level III infractions include such behaviors as, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Chronic or repeated infraction cited in the previous level</li> <li>• Failing to comply with assigned disciplinary consequences</li> <li>• Violating the school Technology Acceptable Use Policy</li> <li>• Leaving or returning to the building or school grounds without permission</li> <li>• Academic dishonesty</li> <li>• Student harassment or cyber-bullying</li> <li>• Vandalizing property or engaging in theft</li> <li>• Acting in a way that is perceived to be harmful to the school, health, and safety of others</li> <li>• Possessing any device that has the appearance of a prohibited weapon</li> <li>• Using profane, obscene or offensive language, either in person or on social media</li> <li>• Other actions that impede or interrupt the educational environment</li> </ul> <p><b>Disciplinary consequences of which one or more may be used:</b></p> <ul style="list-style-type: none"> <li>• In-school suspension</li> <li>• Out-of-school suspension</li> <li>• Other appropriate disciplinary consequences</li> </ul>
<b>Level IV</b>	<p>Level IV infractions are severe and will be identified by the Dean of Students and/or Principal. A violation of this magnitude may result in expulsion at the discretion of school administration.</p> <p>Level IV infractions include such behaviors as, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assault (with a weapon or physical fighting)</li> </ul>



	<ul style="list-style-type: none"> <li>● Misdemeanors or felonies</li> <li>● Harassment and threats (verbal, physical, written or electronic)</li> <li>● Concealed weapons (including, but not limited to: guns, knives, or any instrument that could cause bodily injury)</li> <li>● Use, possession, or distribution, of any substance which represents to be: <ul style="list-style-type: none"> <li>○ Alcohol</li> <li>○ Electronic cigarette, vape device, edible, or the like</li> <li>○ Controlled substance</li> <li>○ Narcotic or hallucinogenic drug</li> <li>○ Amphetamines, barbiturates, stimulants, depressants, intoxicants</li> <li>○ Marijuana</li> <li>○ Any kind of illicit drugs</li> </ul> </li> </ul>
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### **Discipline Disclosure to Colleges**

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

## **STUDENT SERVICES**

### **Academic Guidance and Counseling**

The school counselor works closely with the Principal, Dean of Students, and the Dean of Academics to address and anticipate concerns which affect the well-being of our students and their ability to learn. Students may make an appointment with the school counselor individually. Likewise, the Principal, Dean of Students, or the Dean of Academics, teachers, or parents may refer any student to the counselor.

Parents are urged to inform and update the school if they are having concerns about their daughters. The purpose of counseling is to:

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

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

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

- Faculty, parents, and students are encouraged to report their concerns and observations to a team member who reports to the group; in case of emergency or urgent matter, the counselor and the Principal will determine an immediate course of action.
- Unless there is an overriding confidentiality issue, the student’s teachers will be consulted for their input and updated as necessary.

- A meeting is set up with parents or guardians to share information and planning. A minimum of two team members will attend this meeting.
- Students with academic concerns meet with the dean of academics or the counselor, who work with the student's teachers and parents to provide appropriate support in the form of tutorials. If warranted, the student may be referred to an appropriate professional for psycho-educational evaluation to determine if there is a learning difference that needs to be addressed. Test results are shared with the school, and the counselor discusses accommodations with the student, her parents, and her teachers. On request, and with the appropriate documentation, the counselor applies to the College Board and/or ACT for accommodations on standardized tests (see Providing Accommodations for Students below).
- A student experiencing behavioral or emotional stress is referred to the counselor or Dean of Students, who will contact the parents to review the situation and discuss various interventions. While the school counselor provides social, emotional and behavioral support to students while on campus, the counselor cannot provide psychotherapy to students. If psychotherapy seems to be warranted, the counselor may give the family the names of several therapists to consider. These are selected with consideration for the nature of the issue, the family personality, and the family logistics. After recommendations have been made, the counselor follows up with the family or student and communicates necessary information to the teachers.
- If a student is undergoing treatment through an outside clinician, a Release of Information signed and dated by the student's parent/guardian allows the counselor to communicate with the student's outside clinician. The Release of Information form may be found on the counseling section of the IWA website.

### ***Providing Accommodations for Students***

IWA provides reasonable but limited accommodations in order for students to have equal access to the academic courses, without sacrificing the integrity of the educational program. Students at IWA are eligible for individual academic accommodations to facilitate their learning and their ability to demonstrate mastery of academic material. In order to receive formal accommodations, current documentation (within three years) must be submitted to the counselor at least two weeks prior to requesting accommodations. Current documentation must be on file by December 1<sup>st</sup> to qualify for accommodations for first semester exams and by May 1<sup>st</sup> for second semester exams.

Provisional classroom accommodations may be offered to a student by the counselor upon the advice of a licensed clinician when a student is observed to be experiencing undue difficulty meeting academic requirements. In order to continue receiving accommodations services, a student must have a scheduled psycho-educational testing appointment scheduled with a licensed clinician.

Students receiving accommodations must have current documentation from a licensed clinician, which includes testing data (both cognitive and achievement testing) that is current within three years. The school counselor, in conjunction with the principal or dean of academics, will review the documentation and determine if IWA can reasonably meet the student's needs. Once reviewed, the counselor will set up a meeting with the student and parent in which the documentation will be reviewed and the accommodation plan implemented.

Students should plan accommodations in accordance to their needs. Each student should make use of the extended time on the same day as the quiz, test, or exam where possible. This testing should take place in the designated testing room during advisory time (9:25 a.m. - 10:15 a.m.) or flex time (3:00 p.m. - 3:30 p.m.). Other options for testing are before school (7:30 a.m. to 7:50 a.m.), or after school (3:30 p.m. to 3:50 p.m.).

Extended time does not apply in the case of long-term projects or papers. Check points and final deadlines will be clearly stated in the instructions and reinforced with the students. Students should remember that advisory and flex time are to be used so they can meet required deadlines, utilizing their extended time throughout the process of preparing the project or paper.

If IWA cannot meet a student's accommodation needs, alternative educational options may need to be discussed with parents/guardians.

## **Course Selection**

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

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

Students must maintain the honors or the AP course criteria to be eligible to enroll in the subsequent honors or AP

course the following year. Enrollment in any AP class has the requirement of taking the AP Exam in order to receive IWA course credit. Students are responsible for the fee associated with each AP Exam. Students may request reduced fee information through the IWA AP Coordinator.

### ***Scheduling***

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

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

### ***Schedule Changes***

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

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

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

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

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

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

### ***College Counseling***

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

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

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

### ***Naviance***

Students must utilize the Naviance Family Connection program, which is accessible through [www.incarnateword.org](http://www.incarnateword.org).

throughout high school as part of their college preparation. Both students and parents are asked to set up accounts with this program. As seniors, students will manage their college applications through Naviance. The college counselor and Dean of Academics will also utilize the program to monitor students' application progress and submit materials to colleges electronically. A detailed description of the application process and how to use Naviance is available in the IWA College Guide.

### ***Test Scores***

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

### ***Transcripts***

Seniors can request transcripts through the college counselor following the procedures outlined in the College Guide. Transcripts will reflect the legal name of each student. Students who have an academic or financial hold on their student account will not have transcripts released until their account is cleared by the Dean of Academics for academic related holds or the business office for financial holds.

### ***College Visits***

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

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

## **STUDENT WELFARE**

### **Student Welfare Philosophy**

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

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

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

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

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

When a student goes to the clinic for care, the parent/guardian will be notified if the student must be sent home. No student is to be left at school once she has become ill or injured. To be able to notify parents, it is imperative that parent and emergency contact information is up to date in the school's system in order to be able to reach someone during school hours. For the protection of all students, the following guidelines will be used when students visit the clinic and need to be sent home:

- Fever of 100° or higher.
- Suspected contagious/communicable disease
- Student is too ill to remain at school

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

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

A physical examination by a physician is required for all new incoming students to Incarnate Word Academy and those participating in IWA athletics. IWA physical and medical history forms must be used and physicals need to be dated June 1 or later for the school year.

### ***Health Conditions***

Parents need to meet with the Dean of Students if their daughter has a serious and possibly life-threatening chronic illness or condition (i.e. allergies, asthma, diabetes, epilepsy) before the school year begins. Prior to the first day of school, parents should contact the Dean of Students to develop an individualized health care plan that will include instructions for observation of the illness, care and treatment, medication orders, and special instructions such as calling EMS and emergency notification.

If medications or treatments are involved, the Scheduled As-Needed (PRN) IWA Medication Permission Form must be filled out and signed by the physician and returned to the school. Any medication or equipment must be provided to the school by the parents. Medical directives and PRNs must be signed by a physician and may not be signed by the parent/guardian.

### ***Immunizations***

Every student enrolled in a Catholic school in the state of Texas must be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas including the physician's license number. Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic schools in Texas.

Registration requirements for incoming students include a current immunization record on all required immunizations. Parents/Guardians will be informed of needed immunization(s) for students already enrolled in school. Parents/Guardians have 14 days after the first day of school to obtain the required immunization(s). After 14 days, if the student has not received the required immunization(s), the student will not be allowed to return to school until the school receives proof of immunization(s).

### ***Medical Emergencies***

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

### ***Medication***

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

Medication (prescription or non-prescription) is allowed only to be taken at school in the clinic. For short-term needs, parents may bring medication and dispense to the student. Medication (prescription and non-prescription) will only be administered to students upon the completion of the PRN form, which is a written request, by the parent/guardian *and* physician. This includes all prescription and non-prescription medication, but is not limited to cough drops, topical antibiotics, and calamine lotion. Parents can obtain a PRN form from the school or print one from the school's website. All information must be complete on the PRN including the student's name, name of medication, prescribed dosage of medication, time(s) of administration of medication, exact dates medication is to be given, liability release, and signatures of the parent/guardian and physician.

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

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

It is the student's responsibility to report to the designated area to take her medication.

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

## **TECHNOLOGY**

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

### **Behavior Expectations**

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

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

### **Email and Calendar**

Every student will be issued a school email account. Students using email to communicate with faculty and staff must use their school issued email account and must limit the discussion to school related issues or activities. Students should not communicate with faculty and staff members via Facebook, Twitter, or other outside social media accounts. Teachers and administrators who need to communicate with students will use the student's IWA issued email account therefore, students are expected to check their school email account at least once per school day to ensure they receive important correspondence in a timely manner. Incarnate Word Academy reserves the right to monitor and review school electronic mailboxes to determine whether uses of email accounts are appropriate.

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

### **Internet**

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

### **Printing**

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

## Smartwatches and Bluetooth Headphones/Earbuds

Bluetooth devices such as headphones and earbuds are not allowed to be worn during the school day unless specific permission is granted. Students may keep them in their locker for before or after school usage with the understanding that the student is solely responsible for the security of their items. While smartwatches may be worn at school, students may be asked to put them in their bags during class at teacher discretion. Failure to do so will be considered a level II infraction.

## Technology Acceptable Use

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

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

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

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

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

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

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

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

Students are prohibited from using virtual private networks (VPNs) to bypass our internal web filtering parameters. VPNs that are “free” can route traffic to unsecured third-party servers and phish for sensitive data.

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

The following will not be tolerated when a student aligns herself with IWA, posts comments or images on school property, posts with school-owned devices, or posts during the school day:

- Posting offensive and/or vulgar language or images.
- Attacking another person’s character including, but not limited to, an IWA student, a student at another

school, or that of anyone on the staff or faculty of the school.

- Cruelty towards others, libel, slander, harassment, assault, racial slurs, threats and demeaning comments, including terroristic threats.
- Posting anything that suggests the student is engaging in illegal acts.
- Portraying IWA in a demeaning light.

Students not in compliance are subject to the following actions:

- Conference with student to require she modify her social media and/or remove inappropriate content and/or any reference to Incarnate Word Academy.
- Communicate with the student's parents/guardians about any inappropriate material.
- Disciplinary consequences will be given to students who incur infractions with technological policies, which may include detention, in-school suspension or out-of-school suspension, or expulsion.
- If the student will not cooperate with the school administration as to making her social media free of anything that would cause harm to her and her reputation and/or the reputation of the school, disciplinary action up to and including expulsion will be taken until compliance is heeded.

## **iPad Program**

Incarnate Word Academy has a one-to-one iPad program. IWA issues each student with an iPad and students must follow the school's technology guidelines and acceptable use policy for these school owned devices.

### ***iPad Apps***

Depending on each student's schedule, she may be required to download certain Apps to support classroom instruction. Students must install required apps and textbooks that do not have a print option. .

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

### ***iPad Ownership and Monitoring***

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

### ***Care of the iPad***

Students must:

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

### ***Customization***

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

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

Damaged or destroyed iPads must be reported to the director of technology within 24 hours by filling out a claim form including a parent/guardian signature. The responsible party will be billed \$75 for the first repair, \$125 for the second repair, and the \$175 for any subsequent claims, before the repair is scheduled. The records for breakage transcend years and are not reset each school year. If the damage is a result of the student having removed the approved protective case or due to gross negligence or malicious intent, the full charge for repair or replacement



will be billed to the responsible party. The student is responsible for notifying the director of technology within five school days if the repair is insufficient or ineffective to allow the school to utilize the repair warranty. Non-reported damaged iPads or iPads with damaged cases will be confiscated.

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

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

### ***Loaned iPads***

If the student's device or case is temporarily unusable or broken, IWA has a limited number of iPads that may be checked out from the Director of Technology. If a student's iPad is sent for repair, the loaned iPad may be used for the length of the repair. Students must pick up their repaired iPad within two school days of notification of completed repairs. Notifications will be sent to the student by email.

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

Graduating seniors, non-registered students, students with end of year financial balances and students who withdraw from the Academy will be required to turn in their school issued iPad, original iPad cable, and original power adapter in good working order. The school will provide information to students on the process of backing up any coursework and deleting personal data prior to turning the device into the IWA technology department. iPads not returned will be invoiced for the full replacement cost.

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

## **UNIFORM POLICY 2022-2023**

The school uniform is worn daily at IWA, except on designated spirit and non-uniform days. Required parts of the uniform are sold exclusively by **Uniforms by Tommy Hilfiger** and the IWA spirit store. The uniform must be worn from the first bell to the final bell. Students should be neat in appearance and reflect pride in themselves and the school.

**Required Uniform Attire -Uniforms by Tommy Hilfiger, [www.globalschoolwear.com](http://www.globalschoolwear.com)**

**School Code: INCA02**

### ***Dress Uniform - Required for school masses and select field trips***

- Plaid uniform skirt – skirt sits no more than **3 inches** from the top of the knee both in back and in front and should be longer than the finger tips.
- White uniform blouse (long sleeved or short sleeved) Blouses must be collared.
- Navy blue blazer
- Student issued id badge visible at all times
- Dark solid-colored (brown, tan, black or navy) leather shoes and a flat heel such as loafers, flats or oxford (required for dress uniform).
- All shoes must be fully enclosed
- Solid white, solid navy, solid gray or solid black (no-show, ankle, crew, or knee-highs).
- Tights should be full-footed. No Leggings are permitted.

### **Optional Parts of the Uniform – May be worn on regular school days**

- Pants – Gray pants, School Uniforms by Tommy Hilfiger
- Red v-neck sweater, red long sleeve v-neck sweater, and red button up cardigan with white blouse or polo.
- Sweatshirts – IWA blue monogram sweatshirt or fleece jacket, IWA Spirit Shop. Students must wear a white collared uniform shirt (polo or blouse) under the monogram sweatshirt or fleece jacket and collar must be visible.
- Senior Sweatshirt – Purchase through IWA. Students must wear a white collared uniform shirt under the monogram sweatshirt or fleece jacket and the collar must be visible.
- Letter Jackets – IWA awarded letter jackets or STHS awarded jackets and must be worn over the required uniform (polo/blouse and red sweater or blue sweatshirt)
- Falcon Fridays- Spirit shirts may be worn with the plaid skirt or gray pants.

### ***Footwear***

- Dark solid-colored (brown, tan, black or navy) leather shoes and a flat heel such as loafers, flats or oxford (required for dress uniform).
- All shoes must be fully enclosed
- Navy, white, red or black athletic or tennis shoes (Athletic shoes may have accent colors that are white, navy, red, or black). Athletic shoes are not to be worn with dress uniform (mass and special events dress)
- Shoes may not have any other color, patterns, or print designs on them.
- flip flops, Crocs, UGGS, slides, or backless shoes of any kind, are not allowed

### ***Socks & Tights***

- **Socks:** Solid white, solid navy, solid gray or solid black (no-show, ankle, crew, or knee-highs).
- **Tights:** Tights should be full-footed. No Leggings are permitted.

## **Additional Uniform Policies**

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

- Uniform skirt sits no more than **3 inches** from the top of the knee both in back and in front and should be longer than your fingertips.
- The IWA v-neck red sweater, cardigan, vest, or blue IWA sweatshirt is worn at all times with a white blouse or polo.
- White blouse/polo should be tucked in if the waistline is visible.
- Students wear pants and skirts appropriately.
- No sweatpants under skirts at any time.
- Shirts are buttoned completely, excluding the collar button.
- Any shirts worn under the uniform blouse must not be visible.
- Shorts worn under the skirt must not be visible.
- The only writing on the uniform is the sweater's IWA monogram.

### ***Accessories***

- Hats, baseball caps, visors, hooded garments and any other headgear may not be worn at school.
- Hair must be neatly groomed and of a natural color. Final judgment about what constitutes a "natural color" lies with the administration. No visible undercuts, buzz cuts or extreme hairstyles.
- Visible body piercing(s), other than pierced ears, is not allowed. This includes tongue piercing. Earrings must be a modest length.
- Excessive necklaces, buttons, pins, earrings, and bracelets are not acceptable.
- Tattoos and writing on any part of the body is prohibited.
- Makeup must be tasteful and minimal and not a distraction to the academic environment.
- Students are not allowed to bring blankets to school.

## **Additional Attire for Specified Days/Events**

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

- IWA t-shirt with uniform skirt/pants on Fridays (exception: mass/special assembly)

### ***Spirit Attire***

- Denim, black, or white colored blue jeans in good condition with no rips, tears, or holes
- IWA spirit shirt
- Uniform-approved shoes or athletic shoes
- Spirit dress passes can be obtained from the front office on a student's birthday.
- Student with summer birthdays may propose a spirit dress day to the Dean of Students

### ***Athletic "Game Day" and Extra-Curricular Attire***

- Students in extracurricular activities may wear their club shirt and uniform skirt on club days designated by the school.
- Student athletes may wear their team t-shirt or team jersey with their uniform skirt or uniform pants and uniform-approved shoes to school on game days.

### ***Spirit Shirts***

- Annually, IWA provides a school-wide spirit shirt to be worn on specific days and field trips.

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

For designated special occasions such as, but not limited to Athletics and Fine Arts Banquets, Junior Ring Ceremony, Academic Awards Night, Foundation Day Mass for Seniors, students may wear the following:

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

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

### ***Attire for Mass and Honor Society Induction***

- Students will wear the required dress uniform, which is navy blazer, white blouse, IWA skirt, and dress shoes (no athletic shoes)

### ***Dress Code - Dances: Common to All Archdiocesan High Schools***

#### *Winter Ball and Prom Dress Code – Formal Attire*

- Women: After 5:00 p.m. formal attire. All dresses must be tea or floor length. Formal attire must be in good taste, modest, and appropriate with no bare midriff, cut outs, low cut, or backless styles. Slits in the dress must be longer than the fingertips. Dress shoes are required.
- Men: Suit or tuxedo preferred; sport coat, dress slacks, dress shirt, tie and dress shoes are required. No head coverings.
- IWA students are allowed to bring high school guests. All students must bring their school-issued ID.
- Guests from a non-Catholic local school will require the IWA student to complete a Guest Form in order for their guest to attend.

#### *IWA Orientation Dance*

- Dress code for girls will be jeans with a t-shirt or leggings with a t-shirt that fully covers your bottom. No shorts, tank tops, spaghetti straps, skirts, or dresses.
- Dress code for boys will be jeans with a t-shirt or khaki shorts with a t-shirt.
- The dance is open only to all local Catholic high school students with a school ID.

### **PE & Weight Training Attire - Required for students enrolled in PE or weight training**

- IWA athletic shorts to be purchased through the PE & Weight Training Department and will be billed to your Blackbaud Tuition Management.
- IWA gray PE shirt to be purchased through the PE & Weight Training Department and will be billed to your Blackbaud Tuition Management.

### ***Dress Code Violations***

Most dress code violations will result in 2 level I infraction points. ***Dress code violations that can be corrected must be corrected immediately. Final judgment about what constitutes acceptable or unacceptable dress lies with the teachers and/or administration.***

## **ATHLETIC POLICIES & PROCEDURES**

Incarinate Word Academy is a member of Texas Association of Private and Parochial Schools (TAPPS) district 4- 6A. Teams in this district also include: Concordia Lutheran in Tomball, St. Pius X High School, Saint Agnes Academy, Antonian Catholic College Preparatory High School, Incarnate Word High School out of San Antonio, and The Village School.

As representatives of Incarnate Word Academy, student athletes are expected to demonstrate exemplary behavior and dedication, whether at school or away. Participating in the IWA athletic program is a privilege, not a right and student athletes will be held to a high standard of commitment and decorum. All student athletes must comply with school guidelines. Non-compliance could result in forfeiture of awards, including lettering, disciplinary action, loss of PE credit, and/or removal from the athletic program.

Athletes, spectators, and coaches represent the school and are expected to be worthy representatives. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently. Athletics will be consistent with school policy with emphasis on teaching Christian principles.

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

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

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

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

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

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

### **Academic Intervention**

In an effort to prevent our students from being academically ineligible, an IWA student will be placed on academic intervention if they receive one F (69 or below) or one D (70-74) on a progress report. Academic intervention will require her to complete tutorials (during advisory and/or flex) for those classes as well as complete academic check-in's with her advisory teacher.

### **Academic Ineligibility**

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

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

Students cannot participate or try out during their period of academic ineligibility for any of the above programs. Students will be re-eligible when they meet the academic criteria on the following progress report. While a student is ineligible, they must follow the academic intervention policies by attending tutorials and checking in with their advisory teacher.

Students not meeting the eligibility requirements at the completion of 4<sup>th</sup> quarter will be ineligible to try out for or participate in 1<sup>st</sup> quarter athletic programs during the next school year.

If a student becomes academically ineligible to participate in athletics during her athletic season, she will not receive athletic PE credit for that season.

## Athletic Banquets

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

## Athletic Forms and Registration

All athletes must complete and submit the following completed paperwork. For sports with tryouts, paperwork is due prior to tryouts. For sports without tryouts, paperwork is due one week before the first practice. Students will not be able to participate in tryouts, practices, or games until all forms are submitted and registration is complete.

<i>Tryout Teams: Due Prior to Tryouts</i>	<i>Non Tryout Teams: Due Prior to first Practice</i>
<ul style="list-style-type: none"> <li>● TAPPS medical forms:               <ul style="list-style-type: none"> <li>○ Medical History</li> <li>○ Physical Examination</li> <li>○ Sudden Cardiac Arrest</li> <li>○ Concussion and Traumatic Brain Injury</li> <li>○ TAPPS Steroid Use form</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● TAPPS medical forms:               <ul style="list-style-type: none"> <li>○ Medical History</li> <li>○ Physical Examination</li> <li>○ Sudden Cardiac Arrest</li> <li>○ Concussion and Traumatic Brain Injury</li> <li>○ TAPPS Steroid Use form</li> </ul> </li> <li>● IWA Parent Consent Form</li> <li>● TAPPS Student Acknowledgement of Rules form</li> <li>● IWA Transportation Release Form</li> <li>● IWA Uniform Policy form</li> <li>● Athletic Booster Club Sign Up Form</li> <li>● Billing Authorization form</li> </ul>
<p><i>Tryout Teams: Due Prior to Team Participation</i></p>	
<ul style="list-style-type: none"> <li>● IWA Parent Consent Form</li> <li>● TAPPS Student Acknowledgement of Rules form</li> <li>● IWA Transportation Release Form</li> <li>● IWA Uniform Policy form</li> <li>● Athletic Booster Club Sign Up Form</li> <li>● Billing Authorization form</li> </ul>	

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

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

## Athletic Physicals

All athletes must receive an annual physical examination from a medical doctor prior to the beginning of tryouts for each sport. Athletic physicals are considered valid for the school year beginning June 1 for the upcoming school year. IWA physical and medical history forms are part of the student athlete paperwork that is required when getting a physical by their physician.

## Attendance

A student must attend classes for the full school day in order to participate in athletic practices and games/meets/contests. Punctuality and regular attendance is a requirement for being a member of the athletics program and for those students applying for PE credit. Repeated absences will cause loss of PE credit. Making a commitment to be a part of a team means that you understand the expectations placed upon you as the student athlete and the need to respect the time and efforts of your teammates and coaches. Being late or missing games, meets, and/or practices for anything other than family emergencies or serious illness is never acceptable. Coaches may require athletes to make up missed workouts. Consult the school calendar and your athletic sport schedule to avoid making plans that will adversely affect your team. Clear communication with your coach about conflicts should take place as soon as possible. College visits should be planned before or after your sports season. Excessive absences may warrant dismissal from the team.

## **Coach/Parent Communication**

Coaches hold parent meetings at the beginning of their season to establish an understanding of athlete, team and parent expectations. By establishing this understanding between coaches and parents, both are able to accept the actions of the other and provide a more positive experience for everyone. Coaches will make decisions based on what they believe is in the best interest of all students participating.

### **Communication Expectations from the Coach:**

- Coach's philosophy
- Team rules and expectations
- Locations and times of practices/games/meets/tournaments
- Any additional equipment needed by the student athlete
- Procedures to follow when an athlete is injured during participation

### **Communication Expectations from the Parent/Guardian:**

- Mental and/or physical treatment of their daughter
- Concerns on their daughter's behavior
- Specific concerns with coach's philosophy and/or expectations
- Notification of any schedule conflicts in advance
- Concerns regarding daughter should be expressed directly to the coach at a scheduled time and location

There will be times a parent may need clarification or input. Coaches will refrain from conversations with parents that impede on how they build and coach their teams, including conversations regarding playing time, team placement, team/game strategy, situations involving other student athletes, their parents or other coaches. Parent meetings are not discouraged and should be scheduled at an appropriate time by emailing the coach for availability, as it is important for each party to have a clear understanding of the others' position. In most cases, the athlete should be present for the meeting.

## **Athletic Grievance Policy**

At Incarnate Word Academy, we empower our young women to advocate for themselves. If a student athlete has a concern or conflict, she should discuss this with her coach as soon as possible and follow the proper procedure:

- The student athlete should email or approach the coach directly in a timely and appropriate manner with her concern. Confronting the coach before, during, or after a practice or game is not considered an appropriate time or place.
- If the concern is not adequately addressed between the student and coach, the parent/guardian may contact the coach to schedule an appointment. It is recommended that the student athlete be present for the conference.
- If the concern is not resolved, the parties may then consult the athletic director.
- If the concern is not resolved, the requests may be taken to the Dean of Students. The Dean of Students' decision is final.
- All communication should be direct and respectful.

## **Ejections from Contests**

If an athlete is ejected from a contest, she will be suspended for the next game and must pay a \$50 fine for the first offense, in accordance with TAPPS guidelines. The amount will be invoiced to the student's Blackbaud Tuition Management account. Any other ejections could result in dismissal from the team and/or the IWA Athletic Program.

## **Injuries and Return to Play**

An athlete may not participate or try out if she has any restrictions from participating in practices or games noted on their TAPPS Physical Examination form. Injuries of any kind should always be reported immediately to the coaches. If an athlete sees a physician for any injury, clearance must be given, in writing, by the physician prior to returning to athletic participation. This documentation must be submitted to the athletic director for final clearance.

### *Concussions*

It is the responsibility of the athlete and coach to immediately notify the athletic director should a concussion be suspected. Athletes who are diagnosed with a concussion or traumatic brain injury (TBI) must adhere to IWA's concussion protocol in order to return to practice or competition. This protocol will be communicated with the athlete and parent/guardian by the athletic director and must be cleared by physician prior to returning.

## **Letter Jackets**

Only official IWA letter jackets through Herff Jones are allowed to be purchased with IWA approval. Students must follow specific criteria for letter jacket ordering and must attain a lettering order form from the athletic director or Dean of Students.

### **Athlete Lettering Criteria**

- Student athletes must be a member in good standing of at least one IWA varsity team.
- Student athletes must attain the lettering form with the signatures of the varsity coach from the specific sport and the athletic director.
- Student athletes in basketball, softball, soccer, and volleyball, must fulfill  $\frac{3}{4}$  of the season in varsity without quitting or being ineligible.
- Student athletes in cross country, golf, swim, and track, must qualify for TAPPS regional and/or state meets.
- Students who are not in compliance with attendance and disciplinary guidelines may not be issued a letter jacket.

## **Parent Meetings**

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

## **Spectator Expectations**

IWA is responsible for the behavior of all spectators. While winning is certainly an attainable goal, it is hollow if it comes at the expense of morals and ethics that we strive to instill in our student athletes. The school can be held accountable for the actions of spectators in violation of TAPPS guidelines. There is no such thing as a “right” to attend athletic events. Therefore, spectators are expected to conduct themselves with behavior consistent with the following guidelines.

- Spectators are at the game to support the team, to enjoy the skill and competition, and not to intimidate or ridicule the officials, the other team, coaches, or other spectators.
- Spectators must refrain from “coaching” or engaging an athlete in conversation during games and/or practices (TAPPS rule violation).
- School athletics are a learning experience for students and mistakes are sometimes made. Therefore, spectators are expected to praise student athletes in their attempt to improve themselves. To this end, only cheers that support and uplift all teams and all athletes involved are considered acceptable.
- Spectators are expected to respect the integrity and judgment of the officials and understand that they are doing their best.
- Parents and spectators may be removed from the premises and be prohibited from attending future practices/games/meets due to behaviors deemed illegal, inappropriate or undesirable by request from the athletic director, administration and/or game officials.

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

Applicants must meet the requirements of both IWA and STHS for eligibility. Freshmen are not eligible to participate in these programs. Any student in cheer or an athletic trainer position is a representative of IWA and must conduct herself accordingly. Students must follow all IWA guidelines and IWA academic eligibility requirements. Excessive disciplinary infractions may result in temporary suspension or permanent removal from cheerleading or athletic training at the discretion of the Dean of Students.

## **Team Captains**

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

## **Team Practices**

Practices are scheduled by each coach. Students are expected to attend all practices, games, and meetings. Each coach will set team guidelines and expectations. Rules and penalties for tardiness, inappropriate practice/game dress, and misconduct are examples of acceptable coach's guidelines. These athlete and team guidelines will be given in writing to all athletes, parents, and the athletic director at the beginning of each athletic season.

## **Team Selection and Tryouts**

Students who are academically eligible may try out for an athletic sport each season. Previous athletic participation does not guarantee that a student will make a team. Coaches gauge performance and evaluate students fairly and have the responsibility and prerogative to decide which players make the team and on which team they are placed.

## **Team Uniforms & Equipment**

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

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

Student athletes may wear their team t-shirt or team jersey with their uniform skirt or uniform pants and uniform approved shoes to school on game days.

## **Travel and Overnight Trips**

Athletes are expected to uphold the highest standards of behavior and character while representing IWA. When traveling, athletes should always remain with the team unless the coach has granted permission for alternatives. All students, unless specified with parental permission on the IWA Transportation Release form, must ride the bus to and from all games if a bus is taken. Parents may transport students home. Coaches are not allowed to drive students in their personal automobiles.

Parents/guardians are responsible for picking up their daughter from practice/games/meets at the established time unless written permission is granted by the parent/guardian for another driver to transport the student. If an athlete is picked up more than ten minutes after the established time, the parent must sign the coach's late pick up log. Upon the third late pick up, the student will be ineligible to compete in the next game/meet.

Any violation of team guidelines and school policy while traveling may result in loss of game time or suspension from athletic privileges. This will be determined by the coach, athletic director and Dean of Students.

## **FINANCIAL INFORMATION**

### **Tuition and Fees 2022-2023**

The Sisters of the Incarnate Word and Blessed Sacrament (Board of Directors) has approved the tuition for the 2022-2023 school year at \$17,150.00.

The following payments are due at registration.

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

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

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



Having agreed to a specific tuition payment plan, the parent or guardian is financially responsible for the student and must understand the following:

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

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

It is Incarnate Word Academy's policy that tuition refunds for students withdrawing during the school year will be based on a semester charge. Specifically, no refunds will be given for any semester during which the student has attended any class. A 50% tuition refund, excluding the non-refundable tuition deposit, will be given for any semester during which the student has not attended any class and the notice of withdrawal has been received by the school no later than July 1, 2022, for the Fall Semester and December 1, 2022,

IWA is committed to providing a Catholic College Preparatory education and will do so in the best way we know how in our new environment. This may result in all classes being held at 609 Crawford Street, a blend of on campus and at-home learning, or a fully remote learning environment. The preference of Incarnate Word Academy is to be on campus and to continue to serve our students as we have for the past 149 years. The tuition commitment is necessary as we continue to serve the mission that drew your family to the Academy.

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

- Extended illness of the student, which renders the student unable to complete the 2022-2023 school year.
- Relocation of the student's family from the Houston area during the 2022-2023 school year.
- Withdrawal of the student solely as requested by Incarnate Word Academy.

### **Additional Financial Commitments**

Students are required to sell or purchase a \$360 quota of raffle tickets every year. There is also a tax-deductible donation option available until the last day of the raffle (no tickets will be issued). After this date, the \$360 payment for raffle tickets becomes a mandatory fee which will be billed on the December tuition invoice and is not tax-deductible. (See the Falcon Raffle section.)

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

Additional charges through the school year will be applied to your Blackbaud Tuition Management account for activities for which your daughter registers. This could include a variety of activities including, but not limited to, the following: field trips, sports activities, theater productions, classroom activities, AP tests, co-curricular activities, dance, testing, and clubs. Mandatory fees for these activities will require parent approval before being charged. Once parent approval is received, these are billed and due.

### ***Returning Students***

Acceptance of these terms and a non-refundable \$500 deposit, which will be applied to your daughter's tuition, along with the non-refundable \$250 registration fee are due by the registration deadline to secure your daughter's place for the 2022-2023 school year.

### ***New Students***

Acceptance of these terms and a non-refundable \$500 deposit, which will be applied to your daughter's tuition, along with the non-refundable \$250 registration fee are due by the registration deadline to secure your daughter's place for the 2022-2023 school year.

## **ADVANCEMENT OFFICE**

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

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

### **Annual Fund**

Tuition covers only a percentage of the cost to operate IWA—the Annual Fund is a yearly giving program that plays a central role in helping the Academy close this gap between tuition and the actual cost to educate an IWA student while remaining faithful to its mission. Tuition for the 2022-23 school year is \$17,150. The advancement office works to help keep tuition affordable by raising over \$6,000 per student to help fill the gap in educating an IWA student.

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

### **Gala & Auction**

The annual Gala and Auction bring together parents, alumnae and IWA supporters for an evening to celebrate IWA and raise strong financial support for the Academy. The success of the Gala and Auction relies on a significant number of parent volunteers.

Contact the Advancement Office for more information on how you can help volunteer with the planning of the event or contribute financially and in other ways.

### **Falcon Raffle**

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

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

### **Weekly Word**

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

## **Parent Organizations**

### **Athletic Booster Club**

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

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

### **Mothers' Club**

The IWA Mothers' Club is a parent organization that supports the programs and activities of IWA. It coordinates, funds, and hosts activities throughout the school year including an all-school Thanksgiving lunch, faculty and staff appreciation events, receptions following both the Mother/Daughter Mass and the Father/Daughter Mass, and other events when requested to do so. Mother's Club officers must be in good standing with the school. The Mother's Club is funded by proceeds from the sale of Spirit Shop items. If you are interested in getting involved and volunteering for any Mothers' Club event, please contact the advancement office. Membership is automatic and is deducted from your paid fees at the amount of \$10.00 per year.

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

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

### **Starting a New Club**

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

- Meet with the Dean of Students to discuss your club idea and obtain approval to move forward with application.
- Find a teacher advisor for the club. A new club will not be approved without a teacher advisor listed on the application.
- Identify the mission of the club and ensure that it aligns with the Profile of an IWA Graduate and is distinct from other IWA clubs
- Discuss possible activities and/or events for the school year. The Dean of Students must approve all activities.
- All clubs will have the expectation of participating in the annual club fair.
- Schedule an interest meeting for the club after the club fair.
- All clubs must have at least 10 members in order to stay established.
- Freshmen students will not be allowed to create a new club, but can collaborate with upper classmen.
- No new clubs will be added annually after the 1st Quarter.

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

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

### **Standards for All Clubs**

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

Club announcements may be submitted for approval to the Dean of Students 24 hours in advance to be added to the morning announcements.

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

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

#### ***Finances***

New and existing club advisors must inform the Dean of Students of any projected student expenses, such as T-shirt and induction fees. Any approved expenses will be paid through a link specific to the organization through the business office.

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

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

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

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

Clubs will be represented by club leaders at the annual Club Fair. Club leaders should be prepared to provide information to students regarding the purpose of the club, event information, and club activities. Club leaders may also prepare handout materials with this information.

### ***Faculty Support for Clubs, Responsibilities:***

- Supervise all student led meetings, activities, and events pertaining to the club.
- Communicate student and teacher advisor roles within the club so student accountability and responsibility are reinforced.
- Submit a Club Activity/Event and Set-up Proposal Form at least 10 school days prior to any event that requires set up by the director of operations
- Assist students in the promotional planning of the club at the Club Fair.
- Responsibility for meeting with the Dean of Students to discuss and get approval for any membership fees, conference registrations, competition fees, and travel expenses.
- Review club flyers, Weekly Word information, or other announcement information prior to getting approval from the Dean of Students

### **Leadership Organizations**

IWA's leadership organizations have guidelines pertaining to induction, involvement, application, fees, and overall objectives of their specific organization. In addition, some of these organizations have national standards to which they must strictly adhere. The guidelines for each of these organizations are annually updated. Organization advisors will hold meetings for students interested in applying to review the organization guidelines, eligibility, and application requirements.

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

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

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

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

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

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

## **IWA Leadership Organizations**

- Campus Ministry Team (CMT)
- Distinguished Leader (DL)
- Falcon Ambassadors
- International Thespian Honor Society (ITHS)
- Mu Alpha Theta (MAT)
- National Honor Society (NHS)
- Sociedad Honoraria Hispánica (SHH)
- Société Honoraire de Français
- Student Council (StuCo)

### ***Campus Ministry Team (CMT)***

Campus Ministry Team students strive to cultivate their own spiritual growth and are willing to contribute and take ownership of new ideas to make faith come alive at IWA. From planning retreats to coordinating mission trips, prayer services and all-school liturgies and events, IWA's Campus Ministry Team is student-led and guided by our campus minister. Members are expected to participate in pre-scheduled monthly meetings, take interest in school-wide liturgies and opportunities for spiritual growth. Students who can apply must be current sophomores and juniors, have an active faith life and willingness to be a confident witness to Gospel values and attitude, demonstrate responsibility, exude positive leadership skills and are in academic and disciplinary good standing. Applications are in late spring for the following school year's team. Students will be reviewed for member selection based on their application, teacher recommendations and academic and disciplinary standing. Failure to follow school policies and guidelines may result in dismissal from the Campus Ministry Team.

### ***Distinguished Leader (DL)***

Distinguished Leader is an honor given to those who have distinguished themselves during their time at IWA by living up to our definition of an authentic, bold servant leader. All IWA students are eligible to complete all 4 requirements and earn the Distinguished Leader Distinction.

1. **Classroom Learning:** Complete all requirements for the Leadership Concentration.
2. **Formal Enrichment:** Complete a 4-day leadership/academic/service enrichment program.
3. **IWA Involvement:** We expect Distinguished Leaders to take on a formal or informal leadership role in their clubs, leadership organizations, honor societies, student government, fine arts and athletic programs.
4. **My Leadership Story:** Create a short video which animates your leadership journey over the past four years. The video will proudly, energetically and creatively tell your leadership story.

### ***Falcon Ambassadors***

A student is chosen for the Falcon Ambassadors because she exemplifies the IWA mission and philosophy. She is an ambassador for the school and represents IWA at various events. Students must maintain high academic standing and conduct, maintaining a 3.0 or higher cumulative GPA. Students can be nominated by the IWA faculty. Participants must demonstrate integrity, high academic standards, punctuality and dedication to Incarnate Word Academy. Members are expected to display accountability, competence and love for the IWA mission. Ambassadors will be required to complete official training and attend events. Any student failing to maintain these standards or the school policies as set forth in Falcon Ambassadors guidelines, may be dismissed from the Falcon Ambassadors.

### ***International Thespian Honor Society (ITHS)***

The International Thespian Society (ITS) is an honor society for high school theatre students. It is a division of the Educational Theatre Association. Thespian troupes serve students in grades 9-12. The mission of ITHS is to honor student excellence in the theatre arts. Thespian troupes are a component of a school's theatre program. ITHS membership offers many valuable benefits, services, and opportunities to troupe directors and Thespians alike. Thespian induction is a great motivator for students to become more active in their school's theatre program. Whether or not these students pursue careers in the performing arts, the skills that they learn through theatre and Thespian activities are invaluable and ensure that future generations will appreciate and support the arts in our communities. Membership is granted for the performance of meritorious work in theatre arts.

### ***Mu Alpha Theta (MAT)***

Mu Alpha Theta is a Mathematics Honor Society and it is dedicated to inspiring a keen interest in mathematics, developing strong scholarship in the subject and promoting the enjoyment of mathematics in high school. Membership is an honor bestowed upon a student their junior or senior year at Incarnate Word Academy. To earn this distinction, inductees have completed at least two years of college preparatory mathematics, have met both IWA and national induction criteria and have been recommended by the math faculty of IWA. Once inducted, members have the responsibility to maintain outstanding character, scholarship, leadership, and service. As members of Mu Alpha Theta, the goal is to promote student interest and active participation in Mathematics. This organization meets monthly and has officers to lead activities. As members, students will compete in academic competitions, may assist in formal tutoring of their classmates in math and will promote and produce school-wide Math Awareness Activities

### ***National Honor Society (NHS)***

Membership in the National Honor Society is both an honor and a responsibility. It involves more than an academic average. Membership is based on a student's outstanding performance in the areas of the NHS four basic pillars of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and activities are built. Sophomores, juniors, and seniors with an honor roll cumulative GPA of a 3.5 or above, who meet the minimum classification requirement for service learning hours, and have no disciplinary infractions at Level II, III, or IV, and no excessive absences or tardies will be sent an invitation to be considered to NHS. Invited student candidates who are interested will attend a mandatory meeting and complete an application by the designated deadline. The faculty council will meet to carefully consider each applicant based on their application and teacher recommendations. Failure to follow national guidelines and IWA school policies may result in dismissal from the NHS.

### ***Sociedad Honoraria Hispánica (SHH)***

The purpose of the Sociedad is to recognize high achievement of high school students in the Spanish and Portuguese languages and to promote a continuing interest in Hispanic and Portuguese studies. Junior and seniors are invited for membership based on completing two years of Spanish at IWA, meeting both IWA and national induction GPA requirements and scholarship criteria. As members of the Sociedad Honoraria Hispánica, students will be expected to promote objectives of the Sociedad not only in their Spanish courses, but also within the IWA community whenever possible. Student expectations include tutoring classmates and assisting in facilitating iLunch.

### ***Société Honoraire de Français***

*Société Honoraire de Français* recognizes outstanding scholarship in the study of French language. The chapter provides a vehicle for focusing activities around French language and culture. Members demonstrate citizenship through service learning and benefit from myriad chapter benefits. Furthermore, officers develop their leadership skills through organizing and running the year's events. As members of the *Société Honoraire de Français*, students will be expected to promote objectives of the Société not only in their French courses, but also within the IWA community where

### ***Student Council Officers and Delegates (StuCo)***

Student Council representatives aim to impact the student population in a positive and efficient way by boosting school morale, while also strengthening unity among classifications and fostering collaboration between students and faculty. The Student Council acts as a voice of the entire student body and serves as role models of the values held by Incarnate Word Academy. By upholding these values, students in Student Council will grow as leaders who are prepared to go out in the world as confident Women of the Word. Students must have at least a 3.0 cumulative GPA, must be in good academic and disciplinary standing in order to be eligible for candidacy. Student selection is based on the candidate's application, personal essay, student body vote, and teacher recommendations. Any student failing to maintain Student Council guidelines or the school policies may be dismissed from Student Council.