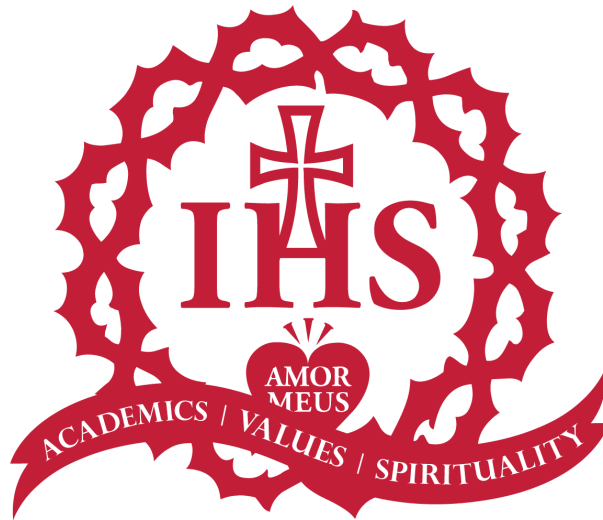


Incarnate Word Academy

A Catholic College Preparatory High School for Young
Women Since 1873



Student & Parent Handbook 2025 – 2026

609 Crawford
Houston, TX 77002
713-227-3637 (office)
www.incarnateword.org

Revised June 2025

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 June 2025

TABLE OF CONTENTS

INCARNATE WORD ACADEMY	
• History	8
• Mission	8
• Philosophy	8
• Profile of an IWA Graduate	9
ADMISSIONS POLICIES AND PROCEDURES	
• Admission of New Students	11
• Non-Discrimination Policy	11
• Registration of Students	11
• School Visits and Tours	11
• Student Withdrawal	11
ACADEMICS	
• The Principle of Subsidiarity in Communication	13
◦ Communication Protocol: Addressing Questions or Concerns	13
◦ Parent-Teacher Conferences (Updated)	13
• Bell schedule	13
• Classification of Students	13
• Young Leaders Program	13
• Advisory	14
◦ Advisory Expectations of Students	14
◦ Advisory Academic Day Guidelines	14
• Flex Time	15
• Homework	16
• Course Selection	17
• Textbooks	18
• Tutoring	18
GRADING POLICIES	
• Assessments	20
• Failures	20
◦ Academic Intervention	20
◦ Academic Ineligibility	21
◦ Academic Probation	21
• Grade Changes	21
• Grade Reports	21
• Grading Scale	22
• Honor Roll	22
• Incomplete Grades	22
• Late Work	22
• Make-Up Work	22
• Semester Exams	22
◦ Wrap up and Review Week	23
• Semester Exam Exemption Privilege - Spring Only	23
• Test Corrections	24
• ZAP (Zeros Aren't Permitted)	24

GRADUATION	
• Graduation Requirements	26
• Class Rank and Top 10%	27
• Honors Graduates	27
• Grade Point Average (GPA)	27
• GPA Calculation	27
• Transfer Credits	28
ATTENDANCE POLICIES & PROCEDURES	
• Absence from School	30
• Clinic	30
• Leaving School for Appointments	30
• Return After Absence	31
• School-Sponsored Activities and Field Trips	31
• Tardiness	31
GENERAL POLICIES & PROCEDURES	
• Arrival and Dismissal	33
• After School Guidelines	33
• Class Ring	33
• Dances	33
• Deliveries to Students	33
• Directory Information	33
• Elevator	33
• Emergency Closing of School	34
• Emergency Drills	34
• Food and Drink	34
• Inspection and Search Policy	34
• Library	35
• Lockers	35
• Lost and Found	36
• Non-Custodial Parents	36
• Non-release of Student	36
• Parent Notification	36
• School Records	36
• Signs, Posters, & Handouts	37
• Student Insurance	37
• Student Parking	37
• Student Travel	37
• Telephone Calls	38
• Transcripts and Diplomas	38
• Verification of Enrollment	38
• Visitors	38
CAMPUS MINISTRY	
• School Liturgies	40
• Retreat Program	40
• Service Learning Program Requirements	40

DISCIPLINE AND CLASSROOM EXPECTATIONS	
• Philosophy	43
• Disciplinary Authority of IWA	43
• Detention	43
• In-School Suspension and Out-of-School Suspension	43
• Academic Honesty and IWA Honor Code	44
• Academic Dishonesty	44
◦ Disciplinary Actions	46
• Harassment and Cyber-bullying	47
• Substance Use Policy	47
DISCIPLINARY INFRACTIONS AND CONSEQUENCES	
• Level I, Level II, Level III, and Level IV Infractions	50
• Discipline Disclosure to Colleges	52
STUDENT SERVICES	
• Academic Guidance and Counseling	54
• Academic Accommodations	55
• Matel College Counseling Center (NEW)	56
◦ College Assessment Testing	56
◦ School Code	56
◦ Ray Dass - Test Preparation Program	56
◦ Test Scores	56
◦ Naviance	56
◦ College Visits	56
STUDENT WELFARE	
• Student Welfare Philosophy	58
• Student Wellness and Medical Care	58
◦ Magnus Health Online Portal	59
◦ Physical Examination Requirement	59
◦ Health Conditions	59
◦ Immunizations	59
◦ Medical Emergencies	59
◦ Medication	60
TECHNOLOGY	
• Behavior Expectations	62
• Email and Calendar	62
• Internet	62
• Personal Electronic Devices	63
• Printing	63
• Technology Acceptable Use Policy	63
• iPad Program	64

UNIFORM POLICY	
• Everyday Uniform	68
• Dress Uniform	69
• Falcon Friday Uniform	69
• Additional Uniform Policies	69
• Additional Attire for Specified Days/Events	70
• PE & Weight Training Attire	71
• Dress Code Violations	71
ATHLETIC POLICIES & PROCEDURES	
• Profile of an IWA Athlete	73
• School-Sanctioned Athletic Programs	73
• Academic Intervention- UPDATED	73
• Academic Ineligibility	74
• Athletic Banquets	74
• Athletic Forms and Registration	74
• Athletic Physicals	75
• Attendance	75
• Coach/Parent Communication	75
• Athletic Grievance Policy	75
• Ejections from Contests	76
• Injuries and Return to Play	76
• Concussions	76
• Letter Jackets	76
• Parent Meetings	76
• Spectator Expectations	76
• St. Thomas High School Cheerleaders, Band & Athletic Trainers	77
• Team Captains	77
• Team Practices	77
• Team Selection and Tryouts	77
• Team Uniform & Equipment	77
• Travel and Overnight Trips	77
FINANCIAL INFORMATION	
• Tuition, Fees, and Additional Financial Commitments	80
• Returning Students	81
• New Students	81
ADVANCEMENT OFFICE	
• Annual Fund	83
• Gala & Auction	83
• Falcon Raffle	83
• Weekly Word	83
PARENT ORGANIZATIONS	
• Athletic Booster Club	85
• Falcon Family Club	85

IWA STUDENT LIFE	
• Starting A New Club	87
• Standards for Students in Leadership Organizations	87
• IWA Leadership Organizations and Descriptions	88

INCARNATE WORD ACADEMY

History

Incarnate Word Academy, a Catholic college preparatory high school for young women, was established in 1873 by the Congregation 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.

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

Mission

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

Philosophy

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

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

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

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

Moreover, the legacy of our foundress, Mother Jeanne de Matel, recognizes the desire for authentic leaders

who act according to values originating from their faith. By responding to our baptismal call to be ministers of Christ, we aim to give our students the courage to virtuously uphold the life and dignity of the human person in whatever future vocational path they take. 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

ADMISSIONS POLICIES & PROCEDURES

Admission of New Students

Admission to Incarnate Word Academy is based on a comprehensive review of the applicant's academic history, teacher recommendations, and entrance requirements. To be considered for admission, incoming students must submit the following:

- A completed application and payment of the application fee
- An official academic transcript
- Standardized test results
- A copy of the most recent report card
- Teacher recommendations
- Entrance exam results (ISEE)

Transfer applicants are evaluated using the same criteria listed above. In addition, they must participate in a personal interview and will be considered for admission based on space availability within the appropriate grade level.

All application materials are reviewed by the Admissions Committee. Once the review is complete, the Office of Admissions will notify the applicant of her admissions status.

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

ACADEMICS

The Principle of Subsidiarity in Communication

Incarnate Word Academy strives to foster a respectful and collaborative Christian environment. In the spirit of subsidiarity, concerns should be addressed at the level where they arise, beginning with direct communication between the individuals involved. Anonymous messages are discouraged, as effective resolution requires clear and open dialogue.

- **Step 1: Student Self-Advocacy**

Students are encouraged to take initiative by directly communicating with the appropriate faculty or staff member. If unsure how to begin the conversation, students may seek guidance from their advisory teacher for support in preparing.

- **Step 2: Parent Communication**

If the issue remains unresolved after the student has attempted to address it, parents may contact the faculty or staff member directly. Please allow at least one full business day for a response.

- **Step 3: Escalation to Deans**

If further assistance is needed, and communication with the faculty or staff member has already occurred, the concern may be brought to the Dean of Students or Dean of Academics, depending on the situation.

- **Step 4: Principal Involvement**

If the matter is still unresolved, it may be escalated to the Principal.

- **Step 5: Appeal to the President**

If resolution is not achieved at the Principal level, a formal written appeal may be submitted to the President within ten (10) business days of the Principal's response. The President's decision is final.

Parent-Teacher Conferences (Updated)

Parents/guardians are encouraged to access myIWA to review their student's grades regularly. If parents/guardians need to speak with teachers, the Counselor, or the administration at any time during the year, they may call or email for an appointment. Parents are requested to confer in person with teachers of any class in which the student makes below a 75 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 as needed throughout the school year. Parents may contact their student's teacher to arrange a meeting before or after school or during the teacher's conference period.

Bell Schedule

IWA utilizes a traditional eight period day schedule on Mondays and a four period block schedule on Tuesday through Friday which allows students extended time in each class for experiential activity, a lab, a long AP –style test, or time for supported practice. There are several special bell schedules throughout the year. Students and parents can access the daily bell schedule on myIWA.

Classification of Students

Sophomore classification requires at least 7 credits; junior classification requires at least 14 credits; and senior classification requires at least 21 credits.

Young Leaders Program

For students to be successful in our rapidly changing world, they need to be confident communicators and collaborators who are adaptive, innovative, and empathetic, and the Young Leaders Program empowers each student at IWA to become bold, authentic servant leaders. Our program combines innovative, project-based classes with co-curricular opportunities that allow students to practice and develop a variety of leadership skills. Courses are designed to challenge students to grow in character, adaptability, service to others, etiquette, public speaking, financial literacy, research, technical writing, and business concepts. The course catalog outlines all of the offerings available to students in each grade level including AP Seminar and AP Research that are considered the capstone of the Young Leaders Program.

Students who complete the required number of semesters in leadership courses may qualify for the Leadership Endorsement. Additionally, students who complete the required number of semesters in leadership courses with an “A” average and complete the portfolio requirements may qualify for the Distinguished Leader Designation at graduation. Interested students should contact the Director of Leadership for details.

Advisory

In order to work more closely with our students, each student will be assigned to an Advisory class of the same grade level with a faculty advisor. 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 and grades, 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*. Social/emotional learning lessons from our curriculum CharacterStrong will be presented throughout the year during Advisory.

Advisory 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. Attendance will be taken, and students are not to use this as free time or an extra flex period. Several days a week, students will have the freedom to leave their advisory to go to other classrooms or to meet with counselors or teachers for tutoring. They will sign out of class allowing their advisor to know where they will be. Students are not allowed to be in unsupervised spaces or participating in non-academic activities. See the chart on the next page.

Advisory Academic Day Guidelines			
YOU MAY	YOU MAY NOT	PLACES TO GO	PLACES TO AVOID
Study	meet with clubs or go to the vending machines	Your teacher or advisor's classroom	Unsupervised classrooms or flex spaces
Get help from a teacher	socialize with friends	Counselor's office with an appointment (Room 211)	Cafeteria and vending machines
Attend tutorials	watch movies/TV	Dean of Academics or Dean of Students with an appointment	Gym
Work on assignments	play games	Testing Room (Room 216)	Stairwells, and the 5th and 6th floors
Make up tests or quizzes	text or message friends	Library (This is a designated quiet, individual, study area)	Classrooms where you may be more social than productive
Attend college rep visits	check social media	Matel College Center (4th floor)	

Work on Ray Dass lessons	roam around	Academic Interventionist (Room 417)	
Meet with counselors/ advisors (appointment)	sleep		

Flex Time

Flex Time is a designated period during the school day, on plaid days from **1:22 p.m. to 1:52 p.m.** and on block days from **1:36 p.m. to 2:06 p.m.**, intended to support student learning, wellness, and productivity. During this time, students may meet with teachers, attend tutorials, participate in group work, make up exams, or meet with the Academic Interventionist for targeted academic support. School clubs and organizations may also hold meetings during Flex Time, up to twice per month.

Flex Time is considered an integral part of the instructional day. Therefore, students are expected to be fully engaged in appropriate activities and to follow all attendance policies. A pattern of absenteeism or misuse of Flex Time may result in a parent conference and a requirement to make up instructional minutes to receive full credit for the school day.

Note: On **Falcon Fridays**, there is no Flex Time. Student dismissal is at **3:00 p.m.**

Flex Time Objectives

Flex Time is designed to:

- Reduce student stress and increase productivity by building in study and tutoring time.
- Promote time management and study skills.
- Provide a structured time for extended testing accommodations.
- Allow daily opportunities for make-up exams.
- Offer time for club meetings that do not interfere with after-school activities.
- Facilitate counselor advising without pulling students from academic classes.
- Provide additional time for upper-level labs, reviews, or assessments.
- Minimize class time missed by student-athletes due to early dismissals.

Flex Time Student Responsibilities

Students are expected to use Flex Time wisely and intentionally. This time should be used to seek academic support, complete assignments, prepare for upcoming assessments, or engage in school-related activities. Students should refer to the IWA Community Calendar and Clubs Calendar on their iPads to stay informed about scheduled meetings and organize their Flex Time plans accordingly.

Permitted Student Activities During Flex Time

Students may:

- Study or complete assignments independently
- Collaborate productively and quietly in small groups
- Meet with a teacher for a grade conference or academic support
- Meet with the Academic Interventionist
- Read silently for class or personal enjoyment
- Use library or lab resources
- Take make-up tests or use extended time in designated testing spaces
- Attend scheduled meetings listed on the IWA Community Calendar

Flex Time Student Expectations and Boundaries

- Students must be in a supervised space—either in a classroom with a teacher or in another area where they are visible to staff.
- Unsupervised locations such as stairwells, bathrooms, locker rooms, and empty classrooms are not permitted study areas.
- Students must remain productive; non-academic activities such as internet browsing, gaming, watching videos, or grooming are not allowed.
- Socializing should be limited to students who have no academic obligations during Flex Time.
- All students must adhere to the **IWA Technology Acceptable Use Policy** during this time.

Flex Guidelines			
You may	YOU MAY NOT	PLACES TO GO	PLACES TO AVOID
Study and work on assignments	Leave campus	your teacher or advisor's classroom	Unsupervised areas/ classrooms, including stairwells, and the 5th and 6th floors
Get help from a teacher	Roam around	Counselor/advisor's office with an appointment	Cafeteria
Attend tutorials	Sleep	Dean of Academics or Dean of Students with an appointment	Gym
Meet with clubs	Host a club meeting in a hallway	Library	College Counseling Center
Make up tests or quizzes	Use cell phones	Flex Spaces	Empty classroom
Attend college rep visits		Matel Center for College Counseling	
Work on Ray Dass lessons		Any teacher classroom with teacher supervision	
Meet with the Academic Interventionist		Academic Interventionist (Room 417)	

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 provide opportunities to recall or apply information and will often call students to analyze, evaluate, or create.

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

tutoring and homework completion to help reduce their out of school time spent on homework.

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.

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. Our school code is 443-330.

At the end of the 1st quarter and/or 1st semester, if a student has an average below 75 in an honors or advanced placement course, she will be moved to the appropriate college preparatory course for the 2nd semester in consultation with the Counselor and Dean of Academics if a course is available.

The number of honors and AP classes that a student can take in a semester or year is determined jointly by the student, faculty and parent in order to determine the academic load that a student can tolerate with their involvement in other school activities. Academic counseling for the following year takes place each spring semester.

Dual Credit

Dual credit courses are available in some content areas during the junior and senior years. Interested students must apply to Lone Star College via Apply Texas and meet the placement test minimum scores to be eligible for placement into dual credit courses. Placement criteria for dual credit courses are set by consensus between IWA and Lone Star College and may include taking prerequisite courses during the summer. Rising juniors and/or seniors who do not meet the minimum entry criteria with their grades and official PSAT/NMSQT, ACT Aspire, SAT, or ACT scores will not be eligible to take dual credit courses. Students interested in taking dual credit courses should contact the Dean of Academics for more information.

Scheduling

Each student meets with the Dean of Academics, a counselor, or other advisor during the spring semester to discuss course selections for the following school year. At this meeting, students will be presented with the core classes with teachers' signatures for advance levels where necessary. 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 2nd semester by the teachers, and final placement is based on each department's enrollment and placement guidelines as stated in the course catalog.

The Dean of Academics and counselors make every effort to place students in the electives they requested. However, if a requested elective course conflicts with a core class required for graduation, the student will be enrolled in another elective option. Additionally, elective courses that do not receive sufficient enrollment requests may not be offered in the final schedule, and students who selected these courses will be placed in alternative elective options.

Schedule Changes

Student schedules are created based on course availability, student requests, prior performance, and teacher recommendations; therefore, schedule changes in academic courses are limited to level changes only when academically necessary. These changes are limited to the timing of progress reports (roughly 4

weeks into the grading period) and end of quarter.

Student schedule changes for semester-long elective courses may occur during the first week of the semester due to a scheduling conflict; otherwise, no elective changes will occur.

Procedure for Schedule Changes

Students should email the Dean of Academics or the Counselor with any schedule change requests. If the student is seeking honors and AP placement, the student's teacher(s) will be contacted to assist in reviewing placement based on the department's guidelines, which are outlined in the course description catalog.

- All schedule changes must be requested the first week of the semester.
- Some changes may not be possible.
- On occasion, a student's schedule change may be considered 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. NOTE: Some elective courses may be repeated for additional credits. The Dean of Academics must be contacted for approval.
 - The student has special circumstances and the change is approved by the administrative team.

Textbooks (updated)

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 through the EdTech virtual bookstore via the link in myIWA. Instructions for selecting and ordering textbooks can be found on the 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. When necessary, academic interventions may be put in place in which tutoring will be provided. More on academic interventions can be found in the grading policies section.

GRADING POLICIES

GRADING POLICIES

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 in advance.
- A student should have no more than three major grade assignments due on the same day including tests, projects, and papers. If this occurs, the student should notify the teacher. This request should 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 will share the evaluation of previous tests, quizzes, and papers with students prior to giving a new assignment of the same type.

Failures

Students who fail a required course for graduation during the semester or school year must recover the credit through an IWA-approved, accredited credit recovery program in order to return to Incarnate Word Academy for the following school year. The Dean of Academics maintains a current list of approved programs.

At the end of the academic year, students who fail a course will receive a letter from IWA outlining the failed course(s) and the requirement to complete credit recovery. This letter serves as the formal permit to enroll in an approved program.

The grade earned through the credit recovery program will replace the failing grade on the student's transcript, thereby restoring both the credit and the GPA impact for the course. In order to receive credit and GPA restoration, the course must be completed with a minimum grade of 70 or above.

Official documentation confirming successful completion must be submitted to the Registrar by August 1. Failure to complete credit recovery by this deadline may result in the student being ineligible to return for the upcoming school year.

Academic Intervention

To support student success and prevent academic ineligibility, any IWA student who earns one F (69 or below) or one D (70–74) on a progress report will be placed on Academic Intervention.

As part of the intervention plan, the student will be required to:

- Attend tutorials during Advisory and/or Flex Time for the affected course(s) with the teacher of the course,
- Participate in academic check-ins with her advisory teacher to monitor progress and set goals,
- Meet with the Academic Interventionist for additional guidance, skill-building, and support as needed.

The goal of Academic Intervention is to provide early, structured support to help students improve their academic performance and build strong study habits before grades become final.

Academic Ineligibility

A student is considered academically ineligible to participate in extracurricular programs—including athletics, cheer, dance team, choir, band, drama productions, and the STHS athletic trainer program—if they receive a grade of F (69 or below) on their quarterly report card. Ineligibility begins the Monday following the issuance of report cards and applies to all practices, rehearsals, tryouts, and events.

Students may not try out for or participate in any of the listed programs while they are academically ineligible. Eligibility is reinstated when the student earns a **grade of 70 or higher in all classes** on the next official progress report.

While ineligible, students are expected to follow academic intervention procedures, including attending tutorials and checking in regularly with their advisory teacher.

Note: If a student becomes ineligible during her athletic season, she **will not receive PE credit** for that season.

Academic Probation

If a student finishes the fall semester with a failing grade in two or more classes, they will be placed on academic probation for the following semester. While on academic probation, the student will not be allowed to participate in extracurricular activities and must participate in academic support programs throughout the school year.

If, by the end of the probation period, the student is still failing any courses, they may be asked to withdraw from the school due to unsatisfactory academic performance. Additionally, students who have failing grades in three or more courses at the end of the academic year will be reviewed by the Academic Review Committee and may face withdrawal from Incarnate Word Academy.

Academic probation may also be assigned for other reasons, including but not limited to having a GPA below 2.0 or other situations deemed necessary by school administration.

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 45% of the semester average, and the semester (final) exam is 10% 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 to the 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. **NOTE:** Report cards are released for viewing the Friday after the end of each quarter. Should this fall during a holiday, grades will be released the first Friday school is in session.

Grading Scale

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

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).

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 or Dean of Academics. If the incomplete (I) is not cleared in one week, the student is academically ineligible until the grade is cleared.

Late Work

All assignments (major, minor, and daily) at all grade levels will receive a 10% deduction if submitted one school day late, a 20% deduction if turned in two calendar days late, and so on up to four calendar days late. Assignments turned in after four calendar days late may be accepted by the teacher at their discretion with additional late points deducted.

Make-Up Work

When a student is absent from class, she has **one school 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 make arrangements with each teacher within one week to determine due dates for missed work. 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 school days of returning to school. Assignments not made up in this time period may receive a zero based on the school late work policy stated above. If an assignment is due on the date of absence from class, the student should turn in the assignment electronically if she is able to do so; otherwise, she should turn it in on the day she returns to school even if she does not have the class that day.

Assignments missed due to absence will be marked as missing in the gradebook with the adjusted due date. After the allotted time for makeup/late work has passed, the teacher will note in the comments that the assignment was not completed and enter a 0 in the gradebook. ZAP will be invoked with the teacher. (See ZAP pg. 24).

Semester Exams

Mid-term and final exams are designed to be completed in an 80-minute block of time. All five core (Theology, English, Math, Science, and Social Studies) classes will have a written component and require students to show work.

Students are expected to take their exams on the assigned exam days. 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. Any other absences during exam week that cause a student to miss scheduled exams must be communicated and approved by the Dean of Academics and Principal in advance. Students who miss exams will receive a zero for those exams until they are completed.

Wrap-Up and Review Week

At Incarnate Word Academy, the week before midterms and finals is designated as Wrap-Up and Review Week. Teaching and learning will continue throughout this week; therefore, during this time, teachers may assign portions of study guides or review materials to help students plan their study time and prepare for in-class review sessions in addition to a limited number of regular assignments to complete a unit of study.

Advisory time is a protected part of the school day and counts toward our daily instructional minutes. Students who need to make up tests or quizzes can coordinate with their teachers to complete them during open advisory periods, flex time, or in a designated testing room if necessary.

Semester Exam Exemption Privilege - Spring only

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

Exemptions are only possible in the **spring semester** in courses with **written** exams as long as the exemption requirements are met. 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 the following requirements:

1. Grades in third and fourth quarter to date must average to **90 or above** on the snapshot date.
 - a. **Senior snapshot date: Monday, May 4, 2026 at 3:00 PM**
 - b. **Freshmen, Sophomores, and Juniors snapshot date: Monday, May 11, 2026 at 3:00 PM**
2. Grades for the fourth quarter must be up to date by the announced deadline to accurately calculate the exemption average.
 - a. It is suggested that **seniors** have ALL work in by **May 1st** so teachers have time to grade and update averages by the snapshot.
 - b. It is suggested that **freshmen, sophomores, and juniors** have ALL work in by **May 8th** so teachers have time to grade and update averages by the snapshot.
3. Grades taken or entered after the snapshot date will not change the exemption status.
4. More than **5 absences** (excused or unexcused) in any single class disqualifies the student for an exam exemption in the student's class(es) in which the absences occurred.
 - a. The following **DO NOT** count towards 5 absences for exemptions:
 - i. School sponsored activities during the school day, including sports.
 - ii. Approved college visits with appropriate form completion.
 1. Seniors - 4 days
 2. Juniors - 3 days
 3. Sophomores - 2 days
 4. Freshmen - 1 day
 - iii. Funeral with appropriate note from parent
 - iv. Absence with note from doctor
 - v. Court appearances, with documentation
 - b. **ALL documentation regarding absences MUST be turned in no later than May 1st to be considered for exemptions. After May 1st, absences may not be changed.**
5. In addition to the number of exemptions allowed above, students who are taking Advanced Placement courses are automatically exempted from taking final exams for each course in which they take the AP Exam.
 - a. An example: A sophomore taking AP Computer Science Principles is exempt from the final in AP Computer Science Principles because she is required to take the AP exam for the course. She may exempt 2 additional classes in which she meets the other exemption requirements because sophomores may exempt 2 exams.

6. Students in Dual Credit courses are required by Lone Star College to take the exam for each course they are taking. These exams are given based on the LSC final exam schedule. Students should see their Dual Credit teacher for these dates and times.
7. Project based exams may not be exempted for any grade level and are due the week prior to final exams on the date set by the teacher of the course.

Exemptions are a privilege and, according to the discipline section of the handbook (ie. "Other appropriate disciplinary consequences"), may be revoked due to disciplinary actions in the same semester. This may include having in excess of 30 infraction points and/or ISS (in school suspension).

Additionally, students with more than **9 absences** in any course in the fall or spring semester **will not receive credit** for the course according to the State of Texas and TCCB-ED's 90% attendance requirement. The only exceptions are those absences listed above in 4a.

Test Corrections

Test corrections are allowed in all subject areas for test grades below 75 regardless of student grade level and level of course. Teachers may add points back to test grades bringing them up to no higher than 75 if a student completes significant revision. For example, if a student earns a 60 on a test and reworks math problems, significantly revises an essay, or explains why her previous answer was wrong and the correct answer is right, the teacher may add 0 - 15 points back to the test to bring the grade up to a 75. However, teachers cannot add points back to a test if students are not completing significant work. For example, if students just circle that B was the right answer, that is not an acceptable level of correction showing learning. Students have up to 5 school days to complete corrections from the time the grade is posted. Projects, mid-term and final exams are not eligible for test corrections.

Philosophically, the school allows this kind of extra credit to help teach perseverance and the importance of re-learning information when necessary.

ZAP (Zeros Aren't Permitted)

One obstacle to academic success is the failure to complete assigned class work on the part of the student. Without a student's completion of work, teachers have no way of knowing if the student learned the concept. The goal of the ZAP program is to provide support for students, promote responsibility and good study habits, reinforce the value of hard work and effort, and foster good communication between home and school.

With this in mind, students who do not turn in work will be placed into the ZAP program. Teachers will enter an M in the grade book for the assignment. Students assigned to ZAP are expected to attend tutoring with the assignment(s) that are missing when they meet with that teacher. Advisory teachers will support students to complete tasks and improve in specific areas of executive functioning. If further assistance is needed, the teacher may ask the Academic Interventionist to offer additional support.

Late points will be taken off for each day the assignment is late, up to 4 days per the teacher's discretion. Once students complete the assignment and turn it in, the ZAP requirement will be lifted, and a grade will be assigned.

GRADUATION

GRADUATION

Incarnate Word Academy, in accordance with 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, red, navy cord and medal for valedictorian and salutatorian
- Navy, red, navy cord and medal for Summa Cum Laude
- Navy and red cord and medal for Magna Cum Laude
- Navy cord and medal for Cum Laude
- National Honor Society stole for members of NHS
- Cords distributed for specific IWA honor societies
- Cords distributed for Student Council, Robotics, Blood Drive
- 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 ³
4	Mathematics	.5	Technology
4	Science ¹	.5	Health
4	Social Studies	1	Leadership ⁵
3	World Languages ²	1	Academic Elective ⁶
75	Service Learning Requirement (in clock hours) ⁷		

1. Students must earn credit in biology, chemistry, physics, and an additional science course.
2. Students must earn three credits in the same world language.
3. ½ credit of Physical Education can be earned by satisfactorily completing a season of an IWA sport, St. Thomas High School Cheerleading or Marching Band, 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.
4. Students need to complete Fundamentals of Leadership 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 that equates to at least a half credit instead. The leadership classes fulfill TCCB ED's requirement for a ½ credit of speech and communications.
5. Students must complete an additional credit of academic electives, defined as any non-art or non-PE elective.
6. 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.

Class Rank and Top 10%

IWA is a non-ranking institution; however, for college admission purposes, 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. Rising seniors in the top 6 to 10 percent of their class will receive notification by the end of the summer before their senior year. The school informs the Texas public institutions to which the student is applying if she ranks in the top ten percent.

Honors Graduates

The valedictorian, salutatorian, and honors graduates are determined at the end of the fall semester of the senior year. A student must have been in attendance at Incarnate Word Academy for at least four consecutive semesters in order to be declared valedictorian, salutatorian, or honors graduate. The student(s) with the highest cumulative GPA (carried to three decimal places) will be declared the valedictorian and the student(s) with the second highest cumulative GPA (carried to three decimal places) will be declared the salutatorian. Honors graduates will be determined using the top 25% of the graduates based on the cumulative GPA as follows:

- Summa Cum Laude: Top 5%
- Magna Cum Laude: Top 10%
- Cum Laude: Top 25%

Grade Point Average (GPA)

GPA is on a 4.0 scale with additional weight of 1.0 for honors, Advanced Placement (AP), and Dual Credit 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 director of college counseling.

GPA Calculation

A student's individual grade point average is calculated using the table and method listed below.

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

1. Assign a point value to each semester grade following the table above. Add the resulting figures; the total is the *grade points earned* for that semester.
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.
4. The cumulative GPA is used to report a student's position in her class (quartile) to colleges.
5. The cumulative GPA is calculated at the end of each semester.

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) and will not be calculated into a student's GPA.

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 honors graduate is based only on her performance at Incarnate Word Academy.

Any courses not taken at IWA will be evaluated and, if there is an equivalent, will be awarded P (Pass) or F (Fail) credit only and will not be included in the computation of the student's GPA at IWA.

ATTENDANCE POLICIES & PROCEDURES

ATTENDANCE POLICIES & PROCEDURES

Daily Attendance

Daily attendance for all scheduled classes is important for students' learning and understanding of curricular concepts in all courses. Students should plan in advance to be on time to school, in uniform and seated in class by 8 a.m. each day with a willingness and readiness for learning. On days when the community celebrates mass or another event in the morning, students are expected to return to class and not leave for the day.

Absence from School

A parent/guardian must call the school office or email 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 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 not participate 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 9 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. An absence for any reason counts towards the 90% rule according to TCCB ED guidelines.

With proper documentation, the following will not count as an absence towards spring semester exam exemptions:

- Court
- College Visit
- IWA school activity
- Funeral
- Medical note (Doctors office notifications must be turned in no later than 3 days from the absence)

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 or email 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 dated written note or email with the following information:

- student's name
- grade
- date(s) of absence
- reason for the absence
- parent/guardian signature
- Any necessary documentation for the absence (if doctor's appointment, bring the permit the doctor gives after a visit).

School-Sponsored Activities and Field Trips

Participation in retreats and most field trips is part of the learning and course requirements. Each student is responsible for making up any class work missed due to a school-sponsored trip. A signed official IWA field trip permission form is required for all students attending field trips. IWA permission forms will be completed online. Students will be charged for 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.

We are a faith community who prays together. Students are expected to attend masses with the entire student body. It is not an excused absence for a student to arrive late at school on mass days.

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. 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.
2. At 3:30 p.m., all remaining students on campus not with a coach, sponsor, or teacher must report to the cafeteria, and all students should have arrangements to leave the school campus by 5:30 p.m. Students that are frequently picked up after 5:30 p.m. may be charged a staffing fee.
3. 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 within 30 minutes that the event is over.
4. 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.
5. Students, who leave campus before or after school for any reason must have prior written permission from their parents on file. IWA assumes no responsibility for students who leave campus outside of a planned before or after school activity.

Class Ring

All juniors will participate in the ring ceremony to mark their strong bond with the school and their transition to their senior year. Class rings are purchased directly from Herff Jones. All rings will be distributed to students only after it is paid for in full. The ring ceremony will take place within an all-school mass. Please see Dress Up Attire guidelines under the Uniform Policy section of the handbook for Junior Class Ring Ceremony attire. A spring mass and reception will be scheduled for this event.

Dances

School dances have dress code, lock-in times, and guest guidelines. The dress code for dances is 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 may also occur during the dance at the discretion of the chaperones.

Deliveries to Students

Family members can deliver forgotten items to the front office 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 food deliveries and parents may not order items for their daughter through a delivery service.**

Directory Information

Directory information (name, address, e-mail, and phone numbers) is available on myIWA. Parents/guardians must 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. Any update of contact information (phone, email, address) must also be updated in our myIWA system so that we can contact you immediately in case of an emergency.

Elevator

The elevators are not for student use before school, during or after school 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. If necessary, one additional student may accompany her to the floors.

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 myIWA 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 administration 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, and in the gym during sporting events. Water bottles are allowed throughout campus. Gum is not allowed on the IWA campus. Students are to remain in the cafeteria during lunch, unless permission has been given otherwise. Students may choose to eat in the outside courtyard, weather permitting, while eating lunch. Students may not have food delivered to the school. Family members of students are welcome to have lunch on the IWA campus and must check in at the front office. Students may bring dessert to celebrate birthdays at lunchtime. Students are expected to clean up after themselves in all areas.

Inspection and Search Policy

To maintain a safe and secure environment, Incarnate Word Academy (IWA) reserves the right to conduct inspections and searches of student property and areas under student control. These searches are intended to promote student safety, protect school and personal property, ensure compliance with school policies, and prevent possession of prohibited or illegal items.

Scope of Searches

Inspections may include, but are not limited to:

- Lockers and desks
- Backpacks, purses, lunch bags/boxes, and other personal containers
- Vehicles on school property
- Outer layers of clothing
- Any personal items brought to campus or school-related events

Searches may occur at any time, with or without prior notice, and may be conducted on a routine, random, or reasonable suspicion basis.

Electronic Devices

The school may inspect personal electronic devices brought onto campus or to school activities. These may include, but are not limited to:

- Cell phones
- iPads or tablets
- Laptops

- Cameras or other digital devices

Students and parents consent to the inspection of the device and its contents, including access to:

- Text messages
- Emails
- Photos and videos
- Apps and stored files
- Social media accounts (e.g., Instagram, Snapchat, TikTok, etc.)

Students must provide any passwords or access credentials upon request. The school may log into devices and applications to ensure a thorough inspection. There is no expectation of privacy regarding electronic content while on school property or at school-sponsored events.

Search Outcomes

If a search reveals material or content that is dangerous, harmful, illegal, or in violation of school rules or law, IWA may:

- Confiscate and retain the item or device.
- Notify parents or guardians.
- Involve law enforcement or other appropriate authorities (e.g., Texas Department of Family and Protective Services or police when necessary).

Student Cooperation

Refusal to cooperate with a search or inspection may be considered a violation of school policy and could result in disciplinary action, up to and including dismissal. In some cases, refusal may be treated as an admission of guilt.

Parental Guidance

Parents are strongly encouraged to speak with their daughters about the dangers and consequences of sharing inappropriate or sexually explicit content through digital platforms or social media.

Library

The library is open from 7:45 am - 3:45 pm Monday-Thursday, and 7:45 am - 3:00 pm on Fridays. 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, Dean of Students, or designee with or without cause. Lockers will be checked periodically.

Lockers should be kept clean and neat at all times. 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-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.

Non-release of Student

A student will be released to a parent, guardian, or parent designee if listed by name on the emergency contact list. No student will be released to anyone that the school personnel believes 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 Records

Incarnate Word Academy does not directly receive any federal funds from the U.S. Department of Education; thus, we 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. 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.

Signs, Posters & Handouts

Signs may be put up or handouts distributed only with the approval of the club/organization advisor and the Student Activities Director. Only IWA activities, Catholic high school sponsored events, and Archdiocesan events will be considered for approval. Signs 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

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).

Policies for the new parking structure will be shared with students and parents once the opening date is determined.

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, vandalism, or damages.

Any student vehicle 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. IWA may ask parents to chaperone school trips if they have completed the appropriate background checks and safe haven training. 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 as student cell phones are to be in student lockers for the duration of the day until dismissal.

Students will not be called to the school office for a telephone message except in an emergency. Parents can call the office for any 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 and Diplomas

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 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. If you are in need of an official diploma, please contact the school Registrar to receive documentation and pay the associated costs.

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 (and alumnae) of all classifications during lunch. Visitors should be in appropriate dress. All lunch visitors must sign in at the front office and must remain in the cafeteria.

CAMPUS MINISTRY

CAMPUS MINISTRY

Campus Ministry fosters the personal and spiritual growth of the entire IWA community (students, parents, faculty, staff and alumni) by encouraging all to follow Jesus the Incarnate Word through the charism of the C.V.I. Sisters. This is fostered through daily prayer, Eucharistic Liturgies, annual grade level retreats, special Lent and Advent programming, and IWA's service learning program.

The spiritual and religious formation received in theology classes is brought to life through the lived experience of the faith that Campus Ministry provides. 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. The Campus Minister also accompanies students, faculty, and staff on their spiritual journeys through one on one relationships, and is available for scheduled and unscheduled meetings throughout the school day.

School Liturgies

Student attendance and participation at school masses and prayer services are expectations within this school community. Students who are absent from masses or prayer 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, within four years, to be eligible for graduation.

75 service learning hours are required for graduation. The yearly service hour expectations are listed below:

- 9th - 15 hours total by the end of freshman year.
- 10th - 20 hours with a total of 35 hours by the end of the sophomore year.
- 11th - 25 hours with a total of 60 hours by the end of the junior year.
- 12th - 15 hours with a total of 75 hours by December 1st of the senior year.

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. Students should also upload a picture to show themselves actively engaged in their service work. **All service learning requirements, including documentation of hours and the service learning portfolio, must be completed to meet graduation requirements.**

Acceptable service projects address a social need within the greater community, reaching beyond existing relationships (service hours do not include helping family and friends). In theology classes, students will receive support in finding projects and organizations that fit in with their schedule.

DISCIPLINE & CLASSROOM EXPECTATIONS

DISCIPLINE

Philosophy

At Incarnate Word Academy, all members of the school community share the responsibility of fostering a safe, supportive educational environment that promotes learning and personal growth. Teachers and administrators work collaboratively to uphold both students' right to learn and teachers' right to teach. Students contribute by engaging positively in the classroom, respecting others and their property, arriving on time and prepared, and maintaining a neat, appropriate appearance. Parents partner with the school by reinforcing positive behavior and encouraging a love of learning in their daughters.

At times, students may make choices that do not align with the school's values or expectations. When this occurs, it is the school's role to guide students toward understanding why the behavior is inappropriate and how to make better choices. Staff use redirection and supportive guidance to address these moments—approaches that are typically effective in encouraging positive behavior change.

Disciplinary Authority of IWA

IWA has disciplinary authority with students for the following:

- On campus, in the 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 or off 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 at a time determined by the Dean of Students. Students may be required to perform service, engage in a learning assignment, and receive coaching/mentoring from Administration. Students must make all necessary transportation arrangements prior to the day they will serve detention. Students must be on time and serve the entire timed detention. Failure to serve a detention within the allotted time will result in two detentions being assigned. Failure to serve the detentions or repeated detentions will result in in-school suspension (ISS).

In-School Suspension

The Dean of Students designates in-school suspension (ISS) to students whose behavior or actions do not align with expectations based on IWA's discipline management plan 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 may be scheduled. The duration of the ISS is at the discretion of the Dean of Students according to the infraction. Students serving ISS will not be able to participate in extracurricular activities on the day(s) 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 readmission to Incarnate Word Academy at the discretion of the Principal.

Course and Classroom Expectations

Academic Honesty and IWA Honor Code

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

"As a *Woman of the Word*, I attest that this work is my own, and I 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.

Cheating	Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices or materials in any academic exercise.
	<p>Examples:</p> <ul style="list-style-type: none">• 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.• Taking pictures of exam material and viewing them at an unauthorized time or providing them to another student.• Using messaging apps to communicate exam information to other students.• Having others conduct research or prepare work without advance authorization from the teacher.• Acquiring answers for any assigned work or 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, artificial intelligence websites, and obtaining assignments, exams, quizzes, or other information from students who have previously taken the exam.• 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.
Fabrication	Intentionally making up data or results and recording or reporting them; submitting fabricated documents, use of AI and claiming it as your own.
	<p>Examples:</p> <ul style="list-style-type: none">• The intentional invention and unauthorized alteration of any information or citation in any academic exercise.• Using "invented" information in any laboratory experiment, report of results or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.• Failing to acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then

	<p>indicate that the quotation was obtained from the book itself.</p> <ul style="list-style-type: none"> Changing information on tests, quizzes, examinations, reports, or any other material that has been graded and resubmitting it as original for the purpose of improving the grade on that material. Providing a fabricated document to any school employee in order to obtain an excused absence or to satisfy a course requirement. For example, signing a parent's name.
Falsification	<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"> Changing the measurements in an experiment in a laboratory exercise so as to obtain results more closely conforming to theoretically expected values.
Multiple Submissions	<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"> Submitting the same work for credit in more than one course without the teacher's permission. Making revisions in an assignment (including oral presentations) that has been submitted in one class and submitting it for credit in another class without the teacher's permission. Representing group work done in one class as one's own work for the purpose of using it in another class.
<p>Plagiarism</p> <p>Any work with 20% or more similarity by itself or combined with AI, will NOT be accepted as original student work.</p>	<p>The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.</p> <p>** It is suggested that a student submit work prior to the due date to check the similarity report in order to edit and revise the work prior to final submission to avoid plagiarism and/or AI being flagged.**</p> <p>Examples - including but not limited to:</p> <ul style="list-style-type: none"> Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without crediting the author or creator). This includes copying and pasting information from internet sources. Failing to credit sources used in a work product in an attempt to pass off the work as one's own. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources. All writing, even if the student is receiving help from a tutor, must be the original work of the student. Purchasing research reports, essays, lab reports, practice sets, or answers to assignments from any person or business is strictly prohibited. Failing to cite internet sources, databases and other electronic resources if they are utilized in any way as resource material in an academic exercise. Other similar acts.
<p>Artificial Intelligence</p> <p>Any work with 20% or more</p>	<p>The issue of AI and student work is an ongoing challenge. IWA will continue to collaborate with other high schools and higher education leadership to determine the best course of action to better understand how to measure the percentage of student work as compared to AI input through filters such as www.turnitin.com.</p> <p>Students will be asked to resubmit work that has been deemed more than 20% AI</p>

similarity by itself or combined with Plagiarism, will NOT be accepted as original student work.	<p>content. Students may work with the teacher to resubmit the work for a grade up to 70.</p> <p>** It is suggested that a student submit work prior to the due date to check the similarity report in order to edit and revise the work prior to final submission to avoid plagiarism and/or AI being flagged.**</p> <p>Examples - including but not limited to:</p> <ul style="list-style-type: none"> • Copying and pasting any AI generated material into final work. <ul style="list-style-type: none"> ◦ Using AI to create a summary and placing in final work. ◦ Requesting quotes or citations from sources and using them in final work. • Using AI to generate, produce, interpret/analyze, or summarize data for use in final work. • Using AI to revise work. • Using AI to generate bibliographic information.
Complicity	<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"> • Knowingly allowing another to copy from one's assignment or essay or copy from one's paper during an examination. • Knowingly giving another student a completed or partially completed assignment in person or through any electronic means. • Distributing test questions or substantive information about the test without the instructor's permission. • Collaborating on academic work knowing that the collaboration will not be reported. • Taking an examination or test for another student. • Signing another's name on an academic assignment. • Conspiring or agreeing with one or more persons to commit, or to attempt to commit, any act of academic dishonesty. • Other similar acts.

Disciplinary Actions 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
- Exemption from final exams during the Spring semester may be revoked for the course in which the offense occurred or in all courses.
- 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 issue, additional consequences will ensue as determined by the Dean of Students and Dean of Academics. Such consequences could include, but are not limited to revocation of exam exemption (spring semester), suspension, administrative discipline review or dismissal from Incarnate Word Academy. The Dean of Students or Dean of Academics will inform the parents of the additional concerns and consequences.

Harassment and Cyber-bullying

Incarnate Word Academy is committed to cultivating respectful, supportive relationships among all members of the school community. In alignment with our mission, we do not tolerate any form of harassment, social aggression, intimidation, or bullying.

Harassment is defined as any willful and repeated behavior that is reasonably perceived as threatening, intimidating, humiliating, or otherwise harmful. Such conduct may include, but is not limited to:

- Unwelcome and persistent actions that make a student feel unsafe, uncomfortable, or degraded
- Verbal abuse, including racial slurs, vulgar language, derogatory jokes or comments, social exclusion, or harmful statements about others
- Sexual or lewd behavior, such as inappropriate comments, advances, physical contact, or gestures
- Intimidating acts such as threatening language, assault, unwanted touching, or blocking someone's movement
- Retaliation against any student for reporting harassment, bullying, or discrimination

Cyber-Bullying involves using electronic communication to bully, harass, or harm others. Examples include, but are not limited to:

- Sharing rumors, threats, sexual remarks, personal details, or hate speech online
- Creating posts or content intended to demean or target students or school staff
- Posting altered or humiliating digital images of students or staff
- Distributing private photos or videos without the subject's consent
- Repeated online behavior intended to hurt or embarrass others

Students who experience or witness any form of harassment should report it immediately to the Counselor or Dean of Students. There is no penalty for making a report.

Violations of this policy will result in disciplinary consequences, up to and including expulsion. The school reserves the right to address off-campus behavior that negatively impacts the IWA community or its reputation.

Substance Use Policy

Incarnate Word Academy is committed to maintaining a safe, healthy, and supportive school environment. In keeping with this commitment, IWA strictly prohibits the possession, use, distribution, or influence of substances that impair judgment, compromise safety, or interfere with learning.

Prohibited Conduct

The following expectations concerning drugs and alcohol apply at all times—during school hours, on campus, and at any IWA-sponsored event, regardless of location:

- No student may provide, by sale or otherwise, any substance—whether real or represented as—a controlled substance, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, vape device, edible, intoxicant, or any kind of illicit drug to another student.
- No student may possess, use, or be under the influence of any of the above substances or paraphernalia, including electronic cigarettes and vaping devices.
- Tobacco products, nicotine, e-cigarettes, vape devices, and related paraphernalia are considered controlled substances under this policy.
- Students may not possess or use caffeine-based pills or substances containing phenylpropanolamine (PPA) without a valid prescription.
- IWA reserves the right to administer a breathalyzer test to determine alcohol use on campus or at school-sponsored activities.

Definition of Possession

Possession is defined as the actual care, custody, control, or management of a prohibited substance or object. A student is considered in possession if the item is:

- On her person or in her belongings (e.g., clothing, purse, backpack), or
- In or on school property assigned to or used by the student (e.g., desk, locker, or personal vehicle in the school parking lot).

Consequences and Required Intervention

Students found distributing alcohol, illicit drugs, or prescription drugs will face immediate expulsion.

Students found in possession of or using alcohol, illicit drugs, or vaping devices on campus are required to complete a psychoeducational assessment and counseling program focused on substance use in order to remain enrolled at IWA. This intervention is designed to educate students on the impact of substance use and to support behavioral change.

The parent and student are responsible for arranging the initial assessment. The program may include recommendations for ongoing counseling, therapy, or educational sessions. Full cooperation with all program requirements is mandatory. Students who fail to complete the program will be required to withdraw from IWA.

Depending on the nature and severity of the violation, the administration may offer the option of voluntary withdrawal instead of participation in the intervention program. Final decisions involving expulsion will be made in consultation with the Principal and President.

DISCIPLINARY INFRACTIONS & CONSEQUENCES

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>Level I</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 violations and include such behaviors as, but are not limited to:</p> <ul style="list-style-type: none"> • Tardiness to class, mass, or advisory • Violating the school's uniform policy • Eating or drinking in an undesignated area • Chewing gum • Not having required classroom materials • Failing to deliver or return written communication between home and school • Unauthorized iPad usage, such as instant messaging/social media/games and streaming services. • Possessing and/or using items that are distracting or other actions that may be a distraction to the educational environment • Excessive noise in the halls, building, and/or classroom • Refusing to follow classroom rules • Having cell phone out and visible • Wearing earpods or earbuds of any kind in the hallway or classroom without permission <p>Disciplinary consequences of which one or more may be used:</p> <ul style="list-style-type: none"> • Verbal warning from faculty/staff member • Confiscation of prohibited item • Separation of student from distraction • Assignment of points in the system • Conference between student and faculty member • Parent communication via email, phone call, or conference • Referral to Dean of Students • Detention
<p>Level II</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"> • Chronic or repeated infraction cited in the previous level • Skipping class, mass, flex time, advisory or other scheduled activities • Leaving the classroom without permission • Not going to the requested place/area • Repeated uniform policy infractions • Refusing to comply with reasonable requests of school personnel • Cafeteria or restroom misconduct • Using offensive or inappropriate language • Throwing objects that can cause bodily injury or damage to property • Violating the school Technology Acceptable Use Policy • Engaging in disrespectful behavior towards school personnel or school visitors • Engaging in disrespectful behavior during school Mass • Being in unauthorized areas without supervision or permission • Participating in excessive or continual public display of affection (PDA) • Repeatedly using iPad for unauthorized purposes • Repeated actions that impede or interrupt the educational environment • Wearing earpods or earbuds of any kind during Mass <p>Disciplinary consequences of which one or more may be used:</p> <ul style="list-style-type: none"> • Student conference with teacher, counselor, or administrator • Exclusion from field trip • Exclusion from extracurricular activities • Removal of student from classroom • Withdrawal of student privileges • Parent/student/administrator conference • Detention • Saturday detention • In-school suspension • Other appropriate disciplinary consequences
Level III	<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"> • Chronic or repeated (Egregious) infraction cited in the previous levels • Failing to comply with assigned disciplinary consequences • Leaving or returning to the building or school grounds without permission • Academic dishonesty • Student harassment or cyber-bullying • Vandalizing property or engaging in theft • Acting in a way that is perceived to be harmful to the school, health, and safety of others • Possessing any device that has the appearance of a prohibited weapon • Repeated use of profane, obscene or offensive language, either in person or on social media • Altering school records or signing another person's name on school documents • Other actions that impede or interrupt the educational environment <p>Disciplinary consequences of which one or more may be used:</p> <ul style="list-style-type: none"> • In-school suspension • Out-of-school suspension

	<ul style="list-style-type: none"> • Other appropriate disciplinary consequences
Level IV	<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 and contacting local authorities.</p> <p>Level IV infractions include such behaviors as, but are not limited to:</p> <ul style="list-style-type: none"> • Assault (with a weapon or physical fighting) • Misdemeanors or felonies • Harassment and threats (verbal, physical, written or electronic) • Concealed weapons (including, but not limited to: guns, knives, or any instrument that could cause bodily injury) • Use, possession, sale, or distribution of any substance which represents to be: <ul style="list-style-type: none"> ○ Alcohol ○ Electronic cigarette, vape device and paraphernalia, edible, or the like ○ Controlled substance ○ Narcotic or hallucinogenic drug ○ Amphetamines, barbiturates, stimulants, depressants, intoxicants ○ Marijuana ○ Any kind of illicit drugs

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

STUDENT SERVICES

Academic Guidance and Counseling

Overview of Counseling Services

The School Counselor works in close collaboration with the Director of Counseling, Principal, Dean of Students, and Dean of Academics to support student well-being and success. Students may request to meet with the Counselor individually, and referrals may also come from teachers, administrators, or parents/guardians.

Parents are encouraged to communicate with the school regarding any concerns they may have about their daughter's academic, emotional, or social well-being.

Purpose of Counseling

The counseling program exists to:

- Support students as they grow and mature physically, emotionally, socially, and intellectually.
- Help students navigate peer, teacher, and family relationships.
- Identify students who may be experiencing emotional or behavioral challenges.
- Plan and deliver presentations on student wellness topics for students, faculty, or parents.
- Guide students in building personal responsibility and self-awareness.
- Refer families to licensed mental health professionals and community resources when appropriate.

Confidentiality and Safety

Information shared with the School Counselor is kept confidential and discussed only with appropriate members of the student support team. Exceptions to confidentiality are made only in situations where Texas law requires the school to report:

- Suspected abuse of a child or elderly person.
- A threat of harm to self or others.

Process for Addressing Student Concerns

Each student's concern is approached individually and with care. If a concern arises, the following steps may be taken:

- Concerns may be reported by faculty, parents, or students to any member of the student support team.
- In emergency situations, the Counselor and Principal will determine an immediate response.
- Teachers may be consulted to provide relevant information and kept informed as needed.
- A meeting with parents/guardians will be scheduled to share concerns and plan support; at least two staff members will attend.

Academic Support Services

Students facing academic challenges may be referred to the Academic Interventionist, Dean of Academics, and/or School Counselor. This team works with the student, her teachers, and her parents to develop appropriate academic support, which may include:

- Tutorial requirements
- Progress monitoring

- Adjustments to course load or placement

If a learning difference is suspected, the school may recommend a professional psycho-educational evaluation. If testing occurs, results are shared with the school, and the Counselor meets with the student, her parents, and teachers to discuss any necessary accommodations. With appropriate documentation, the Counselor will assist in applying for standardized testing accommodations through the College Board or ACT.

Behavioral and Emotional Support

Students experiencing emotional or behavioral difficulties may be referred to the Counselor and/or Dean of Students. Parents are contacted to review concerns and determine next steps. While the School Counselor provides emotional support on campus, psychotherapy is not provided by the school.

If professional counseling is recommended, the Counselor will provide families with referral options based on the nature of the concern and family circumstances. Follow-up and teacher communication occur as needed, always in partnership with the family.

Collaboration with Outside Clinicians

If a student is under the care of an outside clinician, the School Counselor may collaborate with that provider to support the student's success at school. A Release of Information form, signed and dated by a parent/guardian, is required to authorize this communication. This form is available upon request from the counseling office.

Academic Accommodations

Incarnate Word Academy is committed to supporting the academic success of all students. Students may be eligible to receive individual accommodations to help them access the curriculum and demonstrate their understanding of academic material.

To receive formal accommodations, current documentation—dated within the last three years—must be submitted to the School Counselor. This documentation must come from a licensed clinician and include both cognitive and academic achievement testing data. Once documentation is reviewed, the Counselor, in collaboration with the Principal, Director of Counseling, or Dean of Academics, will determine whether IWA can reasonably provide the requested accommodations. If so, a meeting will be scheduled with the student and parent to review the documentation and implement a formal accommodation plan. All parties (student, parent, and school administrator) must sign the plan to confirm shared understanding and agreement.

In some cases, provisional classroom accommodations may be offered based on the recommendation of a licensed clinician and with the approval of the School Counselor. These temporary accommodations may be granted while a student awaits psychoeducational testing. If an appointment for an evaluation is not secured within six weeks of the start of provisional accommodations, the school reserves the right to discontinue those accommodations. To continue receiving services, documentation of a scheduled evaluation must be provided to the School Counselor.

Students with accommodations are expected to take assessments requiring extended time on the same day as the class assessment, whenever possible. Testing should occur during advisory or flex time in the designated testing room. Additional options include before school (7:30–7:50 a.m.) or after school (3:30–3:50 p.m.). Students and teachers are responsible for communicating and coordinating extended time arrangements.

Extended time does not apply to long-term assignments, projects, or papers unless specified. Clear checkpoints and deadlines will be outlined in the assignment instructions and reinforced by the teacher.

Students are expected to use advisory and flex time to meet these deadlines while making use of their extended time accommodations throughout the process.

If IWA determines that a student's accommodation needs cannot be reasonably met within the school's resources, alternative educational options will be discussed with the student's parents or guardians.

Matel College Counseling Center

Students can find extensive information about the college counseling process in the IWA College Guide, available on our school website. Additionally, students and/or parents are invited to attend college preparation workshops held throughout the year. One-on-one meetings with the director of college counseling are also available for students and/or parents. The Matel College Counseling Center, located on the 4th floor, is accessible to students before and after school on select days, during advisory, flex, or study hall periods, or by appointment with the director of college counseling.

College Assessment Testing

IWA administers college entrance exams to all 9th-11th grade students in October and April.

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.

Ray Dass - Test Preparation Program (updated)

IWA uses the Ray Dass Test Preparation Program to help prepare our students for success on the SAT, ACT, Advanced Placement, and PSAT/NMSQT tests. These tests are instrumental in college admissions, as well as potential scholarship opportunities for our students. Teachers in English and Math use this program in their classes all year and make sure that students are completing the modules. Completion of these modules will count as at least 1 major grade per quarter in math and English.

Test Scores

SAT, ACT and AP scores are not part of the student transcript. Students must contact College Board (www.collegeboard.com) and/or ACT (www.act.org) to have SAT/ACT/AP scores sent directly to all colleges to which they apply.

Naviance

Students are encouraged to utilize Naviance throughout high school as part of their college preparation. Both students and parents have accounts with this program. As seniors, students will manage their college applications through Naviance. The director of college counseling will also use 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.

College Visits (updated)

Seniors are allowed 4 college visit days, Juniors are allowed 3 college visit days, Sophomores are allowed 2 college visit days, and Freshmen are allowed 1 college visit day during the school year. 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 either the IWA College Visit Form (see the front desk for a copy prior to leaving for the visit) or 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

Student Welfare Philosophy

At Incarnate Word Academy, the well-being of each student—academic, physical, mental, and emotional—is a top priority. When concerns arise that may jeopardize a student's well-being, the school will partner with parents/guardians to address the situation with care and urgency.

In some cases, the school may require an evaluation by an outside licensed professional to ensure the student receives the appropriate support. The results of this evaluation must be shared with the school administration and counselor to help determine the student's continued enrollment and any conditions that may be necessary for their success at IWA. All costs associated with these services will be the responsibility of the family.

IWA follows established protocols when responding to reports or indications of self-harm or harm to others. The school's expectation is full cooperation with all recommended interventions. A student's continued enrollment may be contingent upon compliance with these guidelines. In rare cases, failure to follow school recommendations or guidelines may result in immediate dismissal.

Responsibility to Report Suspected Child Abuse

In addition to the moral obligation of Catholic Schools to protect and value children as Jesus did, school personnel are mandated reporters of child abuse and neglect under provisions of [Chapter 261 of the Texas Family Code](#). The law specifies sanctions for school personnel who do not make a report if they have "cause to believe" that a child is being abused or neglected. The person to whom a child reports abuse or who suspects abuse may not delegate the responsibility for reporting to another person. (T.F.C. Ch. 261)

The agency, which receives reports in Texas, is the Texas Department of Family and Protective Services (DFPS), also known locally as Child Protective Services (CPS). This agency has the authority to investigate a report of child abuse or neglect by presenting a valid ID to school personnel. Texas law specifically requires that a person make a report to Child Protective Services or to a local law enforcement agency immediately, no later than 48 hours after first suspecting a child has been abused or neglected. All reports of suspected child abuse or neglect are confidential. If the report is made in good faith, reporters are immune from civil or criminal liability. The law requires reports of suspected abuse, not an inquiry or investigation whether abuse occurred. In fact, the mental health professionals ultimately responsible for assessing a child and the prosecutors responsible for proving abuse ask that the reporter not attempt to validate the abuse. Effective September 1, 2023, DFPS cannot accept anonymous reports of abuse and neglect involving children and their families. Anonymous reports of child abuse and neglect may be made to local and state law enforcement agencies.

DFPS: Phone 1-800-252-5400 or online- txabusehotline.org.

Student Wellness and Medical Care

Student Illness During the School Day

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 100.3 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. If a student was sent home from school with a fever, she may not return the following day.

Magnus Health Online Portal

Magnus Health is our online portal used to maintain student medical records and important health/allergy information. All emergency contact information is ported from Blackbaud (myIWA) to Magnus Health each night and parents should update their myIWA portal when there is a change in contact information. Magnus Health is accessed directly through the parent myIWA portal using the resources tab.

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 completed and physicals need to be dated April 15th or later for the upcoming school year.

Health Conditions

At the beginning of the school year, or when the information is learned, parents must communicate to the Dean of Students quickly 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, 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 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 should 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 (MD or DO) authorized to practice in the State of Texas (3/2023).

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 completed Emergency Health information on file through Magnus Health. 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 Administration at School

Parents/guardians are strongly encouraged to schedule student medications in a way that minimizes the need for dispensing during school hours (e.g., before or after school or at bedtime, if medically appropriate).

All medications—prescription and non-prescription—must be administered in the school clinic under the supervision of the designated clinic staff. For short-term needs, a parent/guardian may come to campus to administer medication directly to their student.

Medication will only be administered by school personnel upon receipt of a completed Medication Permission Form, which must include written authorization and signatures from both the parent/guardian and the student's physician. This requirement applies to all medications, including but not limited to prescription drugs, over-the-counter medications, cough drops, topical creams, and ointments such as antibiotic or calamine lotion. The form may be obtained from the school office or downloaded from the school's website.

All medication must be provided in its original container and labeled in English:

- Prescription medication must have a pharmacy label including the student's name, name of the medication, dosage, and date the prescription was filled.
- Non-prescription medication must be in the manufacturer's original packaging, labeled with the student's name, and include clear usage directions.

The clinic designee reserves the right to question, delay, or decline the administration of any medication if the order is incomplete, unclear, or inconsistent. In such cases, parents/guardians will be notified with an explanation. It is the student's responsibility to report to the clinic at the designated time to take her medication.

All unused or expired medications must be picked up by a parent/guardian no later than the last day of the school year. Any medication left in the clinic after this time will be properly disposed of.

At no time may students share medications of any kind with others.

TECHNOLOGY

TECHNOLOGY

Incarnate Word Academy is committed to integrating technology into the learning environment in a way that enhances instruction, supports academic achievement, and prepares students for responsible participation in a digital world. Students are provided access to school-issued hardware, licensed software, and digital resources for educational use.

To ensure safe and appropriate use of these tools, all students must have parental permission on file, verified through the signed **Technology Acceptable Use Permission Form**.

All students are expected to use both personal and school-issued devices in a respectful, ethical, and responsible manner, in alignment with IWA's Acceptable Use Policy. This expectation applies on campus, at school-sponsored events, and in all digital environments. Improper use of technology may result in restricted access, disciplinary consequences, or, in serious cases, dismissal.

IWA is committed to:

- Providing secure access to academic and digital resources.
- Supporting the instructional use of technology in the classroom.
- Educating students on responsible and ethical digital citizenship.
- Offering technical support and loaner devices when needed.

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. 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.

Personal Electronic Devices

To maintain a focused and respectful learning environment, students are expected to limit the use of personal electronic devices during the school day. Cell phones, smart watches, earbuds, earplugs, and/or headphones must be placed in lockers before the start of the school day and may not be used between 8:00 a.m. and 3:30 p.m. School-issued laptops should remain closed while students are in the hallways. Students may retrieve their devices at the end of the school day. IWA is not responsible for lost, stolen, or damaged personal devices.

Parents who need to contact their daughter during the school day should call the Main Office. Messages will be relayed to students through appropriate school personnel.

Violation of this policy will result in the confiscation of the device by the Dean of Students. Each time a device is confiscated, the student will be expected to retrieve it and will receive a disciplinary infraction. Depending on the circumstances, a parent may be required to pick up the device. Confiscated devices are subject to search, and students may be asked to unlock their devices. Continued violations or refusal to comply with the policy may result in escalating consequences, such as detention, Saturday detention, or restrictions on device use at school.

IWA reserves the right to search and retain any electronic device if there is reasonable suspicion of a policy violation, inappropriate use, or potential harm. Devices may be held during an investigation. Refusal to unlock or attempts to wipe or alter content on a device under investigation may result in serious disciplinary action, up to and including dismissal.

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 printing stations.

Technology Acceptable Use

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

Artificial Intelligence (AI) - refer to page 42 - 43 for usage guidelines.

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. Mature or R rated content is not permitted on campus at any point.

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 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 or death 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. Students are not to use personal laptops without permission.

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.
- Update apps and operating systems 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 by 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 2025-2026

UNIFORM POLICY

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 time you enter the building to the final bell.

The phrase "She is clothed with strength and dignity" is from Proverbs 31:25 in the Bible. It describes a woman who radiates qualities of strength, wisdom, and dignity. The school dress code is written with this in mind.

Students should be neat in appearance and reflect pride in themselves and the school. Shirts should be tucked in, unless designed otherwise, and clothes should fit appropriately. The school reserves the right to judge the taste, fit and modesty of the clothing and to ask a student to remove, change, repair or replace any item.

Required Uniform Attire -Uniforms by Tommy Hilfiger, www.globalschoolwear.com
School Code: INCA02

Everyday Uniform - May be worn on regular school days Monday-Friday (updated)

- **Tops**

- All polo shirts must have the IWA monogram and are for sale by Tommy Hilfiger.
- Red v-neck sweater and red long sleeve v-neck sweater with white button down blouse or polo.
- Sweatshirts – must have IWA branding and match the uniform colors (navy, red, white, gray, black) and must have a polo worn under and tucked in at all times.
- IWA monogram navy fleece jacket, purchased from IWA Spirit Shop. Students must wear a white uniform polo shirt under the fleece jacket, and the shirt must be tucked in at all times.
- Senior Sweatshirt – Purchased through IWA Senior class sponsors.
- Shirts tucked in at all times.

- **Bottoms**

- Plaid uniform skirt – skirt fits comfortably and has a modest length and must be just above the top of the knee.
- Modesty shorts (black) should be worn underneath the skirt.
- Pants – Gray pants, School Uniforms by Tommy Hilfiger.

- **Footwear**

- All shoes must be fully enclosed (close-toed shoes).
- Dark solid-colored (brown, tan, black or navy) leather shoes and a flat heel such as loafers, flats or oxford (**required for dress uniform**). Dress ankle boots are allowed for mass.
- Navy, white, red or black athletic or tennis shoes (Athletic shoes may have accent colors that are school colors). Athletic shoes are not to be worn with dress uniform (mass and special events dress)
- Shoes may not have any patterns or print designs on them beyond brand insignia.
- Flip-flops, Crocs, UGGs, slides, or backless shoes of any kind, are not allowed.
- Western boots should not be worn unless the administration has approved for a specific occasion. (ex: Go Texan Day, Senior College Skirt Day)

- **Socks and Tights**

- **Socks:** Solid white, solid navy, solid gray or solid black (no-show, ankle, crew, or knee-highs are acceptable).
- **Tights:** Tights should be full-footed.
- **Leggings:** Leggings may be worn on cold weather days. Leggings should be ankle length, solid black or solid navy, no mesh, no cutouts or large logos on them and be worn under the school uniform. Flared leggings are not permitted.

- **Optional**

- Letter Jackets – IWA awarded letter jackets or STHS awarded jackets and must be worn over the required uniform (polo with logo, red sweater, or sweatshirt).

Dress Uniform - Required for school masses and select field trips or special events

- Plaid uniform skirt – skirt fits comfortably and has a modest length and must be just above the top of the knee.
 - Modesty shorts (black) should be worn underneath the skirt.
- White uniform button up blouse (long sleeved or short sleeved). Blouses must be collared and tucked in. White polo shirts should not be worn with the uniform blazer.
- Navy blue blazer for mass.
- Red Sweater for select field trips or special events.
- Dark solid-colored (brown, tan, black or navy) leather shoes and a flat heel such as loafers, flats or oxford (required for dress uniform).
- No tennis shoes/Athletic shoes.
- All shoes must be fully enclosed.
- Footwear/socks: Solid white, solid navy, solid gray or solid black (ankle, crew, no-show, or knee-highs).
- Tights and leggings are optional. Tights should be full-footed. Leggings should be ankle length, solid black or solid navy, no mesh, no cutouts or large logos on them and be worn under the school uniform. Flared leggings are not permitted.

Falcon Friday Uniform

- Falcon Fridays- IWA spirit days are called Falcon Fridays and happen when there is no mass or special schedule/event on a Friday.
- IWA Spirit shirts may be worn with the plaid skirt or gray pants.
- No jeans unless indicated in advance by Administration.
- IWA spirit store colored sweatshirts, athletic team sweatshirts, and club or organization sweatshirts may be worn on Friday spirit days only.
- STH sweatshirts may be worn if you are a part of the specific organization (such as band or cheer).
- All students may choose to wear a college sweatshirt or T-shirt on Falcon Fridays throughout the year.

Additional Uniform Policies

Required Styling of Uniform

- Uniform skirts should be worn at a modest length just above the top of the knee both in back and in front.
 - Modesty shorts (black) should be worn underneath the skirt.
 - Skirts may not be rolled at the waist.
- The IWA v-neck red sweater, vest, and sweatshirts must be worn with white button up blouse or polo with a visible collar.
- White blouse/polo should be buttoned appropriately and tucked in.
- No sweatpants or pajama pants may be worn under skirts at any time.
- Any shirts worn under the uniform blouse must not be visible.
- Underclothes (such as bras and camisoles) must be of an appropriate color and not show through.
- Shorts worn under the skirt must not be visible below the hem of the skirt.
- The only writing on the navy sweatshirt, fleece, and red sweaters should be the official IWA branding.
- Student issued ID badge visible at all times.

Accessories

- Hats, baseball caps, visors, and hooded garments 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 administration.
- Visible body piercings, other than traditional ear piercings, are generally not permitted. This includes piercings such as those on the tongue, cheek, eyebrow, or nose. (Exceptions may be considered for piercings that hold cultural or religious significance. Students or families seeking an exception should consult with the administration for review and approval.)
- Excessive necklaces, buttons, pins, earrings, and bracelets are not acceptable.
- No visible tattoos.
- Makeup must be tasteful and minimal and not a distraction to the academic environment. Final judgment lies with administration.

Additional Attire for Specified Days/Events

Special Birthday Attire

- Denim, black, or white colored 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.
- Students 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 days designated by the school.
- Student athletes may wear their team t-shirt/sweatshirt or team jersey with their uniform skirt or uniform pants and uniform-approved shoes to school on game days.
- On occasion, Administration may choose to celebrate local professional sports teams and deem a dress day accordingly.

Special Events Attire

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

- Skirts or dresses of modest length and style.
- 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 or strapless necklines, spaghetti straps, cutouts, backless or exposed midriffs).
- Flats, wedges, or dressy sandals with back straps may be worn (no gym shoes nor flip-flops).
- Accessories and hair styles must be in good taste.

Students in inappropriate clothes may be required to change, wear a shawl, 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.

Honor Society Induction Attire

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

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 hats.
- IWA students are allowed to bring a high school guest. 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 the guest to attend.

IWA Back to School 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 and 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 Level I infraction points. ***Dress code violations that can be corrected must be corrected immediately; infraction points may still be assigned. Final judgment about what constitutes acceptable or unacceptable dress lies with the teachers and/or administration.***

ATHLETIC POLICIES & PROCEDURES

ATHLETIC POLICIES & PROCEDURES

Incarnate 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, The Village School, and St. John XXIII College Preparatory.

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, 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

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

Academic Intervention

- To support student success and prevent academic ineligibility, any IWA student who earns one F (69 or below) or one D (70–74) on a progress report will be placed on Academic Intervention.
- As part of the intervention plan, the student will be required to:
 - Attend tutorials during Advisory and/or Flex Time for the affected course(s) with the teacher

- of the course,
 - Participate in academic check-ins with her advisory teacher to monitor progress and set goals,
 - Meet with the Academic Interventionist for additional guidance, skill-building, and support as needed.
- The goal of Academic Intervention is to provide early, structured support to help students improve their academic performance and build strong study habits before grades become final.

Academic Ineligibility - (updated)

A student is considered academically ineligible to participate in extracurricular programs—including athletics, cheer, dance team, choir, band, drama productions, and the STHS athletic trainer program—if they receive a grade of F (69 or below) on their quarterly report card. Ineligibility begins the Monday following the issuance of report cards and applies to all practices, rehearsals, tryouts, and events.

Students may not try out for or participate in any of the listed programs while they are academically ineligible. Eligibility is reinstated when the student earns a **grade of 70 or higher in all classes** on the next official progress report.

While ineligible, students are expected to follow academic intervention procedures, including attending tutorials and checking in regularly with their advisory teacher.

Note: If a student becomes ineligible during her athletic season, she **will not receive PE credit** for that season.

Athletic Banquets

Banquets are hosted 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.

Tryout Teams: Due Prior to Tryouts - Non Tryout Teams: Due Prior to first Practice

TAPPS medical forms:

- Medical History
- Physical Examination

Tryout Teams: Due Prior to Team Participation

- IWA Parent Consent Form
- TAPPS Student Acknowledgement of Rules form
- IWA Transportation Release Form
- IWA Uniform Policy form
- Athletic Booster Club Sign Up Form
- Billing Authorization form

Once a student registers for a team, she must submit the athletic fee through 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 a student joins a team, she is expected to remain committed for the duration of the season. If a student chooses not to complete the season, she will not be permitted to join another IWA team during that same

season. Students may participate in more than one sport during the same season only if arrangements have been made in advance and all parties — the student, parent/guardian, and both coaches — are in agreement regarding expectations, schedules, and responsibilities.

Athletic Physicals

All athletes must receive an annual physical examination from a medical doctor prior to the beginning of tryouts. 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. If a student does not have a physical form on file, she cannot participate in practice or games.

Attendance

A student must attend classes for half the 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. 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. 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 and attendance should take place as soon as possible. Excessive absences may result in loss of PE credit and warrant dismissal from the team.

Coach/Parent Communication

Our athletic department promotes open communication between parents and coaching staff. Topics may include coaching philosophy, rules and expectations, mental/physical well being, schedules and locations, travel itineraries, academic expectations, etc.

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.

Athletic Grievance Policy

At Incarnate Word Academy, we are committed to empowering our students to advocate for themselves with confidence and respect. When a student-athlete has a concern or conflict, she is encouraged to address it through the following process:

- **Student-to-Coach Communication:**
The student-athlete should communicate her concern directly to the coach in a respectful and timely manner, preferably by email or by requesting a meeting. Approaching a coach before, during, or immediately after a practice or game is not considered an appropriate time to discuss concerns.
- **Parent/Guardian Involvement:**
If the concern is not resolved through direct communication between the student and coach, a parent/guardian may contact the coach to request a scheduled conference. It is strongly recommended that the student-athlete be present for this conversation.
- **Athletic Administration Review:**
If the issue remains unresolved, the concern may be brought to the Assistant Athletic Director or Athletic Director for further review. Either may serve as a resource to help facilitate resolution.
- **Dean of Students Review:**
If a resolution is still not reached, the matter may be referred to the Dean of Students. The decision

of the Dean of Students will be considered final.

All communication should be direct, respectful, and in keeping with the values of the IWA community. This process is designed to support healthy communication, reinforce student growth, and maintain a positive athletic environment.

Ejections from Contests

If an athlete is ejected from a contest, she will be suspended for the next game and must pay a 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 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 and parents when there is an injury that occurs during practice or a game. Athletes who are medically diagnosed with any injury, including a concussion or traumatic brain injury (TBI) must be cleared with a doctor's note in order to return to practice or competition.

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, tennis, and volleyball, must fulfill a full 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 prior to 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. 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 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, Band & Athletic Trainers

Applicants must meet the requirements of IWA for eligibility. Freshmen are not eligible to participate in the athletic training program. Any student in cheer, band, 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 these programs at the discretion of the Dean of Students.

Team Captains

Each team's leaders will be selected based on demonstrated leadership, academic performance, and athletic ability through the use of the IWA leadership rubric. 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. Coaches gauge performance and evaluate students fairly and have the responsibility to decide 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 shirt, sweatshirt, or jersey with their uniform skirt or uniform pants and uniform approved shoes to school on game days. Students are encouraged to use the locker room to store sports equipment and change of clothes.

Travel and Overnight Trips

Athletes are expected to uphold the highest standards of conduct and character while representing Incarnate Word Academy, both on and off campus. This includes demonstrating responsibility and respectful behavior during all travel for practices, games, and meets.

When team transportation is provided, student-athletes are expected to ride the bus to and from the event unless alternative arrangements have been made in advance in partnership with the coach and are documented through the IWA Transportation Release Form. All safety protocols must be followed while riding the bus.

If a parent/guardian plans to transport their daughter home from an event, arrangements must be communicated clearly with the coach ahead of time. Coaches are not permitted to transport students in their personal vehicles under any circumstances.

Students may ride with another student only if written permission is provided in advance by both students' parents/guardians. This documentation must be submitted to the coach or athletic department before the event.

Parents/guardians are responsible for ensuring that their daughter is picked up from practices and competitions on time, unless prior written arrangements have been made for another adult or approved student to transport her, in coordination with the coach.

Any violation of team expectations or school travel policies may result in disciplinary action, including loss of game time or suspension from athletic participation. These decisions will be made by the coach in consultation with the Athletic Director and the Dean of Students.

FINANCIAL INFORMATION

FINANCIAL INFORMATION

Tuition and Fees

The Sisters of the Incarnate Word and Blessed Sacrament (Board of Directors) has approved the tuition for the 2025-2026 school year at \$21,225.00. Tuition does not cover the full cost of attendance.

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 \$350.00 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 must 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.

(3) A student may be asked to step down from an activity due to non-payment of tuition and fees.

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 for the Fall Semester and December 1 of the current school year.

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 current school year.
- Relocation of the student's family from the Houston area during the current school year.
- Withdrawal of the student solely as requested by Incarnate Word Academy.

Additional Financial Commitments

Students are required to sell or purchase a \$400 quota of raffle tickets every year. There are many opportunities given to the students to sell their tickets. 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 \$400 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 asked to participate in the Annual Fund at the level they can. 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 or participates. This could include a variety of activities including, but not limited to, the following: field trips, sports activities, fine art activities, classroom activities, AP tests, co-curricular activities, testing, and clubs. Mandatory fees for these activities will require parent approval before being charged.

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 \$350 registration fee are due by the registration deadline to secure your daughter's place for the current school year. There is an additional \$300 graduation fee for seniors.

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 \$350 registration fee are due by the registration deadline to secure your daughter's place for the current school year. There is an additional \$300 orientation fee.

ADVANCEMENT OFFICE

ADVANCEMENT OFFICE

The IWA Advancement Director is the team leader for all fundraising activities. In keeping with the mission of the Congregation 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 Coordinator.

IWA qualifies under the non-profit 501(c)3 designation and financial contributions are tax-deductible to the extent allowed by law. 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. The advancement office works to help keep tuition affordable by raising funds to help fill the gap in educating an IWA student.

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

Gala & Auction

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

Contact the Advancement Office for more information on how you can 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 \$400 quota of raffle tickets every year.

The drawing date changes every year, but is generally in mid-November. After the drawing, the \$400 payment for raffle tickets becomes a mandatory fee, which will be billed on the December tuition invoice, which will be due January 1. 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

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.

Falcon Family Club

The IWA Falcon Family 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, Grandparents Mass, Father/Daughter Mass, Career Day collaboration with the Counseling Department, Foundation Day and other events when requested to do so. Falcon Family Club officers must be in good standing with the school.

The Falcon Family Club is funded by proceeds from the sale of Spirit Shop items and a school-assessed fee, paid by the school. Involvement of parents is essential to provide all that is offered throughout the school year. Parents may contact the advancement office to learn more about how they can participate.

IWA STUDENT LIFE

IWA Student Life

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 will be limited to a maximum of three clubs, however students must participate in at least one club. Families should discuss the student's level of involvement and make purposeful decisions about how many and which clubs and organizations are appropriate for the individual student. Participation in clubs and organizations is part of your overall student life experience and assists in the college admission process.

Starting a New Club

Items for students to complete before submitting an application to the Student Activities Director :

- Meet with the student activities director 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 student activities director must approve all activities.
- All clubs will have the expectation of participating in the annual club fair in the fall.
- Schedule an interest meeting for the club after the club fair.
- Applications must be submitted to the student activities director by the application deadline in the spring.
- The student activities director in conjunction with IWA's administration, reserves the authority to approve or deny any application for a new club.
- The student activities director will notify the student who submitted the application to confirm approval of the new club.

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.
- 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 and Descriptions

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. CMT is divided into 3 Teams (Bible Studies, Service, and Prayer), each of which meet twice per month to grow in their own faith and plan faith experiences for the whole school community. Members of CMT also serve as small group leaders for the Freshmen, Sophomore, and Junior retreat. Participation in the annual CMT Retreat Training held in early fall is required to serve as a small group leader.

CMT applications open in late spring for the following school year's team. Applicants to CMT must be rising Juniors and Seniors who demonstrate an openness to growing in faith and a willingness to serve as a confident witness to the Gospel values of IWA.

Leadership Program and Distinguished Leader (DL)

The Leadership Program allows all students exceptional training throughout their schooling with course offerings in leadership, character building, academic habits, soft skills, business, finance, service, public speaking, research and etiquette. The honor of Distinguished Leader is 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. 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 pattern of disciplinary infractions, 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 date. The faculty council will meet to carefully consider each applicant. 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 whenever possible. Student expectations may include tutoring classmates and assisting in facilitating iLunch.

Student Council Officers, Representatives, 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.

Quill & Scroll

The Quill & Scroll Honor Society honors students who excel in journalism and publications. IWA has been a member since 1953. The organization was founded in 1926 by pollster George H. Gallup and high school advisers to recognize student achievement in writing and school publications.