



A Catholic Tradition of Academic Excellence Since 1853

Parent & Student Handbook

2011 – 2012

Brownsville, Texas

INFORMATION AND DIRECTIVES FOR STUDENTS & PARENTS OF



A Catholic Tradition of Academic Excellence Since 1853

A Private Catholic Co-educational School
for

Grades Pre-K – 8th

Conducted by the
**SISTERS OF THE INCARNATE WORD
AND
BLESSED SACRAMENT**

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2011 – 2012

HISTORY OF INCARNATE WORD ACADEMY

Twenty years before public schools were started in Brownsville, at the request of the Most Rev. John M. Odin first Bishop of Texas, four Sisters of the Incarnate Word and Blessed Sacrament came from Lyon, France to teach. Since French was their native language the sisters spent a few months in Galveston learning English and Spanish to be able to write textbooks and teach in their new languages. After their arrival in Brownsville the first school Incarnate Word Academy was opened on March 7, 1853 on Elizabeth Street opposite the Federal Building. Their students came from Brownsville and Matamoros.

Incarnate Word Academy was moved from its original location to Fronton Street in December, 1853 and remained there until 1867 when a hurricane all but demolished the building. The Convent and Academy were rebuilt on 714 East St. Charles where many students continued to be educated.

By 1885 the Sisters were teaching up to high school level in an accredited school. This was no small achievement, since they had endured border raids, yellow fever epidemics, hurricanes and the Civil War.

The high school facilities were inadequate by the 1920's and a new high school, Villa Maria of the Incarnate Word, was built on Jefferson Street. This building, dedicated on March 7, 1926, is the oldest building on the present campus.

The next seven decades brought many changes in order to keep pace with the growing needs of the community. In the early 60's Incarnate Word Academy elementary was relocated to 224 Resaca Blvd. in the renovated buildings purchased from Harlingen Air Force Base. In 1971 the High School students moved to a new building on 244 Resaca Blvd. while the junior high school students were moved to the original Villa Maria Building.

In the spring of 1991, after long deliberations, the Sisters announced that Villa Maria High School would close its doors at the end of the following school year. The students were invited to continue their Catholic education at St. Joseph Academy. During the 1991-1992 school year the administration from both campuses collaborated to enable the students to make a smooth transition when Villa Maria High School closed its doors in May 1992.

At the same time Incarnate Word Academy exhibited life-growing signs. The elementary school was moved to the renovated building formerly occupied by Villa Maria High School. The original Villa Maria building became the newest branch of the Academy, Incarnate Word Middle School, while the old barracks became Villa Maria Language Institute.

In 1997 the convent property on Jefferson St. was sold to Brownsville Medical Center and a new convent was built on Resaca Blvd. The Sisters used money from this sale to help renovate, landscape, and upgrade the I.W.A. facility assuring their commitment to Catholic education in South Texas.

Incarnate Word Academy has a long and successful history of providing Catholic education for families in Brownsville and Matamoros. To ensure that we continue to serve the community and improve the quality of our educational program a strategic long-range plan is in place. The long-range plans show that we are truly optimistic about the future of Incarnate Word Academy. It is a realistic and workable plan for the future. Alumni, parents and the community are invited to join us in making our visions and dreams become a reality.

Incarnate Word Academy thus continues its excellent tradition of education since 1853. This ministry is based on a deep faith in God, is motivated by a Catholic philosophy of education and on high academic standards for it is aimed at preparing students for leadership in this century.

MISSION STATEMENT

Incarinate Word Academy exists to provide an environment for learning in which God is the highest value. Our faculty is dedicated to providing each student with a Catholic educational experience that encourages academic excellence, develops the whole person, fosters a life-long love of learning and promotes an awareness of needs of the community.

SPIRITUAL GOALS:

To establish and nurture a living Christian community through which the Incarnate Word becomes present among students, teachers, staff, and parents.

To foster a mature faith that is living, conscious, and active in the lives of the members of the school.

To develop an awareness of the responsibility to Christian social doctrine.

INTELLECTUAL GOALS:

To provide a curriculum content designated to develop all facets of human growth.

To offer a variety of instructional methods that respects all types of learning.

To involve in the learning process all agencies of education – family, church, and state.

PHYSICAL GOALS:

To teach each child lifetime and leisure sports that provide opportunities for total physical development and good health.

To increase each child's sense of responsibility and respect for global awareness.

To create a safe and pleasant learning environment.

Our hope is that through the implementation of these goals potential becomes reality, empowering each person to emerge as a challenging spirit-filled individual concerned with the advancement of God's kingdom on earth

PHILOSOPHY OF EDUCATION

We, the Faculty of Incarnate Word Academy, recognize the importance of the school in developing growth in basic skills, attitudes, and habits leading to intellectual discipline and sound physical well being, according to the ability of each child.

We also believe that as teachers in a Catholic school, we are called to educate each student as a unique child of God. We believe that the purpose of education is to lead the child to truth, the desire for truth, and the acquisition of truth.

All our efforts of Catholic education are designed to make that dedication to Jesus, the Incarnate Word, “living, conscious, and active.” The basic charism of the Sisters, according to the foundress Jeanne de Matel, is to extend the Incarnation through the establishment of Christian communities in which Jesus is present and lives on in the members. This extension of the Incarnation is then the basic purpose of our service of education. It is the dogma of the mystical Body of Christ, lived out in our classrooms

CATHOLIC EDUCATION – A SHARED EXPERIENCE

When you enroll your child at Incarnate Word Academy, you enter a partnership between the school, yourself, and your child. This partnership is dedicated to the development of your child as an individual with an awareness of his/her role in God’s community. The success of the partnership depends on the cooperation of all involved.

Education is one of the most important ways the Church fulfills its commitment to the dignity of the person and the building of community. Recognizing the importance of this ministry, the Sisters of the Incarnate Word strongly support the school with their spiritual, emotional, and physical resources.

The faculty and staff at Incarnate Word Academy share with you the responsibility of guiding your child’s growth in all areas of his/her life: spiritual, intellectual, physical, emotional, and social. In accepting your child as a member of Incarnate Word Academy family, we pledge our time and talents to his/her growth and development, and we affirm our responsibility in cooperating with you for your child’s welfare.

You, as the parent/guardian in this partnership, bring your support, your time, and your talents to our joint effort. You do not relinquish, but share the responsibility of your child’s religious education both sacramental and in community. You, in fact, remain the primary educator of your child in the values and responsibilities of Christian community.

Your child accepts the responsibility to become the best person he/she can be in all areas of life and to prepare himself/herself as a leader in both a Christian and secular world.

When home and school religious values are not in sync, social order breaks down and children become confused.

We are a team, and success requires the best efforts of all of us so that both school and family model the same Christian values.

PARENTS' ROLE IN EDUCATION

We at Incarnate Word Academy consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physical, mental, spiritual, emotional, moral and psychological. Your choice of Incarnate Word Academy involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian living at home. Commitment to Sunday worship, to Sacramental life, to Christian morality, and to an honest personal relationship with God must be evident in your family life.

Once you have chosen to enter into partnership with us at Incarnate Word Academy, we trust you will be loyal to this commitment. During these formative years (Pre-K - 8th) your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

During these years students are eager to grow and learn. Sometimes their enthusiasm for new-found social and emotional interests may replace previous learning priorities. As this natural process occurs, the student needs both understanding and discipline. At times the student (your child) will perceive discipline as a hindrance or stumbling block. Yet it is at these times you must guide them by providing the security of boundaries/limits.

It is essential also that you develop, encourage, and expect your child to take responsibility for grades he/she has earned. It takes a consistent effort both at home and at school to teach young people that they are accountable for homework, long-term assignments, major tests, service projects and/or any assignments. This responsibility also applies when your child is absent from school for whatever reason, excused absences included.

If a child does not learn now that he/she must accept consequences of choices made both at home and at school, sometime, somewhere the child will suffer and a harder lesson will be learned later. Sometimes you must choose between your child's discipline or your own convenience; between loving them with an open hand or keeping them dependent on you; between developing self-respect or encouraging timidity. We trust that because you love your child you will reflect on the noble task entrusted to you by God and will choose what is best for your child rather than choosing what is easy for you. Together let us begin this year with a resolve to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENT RESPONSIBILITIES

The strongest argument you can make to a student to put forth effort is the effort, care, and concern they see in you. This effort is evident in the ordinary events of school life.

To set rules, times, and limits so that your child

- gets to bed early on school nights;
- arrives at school on time and is picked up on time at the end of the day;
- is dressed according to the school dress code;
- completes class assignments on time;
- has lunch money or sack lunch everyday

To actively participate in all school activities such as PTO, parent-teacher conferences, and fund raising projects.

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.

To notify the school with a written note when student has been absent or is tardy.

To notify the school office of any changes of address or important phone numbers.

To meet all financial obligations to the school on a monthly basis.

To inform the school of any special situations regarding the student's well being, safety, and health.

To monitor all types of media avenues e.g. movies, video games, the internet, chat rooms, my space, etc.

To complete and return to school promptly any requested information.

To read school notes and newsletters and to show interest in the student's total education.

To support the religious and educational goals of the school.

To support and cooperate with the discipline policy of the school.

To treat teachers with respect and courtesy in discussing student problems.

CHILD ABUSE LAWS

Incarnate Word Academy abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

FUNCION DE LOS PADRES DE FAM. EN LA EDUCACION

Es para el Colegio Verbo Encarnado un verdadero privilegio trabajar con ustedes, padres de familia, porque creemos que ustedes son los principales educadores de sus hijos. Por lo tanto, ustedes tienen el derecho y la obligación de ser el modelo que será la base en el desarrollo de la vida de sus hijos -- física, mental, espiritual, emocional, moral y psicológicamente. El hecho de haber escogido el Colegio Verbo Encarnado los compromete a ayudar a su hijo a reconocer a Dios como lo más importante de su vida.

El buen ejemplo es el mejor maestro. Su relación personal con Dios, con sus semejantes, y con su comunidad parroquial afecta de manera directa la relación de sus hijos con Dios y con su prójimo. Los valores e ideales que se imparten en la escuela no echarán raíces en sus hijos si no están vigorizados con un ejemplo Católico / Cristiano en el hogar. Debe ser evidente su compromiso de asistir a Misa los domingos, llevar una vida Sacramental, una moral Cristiana, y una relación honesta con Dios en su vida familiar.

Ya que ustedes han escogido entrar en sociedad para la educación de sus hijos con el Colegio Verbo Encarnado, sabemos que sabrán cumplir con su compromiso. Durante esta edad en que están formándose (Pre-K a 8o.) sus hijos necesitan el constante apoyo tanto de sus padres como de sus maestros para poder desarrollar su capacidad moral, intelectual, social, cultural y física. Ni los padres ni los maestros podemos darnos el lujo de dudar de la sinceridad del esfuerzo de unos y otros en nuestro desafío de lograr que los alumnos desarrollen todo su potencial. Es de suma importancia que tanto los padres, como los maestros, recordemos que siempre debemos estar unidos. Lo único que demuestra una división de autoridad entre escuela y hogar o una división de autoridad dentro del hogar mismo es la falta de respeto hacia todo tipo de autoridad. Si ocurre algún incidente en la escuela, lo primero que deben hacer ustedes como padres de familia es investigar. El respeto entre padres de fam. y maestros ayuda a inculcar el buen comportamiento y las buenas relaciones.

Durante estos años, los alumnos están ansiosos de aprender y de crecer. En algunas ocasiones, nuevos intereses o metas ocasionan que se formen nuevas prioridades en el aspecto social o emocional. Este es un proceso natural en el que sus hijos necesitan nuestra comprensión y disciplina. A veces sus hijos ven como un obstáculo la disciplina que se les trata de imponer. Por esto es importante que los sepamos guiar inculcándoles algunos límites disciplinarios.

Es también de suma importancia que impongan en sus hijos el sentido de responsabilidad hacia sus propias calificaciones escolares. Debemos constantemente esforzarnos, tanto en la escuela como en el hogar, por inculcar a nuestros alumnos que ellos son los únicos responsables por sus tareas, trabajos escolares a largo plazo, exámenes, proyectos o cualquier otro deber escolar. Sus hijos también deben estar conscientes de esta responsabilidad cuando faltan a la escuela.

Es preferible que los alumnos aprendan ahora que deben aceptar las consecuencias de sus propios actos, tanto en la escuela como en el hogar, a que después sufran o aprendan de una manera más severa para ellos. En algunos casos es necesario escoger entre imponer disciplina o nuestra propia comodidad; entre amarlos responsabilizándolos o mantenerlos dependiendo de nosotros; entre hacerlos que desarrollen una confianza en si mismos o que sean tímidos. Nosotros sabemos que debido al amor que ustedes tienen por sus hijos van a reflexionar en la noble tarea que Dios les encomendó y optarán por lo que sea mejor para sus hijos y no por lo que sea más fácil para ustedes. Empecemos juntos este año escolar con la intención de mantenernos unidos, apoyándonos y ayudándonos en nuestra tarea de tratar que sus hijos salgan adelante y sean lo mejor de lo que son capaces de ser.

RESPONSABILIDAD DE LOS PADRES DE FAM.

Lo que mejor funciona para lograr que sus hijos se esfuercen, es el esfuerzo, interés y cuidado que vean en ustedes. Este esfuerzo se manifiesta todo los días en la rutina diaria de la escuela.

Imponer reglas, horarios y límites para que sus hijos;

- se acuesten temprano entre semana;
- lleguen a la escuela a tiempo y los recojan a tiempo a la hora de salida;
- se presenten con su uniforme completo de acuerdo al reglamento;
- hagan sus tareas escolares y las entreguen a tiempo;
- traigan consigo su lonche o dinero para comer en la cafetería.

Participar de manera activa en las actividades de la Sociedad de Padres de Familia, asistir a conferencias con los maestros, y participar en las actividades pro-recaudación de fondos.

Estar pendientes que sus hijos paguen por daños causados por negligencia o descuido a los libros o propiedad de la escuela.

Notificar al colegio por medio de una nota escrita cuando el alumno no asistió a clases o llegó tarde.

Notificar al colegio de cualquier cambio de domicilio o número telefónico.

Cumplir con todos los pagos mensualmente.

Informar al colegio de cualquier situación especial con respecto al bienestar, seguridad o salud del alumno.

Vigilar todo tipo de influencia, como por ejemplo, películas, juegos de video, el Internet, chat rooms, Mi Espacio, etc.

Llenar y regresar inmediatamente al colegio cualquier información que se le pida.

Leer con atención todas las notas y boletines mensuales del colegio.

Apoyar las metas religiosas y educativas que impone el colegio.

Apoyar y colaborar con el reglamento del colegio.

Mostrar respeto y cortesía hacia los maestros cuando traten con ellos algún problema de sus hijos.

LEY CONTRA EL ABUSO A LOS NIÑOS

El Colegio Verbo Encarnado se apega a la Ley Contra Abuso de Niños, Adopción y Servicios Familiares. Dicha Ley especifica que cualquier sospecha de abuso o negligencia sea reportada al Departamento de Protección a la Niñez.

INFORMATION AND REQUIREMENTS

ACCREDITATION

Incarnate Word Academy is fully accredited with the Texas Catholic Conference Education Department in conjunction with the Diocese of Brownsville Catholic School Office and is a member of the National Catholic Education Association (NCEA).

CURRICULUM

Incarnate Word Academy provides a well-rounded curriculum for students in grades PK-8. The curriculum follows the Texas Essential Knowledge and Skills (TEKS) as prescribed by the State of Texas as well as the objectives set forth in the curriculum guides adopted by the School Department of the Brownsville Diocese.

NON-DISCRIMINATORY POLICY

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

ADMISSION REQUIREMENTS

1. An application must be completed and submitted to the school secretary's office with the \$130.00 non-refundable registration fee.
2. A transcript of the applicant's academic and immunization records, including standardized test results, must be sent to the school office.
3. Recommendation forms testifying to the student's good character must be submitted - from the principal and/or from a teacher of the school the student presently attends.
4. After all forms have been received, a personal interview with the student and parents is scheduled by the school.
5. Certificates of Baptism and birth are presented at registration.
6. The criteria for enrollment are as follows:
 - Students will be conditionally accepted into Pre-Kinder and Kindergarten with full acceptance contingent on displayed social and physical readiness.
 - At the time of registration, all new students seeking admission to Incarnate Word Academy are evaluated on the basis of current standardized test results and/or report cards.
 - Students applying for admission in grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the

program at Incarnate Word Academy will meet the educational needs of the students. An interview with the student is part of the admission process.

- Testing in some academic areas may be held for new incoming students in grades 6-8.
- Non-Catholic students whose parents accept the philosophy of Incarnate Word Academy will be accepted on a space available basis.

GRIEVANCE PROCEDURES – Diocesan Policy 5316

A grievance is a complaint based on any alleged violation or inequitable application of policy or a dispute over the meaning or interpretation of the terms contained in this handbook.

This procedure is intended to resolve a grievance informally at the lowest possible administrative level in a Christian atmosphere. Persons with concerns regarding application or interpretation of a policy should first attempt to address the concern with the teacher. Only after such attempts have failed should administrators be contacted.

The following levels of submitting and resolving a grievance are:

Informal Action - Resolution/Conciliation Level

- Level One - Presentation to the Teacher
- Level Two - Presentation to the Principal
- Level Three - Presentation to the Campus Director

Formal Action

If a satisfactory resolution is not reached at the resolution/conciliation level, the complainant shall state his or her complaint in writing (on a form to be provided by the principal), setting forth the nature of the complaint, all relevant details and the remedy sought. This form should be submitted to the Campus Administrator within ten (10) working days following the meeting with the Principal.

- Level Four - Presentation to the Superintendent

PROBATIONAL PERIOD

If a student is admitted to Incarnate Word Academy, a probationary period of nine (9) weeks exists during which time a decision is made whether or not to continue enrollment.

This decision is based on the student meeting:

- Academic requirements
- Attendance requirements
- Homework requirements
- Code of Conduct requirements

Parents are informed by the Principal of the need to enroll the child elsewhere if these criteria are not met.

AFTER SCHOOL SUPERVISION

Students not picked up by 3:30 p.m. will be taken into the school building for supervision. Parents will be charged \$5.00 for every extra 15 min. students are under supervision. If parents are in the building or schoolyard, students must remain with the parent.

IMMUNIZATION REQUIREMENTS

Immunization requirements must be current. All students must meet immunization requirements as prescribed by the Texas Department of Health. Students will not be able to attend classes unless they have the required immunizations.

Sight, hearing, and scoliosis testing will be administered by the school. However, if any parents elect not to have their children undergo the tests in school, the parents are urged to have these tests conducted in a facility of their own choice.

TUITION AND FEES

Registration Fee.....	\$ 130.00 (Non-Refundable)
Tuition / Fees	(Please refer to registration packet)
Athletic Fee..... (when applicable)	\$ 25.00 per sport

Each family is required to contribute to the annual fund in the fall and sell or buy raffle tickets for the spring fundraiser. In addition, student organizations may require fund raising activities. Tuition is paid monthly for ten months beginning in August. Tuition must be paid by the tenth of each month. Nine-week report cards will not be issued until all accounts are current or until special arrangements have been approved by the principal.

RELIGIOUS OBSERVANCES

In conformity with its educational aims, Incarnate Word Academy offers the opportunity for religious worship, instruction, and guidance, which lead the student to a greater understanding and appreciation of his/her faith.

Religion is a required academic course each year for all students. Reading, writing and critical thinking skills are emphasized in Religion as in all academic disciplines. Through these Religion courses, students complete service projects in the community. In addition, a retreat experience is offered for middle school students.

Each day begins with a prayer. The Blessed Sacrament is reserved in the convent chapel and students may visit the chapel. Opportunities for the celebration of the Eucharist and the reception of the Sacrament of Reconciliation are available throughout the year. Parents and friends are also invited to participate.

DAILY SCHEDULE

Middle School.....	7:55 a.m.
Morning Prayer.....	7:55 a.m.
Classes begin	
Mass (when scheduled)	8:10 a.m.
Lunch:	
PK, K, 1st, 2nd	11:00 – 11:30 a.m.
3rd, 4th, 5th, and ESL/E.....	11:45 – 12:15 p.m.
Middle School.....	12:20 – 12:50 p.m.
Dismissal:	
PK - Kinder	3:00 p.m.
Elementary.....	3:15 p.m.
Middle School.....	3:15 p.m.

ACADEMICS

GRADING SYSTEM

The grading system used at Incarnate Word Academy is as follows:

A	94-100	D	70-74
B	86-93	F	Below 70
C	75-85		

Incarnate Word Academy operates on a two-semester system divided into four nine-week grading periods.

PRINCIPAL'S OFFICE HOURS

The Principals are available for conferences with parents. Parents are asked to call the school office beforehand for an appointment. Parent conferences that are deemed emergencies are scheduled as needed.

COUNSELOR

A certified counselor serves the needs of students and parents through class and individual consultation.

PROGRESS REPORTS

Progress reports are issued to students during the fifth week of each reporting period. Students are asked to have the progress reports signed by parents and returned within three days. If a student fails to return the progress report, the parent will be called.

REPORT CARDS

Report cards are issued at the end of each nine-week period as scheduled on the school calendar. Parent-teacher-student conferences are held twice a year when report cards are distributed. Incarnate Word Academy gives priority to cooperation and communication between parents and school personnel. Therefore, attendance at parent-teacher-student conferences is mandatory for parents and students. Parents who do not attend must make arrangements to meet with the principal at another time. Such arrangements must be made before the student can return to classes.

RELEASE OF RECORDS

Copies of permanent records and health records are released to a receiving school when that school applies directly by mail to Incarnate Word Academy.

These records are released without an on-site parent's signature on file.

The release of special education or psychological test results to a receiving school must include a parent's signed release form for that information.

Records will be released only when any outstanding debt owed to Incarnate Word Academy by the parent is liquidated. Such debt includes outstanding tuition fees, lunch fees, and unreturned school property.

STUDENT FILES

The following items are kept in a student's permanent file and only the contents of the official file are forwarded to a new school.

- Academic transcripts from other schools
- Academic testing scores
- Semester and end-of year grades
- Credits earned in middle school
- Attendance record
- Promotion information

Health records and emergency cards are kept in the school office.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

WITHDRAWAL

If a student must withdraw from school, the parents must come to the office to request the withdrawal papers. When all responsibilities have been met, the student is officially withdrawn and a transcript of current status is issued.

HOMEWORK

Homework is an important part of the student's educational experience. Assignments are expected to be neatly written and completed on time. Forms of homework assignment may include class projects, research projects, science projects, or preparation for a class test.

Assignments are given to reinforce skills taught in class, to foster habits of independent study, and to meet growth needs of individual students.

It is our goal to help each child develop responsibility in completing homework assignments. We believe that learning good homework habits will benefit students as they progress in their academic education.

The following guidelines have been set to help us achieve this goal:

Primary Department - grades 1-3

1. Homework is due the following day after the assignment is given unless otherwise noted. It is checked for completion, recorded, and returned.
2. Parents are notified in writing if homework is not brought in, and the child is allowed time during the day to complete the homework.
3. Consistently late homework is noted on the progress report and reflected on quarterly report cards.

Intermediate Department and Middle School - Grades 4-8

1. Each student is responsible for keeping his/her assignment notebook up to date.
2. Late homework is not accepted and does not receive credit.
3. Parents must read teacher notes concerning behavior or work and sign the appropriate notices.
4. A teacher notifies parents if a student has missed three homework assignments.
5. Students who are absent are given a day for each absence to make up work.

6. Students absent three or more days are given additional time to make up work. Arrangements must be made with the teacher involved.

*When advanced notice is given for a long-term assignment, no excuse is accepted for lateness. If you know in advance that you will not be present on the due date, make plans to turn in the assignment in advance.

MAKE UP WORK

It is the responsibility of the student (grades 4-8) to arrange with the teacher the time and place for make-up work.

Make-up work must be completed within allowed time – one school day for each day the student was absent – to make up assigned work and tests that were missed.

Work that is missed during and out-of-school suspension may not be made up.

Students who do not make up work during the allotted time, or who have not made other arrangements with the teachers, do not receive credit for the missed work.

If a student is absent for more than two (2) days, parents should contact the office to obtain assignments from the teachers.

TESTING

Testing of students may include the following:

1. Assessment of Catholic Religious Education Level 1 administered to 5th grade and Level 2 administered to 8th grade during the spring semester
2. Achievement Tests for grades K-8 administered during the spring semester
3. Classroom testing (weekly and quarterly) to assess student performance and evaluate mastery of lessons taught
4. Special academic evaluations for students with specific needs by the appropriate testing agency, the public school district in which the student resides, or other specific testing personnel

TEACHER CONFERENCES

Teachers must devote class time to instruction and supervision of students. Teachers may not see parents during class time. Parents may schedule a conference time before school, after school, or during the teacher's planning time on scheduled days.

Teachers will not receive phone calls from parents during class time. If a student is having problems in the classroom, parents are encouraged to request a phone conference or set an appointment with the teacher. All conference appointments are made through the office.

Parent/teacher conferences are held at the end of the first and second nine-week reporting periods to assess student progress.

Conferences should be conducted in a confidential manner and in an appropriate setting (not in the hallways, at dismissal, etc.)

HONOR ROLL

A HONOR ROLL: A student must maintain an average of 94 or better with no single grade below 87 and no conduct grade of C or below.

B HONOR ROLL: A student must maintain an average of 86-93 with no single grade below 80 and no conduct grade of C or below.

HIGHEST HONORS

Incarnate Word Academy recognizes the top students from each class at an awards assembly held toward the end of the school year.

PROMOTION / RETENTION

A student is promoted if, considering his/her abilities, he/she has satisfactorily completed the work for the current grade.

A student who fails more than two (2) major subjects is not promoted. For each major subject below "70" a student must make up the work in summer school in order to be considered for promotion.

TITLE IX

Incarnate Word Academy adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

<h2>GENERAL PROCEDURES AND REGULATIONS</h2>
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ATTENDANCE

There is a positive relationship between regular attendance, punctuality, and school work. A student may not be given credit for a class if the student has more than five days of unexcused absences during the semester. Absence and tardies become a part of a student's permanent record and are used in making future references for that student.

EXCUSED AND UNEXCUSED ABSENCES

An excused absence is one approved by the administration (sickness, and school sponsored activities). Other absences are considered unexcused. Students are considered truant and unexcused when they are absent without parent's or guardian's permission and without approval of the administration; come to school but do not attend all classes; obtain permission to report to an approved place but do not report there. For such unexcused absences students are not allowed to make up class work/test missed. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. For excused absences students are allowed to make up class work/tests missed. It is the responsibility of the student to contact the teacher and to make arrangements for this work. If a student is absent from any class on the day of a game or event, he/she may not participate in practice or performance of such game or event.

Upon arrival back to school after an absence, a student is to report to the office before first period. At this time the student must present to the office a written excuse, signed by the parent or guardian, stating the reason for the student's absence(s) in order to receive a re-admittance slip to his/her classes. These slips are to be presented to each teacher for his/her signature. Last period teachers are to keep the slips and return them to the office.

TARDINESS

A middle school student is tardy for any period if he/she is not at his/her assigned place for that period. Students tardy for the first period report to the office for a tardy slip and at any other period are required to report to class and the teacher will record the tardy as unexcused. Three unexcused tardies in a particular class count as one unexcused absence for that class and student is sent to the office. Those students detained by a teacher at other periods must bring a signed excuse from that teacher to the class.

For elementary students, three unexcused tardies count for one unexcused absence.

EARLY DISMISSAL

Early dismissal is granted only in cases of absolute necessity. Ordinarily, requests for an early dismissal must be made in writing by a parent and presented by the pupil to the principal before 8:00 a.m. The principal issues the permit on the morning of the early dismissal.

Students may be dismissed early if they become ill. The student or teacher must first report illness to the principal, get her permission for dismissal and then call home from the office. Only if a parent is notified will the student be sent home.

FACULTY MEETINGS

Faculty meetings are scheduled on a monthly basis. On these days a shortened schedule is followed and dismissal is at 1:00 p.m.

SEVERE WEATHER -SCHOOL CLOSING

In case of severe weather conditions, students and staff are to listen to local radio/TV broadcasts to learn of the school's closing and reopening. Generally, Incarnate Word Academy will follow the plan of Brownsville schools.

FIRE SAFETY

Real fire conditions, as well as fire drills, are signaled by three bell rings. Students are to follow directions posted in their respective classrooms. They proceed in single file, in silence, down the side of the hall to the area designated for their room. Students are to remain outside the building until two air horn blasts signal students to return to the building. An exit is posted in each classroom.

All persons must evacuate the building during fire drills. Teachers are to take their record books with them as they accompany their classes and maintain order. All school personnel must know the location and operation of the fire alarm system or signal and how to use fire extinguishers.

TORNADO PROCEDURES

Teachers are required to be familiar with tornado procedures. Teachers are to instruct their students in specifics according to level.

CAMPUS CRISIS PLAN

Incarnate Word Academy adheres to all regulations contained in the Campus Crisis Plan issued by the Diocese of Brownsville Catholic School Office. This Crisis Plan covers emergencies that may arise at school and includes response procedures, emergency numbers, and other pertinent information. The Crisis Plan is available for review in the school office.

CAFETERIA

The gym has been provided as the dining area. Students may bring lunches from home or buy them in the cafeteria. Ordering fast foods to be delivered is not permitted. In a spirit of awareness of world hunger and poverty, we at Incarnate Word insist that students eat the food they buy or bring for lunch. Students are to leave eating areas clean and orderly. Good manners and appropriate behavior are to be observed at all times. Lunch price is posted. No sodas.

VISITORS

All visitors to the campus must be cleared by the office. This includes family members. It is for the safety of all.

Students are not permitted to have visitors during school hours without prior permission from the principal. Such permission should be obtained previous to the arrival of the guest, and proper introduction should be made to the principal and the teachers of classes to be visited. Conduct rules for Incarnate Word Academy students also apply to guests.

DELIVERIES DURING SCHOOL HOURS

There are times when parents “drop off” items (money, books, treats, projects, etc.) for a student. All such items should be left in the school office. It is the student’s responsibility to check with the secretary to see if anything has been left for him/her. We do not interrupt teachers or classes to deliver such items.

TELEPHONE

Necessary calls for students during school hours are received in the office, and messages are delivered to the students. Students are called to the telephone in case of emergency only. Only in case of necessity may students use the office telephone. Office phone must be used when students call home because of illness. Students are to be brief in using the telephone.

BEEPERS, CELLULAR PHONES AND CAMERAS

Beepers, cellular phones, cameras and any other type of electronic devices are not conducive to a serious learning environment and therefore are **prohibited** at school. These will be confiscated by the teacher and remitted to the principal

BOOK USE AND RENTAL

Book and subject fees cover textbook rental costs as well as the costs of consumable workbooks, magazine subscriptions and other teaching materials.

At the end of the year, textbooks are to be returned in good order. Those students who have damaged or lost books must pay repair or replacement costs.

TEXTBOOKS

All hardback student textbooks must be cared for at all times. Students who lose, deface, or misplace a textbook or workbook are required to replace it at their own expense.

PARTIES

Grades PK-5 are permitted three (3) parties per year (Halloween, Christmas, and Valentine's Day). School dances and activity days are scheduled for middle school.

Students will not be allowed to take class time for birthday parties. Birthday cupcakes may be brought to share with classmates during lunchtime, as part of the dessert.

Students may not distribute birthday invitations at school unless the entire class is invited.

Students may not bring refreshments or collect money for any celebration unless approved by the principal.

Students may not engage in fund raising activities without the approval of the principal. Flowers, balloons, etc., delivered to the school for students will be given to the student at the end of the school day.

LIBRARY

The library is available for use before and after school hours. Students are encouraged to use the library to enrich study and find pleasure in reading. Throughout the library a quiet atmosphere needed for proper individual study should prevail. A student coming into the library during class hours must have a pass from the teacher.

Students may use material in the library and check out books according to the following regulations:

1. Reference books and bound magazines ordinarily are used in the library only.
2. Reserve books and current magazines may be borrowed at closing time and should be returned before the first class in the morning.
3. Other books may be retained for one or two weeks.
4. The Accelerated Reader Program and STAR Testing are available to enhance the school's reading program.

PHYSICAL EDUCATION

All students are required to participate in the P.E. classes unless a written note from the student's physician is presented stating the duration of the exemption.

All students must wear the P.E. uniform for both P.E. classes and athletics. Failure to wear P.E. uniform is reflected in the grade.

AGREEMENT FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS

Incarnate Word Academy's computer facilities provide unequalled opportunities to explore and use varied and exciting sets of educational resources including the Internet. Students and parents must sign the Agreement for the Use of Computers and Telecommunications found in pages 33-37 to be granted permission to use the school's Internet computers.

HALL PASSES

During regular class hours, all students leaving the classrooms will be required to have an official hall pass from their teachers. Only one student at a time is permitted to leave the room with the hall pass.

INJURIES

Injuries sustained on campus at any time, or at school sponsored events off campus should be reported immediately to the main office.

FAMILY/CUSTODIAL SITUATIONS IN RELATIONSHIP WITH THE SCHOOL

Incarnate Word Academy is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. Incarnate Word Academy personnel will, therefore send home notices, communications, etc., with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents.

This information includes, but is not limited to, conference appointments, report cards, progress reports, and discussions with school personnel, tuition statements, and extra-curricular activities.

In families experiencing separation of parents, or ending in divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impact's on a child's achievement and interaction at school, parents are asked to inform both the Principal and teacher of this fact so that appropriate support can be given to the child. Incarnate Word Academy personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the Principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the Principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same

access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parents. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers or routine communications sent home through the child to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of “joint” custody (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all situations: It is preferred and will be the general procedure that one conference appointment be scheduled “jointly” if both parents wish to be present. It is assumed that parents are also to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstandings and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternative arrangements may be discussed with the Principal, subject to the approval of both parents, and further reviewed by Incarnate Word Academy’s legal counsel. Every effort will be made to keep communication open with both parents while at the same avoiding duplication of services and excessive demands on the teacher’s time.

NON-CUSTODIAL PARENT

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, then it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

COMMUNICABLE DISEASES

If your child contacts a communicable disease, do not permit him/her to return to school without permission from a physician. Please report cases of communicable diseases, e.g. fifth disease, chickenpox, common cold, lice, etc., to the school as soon as possible.

HEAD LICE

Head lice are small grayish-white insects that cause head discomfort and skin irritation. Itching is the first sign of head lice. Lice move from head to head by close body contact, head to head playing, sharing combs, brushes, head bands, hats, caps, and coats. Head lice can spread rapidly. To control the spread of head lice, your child may not return to school until his or her head is free of lice and nits (lice eggs.) The child is required to be checked by school personnel before returning to class. Parents need to check the children’s heads regularly to avoid infestation.

HIV / AIDS

Students who are enrolled and have HIV/AIDS do not need to inform the school. However, the Superintendent of Catholic schools is to be informed. Precautionary methods are used to clean up blood and body fluids and to take care of all students with the utmost care.

POLICIES FOR SCHOOL-SPONSORED FIELD TRIPS

Incarnate Word Academy sponsors field trips in order to provide opportunities for the students to pursue special interests, to enhance classroom experiences, and to develop special talents. Field trip participation is a privilege, not a right. Such trips are planned with the teacher and cleared through the principal's office. Since these trips are sponsored by the school, it is the school's responsibility to see that the purpose of the trip is accomplished. The school is not liable for any injuries incurred during the trip. Each student who participates in these trips is expected to subscribe to the following policies:

1. Permission Slips

Written permission slips must be signed by the parent and returned to the sponsor/teacher before the planned trip.

2. Expenses

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

3. Transportation

As a general rule, adults drive the vehicles provided on school sponsored trips and must have necessary insurance and valid driver's license. A bus company may also be contracted.

4. Conduct

Students are expected to travel and participate with the group in all scheduled activities. Any special arrangements for leaving the group must be made in writing prior to departure and approved by the group sponsor. All school rules and policies remain in effect.

5. Out-Of-Town Trips

Occupants of all vehicles are expected to travel together. Any group that wishes to travel separately must make special arrangements before the departure from Brownsville. (*This includes written permission from the parent of each student involved.*)

6. Class Work

Students are responsible for completing on time all assignments missed due to trips.

Adults who are willing to put forth extra effort in sponsoring these field trips deserve and have the right to expect appreciation and cooperation from all students. Students are expected to contribute to the over all success and enjoyment of the trip mainly through their actions. Any conduct contrary to this may jeopardize future trips.

VOLUNTEERS

All volunteers dealing directly with students must undergo a criminal background check. Volunteers receive training for the tasks they will perform. Volunteers are asked to sign in and designate where they are assisting.

SCHOOL DISCIPLINE

THE ESSENCE OF CHRISTIAN DISCIPLINE IS SELF-DISCIPLINE

Rules and regulations pertaining to the management of student behavior are necessary for the development and maintenance of an orderly, safe, Christian school environment.

Because students' behavior needs to reflect the Catholic values of Incarnate Word Academy, the following Code of Conduct has been established. It is applicable at any time a student's behavior would reflect upon the school, whether the action takes place on or off school property.

CODE OF CONDUCT

STUDENT RESPONSIBILITIES

1. Because students respectfully comply with request of those in authority, students will not defy school authorities and/or challenge school rules and policies.
2. Because students understand and accept the consequences of their behavior, students will not refuse to accept discipline and the consequences of their behavior.
3. Because students respect themselves, other students, and adults, students will not disrupt any school activity.
4. Because students respect themselves, other students, and adults, students will not endanger the well-being of themselves or others and avoid all forms of assault or violence and will not bring to school or have in their possession any article or object judged to be harmful to themselves or others or the good order of the school.
5. Because students respect themselves and other students, any expressions of affection between/among students will be simple and appropriate to the school situation.
6. Because students recognize and value the human dignity of each person around them, they will refrain from profanity, abusive language, and/or actions.
7. Because students accept and respect individual differences and attempt to resolve conflicts of opinion in a self-controlled manner, students will not tease, bully, harass, and/or coerce others.
8. Because students show respect for their own property, the property of others as well as school property, students will not damage or destroy any property and will be required to make restitution as directed.
9. Because students show respect for their property, the property of others as well as school property, students will not chew gum or have or consume any unauthorized snacks, food, or beverages on school property.
10. Because students follow school discipline policies and rules, students will not possess, sell, use, transmit, or abuse any drugs or look-alike drugs, alcohol, tobacco, or any illegal substance and will participate in the education and prevention programs provided or recommended by the school.
11. Because they cause a distraction from school work, students will not use personal cell phones, pagers, electronic games, beepers, recording/listening devices, cameras, or unauthorized software on the school grounds.
12. Because students follow school discipline policies and rules, students will follow all school policies for arrival and dismissal and will not leave the school premises or assigned classes without authorized permission during the school day.
13. Because students are honest and truthful they will not engage in any form of cheating or dishonesty, they will complete assignments using their own answers, writings, and ideas.
14. Because students follow school discipline policies and rules, students will not violate the Specific Policies of this Code of Conduct.

CONSEQUENCES FOR NON-COMPLIANCE WITH CODE OF CONDUCT

Actions that can be used to enforce this Code include but are not limited to the following:

- Verbal or written warnings
- Referral to school counselor
- Student Discipline Report (written notification to parents of infractions)
- Confiscation of objects which violate the discipline code. (These items may be returned at the administrator's/teacher's discretion directly to the parent.)
- Parent conference
- Behavior contracts
- Referral to professional counseling

The following disciplinary actions must be approved by the Principal:

- In-School-Suspension
- Out-of-School Suspension (A student MAY NOT make up work missed while on out-of-school suspension.)
- Notification of the police
- Blocked enrollment
- Expulsion

SCHOOL RESPONSIBILITIES

Administrators, faculty, and staff at Incarnate Word Academy are committed to:

1. Motivating and assisting students to follow the Code of Conduct as a means of personal growth, an expression of Christian moral behavior, and respect and care of oneself and others.
2. Enforcing the school rules and discipline policies with fairness and discretion.
3. Allowing for adjustments in disciplinary actions as deemed necessary due to circumstances and maturity of the students.
4. Maintaining effective and respectful communications with parents regarding student behaviors and appropriate parental responses.
5. Continually updating their understanding of student behavior and its influences, and the techniques of classroom and student management.

PARENT/GUARDIAN RESPONSIBILITIES – REFER TO PAGES 4 - 7

A note to parents:

As the parent/guardian of an Incarnate Word Academy student, you are principally responsible for the behavior and conduct of your child. As school administration and teachers, our goal is to assist and support you in this responsibility. Also, through our direction and our code of conduct, we hope to provide motivation and guidelines for your child's behavior. In a particular way of fulfilling your many parental responsibilities, we ask that you be especially mindful of your child's use of and exposure to our contemporary media and entertainment (television, films, video games, music, internet access, etc.). More than ever, these expose our children to extremes of violence, sexuality, and personal disrespect, which, in turn, can affect their own attitudes, values, and behaviors.

ELASTIC CLAUSE

Because it is impossible to foresee all problems which arise, this clause empowers the administration to take disciplinary action for any behavior which violates the spirit and philosophy of Incarnate Word Academy even though not specified in this Code of Conduct.

DRESS CODE GUIDELINES

Uniforms are worn by all students in order to encourage an air of professionalism and study as well as to encourage self-respect and respect for others. Complete uniform must be worn for all school activities unless otherwise indicated.

In an effort to teach our children that it is not the clothing nor the possessions that make each person special, we at I.W.A. require all students to wear the uniform prescribed for them. Students inappropriately dressed will be asked to leave or call home for proper clothing.

Elementary: (Grades PK - 5th)

Pre-K and Kinder girls' uniform will include Parker Peter Pan collar white blouse, plaid jumper, and white socks.

1st-5th girls' uniform will include a Parker white button midy blouse and white crew socks (no logos or name brands), plaid skirt and tie, and the required athletic tennis shoes. For P.E., the girls will wear red shorts. Red sweaters are worn in the winter. No name brand sweaters, etc.

The boys' uniform will include Parker navy blue slacks, plaid shirt and navy blue sweater, and the required athletic tennis shoes. **A belt must be worn.**

Boys and girls should be well groomed at all times.

Middle School: (Grades 6th, 7th, 8th)

Girls Official Parker Uniform

Plaid skirt
Navy or khaki pants or walking shorts
Belt
White knit shirt
White or yellow oxford blouse (long or short sleeve)
White crew socks (no logos, etc.)
Navy cardigan or pullover sweater (**no name brands/logos**)
Official P.E. uniform
Required athletic tennis shoes

Boys Official Parker Uniform

Navy or khaki trousers or walking shorts
Belt (must be worn at all times)
White knit shirt
White oxford shirt (long or short sleeve)
White crew socks (no logos, etc.)
Navy blue cardigan or pullover sweater (**no name brands/logos**)
Official P.E. uniform
Required athletic tennis shoes

Boys and Girls

Shirts and blouses must be tucked in at all times.
All buttons on shirts and blouses must be buttoned except the top collar button.
Sweaters may not be worn around the waist.
During cold weather, ONLY Parker Uniform sweaters and sweatshirts may be worn in class.

Special days may be designated dress-up or denim days. Students should exercise good taste in selecting clothes for these days. The following items are considered inappropriate to wear to school.

- Play clothes, e.g., short shorts, tank tops, halter-tops and tops that do not cover the shoulders or midriff;
- Skirts and dresses that are too tight, not modestly cut, or too short;
- Ripped, torn, baggy, dirty or unkempt jeans or hip huggers;
- Shirts with inappropriate saying or designs

Students not conforming to the above will forfeit their non-uniform day privilege and will be required to call home for a change of clothes.

GROOMING

- Students must keep a neat appearance at all times.
- Shoes, boots, or the latest fad shoes including tennis shoes not conducive for physical activity are not allowed.
- Boys must maintain a neat haircut. Boys' hair may not be bleached, tinted or dyed.
- Girls' hairstyles are to be kept simple and worn in a controlled style (barrettes, bows, combs, and braiding may be used). Girls' hair may not be bleached, tinted or dyed.
- Students are to be checked by parents or guardian for head lice on a regular basis.
- Inappropriate hairstyles for boys and girls will be determined by the Principal.
- No make-up, lipstick, eye liner, etc. No artificial/acrylic nails. Nails are to be kept short and trimmed.
- Only one pair of small earrings may be worn at a time (one in each ear lobe), even though a girl may have multiple piercing. Ear cuffs may not be worn. Earrings are not allowed for male students.
- No other visible body piercing or tattoos are permitted.
- One necklace or a chain, medal, or cross may be worn inside the blouse or shirt.
- Hair sprays, deodorant sprays, fingernail polish, colognes, make-up, or perfumes may not be brought to school. These items **will be confiscated**.

SPECIFIC POLICIES

POLICY REGARDING BULLYING/CYBER BULLYING

Incarnate Word Academy is committed to providing an atmosphere conducive to learning with a focus on the personal worth and dignity of every child. All efforts are made to educate children in a Christ-like setting. Therefore, acts of name-calling, taunting, bullying, harassment, physical aggression, acts causing physical injury, mental abuse, or acts causing another to do the same whether seriously, in jest, or online will NOT be tolerated.

Victims or witnesses to these actions should report them to the teacher and/or administration immediately. All allegations are investigated, and prompt, appropriate disciplinary action is taken.

Disciplinary action may include any or all of the actions indicated in the 'Consequences' section of this Code of Conduct or as required by law.

POLICY REGARDING SEXUAL HARASSMENT

The administration and staff of Incarnate Word Academy believe that all students are entitled to study and work in school-related environments that are free of sexual harassment. Incarnate Word Academy does not tolerate sexual harassment of any type. (*Harassment: Engaging in any type of unwanted and unwelcome verbal or physical behavior*).

Victims or witnesses of these actions should report them to the teacher and/or administration immediately. Allegations are investigated and prompt, appropriate disciplinary action is taken. Parents of both parties are notified.

Examples of peer sexual harassment include, but are not limited to: verbal or written taunting, bullying, other offensive, intimidating, or hostile conduct, gestures or touches, actions, clothing or accessories, music, verbal or written communications, graffiti, jokes, nicknames, stories, pictures, cartoons, drawings, or objects which are offensive, annoy, abuse, or demean an individual or group.

Disciplinary action may include any or all of the actions indicated in the 'Consequences' section of the Code of Conduct or as required by law.

POLICY REGARDING STUDENT THREATS

All student threats to endanger or inflict harm to oneself or others are taken seriously. Anyone hearing a threat must report it immediately to the supervising adult or Principal. A student making a threat is taken to the office for supervision.

Judgment as to the seriousness and immediacy of the threat will indicate notification of the parents and/or police, as the situation warrants, along with any intended potential recipients of the threat (i.e., adults or, if the threat is directed against a student, the parents of the student).

Disciplinary action may include any or all of the actions indicated in the 'Consequences' section of the Code of Conduct or as required by law.

POLICY REGARDING FIGHTS

Any student engaged in a fight is subject to immediate disciplinary action appropriate to the age and maturity of the student.

Disciplinary action may include any or all of the actions indicated in the 'Consequences' section of the Code of Conduct or as required by law.

POLICY REGARDING WEAPONS

A weapon includes but is not limited to any instrument, device, or object capable of inflicting injury and designed or specifically adapted for use as a weapon, and possessed or carried as a weapon. This includes any dangerous object (firearm, knife, deadly weapon explosive, incendiary device) or look-alike.

This policy expressly prohibits the use, possession, transmission, sale or discharge of any weapons, instruments, or explosive devices in the school, on school grounds, or at school-sponsored activities. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

Disciplinary action may include any or all of the actions indicated in the 'Consequences' section of the Code of Conduct or as required by law.

POLICY REGARDING DRUGS OR ALCOHOL

Students will not possess, sell, use, transmit, or abuse drugs or look-alike drugs, alcohol, tobacco, or any illegal substance. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

Disciplinary action may include any or all of the actions indicated in the 'Consequences' section of the Code of Conduct or as required by law. **This policy is on file for your review.**

POLICY REGARDING SEARCH AND SEIZURE

Because school officials have a legitimate interest in the safety and protection of all students within their care and custody, a student's backpack or personal property may be searched when there is reasonable suspicion that a prohibited object or substance is in possession of a student. The Principal reserves the right to have students empty their pockets, purses, and/or book bags for stolen articles, weapons, and/or drugs.

Disciplinary action may include any or all of the actions indicated in the 'Consequences' section of the Code of Conduct or as required by law.

MEDICINAL USE

Texas State law forbids the dispensing of medications by school employees without the written request of the parents or legal guardians.

If your child requires medication during school hours, this medicine must be sent to the office with a note containing the following information:

1. Name of student
2. Name of the medication
3. The prescribed dosage of the medication
4. The time(s) of administration of the medication
5. Route of administration (i.e. oral, topical, right eye, etc.)
6. The EXACT dates the medication is to be given
7. In the case of prescription drugs, the full name of the doctor prescribing the medication
8. The signature of the parent or legal guardian

Texas State law also requires that the medicine be sent in the ORIGINAL PHARMACY CONTAINER (prescription or non-prescription), labeled with the student's name. **Students may not self-medicate.**

All medications are kept in the office and are dispensed by the office staff. It is the student's responsibility to come to the office when it is time to receive his/her medication. All medicines are sent home on Friday or the last attendance day of each week. If your child requires the medicine during the next week, a new note is required.

If a student requires a medication that needs to be given on a long-term basis (*i.e. six weeks or longer), a permission form must be completed by the physician prescribing the medication.

No child should be sent to school with a fever (temperature of 100 degrees or above). The student should remain at home until he/she has been free of fever for 24 hours. This is for the safety of your child and his/her classmates.

ALLERGY ISSUES

The school office will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

GUIDANCE PROGRAM

Incarinate Word Academy has a certified counselor on campus. The counselor may see a student up to three times without parental notification and consent. After the third visit, parents will be notified. Parents will be promptly notified if serious concerns arise.

The counselor provides individual sessions, group sessions, and whole-class sessions. She is also the coordinator of the RAINBOWS program.

Parents may request the use of the counselor's services by filling out the appropriate forms available in the office.

PARENTS' ORGANIZATION

Every parent is a member of the Parent-Teacher Organization of the school and is expected to take an active part in the organization.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified if a teacher has a concern.

RAINBOWS PROGRAM

The RAINBOWS program is available for children of all ages and religious denominations who are grieving a death, divorce, or any other painful transition in their family.

TECHNOLOGY

Incarinate Word Academy computer facilities provide unequalled opportunities to explore and use a varied and exciting set of educational resources including computer programs, CDs, and access to the internet.

We recognize that the internet's access to virtually limitless sources of information poses a hazard. Some internet sites contain materials which are sexually explicit, offensive, or contrary to our educational mission. Incarnate Word Academy **does** use filters that limit access to undesirable web sites. However, these measures are not completely effective in deterring individuals who are intent on accessing such sites. Therefore, we provide supervision wherever computers are in use.

We place primary responsibility on the student to use our computer facilities for appropriate means only. The rules for computer usage and guidelines for on-line conduct will be posted in each room where computers are available for use. Failure to meet any of these expectations may result in revocation of the student's permission to use the school's computers and/or other disciplinary action.

To be granted permission to use the school's computers, the student must:

- Sign the Acceptable Use Policy (AUP) Agreement;
- Obtain a parental signature on the AUP Agreement;
- Return the signed copy of the AUP Agreement to the Homeroom Teacher.

The following are considered as serious violations, which may lead to suspension or termination of privileges:

- Use of network or internet to plagiarize or violate copyright laws
- Use of the network or internet to send or display offensive and/or obscene messages or pictures
- Use of computer to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people
- Use of the network or internet for commercial purposes or sending of unsolicited junk mail, or chain letters
- Use of internet to enter social networks, etc.
- Trespassing in another's folder, work, or files **FOR ANY REASON**
- Use of disks (regardless of source or content) without the permission of the network administrator
- The creation, propagation, and/or use of computer viruses
- Acts of vandalism, which include, but are not limited to, any attempt to harm or destroy the network/internet, or any networks or sites connected to the network/internet (attempts to breach security codes and/or passwords will also be considered a form of vandalism.)
- Willful destruction of computer hardware, software, or attempts to exceed or modify the parameters of the system are prohibited and will require restitution for costs associated with system restoration, hardware, or software cost.
- Any attempt to read, delete, copy, or modify the electronic mail of other system users is prohibited. Deliberate interference with the ability of other system users to send or receive electronic mail is prohibited.
- The school reserves the right to discipline and report to authorities any cyber bullying or abuse on or off campus involving the school

GAS PIPE TESTING PLAN

In compliance with the mandate from the Railroad Commission of Texas, Incarnate Word Academy undergoes Gas Pipe Testing every two years. Latest testing was done July 2010.

NOTIFICATION OF ASBESTOS

In compliance with the U.S. Environmental Protection Agency (EPA) and Asbestos Hazard Emergency Response Act (AHERA), Incarnate Word Academy is required to have an inspection of building materials. All Catholic school buildings of the Diocese of Brownsville are inspected by a licensed accredited consultant from EFI Global, Inc. The Inspection Management plan is on file in our administrative office. This management plan assures that students and personnel are free from any exposure to asbestos containing materials. The plan is available for review in the principal's office at any time during normal school hours.

- I.W.A. had its three-year reinspection May 2009 by EFI Global, Inc.

LOST AND FOUND

Any items found in the school building or on the school grounds should be given to the secretary or a teacher. After 30 days items placed in the lost and found are donated to charity.

PARTICIPATION IN ATHLETICS

All sports are carefully supervised and professionally coached. Parents of athletes are a support group for their children.

REGULATIONS FOR PARTICIPATION

1. A student who is absent from a school-sponsored contest, without an excused absence, may be removed from the program.
2. A student who quits a sport, without a good reason, will be removed from the athletic program and automatically forfeits any honors or awards he/she may have achieved in that school year.
3. Students are responsible for everything issued to them and will be held accountable for any loss or damage.
4. Any use of tobacco, alcohol or any illegal substance will result in the user's removal from athletics and liability for consequences in the code of student conduct.
5. A physical is required for students participating in Visa League Play.

MIDDLE SCHOOL LEVEL

GRADES 6TH, 7TH, 8TH

REQUIREMENTS FOR MIDDLE SCHOOL

Religion	3 Units
English	3 Units
Reading / Literature	3 Units
Mathematics (Math, Pre-Algebra, Algebra).....	3 Units
Integrated Science	3 Units
Physical Education	2 Units
Texas History / Geography	1 Unit
U.S. and World History / Geography	2 Units
Technology Applications	1/2 Unit
Enrichment Courses	3-1/2 Units
(Music, Spanish, Keyboarding, Health, etc.)	

EXTRA-CURRICULAR ACTIVITIES

Student Council	Basketball
Spelling Bee	Co-ed Volleyball
National Junior Honor Society	Track
P.S.I.A.	Chess

Student Council - No failing grades and no conduct grade of C or below.

Athletics - Extra-Curricular Activities (Co-Curricular): Must be passing and have no conduct grade of C or below. Students will be ineligible until their academic deficiency has been removed. Determination of satisfactory progress will be made by coach and teacher every two weeks.

HOMEWORK

The middle school student is expected to spend approximately two (2) hours of study time per day outside of class. Each student can be expected to spend twenty (20) to thirty (30) minutes of home study for each class. Homework will be posted on the internet at www.iw-academy.org.

MIDDLE SCHOOL YEARLY TRIPS

1. All students participate in yearly trips. Unless discipline problems occur during the year, he/she will be notified by the principal prior to the event.
2. Approximate cost per trip will be determined and payments will be accepted throughout the year.
3. Students will be expected to conduct themselves in a manner worthy of Incarnate Word Academy during the trip.

NATIONAL JUNIOR HONOR SOCIETY

Members of the Jeanne de Matel Chapter of the National Honor Society are selected by a faculty council on the basis of scholarship, service, citizenship, leadership and character. Candidates must give evidence of excellence in all five fields in order to be eligible for membership. A student who does not maintain the standards will be placed on probation and may be withdrawn from the society. Seventh and eighth grade students with a grade average of 88 and no conduct grade of C or below are eligible.

DEFICIENCIES AND SUMMER SCHOOL

Students who have failed courses and must make up credits are to register with an accredited school program. Incarnate Word Academy honors for credit those courses validated as passing by such institution. Summer School grade will be averaged with the final grade to determine credit and promotion. Students who fail a class in religion must make arrangements to retake the course.

SCHOLASTIC PROBATION

The policy of Scholastic Probation of Incarnate Word Academy is a positive means of identifying and assisting students who are performing below the minimum scholastic standards. Probation procedures are designed to (1) protect the student from prolonged unsatisfactory performance thus increasing his/her opportunity to succeed and (2) assist the student in re-evaluating his/her educational goals.

A student who fails two or more courses during one semester is placed on scholastic probation for a period of two quarters. At the end of the probationary period, a student is removed from probation if he/she is not failing more than one course. If a student successfully passes a course in summer school, he/she receives credit, but his/her probationary status remains unchanged.

If after the second quarter of probation, a student continues to fail two or more courses, he/she may be asked to reconsider his/her educational goals and withdraw from Incarnate Word Academy.

HOMEROOM

Homeroom period is scheduled daily to allow time for class advisory meetings. Students are expected to maintain an atmosphere conducive to these functions throughout the homeroom period.

SCHOOL LOCKERS

Lockers and locks are the property of the school. Each student in the middle school is assigned a locker. He/she is expected to keep his/her clothing and books in the assigned locker and in no other. Lockers should be kept neat at all times. A student may rent a lock to put on the locker. Only locks issued by the school may be used. Lockers are open to inspection by the faculty and administration at any time. No electronic/tech items should be kept in students' lockers. Students tampering with another student's lock or locker will be referred to the office for disciplinary action.

ATTENDANCE

There is a positive relationship between regular attendance, punctuality, and school work. A student may not be given credit for a class if the student has more than five days of unexcused absences during the semester. Absence and tardies become a part of a student's permanent record and are used in making future references for that student.

TARDINESS

A middle school student is tardy for any period if he/she is not at his/her assigned place for that period. Students tardy for the first period report to the office for a tardy slip and at any other period are required to report to class and the teacher will record the tardy as unexcused. Three unexcused tardies in a particular class count as one unexcused absence for that class and student is sent to the office. Those students detained by a teacher at other periods must bring a signed excuse from that teacher to the class.

DANCES AND OTHER MIDDLE SCHOOL ACTIVITIES

Classes and school organizations sponsor dances, talent shows, and other such activities. School functions on campus normally end at 10:00 p.m.

Chaperones and security must be provided by the class or club sponsoring the event. This group is also responsible for the required utilities fee and facility clean up.

Students and their guests may not leave and then reenter during a school-sponsored function. Incarnate Word Academy is not responsible for students and guests once they leave the function.

Assemblies: Students are to report to the designated area quietly and orderly. They are to sit in the section reserved for their grade level. Students are expected to be courteous and to respond in a manner appropriate for the occasion. Unacceptable conduct includes whistling, booing, uncalled for clapping, boisterousness, and talking during a program.

DISCIPLINE GUIDELINES

The Middle School Department believes that students with a clear understanding of defined behavior limits, enhance an effective learning environment for all concerned. It is our goal to assist students in achieving self-discipline in a manner which will be consistent with good moral principles.

The following guidelines will be used in the classrooms.

MIDDLE SCHOOL CLASSROOM RULES

1. Be on time to class.
2. Be prepared for class (binder/pencil/pen/book)
3. Respect teachers, peers and school property.
4. Exhibit appropriate behavior in the classroom, halls, restrooms, library, cafeteria, playground, gym, and during fire drills.
5. Wear official school uniform/PE uniform.
6. Obey morning drop off and afternoon dismissal rules.
7. Turn in homework on time and in an acceptable manner.
8. Follow handbook rules on grooming.

Students engaging in the following will result in suspension or expulsion. However, if an in-school suspension is given, student will complete work of the day and parents will be required to pay \$60.00 for supervision.

1. Engaging in any type of harassing behavior, sexual or other (includes derogatory remarks about body parts, name calling, note passing, inappropriate drawings, inappropriate touching, kissing, hugging, hand holding.....)
2. Defacing school property (books, desks, walls, restrooms, ceilings....)
(Student must pay damages)
3. Fighting
4. Being disrespectful to teachers and/or other school personnel.
5. Using foul language on school grounds.

Telecommunications Use Agreement

Catholic schools in the Diocese of Brownsville shall provide access to such technology as is academically relevant and economically possible. The Administration will implement a Telecommunication Use Policy to provide guidelines for appropriate use of technology, including Internet access.

Administration shall comply with Federal Laws and insure implementation of such laws as the Children's Internet Protection Act (CIPA) included as part of the Consolidation Appropriations Act, 2001. Section 1711 of the CIPA Act amends Title III (Technology for Education) of the Elementary and Secondary Education Act of 1965 (ESEA) and section 1721 amends section 254 of the Communications Act of 1934 (the Universal Service Discounts program).

Schools receiving benefits under the above mentioned programs must have in place and must enforce a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any computers with Internet access. A technology protection measure is defined as one that "blocks or filters" access to visual depictions that are obscene, child pornography or harmful information to minors.

Adopted June 3, 2001
Revised April 3, 2004
Revised May, 2007

Implementation of
Policy 6470

Access to the School's electronic communications and related technologies, shall be available to students, school employees and volunteers exclusively for instructional and administrative purposes and in accordance with administrative regulations. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. All persons using network or computing resources must comply with the appropriate rules for that network or computing resources must comply with the appropriate rules for that network or resource. Students are not permitted to type a web address/URL into a web browser without teacher supervision.

Access to the school's electronic communication system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges/termination of employment or appropriate legal action for any violation that may constitute a crime. The system administrator will deem what is appropriate use, and their decision is final.

General Sanctions/Disciplinary Action

The following are considered as serious violations, which may lead to suspension or termination of privileges and/or other disciplinary actions.

- Use of the network or Internet to plagiarize or the transmission of any material in violation of any U.S. or state regulation. This includes, but is not limited to: copyrighted materials, threatening or obscene material or material protected by trade secrets.
- Use of computer to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- Use of the network or Internet to harass, insult or attack others.
- Use of the network or Internet for commercial purposes or sending of unsolicited junk mail, or chain letters.
- Use of the network or Internet to engage in bulleting boards, chat rooms or online blogs such as, but not limited to, MySpace.com, Xanga, Friendster, Live Journal.com and Facebook.com, etc. Use of defamatory comments regarding the school, the faculty, other students or the parish.
- Improper access or misuse of another's files, folders, passwords, email address or information.
- Electronic shopping for any purpose or transmission of discriminatory or harassing language by any students, school employee or volunteer.
- Use of disks, CD-ROMs (regardless of source or content) without the permission of the network administrator or teacher.
- The creating, propagation, and/or use of computer viruses.
- Acts of vandalism, which includes, but is not limited to, any attempt to harm, destroy or modify the network/Internet, or any networks or sites connected to the work/ Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- Willful destruction of computer hardware, software or attempts to exceed or modify the parameters of the system is prohibited. The school reserves the right to seek financial restitution for any damage caused by a student of other reason.

Internet/Network Use

Student users are expected to act in a proper and ethical manner and to abide by these general rules when using school computers:

- Being polite. Not writing or sending abusive messages to others.
- Using appropriate language. Not swearing, using vulgarities or any other inappropriate language.
- Not revealing personal address or phone number or those of students or colleagues.
- Never arrange a meeting with any person while using the schools email system.
- Notify a staff member if a request for personal information or threatening statements, or any transmission that causes the receiver to feel uncomfortable is received through the school account.
- Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. i.e. use of a person e-mail address other than their own.

Faculty/Staff/Volunteer users are expected to act in a proper and ethical manner and to abide by these general rules when using school computers:

- Access the internet and network services for educational purposes only.
- Monitor student use of the network and internet and report any misuse to the school Administrator.
- Shall not engage in chat rooms / bulleting boards or use email for the purpose of socializing or informally communicating with students outside of school.
- Never access other folders or files.
- Never us the internet for any activity that is considered illegal, criminal, or contrary to the teachings of the Catholic Church.

- Never display, download, or email sexually explicit images, messages, and cartoons. Examples of unacceptable, offensive jokes, or anything that may be seen by another person as harassment or disrespectful.
- Never use the school's network for making purchases, commercial sales, multilevel marketing, sweepstakes, or similar unauthorized purposes without the school administrator's/system administrator's permission.
- Never download or upload any file, application or resource to or from the school's network without permission of a school administrator or system administrator.
- Maintain security of computer hardware, thus prohibiting student access to the teacher's email and/or confidential files.
- Electronic mail (email) is not guaranteed to be private. Authorized personnel have a right to inspect, monitor disclose, disseminate and delete any and all electronic communications, data files or document. Messages relating to or in support of illegal activities may be reported to the authorities.
- The school's official way to communicate with students and parents is by using the school website/e-mail **and not any social network**.

Elements Required by Child Internet Protection Act (CIPA)

School compliance to CIPA necessitates the following:

- Monitoring of online activities of minors
- Filtering of content for minors
- Provide safety and security of minors involved in direct electronic communication (email, chat rooms, etc.)
- Protection of minor's personal information
- Filtering of content for adults (obscene or child pornography, etc.)
- Required certification FCC 486 or 479

CIPA also requires the school to hold at least one public meeting to discuss the Acceptable Use Policy (AUP). A parent meeting would provide a forum to share the school's AUP. At the very least approval by the local school counsel should be sought.

(Forms: Agreement for the use of computers and telecommunications – parent consent form, student form, faculty/staff/volunteer form to be found in Administrator's Handbook under Technology tab.)

**INCARNATE WORD ACADEMY
AGREEMENT FOR THE USE OF
COMPUTERS AND TELECOMMUNICATIONS
2011 – 2012
Parental Consent Form**

I.W.A. has chosen to permit student access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that I.W.A. and the Diocese of Brownsville do not have total control of the information on the Internet. I.W.A. and the Diocese of Brownsville will not be responsible for the accuracy, nature or quality of information stored on school diskettes, CD's, hard drive or server, nor for accuracy, nature or quality of information gathered through school Internet Access. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, I.W.A. supports and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at Incarnate Word Academy.

2. Check one:

_____ I hereby consent to the student having access to, and use of, the telecommunications resources at I.W.A. I also hereby indemnify and hold harmless the Diocese of Brownsville and I.W.A. from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

_____ I do not consent to the student having access to, or use of, the telecommunications resources at I.W.A.

Parent/Guardian's Signature _____ Date _____

Name of Parent/Guardian (Please Print) _____

Name of Student (Please Print) _____

Street Address _____

City/State/Zip _____

Home Phone _____ Work Phone _____

(PLEASE SIGN AND RETURN TO SCHOOL OFFICE BY AUGUST 31, 2011)

**INCARNATE WORD ACADEMY
AGREEMENT FOR THE USE OF
COMPUTERS AND TELECOMMUNICATIONS
Student Form**

I have read the Acceptable Use of Policy for Computers and Telecommunications. I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I choose to violate this agreement, my privileges will be revoked and disciplinary action, and/or appropriate legal action may be taken.

Student Signature _____ Date _____

Name of Student (Please Print) _____

Name of Parent/ Guardian (Please Print) _____

Street Address _____

City/State/Zip _____

Home Phone _____ Parent/Guardian's Work Phone _____



**INCARNATE WORD ACADEMY
Brownsville, Texas
Photo/Video Release Form for 2011-2012 School Year**

TO WHOM IT MAY CONCERN:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at Incarnate Word Academy. I realize that the photo may be published in the newspaper, a magazine, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at Incarnate Word Academy.

Signed: _____

Date: _____

(PLEASE SIGN AND RETURN TO SCHOOL OFFICE BY AUGUST 31, 2011)

PURPOSE OF HANDBOOK

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

Periodically throughout the year, situations may arise which are not covered in the Student Handbook. Such instances will be handled on an individual basis and in a Christian manner with fairness and justice towards both the student and the school.

This page of the handbook is to be returned to the school office and filed by August 31, 2011

I (We) and _____
(student's name)
have read and discussed the handbook.

We understand the rules and regulations and will support the school policies and philosophies.

Parent's Signature/Print

Date

Parent's Signature

Date

Student's Signature

Date

FOR OFFICE USE ONLY	
_____ Signature of person receiving form	_____ Date