

**INCARNATE WORD ACADEMY**  
**FOUNDED 1932**  
**BY**  
**THE CONGREGATION OF**  
**THE SISTERS OF CHARITY OF THE INCARNATE WORD**  
**STATEMENT OF IDENTITY**

Incarinate Word Academy is a Catholic, private, secondary school for young women, sponsored by the Congregation of the Sisters of Charity of the Incarnate Word.

**MISSION STATEMENT**

The Mission of Incarnate Word Academy is to challenge young women of faith to achieve their God-given potential as academically successful Women of the Word, following the example of Jesus, the Incarnate Word, by promoting human dignity, thereby empowering themselves and others to make a positive impact on our world.

**STATEMENT OF PHILOSOPHY**

The philosophy of Incarnate Word Academy is rooted in the mission of the Sisters of Charity of the Incarnate Word. Our task is to make visible the love of God as revealed in Jesus, the Incarnate Word, by promoting human dignity. The mission challenges us to raise the consciousness of our school community, to respect cultural diversity, to respond to the needs of the poor, to work for peace and justice, and to be ecologically responsible.

The essence of the Incarnation gives religious significance to the humanizing work of education to which we are dedicated. The college preparatory curriculum develops the individual by encouraging academic achievement and personal growth.

**EXPLANATION OF THE INCARNATE WORD SYMBOL**

\* **The Crown of the Thorns**

\* **The Cross**

\* **The Heart Pierced by the Three Nails:** These are symbols of the Crucifixion of Jesus Christ to Whom the Sisters dedicate their life and work.

\* **Amor Meus:** My Love

\* **I H S:** These are Greek letters used by the early Christians to symbolize the name of Jesus Christ.

\* **FLEUR-DE-LIS:** The Sisters of Charity of the Incarnate Word had their origin in Lyons, France.

\* **STAR OF TEXAS:** The Sisters of Charity of the Incarnate Word had their first foundation in Texas.

## **GRADUATION OUTCOMES**

1. Students will demonstrate an understanding and acceptance of Catholic Christian values in their lives.
2. Students will demonstrate analytic capabilities.
3. Students will demonstrate civic responsibility.
4. Students will demonstrate the ability to communicate (reading, writing, speaking, listening, and numeracy).
5. Students will demonstrate skill in creative expression and in responding to the creative works of others.
6. Students will demonstrate responsible participation in a global environment.
7. Students will demonstrate skill in life and career planning.
8. Students will demonstrate problem solving skills.
9. Students will demonstrate facility in social interaction including concern, tolerance, and respect.
10. Students will demonstrate skill in using technology as a tool for learning.
11. Students will demonstrate skill in developing and maintaining wellness.

## **ACADEMIC EXPECTATIONS**

### **Graduation Requirements**

The Administration and Faculty of Incarnate Word Academy have established the curriculum, prerequisites, and policies for graduation from Incarnate Word Academy. The following is a list of graduation requirements by department (as well as a recommended program of studies for students preparing for college.)

### **Required for Graduation**

RELIGION	4.0*
ENGLISH	4.0
MATHEMATICS	3.0**
FOREIGN LANGUAGE	2.0
SOCIAL STUDIES	3.0
SCIENCE	3.0***
BUSINESS EDUCATION	1.0****
FINE ARTS	1.5
P.E. AND HEALTH	2.0
COUNSELING	0.500
ELECTIVES	2.5
SPEECH COMMUNICATION	.5*****
<b>TOTAL</b>	<b>27.000</b>

\*Community service is required of all students. All four class levels will be participating in mandatory service hours as follows: Seniors - 20 hours, Juniors - 9 days for approximately 60 hours, Sophomores - 20 hours, & Freshmen - 20 hours, for a total of at least 120 hours of service prior to graduation.

\*\*The University of Missouri System requires 4.0 credits of Mathematics for admission; therefore, 4.0 credits of Mathematics are highly recommended.

\*\*\*2.0 credits of Lab Science are required.

\*\*\*\*Students must take at least one computer course before they graduate from Incarnate Word Academy.

\*\*\*\*\*Speech Communication is a required course and may be taken in the Sophomore, Junior, or Senior year.

Incarnate Word Academy graduates meet Missouri State Requirements for graduation. Twenty-two units are required by the State of Missouri. Local units required for graduation from Incarnate Word Academy include the religion program for a minimum of 27.000.

Freshmen must carry a minimum course load of 7.25 units of credit for the year. The minimum number of units of credit that a student must carry in her sophomore year is 7.125, her junior year is 6.625 and her senior year is 6.500. Seniors must have 3.5 credits during second semester.

Students may include dual enrollment at a nearby college in their minimum units of credit. Dual enrollment courses will not be included in the student's grade point average. Administrative approval must be obtained.

All courses will be counted in the grade point average except dual enrollment and pass/fail courses.

If fewer than twelve students request a specific elective course, the administration reserves the right to cancel the course. Some department policies indicate the minimum number of students necessary in a specific course. Students should plan for alternative courses if their first choice is not available.

**Exceptions to any policy above can be made on an individual basis for extraordinary reasons by the Administration of Incarnate Word Academy.**

#### **Options for College Credit**

Students enrolled in Advanced College Credit (ACC) courses may receive college credit from St. Louis University or the University of Missouri-St. Louis. A fee is paid to the university in addition to the regular Incarnate Word Academy tuition. This credit is transferable to

any other college that will accept it. Admission to an ACC course is based on the student's previous performance in the subject area, teacher approval, and any relevant university guidelines.

A student enrolled in an Advance Placement (AP) course receives advanced placement preparation; i.e., she completes assignments which prepare her to later test for college credit in the course. A fee is charged for her test, which is optional.

All advanced level courses are designated by ACC or AP. A student must have a 3.0 to register with UMSL or St. Louis University for ACC credit.

### **Add/Drop Policy and Fee**

**POLICY:** Once pre-registration has been completed and the form has been submitted to the Registrar's office, any further changes will require an add/drop form and can **ONLY** be made prior to the start of classes. Once students receive their course selections in mid-July, they can make changes with the registrar via e-mail or phone. Once confirmed that the changes will take place, written permission from a parent or guardian and course changing fees will need to be submitted to the main office. The last chance for change(s) for first and second semester **can also be made** on Wednesday, August 19<sup>th</sup> prior to the start of school in the Counseling Office from 8:00 am to 3:00 pm. If a student chooses to make changes at this time, written permission from a parent or guardian and course changing fees will be required. **NO CHANGES** will be made after Wednesday for either first or second semester unless due to a conflict in the schedule.

**FEE:** There is an add/drop fee of \$10.00 per course change. For example, to drop one course and add another, the total fee would be \$20.00. No fee will be charged due to a conflict in the schedule.

### **Non-Ranking Policy**

Incarnate Word Academy does not rank students based on GPA. This departure from numerical ranking is preferred by all colleges and universities and is highly recommended for small and competitive schools by the National Association of College Admission Counseling. Because of our admission standards and our college preparatory curriculum, the student's rank does not always reflect their ability when compared to other high school students across the nation. Therefore, we want college admissions officers to look at the students' transcripts more thoroughly, instead of undervaluing some students' applications simply because they fall below the peak. We also believe it is important to set personal academic goals against a standard of excellence as opposed to against each other. Most importantly, we want to put student records in the best light as they apply to college.

For many students, especially those who have their cumulative Grade Point Average (GPA) towards the bottom of the class, it is not an advantage to list rank; for our stronger students, it would be a disservice by disclosing rank. These strong students are penalized for being members of a strong graduating class in a small school and their rank would not reflect their GPA.

### **Weighted Grades**

Incarnate does not weight grades due to the fact that colleges want Grade Point Averages based on a 4.0 scale. All colleges will recalculate any weighted GPA back to a 4.0 scale. Colleges are most interested in the course load a student takes. All courses are listed on the student's transcript and all Honors, ACC, or AP courses are designated.

### **GRADING SYSTEM**

#### **Reporting Forms**

In the past the teachers have sent Interim Reports to parents to keep them informed about their daughter's progress. However, now that we have Edline, parents can check on their daughter's grades whenever they want. We encourage parents to use Edline often.

A **Quarter Progress Report** is given at the end of the 1st and 3rd quarters. (Note: Progress grades are not final grades and are not included in the G.P.A.)

Parents will be given the opportunity to discuss their daughter's grades after the 1st and 3rd quarters at Parent/Teacher conferences. Individual conferences may be scheduled at any time.

A **Semester Grade Report** is given at the end of each semester. The student's work is evaluated according to the following scale:

<u>Grade</u>	<u>Percent</u>	<u>Grade Points</u>
A+	97-100	4.0
A	91-96	4.0
B+	87-90	3.0
B	81-86	3.0
C+	77-80	2.0
C	71-76	2.0
D	65-70	1.0
N	Below 65	0.0

An incomplete grade carries a value of 0 in the computation of grade point average. All course work must be completed within two weeks after the end of the semester. Missed exams must be taken within one year. After one year, the exam will not be added into the course grade

calculation. If the student's medical condition warrants a longer period, mutually agreeable arrangements must be made with the Administration, teacher and family. The G.P.A. will be re-calculated at the completion of the course work.

#### **G.P.A.**

G.P.A. (grade point average) is computed at the end of each semester. All courses taken at I.W.A. will be included in the computation except pass/fail courses and dual enrollment courses. Courses taken off campus, including classes taken by correspondence, do not get computed into the GPA. Students may only be enrolled in public school courses for the sole purpose of recovering credit.

To be considered for Valedictorian and/or Salutatorian a student must have attended Incarnate Word Academy for four sequential years.

The following policy will be used to select a Valedictorian and Salutatorian:

1. Grade point average.
2. The number of honors courses taken at the Junior and Senior year will be considered.
3. The total number of credit hours taken over a four year period of time will be considered.
4. The count of A+'s earned over Junior and Senior year will be considered.

#### **Honor Roll**

The Honor Roll is computed and published at the end of each semester. A grade point average of 3.75 is required for First Honors; a grade point average of 3.25 is required for Second Honors. These students are recognized at an Honor Roll Assembly following each semester. Students whose semester G.P.A. increases .25 points or better are also recognized at that time.

#### **Examinations**

Tests or alternative forms of comprehensive assessment are administered at the end of each semester. No student may take exams before the scheduled time. If a student is not available at the scheduled exam time, she must take her exam during the scheduled make-up time.

Any student who misses exams due to illness or family emergency has one week from the last exam day to complete the exams. Any student who misses exams due to a financial hold has one week from the date that the hold was lifted to complete the exams.

Arrangements for the makeup of exams should be made through the Academic Assistant Principal.

#### **Use of Flexible Modular Schedule**

Incarnate Word Academy's schedule is based on a flexible modular system. The student's schedule is different each day of a 10-day cycle. Coursework is completed through structured class meetings and open lab sessions. In the open lab, the student and teacher have the opportunity for one-on-one and small group interaction. Teachers provide opportunities for varied forms of instruction and assessment that are integral to the successful completion of the course. Open lab is **NOT** a "study hall", nor a time to "visit" with friends.

Freshmen will use a "structure" sheet to plan their day. Homeroom teachers check structure sheets at sign-out.

Truly, this system is "college-preparatory" in its emphasis on the student's responsibility for learning and using her time wisely.

#### **Academic Probation**

Incarnate Word Academy maintains a 2.0 grade point average as the minimum acceptable academic performance level. A student performing below a 2.0 for the semester and below a 2.2 cumulative G.P.A. will be placed on "Academic Probation." The student will be placed on a "structured" schedule. Under terms of the probation, the student may not be involved in theatrical productions or athletics. In addition, the student may not hold class office or be a member of Student Council. She may, however, retain club membership and office. She may participate in all school-sponsored special events.

The student on Academic Probation is expected to meet the following expectations:

- A) The student is to assume the responsibility for all preparation of assignments.
- B) The student is expected to seek help from her teachers when needed.
- C) All missed assignments, quizzes, and tests are to be made up immediately.
- D) The student must abide by the school's absence, tardy and behavioral policies.
- E) The student will meet with the school counselor to review progress.

An agreement will be signed by student, parents and administration specifying goals and time frame for improvement. If these goals and time frame are not met, the student may be asked not to return to Incarnate Word Academy.

#### **The Loss of Credit**

Students who lose credit during the second semester will be informed by a letter addressed to their parents/guardians within one week from the end of school. Parents/guardians of students who have lost credit during the school year must then inform IWA by the end of the

following week the method chosen to regain the credit. If a student fails three courses in a semester or four courses in a school year, the student will not be allowed to return for the following school year.

Students who must make up credit may do so in one of the following ways:

1. Repeat the course the following year\semester (if applicable)
2. Summer School - transcript sent to IWA
3. Tutorial Credit\*
4. Correspondence School

All summer school classes or tutoring to recover credit for a failed class must be completed by August 1st of that school year or the student will not be allowed to return to school.

If a student chooses to do correspondence courses for a failed class, she must be enrolled by June 15<sup>th</sup> of that school year so her coursework is finished prior to the beginning of the next school year. If a student's coursework is not completed, she will not be allowed to return to school.

\*Tutorial Credit Process: If the method chosen is tutorial credit, a tutor's teaching certificate must be on file with the Principal no later than the end of the 2nd week in June and before tutoring begins. When course work is completed, the work must be sent to IWA by August 1st.

Some courses require a departmental examination upon completion of the work. It is the parent's or student's responsibility to then contact IWA to make an appointment to take the examination. Arrangements must be made no later than August 1st, and the actual exam must be taken by the last day of the first week in August.

**Note:** If a student loses credit for a year-long course in the first semester with an average of 60-64%, some courses will permit students to continue second semester with the teacher's approval. Should the student pass the second semester, the Registrar will issue a grade of "R" for the first semester which indicates that the student regained the credit for graduation.

**No more than 2.0 units of credit may be earned through courses taken outside IWA if these are applied toward graduation requirement. The Administration reserves the right to make exceptions in extraordinary situations.**

One or more of these factors may be cause for not allowing a student to return to IWA:

1. Behavioral issues
2. Being placed on academic probation repeatedly

3. Failure to recover credits by the designated date
4. Poor attendance/numerous tardies
5. Showing lack of effort which would be demonstrated by one or more of the following:
  - Missing assignments
  - Skipping structure time
  - Skipping meetings with counselors
  - Not taking tests
  - Not meeting deadlines

### **ACCESS TO STUDENT RECORDS**

In the event the parents are separated or divorced with joint legal custody of the student or divorced parent having visitation rights, both parents are entitled access to their child's records or information regarding their child's education.

### **BEHAVIORAL EXPECTATIONS**

#### **I. Philosophy of Discipline**

At Incarnate Word Academy, the purpose of discipline is to maintain a safe, academic environment in which faculty and students can interact. The entire IWA community benefits when each young woman:

- a. treats herself and others with respect
- b. cares for school property
- c. takes responsibility for her own actions.

We believe that the development of self-discipline results in the recognition of the relationship between choices and consequences and the acceptance of consequences. Ultimately our policy is intended to promote the personal responsibility necessary to live as Christians in a community.

Failure to abide by the school's stated policies will result in behavioral consequences outlined below.

#### **II. Disciplinary Definitions**

**Behavioral Probation:** Probation is a notification to the student that her behavior has consistently failed to meet expectations or that she has engaged in a serious violation of the school code and the community. There are two types of behavioral probation:

##### **Demerit Probation**

One type is for acquiring eight demerits in a semester. Under these circumstances, the student will serve four detentions.

*Athletes:* If the student is an athlete, she will be suspended for 25% of the next season in which the student participates. If the student is playing on a team at the time, she will miss 25% of that season. If there are not enough games remaining on the schedule, it will be

carried over to the next season of the team the student joins in which the student participated in the previous school year. (A student may not join a new team with the purpose of fulfilling her suspension.) The student may attend practice during this time. If the student receives another eight demerits in a semester at any time during her high school career, the student will be withheld from 50% of her next season in which she intends to play, and she and her parents will be required to have a meeting with the Dean of Students to see if IWA is a suitable educational setting for her. Any student who receives eight demerits for a third semester will be asked to withdraw.

*Thespians:* If a student involved in theater receives eight demerits in a semester, she will not be allowed to try out for the next production. If she is presently involved in a production, she will be allowed to finish that production. If she receives eight demerits for a second semester, she will not be able to try out for the next two productions, and she and her parents will be required to have a meeting with the Dean of Students to see if IWA is a suitable educational setting for her. Any student who receives eight demerits for a third semester will be asked to withdraw.

*Student Council, Peers and National Honor Society:* Any member of these organizations who receives eight demerits in a semester will be removed from the organization.

*Clubs:* Any club officer, who receives eight demerits in a semester, will be required to give up her office, but not her club membership.

### **INFRACTION PROBATION**

The second type of behavioral probation is a result of a major infraction of one of the school rules. In addition to the four (4) detentions, anyone receiving probation for a major infraction will miss 50% of their next athletic season, and/or two theatrical productions, and/or dismissal from StuCo, Peers & National Honor Society. A second offense of this type will result in a minimum of suspension from athletics, theatrical productions, and StuCo, Peers and NHS for 365 days and possible dismissal from school.

In addition, any student who is placed on either type of behavioral probation will be placed on the “clean up crew” the morning after the auction. The Graduation Ceremony may be withheld for behavioral infractions which occur at the end of the school year

**Plagiarism:** The use of materials or behaviors that gains a student an unfair advantage over her peers when taking an evaluation or completing homework, or the attempt to gain such an advantage. The practice of presenting someone else's ideas as one's own is intellectual theft. Plagiarism is most commonly known as copying a published author's work, but this is not its only form. Plagiarism includes

copying and turning in anything that is not your own work, including a classmate's homework, the solutions to algebra problems, the answers to study guide questions, and copying essays written by students in the past. Plagiarism is a dishonest action and will result in behavioral probation.

**Demerit:** A notice to the student that her behavior has been inappropriate or fails to exemplify personal responsibility.

**Demerit Card:** A card which allows the student the opportunity to keep track of her demerits and thereby control her own behavior. This card also provides faculty/staff a location to notify the student that her behavior has been inappropriate or unacceptable. The student must have her demerit card in her possession and readily available throughout the school day including exam days. If a student does not have her card, she will receive an automatic detention. The loss of a student's demerit card will result in a 4 demerits or a fine of five dollars, whichever the student chooses. Rewards are available periodically for students who have not accumulated any demerits. All demerits are wiped out at the end of the first semester, and new demerit cards will be issued. If a student fills her demerit card, the teacher or staff member who gives the last demerit will take the student's card. It is the student's responsibility to get a new demerit card from the Dean of Students.

**Detention:** A period of one hour of supervised service to the school or one hour of sitting in silence will be served on an assigned day. The detention is a notification to the student that her behavior has been consistently inappropriate or unacceptable. Detentions are served from 3:15 until 4:15 after school on a day that will be designated on the Notice of Detention form. The day that the detention is to be served can be changed if there is a conflict, **but the student will have to serve an extra detention to do so.** Students will be notified that they must serve a detention by receiving a Notice of Detention from the Dean of Students. Students coming late to the detention will not be admitted. The original detention will be rescheduled and an additional detention will be issued. Also, any student not serving her detention will receive the same. The last detention of the school year will occur, if necessary, during the week following final exams. **Once a student has served six detentions during one school year, detention number seven, and all subsequent detentions, will be a two hour detention which will be served on a Saturday morning.**

**Due Process: Due Process is not an automatic step but is to be used only in extraordinary situations.** The procedure is initiated by talking to an Administrator. Due Process is a method by which a student may appeal a particular disciplinary or behavioral decision which has not been resolved by means of an administrative conference.

Due Process is a procedure that allows a student a final opportunity to present her situation. The student will appeal her situation to the Faculty Advisory Council (FAC.)

**Student Court:** Student Court is an opportunity for a student to appeal a “minor” offense. It is up to the Dean of Students to decide what issues should go to Student Court as opposed to Due Process. At Student Court students may appeal an incident, but not the consequences. If a student would like to appear before the Student Court, she needs to inform the Dean of Students who will inform the court. Court is held at 7:30 a.m. Any faculty member who was involved in the incident in question may also speak to the court. The Court consists of the four class vice presidents, one StuCo representative, the chief justice, and the Dean of Students. Students who wish to be the chief justice need to apply in May of the previous school year.

**Expulsion:** A student will be expelled from Incarnate Word Academy when her behavior has demonstrated, in spite of having proceeded through the steps of behavioral consequences, that the interests of the student and the school are not compatible. In extreme cases, a single infraction can warrant immediate expulsion.

**Notice of Detention:** A form which notifies the student of the time she must serve her detention as well as lists the Rules of Detention. This form must be signed by the student and her parents/guardians and presented to the Detention Supervisor for admittance. A student coming without the signed form will not be admitted to that detention period. The original detention will be rescheduled and an additional detention will be issued.

**Suspension:** A notification to the student that she has seriously violated the school behavioral code and/or broken the law. A student may be suspended without having served probation if the offense warrants. The in-house suspension period and date(s) will be determined by the administration. The student will not be allowed to make up tests or any other kind of work that is missed due to suspension. After her suspension, the student begins a period of behavioral probation, the length of which will be determined by the administration.

**Truancy:** A student is truant when she is absent from school without the permission of her parent or guardian or when she leaves the school premises at any time during the school day without the permission of the Principal. For example, UMSL property is not IWA school property and is off limits to students.

**Vehicle Policy:** Students are expected to bring all their supplies from their vehicles to their lockers in the morning. No student will be

allowed to go to her vehicle during the school day without permission. Students who have vehicles off campus may not go to their car during the school day without calling from the General Office to obtain parental permission.

### **III. Progression of Behavioral Consequences**

**Demerit:** A demerit constitutes the smallest type of intervention on behalf of a faculty/staff member to inform the student that her behavior is inappropriate or unacceptable.

**Detention:** Served for four demerits or one I-D infraction. If the student then accumulates two more demerits (total of six), she serves a second detention. If the student accumulates eight demerits, she is placed on probation. Any Level II infraction counts as four demerits and a "Notice of Detention" form will be given to the Dean of Students by the faculty/staff member

**Behavioral Probation:** Given after a serious offense or after the accumulation of eight demerits.

**Suspension:** Suspension is an administrative action which demands the student take a period of time to work on her own behavioral modification. Suspension may include some type of appropriate professional rehabilitation before the student is readmitted to school.

**Expulsion:** A student will be expelled from Incarnate Word Academy when her behavior has demonstrated, in spite of having proceeded through the steps of behavior modification, that the student and the school are not compatible. In extreme cases, a single infraction warrants immediate expulsion.

### **DISCIPLINE CODE - LIST OF INFRACTIONS**

#### **Level I Infractions\* (*minimum: one demerit on demerit card*)**

- uniform violations
- consumption of food/beverage outside of cafeteria
- tardy to class
- failure to bring a tardy note or have parent call if arriving after homeroom
- profanity
- noise in the hallway
- out of class or open lab without a pass
- at car or in parking lot without permission
- missing a Testing Center appointment
- inappropriate behavior

#### **Level I-D Infractions\* (*minimum: one demerit & detention*)**

- failure to sign out
- skipping a class/structured activity/open lab
- failure to meet with a counselor or learning

- consultant at the scheduled time
- inappropriate behavior at Mass/assembly
- instant messaging, emailing without permission, being in a chat room, or playing games on computers

**Level II Infractions\* (minimum: 4 demerits)**

- logging on a computer with someone else's user name and password
- refusing to give a faculty/staff member your demerit card
- signing out for another person
- disrespectful behavior (toward teacher/peers, etc.)
- disruptive behavior
- lying
- dismissal from detention
- wrong place at the wrong time
- possession of two demerit cards

**Level III Infractions\* (minimum: 8 demerits and/or suspension)**

- fighting
- stealing
- leaving campus without permission/truancy
- out of school conduct that seriously detracts from the reputation of the school such as disturbing the peace, arrest for misdemeanors, etc.
- forging a signature
- defacing/damaging property to Incarnate Word Academy or any other school property
- hacking into our computer system

**\*These lists of infractions are NOT deemed to be complete. Any behavior that violates the philosophy of the school will result in disciplinary action from the faculty, staff, or administration (example: drinking at another school's dance).**

**Consequences for Cheating/Plagiarism: There is a fine line between what is cheating and what is plagiarism. Both actions consist of taking someone else's ideas and claiming them as your own. However, while both actions are wrong, we feel there is a large difference between copying one answer from another student on a five point quiz and copying a hundred point research essay. As a result, while the academic consequence for either infraction will be that the student receives a 0% on the test or assignment; the behavioral consequence will depend on the magnitude of the assignment. A sliding scale will be used:**

**1-25 point assignment – 2 demerits**

**26-50 point assignment – 4 demerits**

**51-75 point assignment – 6 demerits**

**76-100 point assignment – 8 demerits**

**Gum:** Gum is allowed on campus. However, we ask students to please put in the proper receptacle when finished. In addition, an individual teacher may ban gum from his or her room.

**Water Bottles:** Water bottles are not allowed to be carried during the school day. There are drinking fountains on every floor of every building. There are no exceptions to this rule.

**Smoking:** Students may not smoke in the school building, on the school grounds, or in vehicles while they are on the school property. A student in violation of this policy will be subject to behavioral probation plus a \$25 fine. The amount of the fine will increase with subsequent offenses. County Code Section 602.320 prohibits smoking in schools and provides for fines ranging from \$150-\$500 for those convicted of violating this section. Possession of a tobacco product is a Level II infraction and a \$25 fine. **IWA IS A NON-SMOKING CAMPUS. ADULTS ARE REQUESTED NOT TO SMOKE.**

**Alcohol Involvement:** Possessing, using, or being under the influence of alcohol on school premises or at school functions off campus is prohibited. A student in violation of this policy will receive the minimum of probation. We reserve the right to breathalyze any student who is acting in a suspicious manner.

**Drug Involvement:** Possessing, using, or transferring unprescribed or illegal drugs on school premises or at school functions off campus is prohibited. A student in violation of this policy will receive the minimum of probation or suspension

Selling unprescribed or illegal drugs on the school premises or at school functions off campus is prohibited. A student in violation of this policy will be subjected to immediate expulsion from school.

Students suspected of being under the influence of drugs or alcohol will be required to have a professional assessment and drug test performed by a professional recommended by the National Council on Alcoholism and Drug Abuse within one week of the infraction. Home drug tests will not be accepted.

**Vandalism:** Pranks, no matter how innocently begun, often degenerate into vandalism. Incarnate Word Academy permits no pranks, senior or otherwise, and violation of this policy is considered a serious offense.

**Weapons:** No firearm or any other dangerous weapons are allowed on school property at any time. Any student in possession of a dangerous weapon will be expelled from school.

**Other Serious Offenses:** The administration reserves the right to determine if other offenses are serious enough to warrant probation, suspension, or expulsion from school.

IN THE CASE OF ANY SERIOUS DISCIPLINARY MATTER, the administration may require the student to see a professional for assessment and/or evaluation.

### **QUESTIONING OF STUDENTS**

Except at the direction of a case worker from the Division of Family Services, no student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents/guardians to provide them the opportunity to be present.

### **BOOKBAGS/BACKPACKS**

Carrying heavy backpacks can have a detrimental physical impact on students. We encourage the students to visit their lockers between classes to prevent them from carrying too many books at one time.

### **POLICY ON STUDENT PREGNANCY**

In light of our Incarnational philosophy based on the Gospel values and Christian principles, the student who becomes pregnant stands in special need of our acceptance, concern, and love. Out of our call to be caring and compassionate, without compromising our principles, we allow the student to attend classes during her pregnancy. It is a very concrete Christ-like way to assist her in time of real need. If a student's pregnancy becomes known to the Administration, the Principal will meet with the student, her parents/guardians, and her guidance counselor to best determine the needs of the student. If a student's pregnancy becomes known to the Administration and the student's parents/guardians do not know about it, the Administration will inform them. The student will be asked to wear an appropriate maternity style uniform.

### **DRESS CODE EXPECTATIONS**

All students are to be neatly dressed and well-groomed when arriving at school.

#### **I. Daily Uniform:**

1. Navy jumper/navy skirt/navy pants; pants should be traditional uniform style, no cords, cargo or drawstring styles. Skirts should be of appropriate length (about 2 inches above the knee) and zipped at all times. Pants should not have any designs or extra stitching on them. Uniforms (including hems) should be kept in good repair. Shorts, if worn under the uniform, must not hang below the skirt.
2. White long/short sleeved oxford button down collar or broadcloth standard pointed collar blouse, white monogrammed turtleneck, or

IWA knit sports shirt. T-shirts may not be worn with or under the uniform. Shirrtails must be tucked into skirts or pants.

3. Only IWA sweatshirts may be worn as part of the daily uniform. No other sweatshirt will be allowed at any time on campus.

4. Navy/white IWA monogrammed sweater

5. Shoes must be dark brown, navy or black leather or suede single-color. Athletic shoes may be worn. All shoes must have closed heels and toes. The uniform does not include boots or sandals.

6. Plain navy or white socks must be worn with shoes. Socks that are below the ankle may be any color. Solid navy or white tights are permitted.

7. No sweatpants or pajama pants are to be worn in the school buildings at any time. Cold weather options include tights or navy slacks.

8. Hats/scarves/bandanas may not be worn in the classroom.

9. Jackets may be worn from class to class but should be removed once the student is in the classroom. IWA jackets may be worn in the classroom.

**\*\*Any student that is out of uniform will be given a demerit and will have to come the next school day in dress uniform. The student will report to the Dean of Students by the end of homeroom to show she is in dress uniform for the day. If the student does not report to the Dean by the end of homeroom, she will be given a detention.**

**II. Dress Uniform:** Required for dress occasions & all-school liturgies. Must be purchased by all students:

1. Navy jumper

2. Long-sleeved, round collar, white broadcloth blouse – with all buttons buttoned should be worn during the months of Aug., Sept., Oct., April and May. White IWA monogrammed turtleneck should be worn during the months of Nov., Dec., Jan., Feb., and March.

3. Brown, navy or black shoes and nylons or navy/white tights/ knee socks are required with the dress uniform.

4. Only navy/white IWA cardigan sweater may be worn with the dress uniform - no sweatshirt.

**III. The following items can only be purchased from the IWA Bookstore:**

1. Navy/white monogrammed sweater

2. White IWA monogrammed turtleneck

3. White IWA collared knit sports shirt

The responsibility for adherence to the Dress Code at IWA lies primarily with the students.

a) Homeroom teachers will check uniforms in the homeroom each morning.

b) Demerits will be issued for violations of the Dress Code.

c) Students are expected to remain in uniform the entire day.

#### **OUT-OF-UNIFORM GUIDELINES**

For out-of-uniform days, the following are acceptable apparel:

1. Jeans, pants, or shorts of appropriate length for school
2. Sweats or pajama pants
3. Warm-ups
4. Sweatshirts or t-shirts with appropriate logos or sayings-all shirts must have sleeves
5. Footwear with a strap on the heel

Students may **NOT** wear:

1. Clothing that exposes any undergarments or midriff
2. Halters or tank tops
3. Any type of flip-flop, Birkenstock, or any shoe without a heel or heel strap.

#### **EXPECTED BEHAVIOR AT DANCES/SOCIAL EVENTS**

There will be a receiving line for each dance, appointed by the dance sponsor. The student will introduce herself and her date to the administration and faculty members in the receiving line. **Students must be present at school the day of the dance, if the dance is held on a school day.** If there is any indication of alcohol or drugs, police will be notified.

No one will be admitted after 9:00 p.m. No one may leave before the crowning of the queen. Sophomore dance times may differ. Parents will be informed of times on the permission slips. Persons attending an IWA dance may not leave the dance once they have arrived, unless they are leaving for the evening. When leaving for the evening, they are to leave the premises permanently and not return. At the discretion of the faculty sponsor, a participant may go to and from the parking lot when accompanied by a chaperon.

Anyone not dressed appropriately will not be allowed to enter. Inappropriate behavior will not be permitted. Identification of such behavior will be at the discretion of the faculty sponsor and the chaperons. If participants exhibit improper behavior, or cause damage, police and parents will be called and the participants will be removed. The participants and family will be responsible for retribution of damages. If participants exhibit improper dancing, they will be warned and if continued, their parents will be called and the students will be asked to leave.

If a participant of any dance is found drinking/using alcohol or a controlled substance, under the influence of alcohol or a controlled substance, or in possession of alcohol or a controlled substance, police officers will be notified and will take appropriate action. Parents will

be called to bring their student home. Standard school disciplinary action will be enforced in all cases for IWA students.

**SMOKING ORDINANCE: St. Louis County prohibits smoking in school buildings. In keeping with this ordinance, there is no smoking on campus including dances. As role models, we ask all adults also not to smoke on campus.**

### **HARASSMENT AND VIOLENCE POLICY**

**General Statement of School Policy:** The Mission of Incarnate Word Academy is to “promote human dignity.” The entire school community is committed to respecting the rights and quality of life of each person associated with this educational institution. Any actions violating the rights of individuals are unacceptable and will not be tolerated.

#### **Definitions of Harassment**

1. Sexual: Unwanted, unwelcome comments or actions of a sexual nature.
2. Racial: Racist comments and attacks on someone’s skin color.
3. Religious: Attacks on someone’s religious beliefs, practices, customs, and groups.
4. Homophobic: Actions or name-calling because of someone’s sexual orientation.
5. Size-ist: Taunting because of someone’s size or weight.
6. Able-ist: Insulting someone based on real or assumed physical or mental disability.
7. Classist: Taunting because of someone’s wealth or lack of wealth.
8. Bullying: Acts of aggression, force, threats, or intimidation.

#### **Definitions of Violence**

1. Sexual: Physical act of aggression, force or threat which involves touching of intimate parts.
2. Racial: Physical act of aggression or assault because of a person’s race.
3. Religious: Physical act of aggression or assault because of a person’s religious belief or membership.
4. Assault: Any action done with the intent to cause fear, to threaten or to act out bodily harm to another individual.

**Reporting Procedures:** Any person who believes she/he has been the victim of sexual, racial, religious, etc., harassment or violence of any nature should report the alleged acts immediately. Students are encouraged to talk with a teacher, administrator, counselor, parent or other trusted adult concerning any questionable action. If a student witnesses or is knowledgeable of actions of harassment or violence, the student should immediately communicate the situation to a school official.

All statements of possible harassment or violent acts will be viewed as serious. Any reports unjustly filed for the purpose of harming an alleged violator will not be tolerated and result in termination/expulsion from Incarnate Word Academy. (The individual falsely accused may take legal action).

**Reporting Procedures:** Informal Complaint – Any person who believes that she/he has been the victim of sexual, racial, religious harassment or violence, etc. by a student, teacher, or other school personnel should immediately report the alleged acts to a member of the school administration. After listening to the complaint the individual may be required to file a formal complaint. Formal Complaint- the alleged victims of a harassing or violent act will be required to file a written report documenting the action in question. A form will be provided to aid the documentation of the facts surrounding the incident. The form will include the following information:

- The nature of offense and person involved
- Relevant details – dates, times, places, etc.
- Other pertinent facts for investigation
- Signature of the complainant

**Investigation:**

1. School authorities will gather information as quickly as possible.
2. The victim of the alleged act should provide a written statement.
3. Additional witnesses should submit separate written information.
4. The alleged violator of the Harassment/Violence Policy will meet with school officials and present a written statement.

**School Action:** The school administration will follow the following steps:

1. Discuss behavioral changes if necessary.
2. Establish an intervention process.
3. Document progress or lack of.
4. Inform Board of this case.
5. Proof of violence may result in immediate termination/expulsion.

Any individual found innocent of the allegations would remain as a member of the professional, supportive staff or student body of Incarnate Word Academy.

### **CODE OF ETHICAL CONDUCT POLICY**

As mandated from the Archdiocese of St. Louis, all students participating in service projects must fulfill the following compliance requirements before they begin their service project: receive instruction of the Code of Ethical Conduct, and sign the Code of Ethics “Verification of Compliance” form. All incoming freshmen and transfer students will be required to attend the mandatory meeting in

September that will explain this Code of Ethical Conduct. Students who already attend IWA have been in compliance with this policy since January, 2006, and their forms are filed in the Campus Ministry Office.

## **DAILY OPERATIONS**

### **ATTENDANCE**

**Absences:** Regular and punctual attendance is critical to success in school and for the establishment of an acceptable school record. Tardiness and absences are recorded on the student's permanent record and are sent with the transcript. The importance of a good attendance record for future references cannot be emphasized enough. Students must be at school a half day in order to participate/attend dances, sports or extracurricular events after school.

**Please note: Students who miss more than one-fifth of days of a particular class will have their grade lowered in that class. Attendance and how it affects grades are in the course syllabus. (Example: Eight missed classes for a class that meets 5 times a cycle will lower a grade.) Attendance beginning Freshman year will be used to determine eligibility for Senior privileges.**

Absences are to be avoided because class time lost may be difficult to make up. Dentist and doctor appointments should not be made during school hours. Unstructured time is an important part of modified modular scheduling; it is not "**FREE**" time. It is recommended that open lab time not be used for appointments outside of school.

Seniors may have two days excused absence for college visits and/or shadowing experiences. Students must fill out a planned absence form in advance.

**All absences must be verified.** Parents/guardians are expected to call the school office (725-5850, Ext. 101) by **8:30 a.m.** if their daughter is going to be absent that day. A parental phone call or parental written excuse **MUST** validate each absence. Tardies after 8:10 a.m. must be validated by a phone call as early as possible. School office hours are from 7:30 a.m. until 3:30 p.m., daily. **Unverified absences are considered truancy and are recorded on each student's record.**

Any time a student is not at school, it is considered an absence except for the two days seniors have and the one day juniors have for college visits (a form is required to be completed before the visit(s) and turned in to the General Office), school functions, and the Pro Life march.

Missing more than one hour of a school day is considered one-half day's absence.

Absences for vacations, college visits, planned hospitalizations, etc. should be reported to the Dean of Students prior to the actual absence. If a student is going to miss more than one day of school, a "Permit to

Miss Class" form should be obtained from the General Office, processed accordingly and returned to the General Office before the absence. This procedure permits classes and homework to be completed or arranged for ahead of time.

Parents/guardians are requested to inform the school whenever they will be out of town and leave the name and phone number of the person in charge of the family during their absence; they should also note where they can be reached in case of an emergency.

**Perfect Attendance:** There will be a series of rewards given to students who have perfect attendance. If a student has perfect attendance for a month, she will be rewarded with a dress out day. "Perfect" includes no doctor appointments or tardies. Field trips and other school related days off campus will not count against a student.

Any student with perfect attendance for the semester will get free lunch provided by the administration.

Any sophomore or junior with perfect attendance for the whole year will be given a discount on a parking spot for the next school year.

Any freshmen, sophomore, or junior with perfect attendance for the year will be given a free bid to the next year's homecoming dance.

Seniors with perfect attendance will be put into a drawing for a reserved balcony at graduation. We have two of these to give out. Seniors will also be admitted free to the All Knighter after graduation.

**Early Arrivals:** The school doors will be open every day at 7:00 am. The conference room in the Administration Building will be open for students who need a supervised place to go.

**Early Dismissal:** If a student must leave school early, she should bring a note signed by her parent/guardian to the General Office **before 8:00 a.m.** on the day that the early dismissal is requested. A parent/guardian may also call the General Office by 8:10 am to report an early dismissal. Please be sure to say the actual time your daughter will be leaving school, not the mods, as sometimes our schedule may be different on that day. **All students who obtain an early dismissal MUST sign out in the General Office before leaving campus. Three early dismissals of less than one hour each will count as one-half day's absence.**

**After Dismissal:** All students should be picked up at least two hours after dismissal unless they are involved in a moderated activity. All students who stay at school after sign-out need to go to the designated supervised area.

**Tardy to School:** A student who is not in her homeroom at the designated homeroom time is considered tardy. She needs to report to the General Office where her tardy will be recorded. If the student arrives so late that she has completely missed the homeroom time, a parental note or phone call acknowledging the tardy must be received in the office. A parent note or phone call does not excuse the tardy. If a note or a phone call is not received within two days, a demerit will be issued. Doctor appointments and car trouble are not counted as tardies.

A student is allowed two tardies per quarter. The student will receive a detention for every subsequent tardy after that until the next quarter begins.

**Severe Weather Conditions:** In case of severe weather conditions, it is important that you check your local TV stations KSDK Channel 5, KMOV Channel 4 or KTVI (FOX) Channel 2 to hear if IWA will be closed or on a snow schedule. A snow schedule means that the first bell will ring at 9:10 a.m. and dismissal will be at 3:00 p.m. There will also be a message on the school telephone (314)-725-5850.

**Sickness/Accident:** If a student becomes ill during the school day, she should see the Dean of Students or go to the General Office. Parents will then be contacted. Should an incident occur during the school day, parents will be informed if necessary. **No student may go home or leave campus without parental permission.**

**Every injury on school property and/or school sponsored activities MUST BE reported to the Finance Office.** Should a student have a physical restriction, a doctor's form indicating the condition must be on file in the General Office along with the health form.

**Medications/Medical Conditions:** All prescription medication must be dispensed by the General Office. A doctor's permission slip and a note from the parent **must** be on file before medications are administered. Prescription bottles can serve as doctor's permission if specific dosage times are mentioned. Inhalers may be carried on the student, if necessary, **only** with a note from the doctor and the parent giving permission. Any non-prescription medications may be carried by the student. **No sharing of medications is allowed.** The parents/guardians of any student with a special health condition must notify the Administration in writing of the condition.

**PLEASE NOTE: If a student is ill or absent for a day, homework should be arranged with another student, friend or neighbor. Each student has her own LAP (Learning Activity Package) work, which covers about two weeks of assignments. Should a prolonged absence become apparent, please notify the Counseling Office (725-**

**5850, Ext. 195) so that arrangements can be made with the appropriate teachers.**

**Field Trips:** All students going on a field trip must have a signed parent permission form. If a field trip is required by a class, permission cannot be denied by another teacher. If a trip is not required, any teacher can refuse to sign the permission slip and the student cannot go on the trip.

If private passenger vehicles are used for transportation on a field trip, the following criteria should be followed:

1. The driver must have a valid, non-probationary driver's license.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The driver should be experienced and demonstrate the maturity needed to provide for the safety of the passengers.
4. All drivers and passengers must wear seatbelts.

**Emergency Information:** All students must have a daytime phone number on file in the office in case of emergency. It needs to be kept current. The school must be notified of any changes in personal information such as address, phone number, email, etc. All students must live with a relative or legal guardian.

**Asbestos:** An asbestos abatement plan is on file in the office and is reviewed on a regular basis. Trained personnel are on campus to maintain the plan.

#### **COMMUNICATION SYSTEMS**

**Announcements:** Announcements will be made each morning during homeroom. Morning announcements over the P.A. include announcements concerning the entire student body. Afternoon P.A. announcements will be made before dismissal.

**A Daily Bulletin** will be distributed from the General Office each school day via email. This bulletin will contain announcements concerning the entire student body, teacher-initiated announcements, club and class announcements (these require the signature of the student and a teacher), and special announcements such as birthdays, community events, etc. Students can view the daily bulletin online or posted on the hall bulletin boards.

**Cell Phones, CD Players, etc.:** Students may **not** use cell phones, I-Pods, CD players, etc., during the school day. If any of these devices are seen by a faculty/staff member during the school day, they will be confiscated and given to the Dean of Students. If a cell phone makes any sound during the school day, it will be confiscated. The device will

be returned upon payment of a \$25.00 fine. If a second offense occurs, the fine will be \$50.00 and will continue to increase accordingly.

### **Library Media Center Policies**

The Library Media Center is here as an independent research and study facility. The general reference collection and circulating collections are updated every school year. Please remember to check out materials from the Library Media Center, and don't forget to return them.

### **Library Regulations:**

1. Legibly sign yourself (first & last name) in the Library as soon as you enter. Do not save yourself or another student a seat before you sign in.
2. **NO** IM, personal e-mail, games, shopping or viewing photos are allowed.
3. **NO** food, drink, gum or candy are allowed in the Library.
4. Due to the small space and high level of use in the Library, You may only use the Writing Lab and Library (combined) 4 mods in one day. (i.e., mods 1/2 and 3/4 = 4) and you must be working on school related activities.

### **Circulation Policies:**

1. Circulating books maybe checked out for 2 weeks. You may renew the books unless another student has placed a request for the book.
2. Circulating DVD/VHS maybe checked out for 3 days. You may renew the media unless another student has placed a request for the material.
3. Books placed on reserve by a teacher may be used for the time that the student is in the library.
4. You may place a reserve on a book if it is currently checked out.

### **Copies:**

1. You may copy any Library material for **FREE** - **Reference books, circulating books, newspapers, and magazines only.**
2. All other copies are **\$0.10: Homework, class notes, handouts and other personal items.**

### **Writing Lab Regulations:**

1. All Library regulations apply to the writing lab.
2. Place backpacks under the tables to allow room to walk in the aisles.
3. Group projects are not allowed in the Writing Lab. You must sign up for a group room.
4. **\*\*See the Incarnate Word Academy Computer and Internet Use Agreement\*\***

### **Damage:**

Please refrain from destructive activities. Any person causing damage (gum under the tables, writing on tables, chairs, walls) will be financially responsible for repairs and or replacement.

**Library Media Center  
Group Study Room Policies**

The Library Media Center has three private study rooms with computers available for group projects. The use of these study rooms is a privilege not a right. Rooms must be used for academic school projects and study only.

1. If you are using the rooms for another purpose, you will be given a demerit and lose the privilege to use the rooms.
2. The rooms must be reserved at least one day in advance.
3. The maximum number of students allowed in each room is four.
4. When you sign up, you must list all group members (first & last names.) No additions or changes can be made on the day you have reserved a room.
5. You must list the purpose of your group, i.e. "study for calculus test" or "Brit Lit project."
6. You may talk in the rooms, but these rooms are not sound proof. If your group is too loud, you will be given a demerit and asked to leave.
7. **NO** IM, personal email, games, shopping or viewing of photos are allowed.
8. **NO** food, drink, gum or candy is allowed in the group rooms.

**LOCKERS**

The students are responsible for the contents of their individual lockers and for the combination to the lock. School lockers are provided at the beginning of the year for students. The lockers have combination locks built into them. Students do not need to bring a lock to school. Lockers must be kept locked at all times. If your locker is not locked, the school takes **NO RESPONSIBILITY** for items stolen. **Only** school locks may be used on lockers in the Physical Education area. Lockers are considered IWA property and the contents can be examined whenever the administration believes it is necessary.

**MONEY AND VALUABLES**

Students should not bring valuables to school as the school cannot be responsible for their safety. If a student brings a considerable sum of money, she should check it with the General Office so it may be placed in the vault for safekeeping.

**PARKING**

All cars parked on campus must have an IWA parking permit. Permits may be applied for starting in May of each school year for the following year. Spaces are \$70.00 and will be distributed on registration day. Students must park in the parking space that corresponds with the number on the parking tag that will be given to them. **Parking tags must be displayed at all times.** Any car parked on campus without a tag or parked in the wrong spot will be fined

\$25.00. The fine for the second offense will be \$50.00. If a third offense occurs, the student will lose her parking space. If a tag is misplaced, a new one can be acquired from the Dean of Students for \$5.00.

Students may not park in “Visitor” parking, on the streets of Greendale, on UMSL property, or along any “yellow curb”. Any student who parks in one of these areas will be fined \$25.00.

Students are not allowed to go to their cars during the day without permission.

#### **SCHEDULE, I.D. and DEMERIT CARDS**

Each student is given a schedule card, I.D. card and demerit card. The student is required to carry the I.D. card and demerit card on her person at all times. Any staff member may request to see the I.D. card or the demerit card. The I.D. card is used to check out/reserve books and materials in the study areas, to receive a test in the Testing Center, and for other I.D. purposes. Loss of a schedule card will result in a \$1.00 fee to issue a new card.

#### **SILENT STUDY and TESTING CENTER**

**Silent Study:** This area is a place for students to study in a quiet setting. Group work is not allowed unless special permission is given by the supervisor. Students should come prepared with all necessary materials to work during the entire time period or to read other materials.

**Testing Center:** The modular schedule of structured classes and open labs functions well when a Testing Center is used. Students sign up for a testing time and teachers send the tests to be administered by the testing supervisor. This environment must be closely monitored in order to maintain a proper testing situation. Guidelines for using the Testing Center must be followed.

#### **TRANSCRIPT REQUESTS**

College Application Information – IWA School Code 262-435

Current students requesting a transcript must adhere to the following guidelines: 1) Applications (college or scholarship) which require a transcript are to be reviewed with the assigned counselor. NOTE: If an application does not require a transcript or any additional information to be provided by IWA, the student can mail the application directly. 2) A transcript request form must be completed and signed by the student for each application turned in. Parents are to sign a “Parent Permission for Transcript Release” form. Both are available in the Counseling Office. The transcript fee must be paid when the application is submitted. Applications submitted without the fee will not be accepted. Transcript fee: The 1<sup>st</sup> application is free; the next 8

applications are \$3.00 each. All subsequent applications after the 9<sup>th</sup> have a \$10.00 processing fee. The final college transcript is free. 3) All parts of the application must be completed before turning into the Counseling Office. This includes the completed application, application fee (checks/money orders only), and recommendations (if required). 4) Application Submission Dates: All applications must be turned into the counselor a minimum of 10 school days before the actual due date. This allows for the processing of the application (i.e. application information reviewed, transcripts prepared, school information provided, etc.) Late Fees: 1) Less than 10 days prior to deadline-\$10 processing fee. 2) Less than 5 days prior to deadline-\$20 processing fee. 3) On the due date-may be unable to process due to short notice. \$20 processing fee will apply.

A student who is transferring to another school must provide written parental permission to the school secretary to release her records to the new school.

#### **VISITORS TO CAMPUS**

Eighth grade and transfer students are welcome to visit IWA. **Parents** must make arrangements with the Advancement Office three days in advance of the visit. All visitors will be escorted by members of the IWA Ambassador Club. All other visitors to campus must be approved by the Principal.

#### **FINANCIAL POLICIES**

All incoming freshmen and new students pay a one-time \$150.00 registration fee. A deposit of \$350.00 is required at the time of pre-registration. This is non-refundable if a student should decide not to attend Incarnate Word Academy. A late registration fee of \$50.00 is charged after the stated deadline for registration.

In the event that the payment of tuition is shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education.

#### **POLICY STATEMENT REGARDING FINANCIAL OBLIGATIONS**

\* No student may take exams at the end of the semester unless tuition payments are current. (5 of 10 payments must be paid)

- \* No student may register for or begin a new school year unless all previous financial obligations have been paid in full.
- \* Registration will not be completed until payment schedule form and all other registration forms have been returned.
- \* Transcripts and grade reports will not be sent for any reason unless all financial obligations are current.
- \* Seniors may not participate in graduation ceremonies unless tuition is paid in full.
- \* There will be a \$20.00 fee for any returned checks.

If you have any questions about the payment schedule or need further information, please contact the Finance Office at 725-5850, Ext. 185.

### **PARENT INVOLVEMENT OPPORTUNITIES**

**Parents' Club:** All Parents' Club meetings are open, and all parents are welcome to attend. The Parents' Club is a unique organization designed to welcome and include parents/guardians in the IWA community. Membership in the Parents' Club is automatic upon a family's acceptance into the IWA community.

The Executive Officers are charged with working directly with the Administration and the Development Office to communicate parents' understandings and concerns. The officers facilitate the sponsored activities of the Parents' Club.

The Parents' Club Council is charged with carrying out specific social and fund raising activities of the Parents' Club by chairing and/or assisting the chairs of the events. The Parents' Club sponsors:

- |                                    |                                |
|------------------------------------|--------------------------------|
| *New Parent Dinner                 | Aug. 26 (Soph. Reps Assist)    |
| *Homecoming                        | Sept. 20                       |
| *Mother/Daughter                   | Nov. 14                        |
| *Open House Refreshments/Reception | Nov. 2 (Sr. Reps Assist)       |
| *Parent Phonathon                  | Oct. '08, Nov. '08, & Feb. '09 |
| *Father/Daughter Dinner Dance      | Feb. 6                         |
| *Auction                           | Apr. 4                         |
| *Graduation                        | May 18                         |

The Parents' Club requests specific volunteer service selected during the summer and on Registration Day. This service is integral to the success of our total school program. Volunteers help us reach our goals of developing a strong sense of community through service. Student activities like dances, opening night, and graduation are always more successful with the involvement of parents. Parents' Club volunteers help us successfully invite potential students and their families to

become part of the IWA community. Volunteers also help us meet the development and fund raising needs of our school. Parent involvement at IWA is welcomed and encouraged. Parents are required to fulfill two service opportunities or pay \$250.00.

**AIDS Policy:** It is Incarnate Word Academy's belief that each individual has innate value and dignity, without discrimination with regard to AIDS. As a Catholic school, we are challenged to provide an atmosphere in which Christ's teachings and love can be experienced. IWA will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health and the Archdiocese of St. Louis. The policy is available for review in the school office.

### **INCARNATE WORD ACADEMY COMPUTER and INTERNET USE AGREEMENT**

#### **GENERAL**

Incarnate Word Academy provides educational computer accounts including but not limited to Internet access, school email accounts, and file storage.

The following guidelines are provided so that you are aware of your responsibilities; the use of school computers and the Internet are privileges and unacceptable use will result in the cancellation of those privileges.

Furthermore, students have no expectation of privacy for any aspect of their use of equipment, software, access accounts, or any other types of facilities or materials owned, controlled, or provided by the Incarnate Word Academy. Incarnate Word Academy reserves the rights to view, copy, intercept, or block the transmission of any type of material or communication which does not conform to this policy. If a user violates any of the following terms and conditions, disciplinary action will be taken and/or school computer use and Internet privileges will be revoked and future access may be denied.

In addition, Incarnate Word Academy makes no guarantees of any kind, whether expressed or implied, for the service we are providing. Incarnate Word Academy will not be responsible for any damages you suffer. This includes loss of data resulting from faulty software or equipment, delays, non-deliveries, or service interruptions caused by our negligence or your errors and/or omissions.

The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

### **USER RESPONSIBILITIES**

Incarinate Word Academy establishes the following universally recognized rules of network ethics and etiquette that students are required to abide by. These include, but are not limited, to copyright infringement, plagiarism, disrespectful speech, harassment, and violations of privacy.

1. **Account Activity:** You are responsible for all activity that occurs with your account. Do not login into a computer with someone else's account or allow another student to use your account. Do not deliberately or otherwise access files that are not yours.
2. **Inappropriate Activity:** Users will not access on-line gaming sites, social networking sites, and/or other sites deemed inappropriate, profane, pornographic and/or obscene. This restriction includes but is not limited to the school network, Internet, and personal storage devices. Users will not launch executable files personal storage devices and/or download such files from the Internet. Students will not alter computer settings. Furthermore, users are not to tamper with, move, or disconnect any computer or peripheral device or piece/part of any equipment.
3. **Inappropriate Behavior:** Users will not engage in inappropriate behavior which includes, but is not limited to: using obscene, pornographic, profane, threatening or disrespectful language; engaging in bullying through personal attacks including prejudicial or discriminatory attacks; harassing others; posting false or defamatory information. These restrictions apply to public messages, private messages, and material posted on forums and/or blogs used for instructional purposes.
4. **Respect for Resources:** Users will not download files or programs without permission. Unused or unwanted files (i.e. documents, pictures, and/or projects) should be deleted on a regular basis including those located on network servers, e-mail, and individual hard drives. Files needed for the user's

portfolio should be copied to personal storage devices once turned in to the instructor.

5. **Plagiarism:** Users will not plagiarize works found on the network, which includes the Internet. Plagiarism, which is the deliberate theft of ideas, words, phrasing, imagery, or other electronic resource, from another author, with the attempt to pass the material off as one's own, is strictly prohibited.
6. **Copyright Infringement:** Compliance with federal copyright law is expected of all students at Incarnate Word Academy. A copyright is legal protection for creative intellectual works, which is broadly interpreted to cover most if not all expressions of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of the types of works protected by copyright. The creator of the work, or, in some cases, the person who hired the creator, is the initial copyright owner. You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work. Many images and files available on the Internet have copyright protection and "fair use" policies allow any person to copy images, graphics, or files for educational use as long as the source is documented. However, trading of copyrighted music, movies, games, and software over the Internet is generally not legal and you must have the consent of the copyright holder.
7. **Personal Accounts:** Users will not access personal accounts of any kind (e.g. America Online, Yahoo Mail, Hotmail, Gmail, MySpace, etc.) using the school network.
8. **Electronic Communications:** Use of any electronic communication at school, including but not limited to email, will be appropriate and school related. Students will not use the school network to post and/or email personal information about themselves or other people. All email is monitored to ensure users conduct themselves in such a manner.
9. **Lab Policies:** All lab rules and policies will be followed as provided by the individual monitoring that lab. Users not in

compliance with lab policies are subject to disciplinary consequences and/or loss of lab privileges.

#### **CHECK-OUT COMPUTERS (Silent Study Area)**

All policies and responsibilities in the aforementioned list apply to the 29 check-out computers available to students in the Silent Study Area located in the MPR of the Theatre building. Furthermore, any student who checks-out a computer from the Silent Study Area assumes full responsibility for the computer and any damages that may occur to the computer during its use. In addition, students who check-out a computer must keep an atmosphere as expected for the Silent Student Area this includes but is not limited to constant requests for assistance with computer use.

#### **CONSEQUENCES OF VIOLATION**

Students may be given demerits, detentions, suspended or subject to other disciplinary actions for violation of this agreement. While computer privileges will be suspended immediately upon the discovery of an infraction, the counting of account suspension days begins with the next day after contact is made with the offending student. Having your computer privileges suspended means that you are not allowed to use any computer anywhere at Incarnate Word, even if that computer does not require a local or network login. Doing so constitutes a more serious violation of the Computer and Internet Use Agreement. Incarnate Word Academy reserves the right to suspend the computer privileges of any student who violates any part of the Computer and Internet Use Agreement. This includes any and all activities that may or may not be specifically listed on this page.

#### **CIPA COMPLIANCE**

It is the policy of Incarnate Word Academy to comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Practical technology protection measures (or "Internet filters") have been used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking has been applied to visual depictions of material deemed obscene or pornographic or to any material deemed harmful to minors.

Furthermore, practical steps have been taken to promote the safety and security of users of the IWA network when using electronic mail and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access,

including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**DURATION OF AGREEMENT**

The duration of this agreement begins upon signing and ends when the student leaves Incarnate Word Academy. This agreement is legally binding and indicates an understanding of the consequences of not adhering to this agreement. All students will complete and sign a Computer and Internet Use Agreement with Incarnate Word Academy. This agreement must be signed and submitted to proper school personnel before any access request is processed. Incarnate Word Academy will not provide computer access to any student who does not have a properly signed agreement on file with the school. In the case of students under the age of 18, parental consent and signatures will be required before access will be granted.

## **2008-2009 IMPORTANT DATES**

### **August 2008**

- 21 1st Day of Classes – Liturgy/Welcome Back Assembly  
Booster Club BBQ 5:00 pm  
Parents of Athletes Mtg. 6:00 pm
- 26 New Parent Dinner
- 28 Thespian Show Auditions 3:15 pm

### **September 2008**

- 1 No Classes/Labor Day
- 3 Faculty Meeting 8:00 am  
Late Start/Class Meetings 9:15 am  
Club Day Presentations mods 15/16
- 4 Parents' Club Mtg. 6:00 pm  
Back to School Night 6:30 pm Theater
- 5 Late Start (follow "snow schedule")
- 10 Noon dismissal for students
- 12/13 IWA Varsity Softball Tournament  
JV Volleyball Tournament
- 13 ACT
- 15-19 Spirit Week
- 15 Ext. HR
- 16 High School Night @ IWA
- 17 Liturgy/Founder's Day Celebration/HR Assembly
- 19 Pep Rally  
Dismissal at 1:00 pm  
Homecoming Dance 8-11 pm
- 20 Homecoming
- 22 Raffle Holiday
- 25 Financial Aid mtg. 6:00pm/College Fair 6:30-7:30 pm
- 27 Varsity Volleyball Tournament

### **October 2008**

- 1 Faculty Meeting 8:00 am  
Class Meetings 9:15 am  
FR Class President Speeches/Pres. Election

**October 2008 (cont'd.)**

<b>2</b>	Making High School Count mods 3/4 (for Fr.)
<b>2-4</b>	Thespian Play 7:30 pm
<b>3</b>	Ext. Hr - FR rep & class officer speeches/elections
<b>4</b>	SAT
<b>5-7</b>	Kairos
<b>6-11</b>	Golf Districts
<b>8</b>	One Act auditions
<b>9</b>	Callbacks
<b>9-11</b>	Softball Districts
<b>11</b>	Walk for Autism
	Tennis Districts
<b>13-15</b>	Tennis Sectionals
<b>14</b>	Freshman Retreat
<b>15</b>	Test Day for Freshmen/Sophomores/Juniors AM
	Teacher In-service PM
	Softball Sectionals
<b>17</b>	End of 1st Qtr.
	Mouse Races
	Junior site forms given out
<b>18</b>	Softball Quarterfinals
	Team Tennis Sectionals
<b>20-24</b>	Toothpaste Drive
<b>20</b>	Grades Due 9:00 am
	Mandatory Rehearsal for Concert
<b>20/21</b>	Golf State
<b>21</b>	Fall Concert 7:00 pm
<b>22</b>	Ext. HR/Prayer Service
<b>23</b>	Team Tennis State
<b>24</b>	StuCo Leadership Day
<b>24/25</b>	Softball State
	Tennis State
<b>25</b>	ACT at IWA
	Food Bank volunteering
	Cross Country Districts
<b>27-31</b>	Red Ribbon Week

**October 2008 (cont'd.)**

27 Parent/Teacher Conferences 6:00-8:00 pm  
27-30 Volleyball Districts  
31 Ext. HR

**November 2008**

1 Cross Country Sectional  
Volleyball Sectional  
2 IWA OPEN HOUSE 12:00-4:00 pm  
3-7 Key Club Week  
3 No Classes  
Basketball try-outs begin  
5 Faculty Meeting 8:00 am  
Late Start/Class Meetings 9:15 am  
7/8 Volleyball State  
8 Cross Country State  
11 Contest Concert 7:00 pm  
13 Sports Fall Banquet  
14 Seniors-college applications due to your counselor  
Mother/Daughter  
14/15 Cheerleading State  
17 Sophomore Retreat  
Swimming & driving try-outs  
19 Noon dismissal for students  
20 Fox Pom Show (JV & varsity)  
20/21 One Acts 7:30 pm  
22 Trivia Night  
24/25 Senior Retreat  
26 Thanksgiving Liturgy - Alumnae Mass 11:00 am  
Christmas Drive Begins  
Noon Dismissal  
27/28 No Classes-Thanksgiving Holidays  
28/29 V BB Tournament in Quincy

**December 2008**

1 Ext. HR - All School Prayer Service

**December 2008 (cont'd.)**

<b>1-5</b>	JV BB Tournament @ Ursuline
<b>2</b>	Reconciliation - mods 7-10
<b>3</b>	Faculty Meeting - 8:00 am Late Start/Class Meetings 9:15 am
<b>10</b>	Ext. HR - Christmas Drive ends Musical Auditions 3:15 pm
<b>11</b>	Callbacks 3:15 pm
<b>13</b>	ACT
<b>14</b>	Mandatory Rehearsal for Concert
<b>15</b>	Christmas Concert 7:00 pm
<b>16</b>	Performance Assessment Day
<b>17-19</b>	Exams
<b>19-21</b>	Visitation BB Tournament
<b>22-31</b>	Christmas Holidays
<b>26, 27 &amp; 29</b>	FR BB Jennings Tournament
<b>26-28</b>	Visitation BB Tournament continues

**January 2009**

<b>1/2</b>	No Classes
<b>1-31</b>	Grade School Basketball Tournament
<b>5</b>	2nd Semester Begins Grades Due 9:00 am
<b>5-16</b>	Blanket Drive
<b>7</b>	Faculty Meeting - 8:00 am Late Start/Class Meetings 9:15 am Parents' Club Mtg. 6:00 pm
<b>12</b>	Grades Mailed This Week
<b>19</b>	No Classes - Martin Luther King, Jr. Day
<b>21</b>	Noon dismissal for students
<b>24</b>	SAT Hall of Fame gathering
<b>26-30</b>	Catholic Schools & Pos. Awareness Wk.

**January 2009 (cont'd.)**

27 Registration Forms Given to Students  
28 Liturgy/Honor Roll Assembly/Auction kick-off  
30 Motivational presentation  
Field Day

**February 2009**

1-3 Kairos  
7 ACT  
St. Charles Invitational - Varsity & JV Dance Team  
8 Alumnae Social  
9 HR Teachers-Reg. Due to Registrar by end of HR  
10 Making your College Search Count (for Jrs.) mods 15/16  
11 Noon dismissal for students  
13 Junior service site forms due  
Senior Citizen Prom  
16 No Classes - President's Day  
17 No Classes - Faculty Retreat  
20 Blood Drive  
20/21 Swimming State  
21-28 Basketball Districts  
25 Liturgy  
26 Junior Retreat  
26-28 Musical 7:30 pm  
27/28 Dance Team – State  
28 Food Bank  
Drama Camp

**March 2009**

2 Tryouts for Soccer & Track  
3 Parents' Club Mtg. 6:00 pm  
4 Faculty Meeting - 8:00 am

**March 2009 (cont'd.)**

<b>4</b>	Late Start/Class Meetings 9:15 am Basketball Sectional
<b>6</b>	End of 3rd Quarter Noon dismissal Sophomore Dance
<b>7</b>	Incoming Freshman Placement Test Basketball Quarterfinal
<b>9</b>	Grades Due 9:00 a.m.
<b>16</b>	Parent/Teacher Conferences 6-8 pm
<b>17</b>	Late Start (follow "snow" schedule)
<b>18</b>	Winter Sport Banquet
<b>19</b>	IWA Day celebration ("liturgy" schedule)/Career Day
<b>21</b>	Alum Easter Egg Hunt
<b>23-27</b>	Spring Break
<b>31</b>	Parent/Student College mtg. 6:30-7:30 pm Theater

**April 2009**

<b>1</b>	Faculty Meeting - 8:00 am Late Start 9:15 am StuCo exec. speeches/elections Registration Forms Given Out
<b>3</b>	Ext. HR/StuCo officer & rep speeches
<b>4</b>	ACT @ IWA IWA Dinner Auction
<b>6</b>	Pep Rally mods 15/16
<b>9/10</b>	No Classes
<b>13</b>	No Classes
<b>17</b>	Registration Forms Due Sophomore service cards due

**April 2009 (cont'd.)**

17 Beach Bash  
20 NHS Evening Induction Ceremony 7:00 pm  
21 Extended HR/NHS Inductions  
22 Ring Day  
24 Freshman service cards due  
27-5/1 Teacher Appreciation Week  
29 Liturgy/Memorial Mass

**May 2009**

1 Prom - Jr./Sr. Dismissal after mod 10  
Awards Assembly/Picnic/Senior Sensation  
8 IWA Golf Tournament  
9 Advanced Placement Tests for Incoming Freshmen  
Uniform Fitting 9-noon  
11 AP Biology Exam 8-noon  
Last Day for Juniors & Seniors  
12 AP Chemistry & AP Environmental Science 8:00-noon  
Senior & Junior Performance Assessment Day  
13/14 Senior & Junior Exams  
14 Sr./Jr. Book buyback day  
15 Junior Service Orientation – **Mandatory**  
Rose & Candle Ceremony  
Senior Grades Due 9:00 a.m.  
16 Track Districts  
16-23 Soccer Districts  
17 Baccalaureate 2:00 pm  
18 Graduation 7:00 p.m.  
23 Track Sectional  
25 No Classes  
26 Freshman/Sophomore Performance Assessment Day  
Soccer Sectional  
27-29 Freshman & Sophomore Exams  
29 Jr. Morning of Reflection – **Mandatory**  
29 Fr./Soph. book buyback day  
29/30 Track State  
30 Soccer Quarterfinal

**June 2009**

<b>2</b>	Grades Due 9:00 am
<b>5</b>	Soccer Semifinals
<b>6</b>	SAT
	Soccer State