



Parent - Student
Handbook
Incarnate Word Academy
2018 - 2019

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Mrs. Mary Whelan
Head of School

Sr. Rosemarie Burke, SIW
Campus Minister

Janette Cicerchi
Principal Pre – Gr. 4

INCARNATE WORD ACADEMY
6620 Pearl Road
Parma Heights, Ohio 44130

www.incarnatewordacademy.org

Handbook Revised, August, 2018

Welcome Message

It is with great pleasure we welcome all families to the 2018-2019 school year. Incarnate Word Academy is entering into its 84th year of existence and is proud of the way the school's mission and vision created by the Sisters of the Incarnate Word continues to flourish and provide quality academics and extra-curricular activities to all its students. It is with pride and enthusiasm that Mrs. Mary Whelan, Mrs. Jan Cicerchi, Sister Rosemarie and our faculty and staff begins another new school year with their commitment to Catholic education.

Incarnate Word Academy has a superior reputation in greater Cleveland because of its history and tradition of upholding gospel values, its preservation of discipline through respect for others and their right to learn, as well as its commitment to helping each student develop their potential to their fullest in order to become the best version of self.

Thank you for choosing Incarnate Word Academy as the school to continue in the formation of your child/children. Since the primary responsibility for the education of children belongs to the parents and/or guardians, we share in that responsibility and take it very seriously. We ask for your assistance by observing the following recommendations.

We ask you to assist us by supporting our school policies, by acknowledging and respecting the authority of the school's administration; as well as each teacher on the staff. Be a model to your child/ children in the practice of their Catholic or other faith tradition. Finally, please supervise the completion of all school assignments. Let us work together in our efforts and in our collaboration to bring about successful results in the education of your child/children this school year.

We pray that the Incarnate Word will bless us in teaching our students to learn, love and serve as they grow to become the best persons that they are called to be.

The Incarnate Word Academy handbook is intended to inform you of the policies and procedures of our school. We believe that you, the parents, are the primary educators of your children and must be involved in the educational process. Your cooperation in upholding the school policies and regulations contained in this book can bring the support and type of encouragement students need to do their very best in school. Active participation within the school community can exemplify your commitment to Catholic education and Incarnate Word Academy.

Incarnate Word Academy is the sponsored ministry of the Sisters of the Incarnate Word. The school was founded to assist parents with the education of young children. It is an alternative school other than the one provided by the parish within the Catholic Diocesan system. IWA is accredited by the *Ohio Catholic School Accrediting Association* and our academic curriculum is in accordance with the regulations of the Department of Education of the State of Ohio and the Diocese of Cleveland, Office of Catechetical Formation and Education.

In addition to academic excellence, the religious development and growth of every child is of primary importance. Working in partnership with parents we strive to teach the religion curriculum and inspire Catholic values. As stated in our mission statement: Incarnate Word Academy is the sponsored ministry of the Sisters of the Incarnate Word. As a community of learners filled with the Spirit of the Word-Made-Flesh, we are committed to living the gospel values and inspiring academic excellence.

ADMINISTRATIVE DIRECTORY

School	440-842-6818
Modular Unit	440-885-8648

Head of School/Principal 5-8	Mrs. Mary Whelan	Ext. 302
Principal Preschool – Grade 4	Mrs. Jan Cicerchi	Ext. 301
Campus Minister	Sr. Rosemarie Burke	Ext. 308
Director of Advancement	Mrs. Carli Miller	Ext. 303
Secretary	Mrs. Sheila Fenton	Ext. 300
Attendance/Student Support	Mrs. Michelle Konopka	Ext. 305
Extended Day Program		Ext. 305
Nurse	Mrs. Lynette Duldner	Ext. 306
Health Aide	Mrs. Rhonda Alvey	Ext. 306
Certificate Program		Ext. 307

ADMISSIONS

Incarnate Word Academy admits students of any race, color, nationality, creed and ethnic origin to all the rights, privileges, programs and activities made available to all students.

REGISTRATION

Registration for currently enrolled students and new families at Incarnate Word Academy takes place in January. A yearly, non-refundable registration fee must accompany the Enrollment Agreement. Incarnate Word Academy is a private school, therefore, the administration reserves the right to review and screen all applicants. Records of new students must be reviewed before admission is finalized. Children entering Kindergarten must be five (5) years of age on or before September 30. The Parent/Student Handbook is available for review on Praxi. Please read over the handbook and download the Responsibility Agreement found under the Resource Tab in Praxi. This must be signed and returned on the first day of school.

TRANSFERS

If a student is transferring to another school, parents/guardians are required by State Law to sign a release form requesting Incarnate Word Academy to send your child's permanent record file to the school where he/she is being transferred. It will be necessary for you to get your child's report card and possessions on the last day of attendance. No academic records will be transferred until all financial obligations have been met.

STUDENT RECORD INFORMATION

Student records must be kept up-to-date. Please inform us **IMMEDIATELY** of any changes to the student's address, home and cell phone numbers, e-mail information, emergency information, custody information, marital status or parish.

CUSTODY DOCUMENTATION

In cases of legal separation or divorce, it is necessary for the school to have on file, a **complete** confidential copy of the document indicating legal guardianship of students. A copy of the legal document needs to be sent to the school office. A copy of the document is kept in a locked file in the principal's office.

BEFORE CARE & EXTENDED DAY PROGRAM

A program of extended day is offered to Incarnate Word Academy families before and after school. This Extended Day program is designed to maintain a safe and supervised environment for students before and after school. Before Care is available from 7:00-7:30 a.m. The After School Extended Day program serves Preschool students from 2:00-6:00 p.m. and Kindergarten through Grade 8 from 2:30-6:00 pm, any day school is in session. This provides quality educational and recreational activities after regular school hours. The Extended Day Program Handbook may be found at the end of this Parent/Student Handbook.

BIRTHDAY PARTIES/SOCIAL EVENTS

It is not permitted to distribute invitations to birthday parties or other social events on school grounds unless the entire class is invited.

COLLECTIONS

No funds may be collected for any non-school sponsored events or parties.

PARENT RESPONSIBILITIES

The primary responsibility for the education of children belongs to their parents. However, this responsibility is shared with the school as a matter of practical necessity. The greatest factor in building your child's intellectual, cultural, moral and spiritual attitude is the *example* you provide in your home and compliance with school policies.

We ask that you assist us by:

- Supporting school policy and the authority of the administration and teachers
- Modeling and supporting your child's practice of the Catholic Faith
- Oversee completion of all school assignments
- Review Praxi Grade Book regularly

DAILY TIME SCHEDULE

The school office is open from 7:15 a.m., until 3:30 p.m., Monday through Friday when school is in session.

7:30 a.m.	All teachers are present and in their classrooms
7:30 a.m.	Students report to classrooms
8:00 a.m.	Bell for opening exercises and homeroom organization
11:00 – 11:40 a.m.	Lunch/Recess Grade 6
11:20 – 12:00 p.m.	Lunch/Recess grades K, 1, 5
12:00 - 12:40 p.m.	Lunch/Recess grades 2, 3, 4, 7, 8
2:25 p.m.	Dismissal

ARRIVAL - DISMISSAL

According to State Law, we are not responsible for children before teachers are expected to be in their classrooms, unless they are enrolled in the Before Care Program. Children who walk or are driven to school and arrive on the premises before 7:30 a.m., must be enrolled in the Before Care program.

It is imperative that the 5 mph speed limit on school grounds be observed for the safety of our children. Be alert at all times to the IWA staff directing traffic. At arrival and dismissal time, cars are to pull up facing the car dealership in the drop off area. Please pull forward to the first cone to prevent backup onto Pearl Road. Do not drop off or pick-up students at the entrance to the building, regardless of the weather conditions. Please do not use a cell phone while your vehicle is in motion on school grounds.

Students may not roam the building or school property unsupervised at any time. Students involved in sports activities are required to go home or be enrolled in the Extended Day Program until their scheduled sports' activity begins. Students may not enter St. Joseph Hall unless admitted by their respective coach. No one may admit students to St. Joseph Hall when the coach is not present. In addition, siblings are not to be in St. Joseph Hall unless a parent or legal guardian is coaching and they are supervised.

The school's responsibility for students does not extend beyond 2:30 p.m. Other than unforeseen circumstances, students should be picked up by 2:30 p.m. when not riding the bus. The Attendance Office should be notified if, on occasion, students must remain at school later. Students who have not been picked up by 2:45 p.m. will be sent to Extended Day and billed for that time. **Children should not re-enter the building after dismissal, unless directed by a teacher.**

Bicycles may, with extreme caution, be ridden to school. Bicycle safety is of great concern to all. Riders are reminded to walk bikes on school property, cross the street at the proper places and abide by the traffic rules. The school cannot be responsible for lost or stolen bicycles or bicycles that are damaged in the schoolyard.

TARDINESS

Notify the Attendance Office at 440-842-6818 Ext. 305 or by using the IWA App if your child will be late for school. An excused tardy will be given to students who are late because of severe weather conditions, or their bus was late. Students who are late because of doctor appointments must provide a note from the medical facility in order to be excused. All other tardies are unexcused. Please provide your child with ample time to prepare for their school day by arriving at least 10 minutes prior to the start of the day. They may enter the classrooms as early as 7:30 a.m. School begins promptly at 8:00 a.m. A student arriving after 8:00 a.m. is considered tardy and must report to the Attendance Office to receive an admittance slip to enter a classroom. **Any student receiving five unexcused tardies in a school year will be given a detention issued by the Attendance Office. Tardies are noted on the student's permanent record.**

ABSENCE

If a student is absent, his or her parent/ guardian **must** call the Attendance Office at **440-842-6818 Ext. 305 or by using the IWA App before 8:30 a.m.** to report the absence. Parents may email the Attendance Office but, please do not email the teacher. If the Attendance Office does not receive a call, parents will be contacted at home or work. In the event no one is available in the Attendance Office a message may be left on voice

mail. Please give the following information when calling: name of student, homeroom number or teacher, reason for absence, and your name with a phone number where you can be reached. **Upon return to school after an absence, a written excuse given to the homeroom teacher stating the reason for the absence, and signed by the parent/guardian is necessary.** Absence is excused in case of illness, death in the family, or other reasonable causes. Students who do not attend school cannot attend after school activities on the day of their absence. A student will be considered habitually truant if he/she is absent without a legitimate excuse for five or more consecutive school days, for seven or more school days in one month, or twelve or more school days in one school year. If a student is habitually truant and the student's parent cannot promote the student's attendance at school, the student may be retained and/or have a complaint filed with the judge of the Juvenile Court. A student may not leave the school premises once he/she has arrived on school grounds until dismissal without written permission from parents and approval of the Principal.

Absences are calculated as follows:

- Tardy – student arrives after morning bell before 8:30 a.m.
- Whole Day Absence – student does not attend or leaves the classroom before 10:00 a.m.
- Morning Absence – student arrives after 10:00 a.m.
- Afternoon Absence – student dismissed after 11:30 a.m.

EARLY DISMISSAL

All students are required to be in school from 8:00 a.m. – 2:25 p.m. Therefore, early dismissal is strongly discouraged. Extra-curricular activities and lessons outside of school, as well as appointments and early departure for vacations should be scheduled **after school hours**. In case of an early dismissal, parents are **required** to write a note to the Attendance Office stating the reason for the early dismissal and the name of the doctor or dentist. Upon returning to school students are required to turn in a doctor's note to the Attendance Office. Parents or guardians are to pick up the student(s) at the **ATTENDANCE OFFICE**. At that time, parents or guardians will sign the student(s) out of school. Teachers will only dismiss a student when the Attendance Office notifies the teacher that the parent has arrived.

FAMILY VACATIONS

Student vacations during the school year are discouraged. In the event of a student vacation, **a form found on Praxi under the Resource Tab must be completed and returned to the office and the homeroom teacher two weeks prior to the vacation.** If a prolonged vacation is scheduled at the end of the school year or end of the quarter, all completed work must be submitted to the teacher four days prior to the last day of school or the end of the quarter. Teachers are not expected to be able to provide all work that will be missed during your child's absence. Some work may need to be completed after their return to school.

UNPLANNED TRANSPORTATION CHANGES

Please instruct your child before he/she leaves for school in the morning what his/her pick up procedure will be for the day. If there is an unforeseen circumstance that changes the way your child should go home, please contact the school office no later than 1:00 p.m. All classrooms have been equipped with telephones for teachers in case of emergencies and the Attendance Office can relay the change to the teacher. **Do not e-mail the teacher.**

CELL PHONES AND OTHER ELECTRONIC DEVICES

Electronic equipment and cell phones may not be used in any classroom, including before or after school, on the bus, at Extended Day, on a field trip, or special activity and must be kept in the student's locker between the hours of 7:30 a.m. -3:30 p.m.. Cell phones may never be used for picture taking. Violation of this will result in the item(s) being confiscated. Please leave your entertainment devices at home and concentrate on academic work while in school. All confiscated items will be held in the office until retrieved by a parent. Repeated infractions will result in disciplinary action. IWA is not responsible for lost or stolen items.

EMERGENCY SCHOOL CLOSINGS

In the event that Parma City Schools are closed due to severe weather conditions Incarnate Word Academy will also be closed, including all after school and evening activities. The announcement will be made on local television and radio stations. Cancellations will also be posted on Praxi announcements and sent through text messages, emails and social media. Do not call the convent or school. Other emergencies will be handled through Praxi email or text messages. If your school district closes, but IWA remains open, you are responsible to transport your child to school.

VISITORS

Visitors to Incarnate Word Academy are welcome, however, for the safety of the children, certain restrictions must be observed: **(all visitors are required to wear an ID badge while on school property)**

1. **PARENTS** are always welcome at IWA; we do ask that an appointment be made in advance, to visit with an administrator, counselor, or teacher. Parents are requested to stop at the Attendance Office to sign in and receive a badge.
2. **VOLUNTEERS** are very important to Incarnate Word Academy. We appreciate all that the volunteers do, not only for the school, but also for all of the children. When performing a volunteer activity, all volunteers must sign in at the attendance office and receive a volunteer badge.
3. **ALUMNI STUDENTS** are also welcome, however, not during school hours. They may visit after school only if it is convenient for the teacher.

All alumni must sign in at the attendance office and the person on duty will check with the secretary regarding the availability of the teacher. They must pick up a badge.

VOLUNTEERS

As part of the Cleveland Catholic Diocesan response for a solution to the problem of sexual abuse, a program has been instituted. The program is referred to as *Virtus*. The Virtus Program is designed to help prevent wrongdoing and promote “right doing” within religious organizations.

A volunteer who spends more than one hour weekly or four or more hours monthly with the students is required to attend Virtus training. All volunteers with the exception of those who are only volunteering for school field trips must comply with the program.

To comply with the program a volunteer must accomplish the following:

1. View a 7 minute introduction video; read the Diocesan Sexual Abuse Policy Manual; and sign and return the Abuse Acknowledgement
2. Attend the “*Protecting God’s Children*” Awareness Program (approx. 3 hours)
3. Read the “*Standards of Conduct for Ministry*”, and return a signed acknowledgement form
4. Provide Fingerprints to the school in which they choose to volunteer

The Virtus Program is usually offered in the fall at local parishes. Visit www.virtus.org to find program offerings in the area. Faculty will be provided with a complete list of those parents who have completed the Virtus Training to enable them to select the appropriate volunteers.

MEDICAL INFORMATION

Preschool, Kindergarten and grades 1-8: All students must have immunizations in compliance with Ohio Revised Code. Exemptions are available under certain circumstances. According to Incarnate Word Academy’s policy, all parents must complete emergency medical forms. These forms require parents to list (2) emergency names, other than the parent, who would be available to pick up your child if he/she becomes ill or gets injured at school. It is imperative that parents keep this information up-to-date since the information on these forms is used to help the children. Students who become ill during class must request permission from the **classroom teacher** to go to the clinic. Due to the small facilities in our clinic, we request that if your child is running a fever or is not feeling his/her normal self, that you keep your child home for the day. Please wait 24 hours after your child is fever free without the use of fever reducing medications before sending your child back to school. If your child vomits, please keep him/her home for 24 hours after the last vomiting episode. Remember, children can be sick without running a temperature. If you are called to come to school to pick up a sick child, please come **as soon as possible**, at least within 40 minutes. Please notify the school clinic if your child is diagnosed with any infectious disease or rash (i.e., measles, chicken pox, mumps, pink eye, head lice, etc.) immediately. If your

child has strep throat, wait 24 hours after beginning medication before allowing your child to return to school. Parents must take their child to see the school nurse/health aide in order for their child to re-enter the classroom after being diagnosed with an infectious disease. In order for the clinic to administer any medication to your child, a Physician and Parent Request Form, available on Praxi under the Resource Tab, must accompany the medication. We cannot administer any medication without this form being filled out completely. A note from the parents will not suffice. Medication must be kept in the school clinic, as students are not permitted to have any type of drug, prescription, or non-prescription medication on their persons, in desks or lockers at any time. Epi-pens and inhalers may be self-carried with a doctor's note. **Water bottles and/or cough drops are only permitted with a doctor's note.**

FINANCIAL RESPONSIBILITIES

FINANCIAL POLICIES

You have chosen to send your child(ren) to Incarnate Word Academy and in so doing you shoulder the responsibility to abide by **all financial policies**.

- The Enrollment Agreement must be submitted through Praxi – Online Forms on time with the Registration Fee which is non-refundable and non-applicable toward any tuition payments or charges.
- Tuition for the next school year is due by June 1, 2019.
- Failure to make tuition payments on time as defined can result in the immediate loss of your child's place of enrollment at IWA. This includes financing, whereby the school would be required to purchase the defaulted loan and any outstanding debt or fees.
- All financial obligations to the school must be fulfilled before a student can receive his/her report card. The school has a right to deny financing for the future year should loan delinquency problems occur.
- NSF checks returned by the bank shall result in a fee of \$30.00 per check. **IWA will not resubmit NSF/returned checks for deposit.** All NSF/returned checks are to be replaced with cash, a money order, or a cashier's check that includes the \$30.00 fee. If three (3) NSF checks are returned by the bank within a calendar year, a letter will be sent from the principal indicating that checks will not be permitted to be written for the remainder of the school year.

Please note that the above policies are **strictly enforced**. Rising costs affect IWA and for this reason it is necessary to annually review the financial status and policies. Tuition and school fees are subject to change each academic year.

PLEASE NOTE:

1. The yearly Enrollment Agreement must be submitted through Praxi with the registration fee by the date indicated. Responsibility Agreement must be signed and returned to the school by the date indicated on the form.
2. All previous financial obligations must be fulfilled by May 15th.

3. Failure to pay any financial obligations on time and in full will result in the following **consequences**, at IWA's discretion:
 - no access to progress reports available on Praxi Grade Book
 - immediate loss of your child(s) place of enrollment at IWA
 - no release of your child(s) records and/or transcripts;
4. Financial aid for the next school year will not be offered to families whose accounts from the previous year are not current by May 15th.
5. Financial obligations not remitted to the school by the original due date will incur a \$25.00 reprocessing fee. We do not wish to impose reprocessing fees; therefore, we ask that you make every effort to make your payments promptly.
6. If any payment under the monthly payment plan is delinquent, or if the *Unity Catholic Federal Credit Union* terminates its payment arrangement with the Parents, for any reason whatsoever, the Parents agree to immediately pay the full, unpaid balance to IWA, and late charges will be assessed accordingly.

REFUND POLICY

In the event of a child's withdrawal from IWA, prorated tuition is the only money subject to a refund. The registration fee and 15% of the school fees are non-refundable.

EXTRA-CURRICULAR PROGRAMS

Students have many opportunities to participate in extra-curricular activities throughout the school year. Most of these clubs and activities take place after school hours. Some of these clubs may require fees to cover expenses incurred through the club. Students that quit clubs, withdraw from school or are asked to leave clubs due to behavior issues will not receive a refund of the club dues.

IWA FUND

Tuition charged for the 2018 - 2019 school year is \$4,020 per child. The actual cost to educate an IWA student is \$5,818 which means each child receives a grant of \$1,798. The IWA Fund has been created to offset this deficit. Families are encouraged to make a tax-deductible donation, to the best of their ability, to bridge this gap between tuition charged and the cost to educate your child. Please give serious thought and consideration to your support of the IWA Fund. Donations may be mailed in or made online at www.incarnatewordacademy.org.

CERTIFICATE PROGRAM

Participation in the store certificate program is required for each family. Families are required to purchase \$3,000 worth of certificates during the school year from August through the third week in May. Families may elect to pay a \$300 non-participation fee and waive the purchase requirement.

SISTERS' RAFFLE TICKETS

The Sisters use the funds generated from the Sisters' Raffle Tickets to invest in facility improvements used by both the school and the Convent. IWA **requires** each family to support this raffle by selling \$100 worth of tickets. A donation of \$100 instead of selling tickets is also acceptable.

MUSIC FEES

Participation in the Music Booster's Program and the cost of private or semi-private music lessons through Incarnate Word Academy require a separate fee and payment. All music financial obligations must be fulfilled as indicated by the Music Booster Organization. If your financial obligations are not met, your child will be unable to attend lessons until the payment has been received. Reprocessing fees may also be added.

FUNDRAISERS

Fundraisers assist IWA to help keep costs down and balance the budget. It is of utmost importance that the school has the full cooperation and support from all families with fund raising projects. During the school year a variety of Fundraisers take place and parent/guardian involvement is the key to their success.

INCARNATE WORD ACADEMY ORGANIZATIONS

PARENT TEACHER STUDENT UNION - PTSU

Incarnate Word Academy Parent Teacher Student Union is a volunteer organization of parents, teachers, and students joined together to provide activities and events for the student and families of IWA in an effort to unite us as a community. All families in good financial standing are members of the PTSU.

- ❖ **Student Directory** - A School Directory will be available online to families. Parents may access this directory through Praxi, our Student Management System, under the RESOURCE Tab. This information should only be used for school related activities.

MUSIC BOOSTERS

Music Boosters promotes and supports a complete instrumental music program for IWA students.

INCARNATE WORD ACADEMY ALUMNI ASSOCIATION

The Alumni Association sponsors and sustains a complete alumni program including volunteer opportunities, networking, reunions, and financial support of academic advancement at IWA.

CURRICULUM

Through the curriculum, we meet the challenge to build and maintain quality education. Curriculum is characterized by diversified instructional strategies in the contemporary classroom, individualized instruction, use of community resources, continuous assessment, disciplined freedom, and teachers who motivate.

Through their daily curriculum, our students grow spiritually, intellectually, socially, emotionally, morally, and physically. The curriculum includes all school activities and a broad range of subjects plus field trips and outside speakers. Subjects taught include the following:

Religion	Spelling	Physical Education
Reading	Handwriting	Technology
Math	Social Studies	Art
English	Science	Music
Phonics	Health	Spanish

Government funding has provided us with Auxiliary Services, including a Speech Therapist, Psychologist, Intervention Specialist, a Reading tutor, counselor, and a clerk.

RELIGIOUS EDUCATION

Students enjoy the opportunity to participate in class and school liturgies, Eucharistic Devotions, and the Sacrament of Reconciliation as part of their religious education. This is in support of the parents' privilege and responsibility of sharing their faith. Regular attendance at Sunday Mass and reception of the Sacraments is of primary importance.

The very nature and purpose of Incarnate Word Academy requires all students to participate in Religion classes and activities. Catholics are expected to take active participation, while Non-Catholics participate by their very presence.

SACRAMENTAL PREPARATION

Parents have the right and privilege as well as the real and serious responsibility with regard to the preparation of their children for the Sacrament of Reconciliation, First Communion and Confirmation. For this reason, they are called to participate in the formal preparation of their children for the sacraments. Parents will receive help and guidance in this important responsibility from the school.

Incarnate Word Academy provides catechesis for the sacraments of Reconciliation and Holy Communion in the second grade. In addition, Incarnate Word Academy provides catechesis for the sacrament of Confirmation in the eighth grade. However, families **must follow** the preparation guidelines given by their respective parishes for the catechesis and celebration of the sacraments. Information from IWA will be sent to the parishes.

CURRICULUM - CONTINUED

TESTING PROGRAM

The testing program strives to improve the quality of instruction in a school. Also, tests can provide a basis for curriculum development, measures pupil progress, and indicates educational services needed in the school. The following testing program is administered.

Readiness Assessment	Kindergarten
DIBELS Oral Reading Fluency Assessment	Gr. K, 1, 2, 3, 4
MAP (Measures of Academic Progress)	Grades K - 8
STAR READER Program Assessment	Grades 1 - 5

HOMEWORK POLICIES AND PROCEDURES

Each teacher will set policies for homework at the beginning of the school year and share these policies with students and parents. If a student is absent, parents may call and request homework for their child. Please do so in the morning so teachers have adequate time to prepare the work.

Children work at different rates of speed; therefore it is difficult to establish a definite time frame for all children concerning homework. No child should have to work for hours after putting in a full day in school. Quality time on homework is however, extremely important.

A long-range assignment should be worked on as soon as it is received and should not be put off until the weekend before it is due. This is the responsibility of the student.

Any homework dropped off after 8:00 a.m., must be left in the attendance office. The homework will be put in the subject teacher's mailbox and may be marked 1 day late.

GRADES K - 3

If your child is home sick, it is not necessary to have the homework picked up or sent home. The homework can be taken home after the child returns to school. The homework can be completed by the child and then checked by the parents at home.

If your child is absent for an extended length of time, please contact his/her teacher.

GRADES 4 - 8

All teachers are required to have a completed homework sheet for any child that is absent. For every day a child is absent due to illness, he/she will be given a day to make up the work. If a brother or sister is to pick-up the assignments, they may be picked up in the sick child's homeroom **from 2:00 - 2:10 p.m. or after 2:30 p.m. Requests for homework should be made by 8:00 a.m.** Books in the middle and upper grades are very heavy. Please do not expect your younger children to be able to carry heavy books home. **Requested homework will be sent to the attendance office to be picked up no later than 3:30 p.m.**

CURRICULUM - CONTINUED

PRAXI- REPORT CARDS - PARENT CONFERENCES

Parents will have access, on a daily basis, to your child's grades through the parent portal in Praxi. In addition, a required conference is scheduled in October. Teachers are available before and after school for additional conferences. If you need an additional conference, **please request one from the teacher.**

Report cards will be issued quarterly. The report card envelope must be signed by the parent, and returned to the homeroom teacher. Emphasis should be placed on **EFFORT, CONDUCT AND HOME STUDY** as reasons for success or lack of success in academic study. Should a problem arise regarding your child's progress or conduct, you will be contacted for an appointment with the teacher.

LIBRARY

Students in Kindergarten Prep to Grade 4 will visit the library weekly to develop a love of reading, check out materials, access information both electronically and in print, and learn new library skills. Students in Grades 5 - 8 will visit less frequently. Students will be financially responsible for lost or damaged materials.

FIELD TRIPS

Teachers and students are encouraged to supplement and enrich any area in the curriculum through a field trip. Field trips for students, accompanied by teachers, are an integral part of the educational program. All school regulations are in effect during field trips. No student is permitted to join his/her class at a different time unless a written note from a parent or guardian is received and permission is granted from the homeroom teacher. Parents are not permitted to withdraw other students (such as brothers or sisters) from classes to accompany a class on a field trip or use a cell phone or other electronic device unless in an emergency situation. Students may not bring cell phones on field trips.

MILK PROGRAM

Incarnate Word Academy participates in the USDA Government Milk Program. Milk orders will be taken on a **semester basis** only and no change will be made once the order is placed. Orders are placed through your Praxi online account under Online Forms. Cost of milk per semester is \$26.00.

MARKING CODE

Students receive grades on the A-F scale as well as the O, S, N, U scale. Grades are based on the following expectations:

Superior knowledge and use of skill and subject matter

Thoroughness in daily work

Worthwhile contributions to class discussions

Ability to arrive at valid conclusions

Consistently high-test grades: **A+ 98-100** **A 95-97** **A- 93-94**

Good knowledge and application of skills and subject

Thoroughness in required work

Worthwhile contributions to class discussions

Independence in preparing work

Above average test grades: **B+ 90-92** **B 87-89** **B- 85-86**

Adequate knowledge of subject matter

Completion of required work

Participation in class discussions

Ordinary development in attitudes and study habits

Average test grades: **C+ 82-84** **C 79-81** **C- 77-78**

Insufficient knowledge of subject matter

Participation in class discussion when called upon

Low-test grades: **D+ 75-76** **D 72-74** **D- 70-71**

Unsatisfactory knowledge of subject matter

Assignment below standard

Inadequate participation in class

Low-test grades: **F 69-0**

Incomplete – A student will receive an Incomplete grade only if they have been absent from school for an extended time and their illness overlaps with the end of a grading quarter. The Incomplete will be converted to a standard grade after the student has had time to make up all missed work according to the make-up policy.

Art, Music, Physical Education, Spanish & Computer will be graded as follows:

K – 3 O, S, N, U

Grades 4 – 8

Letter grade

RETENTION

Retention will be considered for the following reasons:

1. Failure in two or more major subjects
2. Retention for other good and sufficient reasons (immaturity, excessive absence, etc.)

PARENT COMMUNICATION

ELECTRONIC THURSDAY FOLDERS

Every Thursday families will receive, through email, a Thursday Folder. This is our primary means of communication to families. This folder will include the weekly newsletter, important dates, and supplemental flyers. The Thursday Folder may also be found on Praxi under the Resources tab and on the IWA app.

All flyers will be posted on Praxi under the Resource Tab. Flyers should be e-mailed **as an attachment** to Mrs. Fenton, the school secretary, by **3:00 p.m. on Mondays** with a subject line of Thursday Folder, to sfenton@incarnatewordacademy.org for approval. Late flyers will be posted the following week, if appropriate.

WEEKLY NEWSLETTER

All correspondence for the Weekly Newsletter should be e-mailed **as an attachment** to Mrs. Fenton, the school secretary, at sfenton@incarnatewordacademy.org by **9:00 a.m. on Tuesdays** with a subject line of Weekly Newsletter. The Newsletter will be placed on Praxi under the Resource Tab on Thursday morning. All information submitted is subject to internal review.

MORNING ANNOUNCEMENTS

All morning announcements should be e-mailed to Mrs. Szabo by **2:00 p.m.** at least two days before the announcement is to be shared with the students. Her email address is sszabo@incarnatewordacademy.org. Announcements received after 2:00 p.m. will be read the following day, if appropriate. All sports announcements will be read on Wednesdays, but must be e-mailed.

WEBSITE

IWA's website address is www.incarnatewordacademy.org and is updated on a regular basis by the Director of Advancement. **No papers or flyers should be forwarded to her.** All information should be approved by the principal.

DRESS CODE - (GIRLS) 2018- 2019

Jumpers/skirts/vests & Optional Summer Uniforms must be purchased from Schoolbelles or Uniforms -R-Us
Dress uniform may be worn every day and **MUST** be worn on Dress Uniform Days.

- Grades K - 4** **Dress Uniform** Maroon/gray plaid jumper with emblem – **sewed** on left side
White uniform plain rounded collar blouse, buttons at the neck - long or short sleeve
- Option** Gray polo (Does not need logo when worn under jumper with emblem.)
- Grades 5 - 8** **Dress Uniform** Maroon/gray plaid skirt (pleated or wrap around 4 pleat kilt) **no shorter than top of the knee**; Maroon polyester vest or Gray/Maroon sweater vest w/emblem – **sewed** on left side. White plain uniform blouse: tailored V-opening or button down (over-sized w/large pockets - **not permitted**) **Blouses are to be tucked in at all times.**
- Option** Maroon polo with logo, Maroon fleece with logo
- SOCKS** Solid maroon, navy, gray, white, black (only) – no labels
Mid-calf (crew); knee socks; tights; No-show socks are not permitted.
- SWEATERS** Optional in colder weather- Solid maroon, gray, white.
No long or over-sized sweaters permitted. No fleece other than IWA fleece
No hooded sweaters permitted
- SWEATSHIRTS** Only 8th grade class sweatshirts are permitted during class
- SLACKS** **K - 4** Maroon/gray plaid uniform slack w/vest & emblem
(optional) **5 - 8** Solid navy Schoolbelles slacks w/belt – w/vest & emblem
- SHOES** Black/dark brown, leather upper tie shoe, Mary Jane or loafer;
NO platforms, heels of any kind, fashion boots, boat shoes, moccasins, any style ballet shoes, clogs, toeless or backless shoes will be permitted in the classroom.
- HAIR** Neat and clean at all times.
No extreme styles, no extensions, feathers, flowers, or latest fads.
No hair dye, tinting, hi-lighting, or any substance that will change the color of the hair.
- MAKE-UP** Absolutely no make-up, including colored lip gloss.
No fake nails or colored nail polish – Clear polish only. No face or body glitter.
- JEWELRY** No tattoos or body piercing.
Small pierced earring permitted on **earlobe (1 per ear) - girls only.**
No dangling or large earrings.
Small simple necklace and watch are permitted.
No silly bands, string or other fad bracelets.

May 1st - Sept. 30th

SUMMER UNIFORM Navy pleated walking short w/white polo shirt **TUCKED IN**
(Grades K - 5 only) Belts required: navy or black (elastic magnetic recommended for K & 1)

Gr. 1 - 8 Physical Education Uniform: Students are required to wear the school P.E. uniforms in Physical Education classes. To order uniforms anytime during the school year, print out an order form from the Resource Tab in Praxi and turn it into the school office. Any t-shirt purchased through the IWA Spirit Shop may be worn for P.E class.

DRESS CODE - (BOYS) 2018 - 2019

Polos and Optional Summer Uniform must be purchased from Schoolbelles or Uniforms-R-Us
Dress uniform may be worn every day and **MUST** be worn on Dress Uniform Days.

TROUSERS K - 8	Solid black or navy CONSERVATIVE STYLE - NO baggy pants with large pockets NO jeans or denim material, NO corduroy pants Solid black, brown, or navy belt for trousers is required No pants hanging on the hips
SHIRTS K - 4	<u>Dress Uniform</u> White dress shirt - long or short sleeve, oxford style permitted. Shirts must be tucked in at all times <u>Option</u> Gray polo with logo/ Gray fleece with logo
SHIRTS 5 - 8	<u>Dress Uniform</u> White dress shirt - long or short sleeve, oxford style permitted. Shirts must be tucked in at all times <u>Option</u> Maroon polo with logo/ Maroon fleece with logo
TIES (Dress Uniform)	
Grades K- 2	Pre-tied bow tie
Grades 3 - 8	Pre-tied long tie
Grades K- 8	Ties are worn from October 1 - April 30
Grades K- 8	Ties are to be purchased only at IWA
SHOES	Solid black/dark brown, leather upper tie shoe No stripes Solid black leather low cut tennis shoes (upper and lower) are acceptable and a separate pair of tennis shoes is required for Physical Education. NO HIGH TOPS - NO BOAT SHOES - NO BOOTS
SOCKS	Solid maroon/black/navy/gray/white - Mid-calf/crew only - no labels or logos
HAIR	Neat, clean and trimmed at all times Conservative style above the collar - not long No tails, no sculptures, no shaved heads, no fads, sides, or lines; Sideburns to the earlobe only No hair dye, tinting, hi-lighting, or any substance that will change the hair color
SWEATERS	Optional in colder weather Solid maroon, gray (only) Sweater vest - maroon, gray (only Schoolbelles)
SWEATSHIRTS	Only 8 th grade class sweatshirts are permitted in class
OTHER	NO TATTOOS OR BODY PIERCING Thin necklace - cross only; Watches permitted No earrings, silly bands string or fad bracelets
May 1st - Sept. 30th	
SUMMER UNIFORM	Navy blue pleated walking short w/white polo shirt TUCKED IN
(Grades K - 5 Only)	Belts required: navy or black
(Gr. 6 - 8)	No ties required during summer uniform schedule

Gr. 1 - 8 Physical Education Uniform: Students are required to wear the school P.E. uniforms in Physical Education classes. To order uniforms anytime during the school year, print out an order form from the Resource tab in Praxi and turn it into the school office. Any t-shirt purchased at the IWA Spirit Shop may also be worn for P.E. class.

DRESS DOWN DAY - DRESS CODE

Since Incarnate Word Academy is a private Catholic School when the children are permitted to “Dress Down,” they must do so tastefully and respectfully on specifically designated dress down days only. The following guidelines must be followed for this privilege:

Permitted:

- Nice jeans or slacks
- Mid-calf capris
- T-shirts or sweatshirts – school appropriate (**NO** violent or distasteful advertising/slogans)
- Clean tennis shoes/shoes that cover toes
- Skirts or dresses that are knee length
- Sweaters
- Nylon wind pants
- Solid sweat pants
- Navy blue long walking school uniform short (during summer uniform time)

Not Permitted:

- Non-uniform shorts
- Hats; tank tops; open toed shoes, or flip flops
- T-shirts/sweatshirts inappropriate for school
- Over-sized/large pocket pants, tight skinny jeans or leggings
- Printed sweatpants or yoga pants
- Tear-away or zip off pants
- Short skirts or dresses
- Sundresses (halter, spaghetti straps, or strapless)

LUNCH HOUR RULES

Students remain in their classrooms during the lunch period and eat at their desks.

- Preschool to Grade 3 are nut free classrooms. Do not send any nut products or foods manufactured in a facility with nut products to school.
- Students in grades 4 – 8 are asked to limit nut products as much as possible.
- Please send a lunch with your child in the morning. **DO NOT** bring your child lunch (from MacDonald's, Burger King, Wendy's, etc.) during the school day.
- All lunches should be marked plainly with the student's name and a room number.

Lunchtime is part of the educational program and provides an opportunity for all to show good health habits while eating a nutritious lunch. Table etiquette is a true test of children's manners and an indication of refinement taught at home and school.

Students are expected to conduct themselves as ladies and gentlemen during their lunch period. Besides the regular school rules and regulations, there are also lunch hour rules by which all students are expected to abide. They are:

1. No shouting or screaming.
2. No wandering around the room. Students **must** be seated.
3. No throwing of food or other objects.
4. All school rules, including no gum chewing, apply during lunchtime.
5. Students remain seated until dismissed by the monitor.
6. Keep the desks and eating area clean.
7. Place your lunch wrappings and waste in the waste containers.
8. Finish drinks before disposing into waste containers.
9. **NO GLASS BOTTLES OR SODA POP PERMITTED.**
10. **No cell phones or electronic devices may be used during lunch and or recess.**

ALLERGIES

Student allergies are a serious matter. To insure the safety of children with nut allergies, all lunches, snacks and birthday treats will be **nut-free in Preschool through Grade 3**. Also, all snacks and birthday treats that students in grades 4-8 bring to school must be **nut-free**.

Students in grades Preschool through Grade 3:

- May not bring peanut butter, nuts or nut products into the classroom
- No food or candy items will be permitted in the classroom if nuts or nut products are mentioned in the ingredients. If a snack or treat is sent into the classroom that contains any peanut butter, nuts or nut products, it will be returned.

Please note that Krispy Kreme doughnuts are not "nut free." While Krispy Kreme has not, in the recent past, had products with nuts in them, the shops have never been represented as "nut free" because some of the ingredients have always come from third party manufacturers that have nuts in their facilities. For this reason, Krispy Kreme cannot guarantee that their products are free from allergen contact.

BUS BEHAVIOR AND REGULATIONS

The Public School systems insure students who reside in their district ONLY. Therefore, students may not ride buses outside their school district or change buses within the district without permission from the district. The transportation departments of each school district, where Incarnate Word Academy students reside, have been given a roster of students in their district, and will not transport students whose names do not appear on that list. Eligibility for busing depends on the school district in which you reside.

Any behavior that distracts the school bus driver is a serious hazard to the safe operation of the bus and jeopardizes the safety of all passengers.

The following directives are to be observed.

GETTING ON AND OFF THE BUS:

1. To help maintain morning schedules, all pupils must be ready and waiting when the bus arrives.
2. Riders must stay off the road at all times while waiting for the bus. Riders must conduct themselves in a safe and polite manner while waiting.
3. Riders must wait until the bus comes to a complete stop before attempting to board.
4. Crowding and pushing is dangerous and must be avoided when getting on and off the bus.

RIDING ON THE BUS:

1. Loud talking and laughing or unnecessary confusion can divert the driver's attention and may result in a serious accident. Riders must talk quietly at all times when riding the bus. No talking at railroad crossings.
2. Bus riders must never tamper with the bus, outside or inside, or with any of its equipment.
3. Any damage done by pupils riding the school bus, such as writing on seats, a cut cushion, broken window, etc., will have to be paid for by the pupil or their parents. Throwing anything in the bus or out an open window is prohibited.
4. Riders must always keep arms inside the bus when the windows are open.
5. Books, packages, coats, and all other objects must be kept out of the aisles.
6. Eating or drinking is not permitted on the bus at any time.
7. The driver shall be responsible for the orderly conduct of the pupil. While on the bus, the pupils are under the authority of, and directly responsible to the driver.
8. The bus driver is responsible for the discipline of the children on the school bus and, in the event of misbehavior; the driver is to notify the principal.
9. If the misbehavior is of such seriousness as to warrant the child's being excluded from the bus, the decision will rest with the transportation department who will inform the parents.
10. No live animals may be transported on the bus.

The preceding rules and regulations apply to any trip under school sponsorship. Pupils shall respect the wishes of the chaperones appointed by the school. If a child is reported for any of these activities, the principal will handle each offense individually.

Students who fail to abide by these rules and regulations should expect appropriate disciplinary action to be taken against them. The Public School District reserves the right to refuse transportation for non-compliance of the noted regulations.

STUDENT LOCKERS

Students are individually assigned lockers for their own convenience. Students are **not** permitted to change lockers with other students. Lockers remain the property of and under the control of Incarnate Word Academy. Students are expected to maintain the lockers in a sanitary condition, neat, organized, and free of unnecessary clutter. Lockers are meant to contain school related items only. No decorations may be affixed to the outside of the IWA school lockers. No one may use his/her locker to store anything that is unlawful, or which may create a health or safety hazard. Lockers may be **INSPECTED** at any time if deemed necessary by the principal or his/her designee. Both the locker and its contents may be searched. No locks are permitted.

STUDENT SEARCHES

The principal or his/her designee reserves the right to search the locker, desk, person and personal property of a student on school grounds, or at any school activity when concerns for the maintenance of order, discipline and safety in the supervision and education of students exist. Students are permitted school related items only in the school building and on the school grounds.

STUDENT CODE OF CONDUCT

DISCIPLINE AT INCARNATE WORD ACADEMY

Incarnate Word Academy students should conduct themselves in a Christ like manner at all times. As an Incarnate Word Academy, students are expected to carry themselves in this manner 24 hours a day, 7 days a week. In order for learning to take place, a certain amount of self-discipline is imperative. Each teacher sets the rules and standards for his/her class, and the student must comply. Discipline is recognition of human dignity and the rights of others. School regulations are not an unfair personal restraint on freedom, but rather a respect for others and their right to learn. Action will be taken if a child seriously interferes with the work, play, and activities of other children.

Students come to school to develop their potential to the fullest and become, for their benefit and that of others, the best person that is possible for them to be. To achieve this, the student should:

- Express his/her individuality, find acceptance in a competitive atmosphere
- Recognize individual talents as coming from God yet accept the responsibility of developing these talents to become a productive member of his/her school and community
- Grow competent in decision-making; develop sense of responsibility to self and others
- Learn and apply basic truths of Catholic Faith to daily living, participate meaningfully in Liturgy
- Be aware of Christian values and acquire the self-discipline needed to live them
- Perceive life as one of personal service - to God, family, Church, school and country
- Provide opportunity to experience community so as to be able to build community
- To acquire basic skills
- Learn to think independently; be capable of making sound judgments based on Christian principles
- Use the communication arts effectively in life situations
- Become aware of mathematics as practical aid to life experiences
- Appreciate art and music as a vital and necessary part of emotional growth and development
- Develop desirable attitudes and behavior in inter-personal relationships
- Learn to live intelligently with change
- Accept responsibility for his/her own actions

STUDENT CODE OF ETHICS

- To respect all adults including teachers, substitute teachers, student teachers, lunch/recess guards
- To respect fellow students, their persons, their possessions

- To respect members of administrative staff and custodial staff, visitors present in the school
- To respect books and all other school property
- To observe courteously the rules of traffic in hallways, stairways, classrooms, on school grounds
- To demonstrate good sportsmanship at all times
- To be neat and clean at all times in person, dress and thought
- To participate fully and be attentive during classes, assemblies, and all school gatherings
- To refrain from using language of a profane or vulgar nature
- To work at all times toward self-improvement
- To know, understand, and comply willingly with rules and regulations of the school

STUDENT BEHAVIOR AND DISCIPLINE

When a student is experiencing difficulty in adjusting to the school program, IWA will attempt to aid the student by:

- Identifying the underlying problem;
- Working directly with the parent(s)/guardian(s) in an effort to help the child;
- Using available school and community resources to resolve problems; and
- Instituting appropriate disciplinary actions.

Whatever action is taken should reflect the severity of the problem and should be designed to improve the student's behavior. The action taken should not humiliate the student.

Program of Discipline

The following acts of misconduct by a student on school premises, or off-school premises at a school sponsored activity, shall constitute sufficient cause for disciplinary action. Disciplinary action includes, but is not limited to, written or verbal warning, demerit(s), detentions(s), parent meetings, behavioral contracts, corrective learning, suspension (either in or out of school), and/or expulsion. Demerits and Detentions may be given by any faculty/staff member including lunch monitors.

Demerits may be given for the following reasons such as, but not limited to:

1. Student disrupting class or failing to follow classroom rules
2. Student chewing gum in school or on the premises
3. Student absent from classroom without permission
4. Student in an unsupervised area
5. Student behaving in a disruptive manner when entering, leaving the building, or during fire drills
6. Note writing
7. Throwing of any object
8. Inappropriate behavior

Detention may be given for the following reasons such as, but not limited to:

1. Vandalism or graffiti on any school or personal property (Restitution is expected)
2. Aggressive physical contact
3. Inappropriate language, spoken, written, or gestured
4. Receiving 3 demerits
5. Disrespectful behavior, including verbal or physical abuse
6. Cheating, lying, or stealing
7. Possessing, writing, or disseminating vulgar materials
8. Forged notes or signatures
9. Failure to serve a detention
10. Receiving 5 unexcused tardies
11. At teacher discretion with approval of the principal

Detention is served on Wednesday afternoon from 2:30 p.m. to 3:30 p.m. Notification of the exact day will be communicated to the parents/guardians, through a note sent home. Once a student accumulates three detentions, the next demerit or detention will result in an In-School or Out-of-School suspension. The suspension will be held on a day arranged by the principal. **The student will complete** work assigned by his/her teachers in the school office and/or perform service activities in the school. Any work not completed and turned in to the teacher by the next day will result in a zero.

Suspended days do not accumulate and do not appear on the student's record.

Discipline records are not forwarded to any school requesting school records. However, if a student is transferring or applying to a high school and the request for information form asks for suspension or expulsion history, IWA will share this information.

IN-SCHOOL SUSPENSION - PROFESSIONAL EVALUATION - SUSPENSION FROM SCHOOL - PROBATION

In School Suspensions may be issued for the following reasons, but not limited to:

1. Inflicting serious bodily harm of any kind to any person
3. Vandalism
4. Possession of tobacco products and or matches or lighters on school premises
5. Possession of alcohol, drugs, inhalants or any other addictive substances
6. Possession of electronic devices, firearms, weapons or explosives (refer to youth gangs policy)
7. Leaving school premises or activities without permission
8. Immoral behavior
9. Skipping school – truancy
10. Behavior deemed serious at discretion of the principal

The principal, or principal designee, will notify the parents regarding the reason and duration of the suspension, and make arrangements for further professional evaluation if necessary. The principal, or principal designee, may decide to create an Academic Contract or Behavior Contract so the student has the opportunity to improve and

correct their inappropriate behavior. Record of academic progress and general behavior will be kept by the administration and the faculty involved. Any student failing to follow the behavioral or academic contracts may be asked not to return the following semester.

EXPULSION of a student from school is a serious matter and will only be used when absolutely necessary. In some cases the principal and or principal designee may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and or principal designee.

The following behaviors may be punishable by an extended suspension or possible expulsion and professional evaluation:

1. The use or sale of controlled substances.
2. The possession, use or sale of weapons (refer to youth gangs policy).
3. Unexcused absence relating to addictive substances.
4. Unlawful behavior (e.g. vandalism, stealing, harassing another student or staff member).

These rules and regulations stated in this handbook are subject to change and are not all inclusive. It is the right of the principal or principal designee, to make the final decisions regarding an issue/incident that may not be specifically stated in these pages.

Anti-Harassment, Intimidation, and Bullying Policy

Incarnate Word Academy teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student/school personnel at Incarnate Word Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any **intentional** written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stops that a reasonable person under the circumstances should know will the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and

2. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Incarnate Word Academy will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school sponsored events, or from any computer not on school property.

Definition

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
 - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
 - Sending abusive or threatening instant messages;
 - Using camera phones to take embarrassing photographs of students and posting them online; and,
 - Using Web sites to circulate gossip and rumors to other students;
 - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor or principal; and
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 1. What, when and where it happened
 2. Who was involved
 3. Exactly what was said or what the harasser did
 4. Witnesses to the harassment
 5. What the student said or did, either at the time or later
 6. How the student felt; and
 7. How the harasser responded

Complaint Procedure

Incarnate Word Academy expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an *Anti-Harassment/Bullying Complaint Form*. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal designee, has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form*. Information received during the investigation is kept confidential to the extent possible.

Incarnate Word Academy prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Sexual Harassment

Sexual harassment includes the following specific instances: obscene and/or sexually explicit gestures and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient; verbal sexual abuse or disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in ones possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication directed to another of a sexual nature;

spreading sexual rumors/innuendos; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others. The above list is not all-inclusive but provides guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the handbook Discipline Policy. If allegations of sexual harassment are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and circumstances in which the harassment occurred.

AIDS POLICY

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 8 shall be permitted to attend IWA in regular classroom settings provided:

1. The health of the child, as documented by his/her physician, allows participation in regular academic school activities
2. The child behaves acceptably, in a manner that would not cause spread of the disease or in any way put others at risk
3. The child does not have open sores, skin eruptions, or any other condition, which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities

The Principal will confer with the appropriate persons and consult with the Regional Superintendent of Catholic Schools before making the final decision on each case at IWA.

Parents and/or Guardians have the obligation to report to the Incarnate Word Academy administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), or other illnesses caused by HIV (Human Immune Deficiency Virus that causes AIDS, also known as HLTVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to IWA, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the conditions of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the child's participation in school activities.

STUDENT THREAT POLICY

Any and all student threats to inflict any harm to self or to others must be taken seriously. Whoever hears the threat should report it immediately to the principal. The police may be notified immediately. The student should be kept in the principal's office under supervision until the police arrive. The parent/guardian of the student who has made the threat shall be notified immediately. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.

The student may be suspended and not considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The principal shall provide the mental health care professional (Psychiatrist and/or Ph.D. Psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with ORC 2305.51 from the mental health care professional stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school.

The mental health care professional listed shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the principal with a copy of that follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling, and/or treatment will be needed and/or provided.

YOUTH GANGS AND VIOLENCE POLICY

Youth Gangs and Gang-Related Activity Are Prohibited

A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, unlawful or anti-social behavior, violation of school rules, establishment of territory or “turf” or any action that threatens the safety or welfare of others or substantially disrupts the orderly operation of the school.

Gang and gang activities can include but are not limited to the following:

- Recruitment, initiation, a manner of grooming, hair style and/or wearing of clothes, jewelry, head coverings, or accessories by which virtue of color, arrangement, trademark or other attribute denotes membership in a gang
- Displaying gang markings or slogans on school or personal property or clothing, gang tattoos, literature that indicates gang membership
- Fighting, assault hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames
- Possession of beepers or cellular phones, possession of weapons and explosive materials, possession, use or sale of alcohol, drugs, drug paraphernalia
- Attendance at functions sponsored by a gang or known gang members, association with or conviction of crimes with known gang members, or any other action directly resulting from membership, interest in, promotion or furtherance of a gang.

Weapons Policy

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators and other personnel in the school or parish. This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is any instrument, device or thing capable of inflicting death, and designed or specifically adapted for use as a weapon (O.R.C.2933.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles. Violations of this policy may warrant notification of the police, among other disciplinary action.

Student
Acceptable Use Policy
Incarnate Word Academy
Diocese of Cleveland

Incarnate Word Academy makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating Incarnate Word Academy's students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

Definition of school technology system: The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi; and
- new technologies as they become available.

Acceptable Use: Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct.

Privilege: Access to the District's computer/network/Internet is a privilege, not a right.

Access to communication system: Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional

purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Vandalism or Mischief: Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer: Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited.

Students Access: Computer/Network/Internet access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.

- c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
- d. Conserve, protect, and share these resources with other students and Internet users.
- e. Get appropriate approval before accessing the network with personal devices.
- f. Abstain from overriding the Internet content filtering system.
- 3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
- 4. Respect and practice the principles of parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

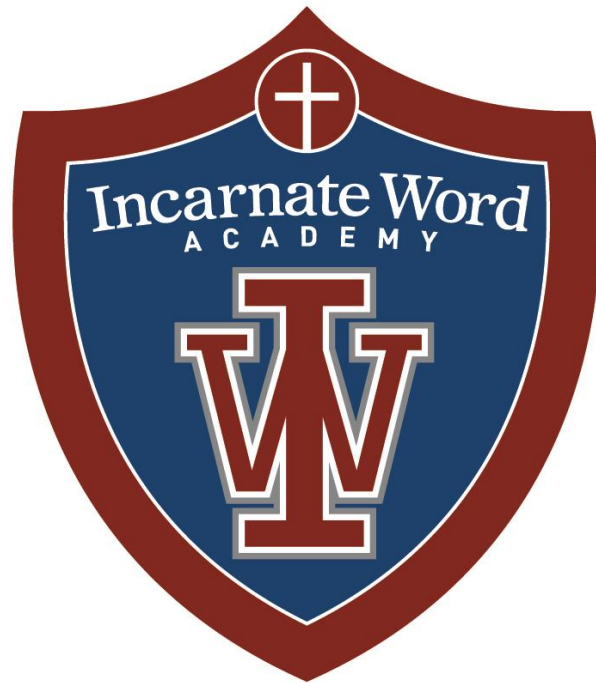
School Email and Communication tools: Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to the above mentioned rules.

Subject to Monitoring: All Incarnate Word Academy network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. Incarnate Word Academy reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of Incarnate Word Academy for

any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Consequences for Violation: Violations of these rules may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action appropriate legal action may be taken.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.



Extended Day Parent/Student Handbook

Incarnate Word Academy

2018 - 2019

PHILOSOPHY OF THE EXTENDED DAY PROGRAM

The Incarnate Word Academy Extended Day Program partners with parents in a Christ-centered atmosphere to provide quality educational and recreational activities after regular school hours.

The Extended Day Program is under the supervision of the Principals of Incarnate Word Academy and is responsible for providing a safe, caring and an enriching environment for the children enrolled in the program. The Student Services Coordinator is responsible for communicating with parents and keeping accurate student attendance and hours.

INCARNATE WORD ACADEMY EXTENDED DAY PROGRAM OBJECTIVES

- To create a safe and clean environment
- To provide time and space for creative play indoors and outdoors
- To assist with homework
- To give students opportunities to socialize with friends
- To engage students in arts and crafts
- To offer an affordable program of quality care

BEFORE SCHOOL EXTENDED DAY PROGRAM

Students who arrive to school before 7:30 a.m. and are not attending a scheduled program or tutoring session are required to wait in a designated area supervised by IWA school personnel. This program has been instituted to provide IWA students a safe and supervised environment before school. A yearly fee of \$30.00 per child will be charged to families who use the program. Participating families will be required to register their children through Praxi.

DAILY TIME SCHEDULE

The Extended Day program begins at 2:00 p.m. until 6:00 p.m. Monday – Friday.

The Extended Day program is closed on **ALL** school holidays.

The program is available for students in Kindergarten Prep through eighth grade.

PHONE DIRECTORY

Extended Day Office: 440-842-6818 Ext. 305

Kinder Prep – Gr. 8 440-842-6818 Ext. 305
(2:00 p.m. to 6:00 p.m.)

FINANCIAL RESPONSIBILITIES

The registration fee of \$30.00 per child is due by August 1st of the current school year. Registration is on a first come, first served basis. The registration fee is non-refundable.

The hourly rate for one child in the Extended Day program is \$6.00 per hour. The fee for any additional child is \$3.00 per hour. Families will be charged \$5.00 for every 10 minutes after 6:00 p.m. if they are late in picking up their child/children.

BILLING

Billing will be processed through Praxi and you will receive an email notification when bills are posted.

Financial obligations not remitted to the program by the original due date will incur a \$25 reprocessing/late fee. For every subsequent invoice that is late, an additional \$25 reprocessing fee will be added to your bill.

For any family whose Extended Day payment is not current at the end of each grading period, your child/children **will not be permitted** to attend Extended Day until your financial obligation is paid in full. Families who still have not fulfilled their payment obligation are subject to those financial policies listed in the IWA Handbook. Also, legal action will be taken for any family who still has not paid their child's Extended Day bill in full by the final billing due date. This claim will be filed in Parma's Small Claims Court. In addition, your Extended Day registration will not be renewed. In cases of extreme financial hardship, please notify the Head of School.

INCOME TAX

All families will receive a summary of their expenses paid to the Extended Day program for tax purposes. A summary form, listing the total amount paid, will be provided no later than January 31st of each year. Once you have received the summary form, **it is your responsibility to keep this information with your tax records.**

NON-SUFFICIENT (NSF)/RETURNED CHECKS

NSF checks returned by the bank will result in a fee of \$30.00 per check. Extended Day will not resubmit NSF checks for deposit. All NSF checks are to be replaced with cash, a money order, or cashier's check that includes the \$30.00 fee. **Personal checks will not be accepted for NSF/returned checks.**

CUSTODY DOCUMENTATION

In cases of legal separation or divorce, it is necessary for a parent to notify, in writing, the Student Services Coordinator regarding the custodial arrangements. A copy of the divorce decree or separation agreement indicating legal guardianship of students is kept on file in the school office.

Extended Day staff can only release children to the individual(s) that the custodial parent has authorized to pick up their child/children, and who are listed on the Extended Day program registration form. All information that the custodial parent has completed and submitted to the Extended Day program is confidential and will not be shared with the non-custodial parent. To add an authorized person for pick-up, go to Praxi under Online Forms. To delete a person from the authorized list, please contact the Student Services Coordinator at 440.842.6818 x305 or mkonopka@incarnatewordacademy.org.

SECURITY

For the safety and protection of your children, only the security personnel are permitted to allow people into the building. When entering or exiting the building, please do not admit anyone else.

In the beginning of the school year we ask for your patience regarding security. Please understand that it does take time for our personnel to recognize you, especially if your child does not attend Extended Day on a regular basis. There will be times that you may be asked to show some form of photo identification (driver's license or state identification card). Please understand these procedures are used for the safety of your child/children while in our care.

If someone is picking up your child/children, other than those persons listed on the Extended Day registration form, and you have not notified the Attendance Office of a change in pick-up, our security personnel have been instructed to contact the parent to verify this change.

We require a photo ID of parents and a list of names of ALL individuals (grandparents, parents, step-parents, aunts, uncles, caregivers, friends...) who will be picking up your child/children from Extended Day. A photo ID of these individuals will also be required. No child/children will be allowed to leave with anyone whose photo ID we do not have. It is important that you give us a complete list of names of the individuals you designate to pick up your child/children, and inform them that we will require a driver's license photo on file beforehand. All copies of photo IDs are kept in the Director's office and the Director and security personnel are the only individuals who have access to this information. It is extremely important that you keep your list of persons who are permitted to pick up your child/children up-to-date in order to avoid a phone call from our security personnel.

It is extremely important that all phone numbers (home, work, cell, and emergency) are kept up-to-date in case of emergencies. To add an authorized person for pick-up, go to Praxi under Online Forms. To delete a person from the authorized list, please contact the Student Services Coordinator at 440.842.6818 x305 or mkonopka@incarnatewordacademy.org.

EMERGENCY CARE FOR ILLNESS OR ACCIDENT

In accidents which appear minor, a staff member will administer first aid on the premises. First aid will consist of cleansing the wound with soap and water, bandaging the wound, or using an ice pack to keep the swelling down.

We do not administer any type of medication.

Serious Cases: Every attempt will be made to carry out instructions on the emergency portion of the Extended Day registration form. It is of vital importance that ALL phone numbers are kept up-to-date.

The Extended Day program does not have the facilities to take care of sick children or provide transportation. When a parent is called about a child who is ill, the parent must make arrangements to have someone pick the child up **IMMEDIATELY** and inform Extended Day Security personnel (440-842-6818, Ext. 305) as to who is picking up the child/children.

DRESS CODE

Students may wear casual clothes appropriate for the weather. Students may not use their gym clothes for Extended Day.

SNACKS

Each student will receive one snack and one drink. Snacks are served between 3:30 p.m. and 3:45 p.m. If the child/children does not like the offered snack an alternate snack is provided.

SIGN-IN PROCEDURE

The Extended Day staff is responsible for the sign-in of each student. All students will use their Student ID to sign in and sign out of Extended Day.

Sign-in begins at 2:00 p.m. for Preschool and 2:30 pm for K-8 students unless the student is involved in other extra-curricular programs such as choir, tutoring, sports, Scouts, etc. When the student arrives at Extended Day, the student's ID card will be scanned. When students are picked up by parents/guardians, the ID card will be scanned again to calculate time used in Extended Care.

Occasionally, some of the school faculty will ask students in Extended Day to help them in the classroom after school. Only students in grades 4 through 8 may do so. Those students who have been asked by a faculty member to stay and help in the classroom **MUST** report to their Extended Day classroom first and will be signed in at 2:30 p.m. by the Extended Day staff member, and then the student may return to the classroom to help the faculty member. The student must return to Extended Day by 3:00 p.m.

SIGN-OUT PROCEDURE

ONLY authorized adults may sign-out students.

If there is an emergency, and a different person will be picking up the child/children, the parent must inform the Attendance Office (440-842-6818, Ext. 305) during school hours the name and relationship of the person who is to pick up the child. Extended Day personnel will be notified.

When picking up your child/children, please give the child's full name and identify yourself to the person sitting at the security station (i.e. "I am here to pick up John Smith. I am his mother, Jane Smith.") Please be patient with our security staff until they recognize you as the parent of a specific child. They are asking these questions solely for the safety of all students.

When students are outdoors for play, students and parents must enter back into the school to scan out at the Attendance Office. It is then the responsibility of the staff member to identify who is picking up the student. Parents may not take their child/children out of the classroom or off the playground without properly signing out the child/children.

Students are not to meet their parents at the car or exit. The child/children are to be escorted by the parent at all times when leaving the school grounds.

HOMework

A homework period is scheduled for each level every day, except Friday and on special days permitted by the student's homeroom teacher.

It is the child's responsibility to bring his/her assignment notebook, books and materials to his/her extended day classroom. The Extended Day teacher will assist students with their homework.

HOMework SCHEDULE

Grade K	15 to 30 minutes
Grades 1, 2, and 3	30 to 45 minutes
Grades 4, 5, and 6	60 to 90 minutes
Grades 7 and 8	90 to 120 minutes

Students are not permitted to return to their classroom, desk or locker once they have entered the Extended Day Program.

TELEVISION, VIDEOS AND ELECTRONIC EQUIPMENT

Television viewing is at the discretion of the staff member in charge. Talk shows are not permitted for television viewing at any time. Only videos supplied by the Extended Day program will be shown. Please do not send any videos from home. Electronic equipment brought from home may not be used in the Extended Day program.

EXTENDED DAY RULES

GRADES Kindergarten Prep to 8

It is the responsibility of our Extended Day staff to review the following rules with their students on the first day of Extended Day. Each child will sign a copy of these rules once the staff has reviewed them and are certain all students understand the expectations of the program. The original signed copy will be kept in our Extended Day file in the director's office, and one copy will be sent home with the student to be given to the parents/guardian.

1. Enter the Extended Day classroom quietly.
2. Respect the Extended Day Staff personnel at all times.
3. Treat everyone as you would expect to be treated, with respect.
4. Keep hands and feet to yourself.
5. No hitting, kicking, biting, fighting, tripping, or any activity that can cause harm to another student or adult.
6. Respect the belongings and property of others.
7. Use polite language at all times. Using foul language will not be tolerated.
8. Use an indoor voice while in any classroom or school building. Yelling and screaming will not be permitted at anytime in the buildings.
9. Bringing items in from home such as toys and videos, is prohibited.

Not following the rules in the Extended Day Handbook will cause immediate dismissal from the Extended Day Program for any student who consistently and purposely breaks the rules.

I have reviewed the rules with my Extended Day Staff teacher and have understood them. I also understand the consequences of choosing not to follow the rules.

Student Signature: _____

Date: _____