Incarnate Word Academy

Parent – Student Handbook
2026 – 2027

6620 Pearl Road Parma Heights, Ohio 44130
www.incarnatewordacademy.org

Table of Contents

WELCOME MESSAGE....5
MISSION AND CATHOLIC IDENTITY....6
ADMINISTRATIVE DIRECTORY....7
ADMISSIONS AND ENROLLMENT....8
- Registration....8
- Probationary Period....8
- Transfers....8
- Student Record Information....9
- Custody Documentation....9

PARENT/GUARDIAN RESPONSIBILITIES....9
DAILY SCHEDULE & ATTENDANCE....10
- Arrival & Dismissal....10
- Before Care and Extended Day....10
- Tardiness....11
- Absence....11
- Early Dismissal....11
- Family Vacations or Extended Unexcused Absences....12
- Emergency School Closings....13

SECURITY AND VISITORS....14
- Visitors....14
- Volunteers....14

FINANCIAL RESPONSIBILITIES & POLICIES....15
- Refund Policy....16
- IWA Fund....17
- Sisters' Raffle Tickets....17
- Music Fees....17
- Fundraisers....17

INSTRUCTIONAL PROGRAM....17
- Religious Education....17
- Sacramental Preparation....18
- Curriculum....18
- Innovation Center....18
- Library....19
- Field Trips....19
- Extra-Curricular Programs....19
- Testing Program....19
- Homework....19

ACADEMIC PROGRESS AND REPORTING....20
Grading Scale....20
Incomplete....20
Progress Monitoring and Ohio's Third Grade Reading Guarnatee....21
Accommodation Plan....21
Service Plan/IEP (Individualized Educational Plan)....22
Tutoring....22
Academic/Behavior Watch Plan....22
Retention....22
UNIFORM POLICY....23
STUDENT CODE OF CONDUCT....26
Student Behavior....27
Conduct Point System....28
Severe Behavior Concerns- Suspensions....29
Expulsion....29
PARENT COMMUNICATION & ORGANIZATIONS....30
Electronic Friday Newsletter....30
Morning Announcements....30
Website....30
IWA App....30
Directory....30
Union- PTSU....31
Performing Arts Boosters....31
Incarnate Word Academy Alumni Association....31
CLASSROOM PLACEMENT REQUESTS....31
STUDENT HEALTH & WELLNESS....31
Student Health Requirements....31
Medications....32
Food Allergies and Nut-Aware Classrooms....32
Birthday Celebrations & Classroom Parties....33
Invitations and Social Events....33
Food and Beverages....33
Lunch Behavior Expectations....33
Personal Electronic Devices....34
Student Lockers....34
Student Searches....34
TRANSPORTATION....34
Unplanned Transportation Changes....34
Bus Transportation....34
COLLECTIONS AND FUNDRAISING....35

ANTI-HARASSMENT, INTIMIDATION, AND BULLYING POLICY..... 35
Definition.....36
Procedure for the Alleged Victim..... 37
Complaint Procedure..... 37
Investigation Procedure.....38
Resolution of the Complaint.....38
Sexual Harassment.....39
AIDS Policy.....39
Student Threat Policy.....40
Youth Gangs and Violence Policy.....40
Weapons Policy.....41
STUDENT ACCEPTABLE USE POLICY.....42
NON-RACIAL DISCRIMINARY POLICIES.....47
EXTENDED DAY PARENT/STUDENT HANDBOOK..... 48
Philosophy of the Extended Day Program.....49
Before School Care.....50
Extended Day Program..... 50
Financial Responsibilities.....49
Billing..... 50
Income Tax.....50
Custody Documentation.....50
Security.....50
Non-Sufficient (NSF)/Returned Checks.....51
Emergency Care for Illness or Accident.....51
Serious Cases.....51
Dress Code.....51
Snacks.....51
Homework.....52

WELCOME MESSAGE

It is with great pleasure that we welcome all families to the 2026-2027 school year. Incarnate Word Academy is entering its 91st 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 extracurricular activities to all its students. It is with pride and enthusiasm that the administration, faculty, and staff begin 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 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.

MISSION AND CATHOLIC IDENTITY

Mission Statement

Incarnate Word Academy is a community of learners, filled with the Spirit of the Word-Made-Flesh, committed to living the Gospel values and inspiring academic excellence in the spirit of the Sisters of the Incarnate Word.

Purpose

We are called to learn, love, and serve.

Vision Statement

Incarnate Word Academy will be a premier Pre-K-8 school built on Catholic values, academic rigor, and enrichment opportunities that develops committed, confident, and compassionate students.

Statement of Beliefs

Faith is our foundation.
Learning is intentional.
Collaboration makes us better.
Our past inspires our future.

Strategic Priorities

ACADEMICS

IWA will sustain a comprehensive, academically challenging program with personalized learning that is supported by mission-driven, expert teachers. Rooted in a legacy of academic excellence inspired by the Sisters of the Incarnate Word, the academy will empower curious, compassionate, globally minded, and resilient learners who are equipped to reimagine and transform the world.

CATHOLIC IDENTITY & STUDENT LIFE

IWA will be a deeply Christ-centered school community that reflects the diversity and mission of the global Catholic Church, rooted in the Incarnational spirituality of the Sisters of the Incarnate Word. The academy will cultivate a vibrant faith-filled community where students can grow as compassionate leaders who embody the Gospel values through learning, service, and daily witness.

IWA will be a faith-filled community where student well-being is prioritized, and each student is known, valued, nurtured, and empowered to thrive. Through intentional experiences, co-curricular engagement, and a shared sense of purpose, the academy will foster a deep sense of belonging, meaningful relationships, and the development of confident leaders who live with compassion and engage the world with integrity.

FACILITIES & FINANCE

IWA will be recognized for a campus that visibly reflects the mission and living legacy of the Sisters of the Incarnate Word. Through intentional investment and thoughtful design, the academy will present a vibrant, welcoming campus with innovative indoor and outdoor learning environments, sacred spaces, and places that foster authentic community and hospitality.

IWA will be financially strong, sustainable, transparent, and guided by faithful stewardship of its resources and the enduring legacy of the Sisters of the Incarnate Word. Every financial decision will be aligned with the academy's mission to ensure long-term stability, support responsible growth, and strengthen

continued investment in the student experience.

ADVANCEMENT & ENROLLMENT
IWA will feature a strategic, comprehensive advancement program that engages its entire community and focuses on building relationships that support the academy's mission and the legacy of the Sisters of the Incarnate Word. The program will further cultivate a culture of philanthropy, strengthen lifelong affinity, and generate the resources to support the academy's commitment to excellence.

IWA will be a highly sought-after Independent Catholic school, attracting mission-aligned families who seek authentic Catholic formation, value academic excellence, and embrace a strong sense of community. The academy will cultivate a thriving and diverse school community where students and families are deeply connected and committed to the IWA mission.

GOVERNANCE
IWA will be guided by a strong, mission-driven governance model that faithfully stewards the legacy of the Sisters of the Incarnate Word while advancing a bold vision and global academic model. Through strategic leadership and fiduciary responsibility, the Academy will support long term sustainability, continued growth, and uphold its commitment to Catholic identity and excellence.

ADMINISTRATIVE DIRECTORY

School		440-842-6818
President	Mr. Mike Wisnor	Ext. 303
Principal	Mrs. Steffany Congelio	Ext. 302
Assistant Principal	Mrs. Alexis Flinn	Ext. 301
Director of Advancement & Admissions	Mr. Gabe Kessler	Ext. 304
Director of Campus Ministry	Mrs. Elizabeth Hjort	Ext. 201
Director of Student Services	Mrs. Holly Bleakley	Ext. 205
Director of Safety	Mr. Randy Daley	Ext. 300
Extended Day Program	Ms. Michelle Morabito	Ext. 200
Nurse	Mrs. Danielle Brooks	Ext. 119

ADMISSIONS AND ENROLLMENT

Incarnate Word Academy recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

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 Digital Academy (our learning management system), on the IWA App, or the IWA website. Please read over the handbook with your child. A copy of the Responsibility Agreement can be found in Digital Academy.

Probationary Period

All newly enrolled students are admitted to Incarnate Word Academy on a 60-day probationary period beginning on the student's first day of attendance. The probationary enrollment agreement is signed by all parents as part of the Incarnate Word Academy enrollment forms on Digital Academy. This period allows both the school and the family to determine whether Incarnate Word Academy is an appropriate academic, behavioral, social, and spiritual fit for the student.

During this time, IWA will monitor the student's progress, adjustment, attendance, and behavior. Families are expected to maintain open communication with school personnel, and comply with all policies outlined in this handbook.

Incarnate Word Academy reserves the right, at its sole discretion, to discontinue a student's enrollment during the probationary period if it determines that the school is unable to meet the student's needs or that the student or family is not meeting the expectations of the school community. Parents/guardians will be notified if such a decision is made. Tuition refunds, if applicable, will be prorated for unused instructional days after any outstanding financial obligations have been satisfied.

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.

PARENT/GUARDIAN 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.

When a concern arises, your first point of contact should be the classroom teacher. If you feel the concern still needs to be addressed, contact the school principal. If you have met with the classroom teacher and Principal, but are still concerned, you may contact the President.

Modeling and supporting the Catholic Faith for your child.

Overseeing completion of all school assignments.

Reviewing the online gradebook in Digital Academy.

Modeling Christ-like behavior both in person and on social media when referring to Incarnate Word Academy, its staff and faculty, and all other IWA families.

Using respectful communication with all IWA faculty and staff. This includes emails, phone calls, and face-to-face interactions. Any threatening or disrespectful communication may result in, but is not limited to, the principal acting as the communication link between the parent and teacher. If the communication does not improve, this may result in reevaluation of a student's continued enrollment at Incarnate Word Academy.

DAILY SCHEDULE & ATTENDANCE

School Hours

The school office is open from 7:00 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 -12:50 a.m.	Lunch/Recess
2:25 p.m.	Dismissal begins

Arrival & Dismissal

Legally we are responsible for children between the hours of 7:30 a.m. and 3:30 p.m. when teachers are contractually required to be in their classrooms. Students who walk or are driven to school and arrive on the premises between 7:00 a.m. and 7:30 a.m. must be enrolled in the Before Care Program for their safety and protection.

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, cars are to follow the directives outlined in the drop-off procedures and the guidance of the parking lot attendants. Cars that enter from Pearl Road MUST use the designated drop-off area for the main school entrance. Cars that enter from Big Creek Parkway MUST use the secondary drop-off site located near the faculty parking area and the Prep Academy entrance. If alternate arrangements need to be made, parents MUST notify the main office in advance. All cars MUST enter from Pearl Road for afternoon pick-up and exit from Big Creek Parkway. Cars will be placed in eight rows facing Big Creek Parkway and parents will be directed to the appropriate row upon entering the parking lot from Pearl Road. Parents must remain in their vehicles unless they are assisting their student into the car. Parents MUST display their parking lot tag by hanging it from their rearview mirror. The students are called down based on the assigned family number, so it is IMPERATIVE that the number be clearly displayed for the parking lot attendants.

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 sport 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.

Students who are car riders MUST be picked up no later than 2:50 p.m. The Attendance Office should be notified if, on occasion, students must remain at school later. Students who have not been picked up at their assigned time 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.

Before Care and Extended Day

A program of extended day is offered to Incarnate Word Academy families before and after school. The 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 students from 2:30- 6:00 p.m., 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.

Tardiness

Notify the Attendance Office at 440-842-6818 Ext. 305 or complete the Attendance Form on our IWA App. An excused tardy will be given to students who are late because of severe weather conditions, or if 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. Any student not seated and ready for the day by 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 semester will be issued a detention 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** to report the absence or complete the Attendance Form on our IWA App. Parents may email the Attendance Office, 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 voicemail. 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 of more than 3 days, a doctor's note is required.**

Absence is excused in the following cases:

- Illness of the child
- Illness in the family
- Death of a relative
- Medical or dental appointments (must provide written statement from dentist or doctor upon return)
- Up to three high school visitation for students in 7th and 8th grade (must return signed visitation form from high school official)

If a student is unable to attend school for one of the above reasons, his/her parent or guardian must call the school office, or complete the jot form on IWA App or Digital Academy, before 10:00 am the day of the absence. Failure to do so will result in the absence being recorded as unexcused and will not be changed.

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 six or more school days in one month, or twelve or more school days in one school year. Any of those circumstances will result in a written notice and meeting with administration to discuss continued enrollment at Incarnate Word Academy or retention.

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.

Make-Up Work After an Absence

If your child is home sick for 1 day, it is not necessary to have the make-up work picked up or sent home. Make-up work will be given to the student when he or she returns to school and can be completed by the child at home. For every day a child is absent due to illness, he/she will be given a day to make up the work. For absences more than one day, parents may choose to call the school to pick up the make-up work. If a sibling 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 3:30 p.m. Requests for homework should be made by 8:00 a.m.

Some assignments/make-up work may be given to a student when they return. This is at the discretion of the teacher. If your child is absent for an extended length of time, please contact his/her teacher.

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 or Extended Unexcused Absences

Student vacations or extended absences during the school year are discouraged.

PreK through grade five: In the event of a student vacation or extended absence, a form found on Digital Academy and our IWA App must be completed and returned to the office and the homeroom teacher two weeks prior to the vacation. All missing work must be submitted within three days of the students return to school. 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.

Grades six through eight:

At Incarnate Word Academy, our Preparatory program is designed to offer challenging, rigorous content and work at a fast pace. An IWA graduate will be confident and well prepared for high school expectations which allows them to use their God-given talents to reach their full potential. Students in grades 6-8 who miss more than 2 school days in a row (including a Friday and a Monday) due to a scheduled vacation or parent choice will not receive credit for missed work that was expected to be completed during and or after class times for those days. If a family chooses to proceed with an extended absence and forgo points, students are able to collect the missed work when they return. While they will not receive full credit for completed assignments, the work can be submitted to the teacher for feedback so that the learning continues. We understand that there may be a situation requiring an extended absence that is beyond one's control. In these cases, please reach out to the administration to discuss a modified solution.

Special Considerations

Recognizing that some family and extracurricular commitments may fall outside of a family's control, the following exceptions may be considered excused absences and students can make up their work for credit:

If a student has a sibling who attends another school whose vacation schedule does not align with the Incarnate Word Academy calendar, the student may participate in a family vacation during that time without being subject to the vacation policy outlined above. This special consideration is limited to one vacation per each school year. Consideration will be given to the student's academic performance, attendance and punctuality record, behavioral standing, and overall ability to remain successful in the Preparatory program.

If a student participates in an outside athletic, academic, artistic, or extracurricular program that requires attendance at a tournament, competition, performance, or similar event resulting in an absence of three or more consecutive school days, the absence may be excused at the discretion of the administration. Consideration will be given to the student's academic performance, attendance and punctuality record, behavioral standing, and overall ability to remain successful in the Preparatory program.

For either exception, parents must provide documentation to the principal at least two weeks prior to the anticipated absence. Documentation may include the sibling school's calendar, tournament schedules, competition registrations, or other official verification. Requests submitted with less than two weeks' notice may not qualify for an exception unless extenuating circumstances exist.

Students are responsible for completing and submitting all missed work in accordance with teacher expectations and timelines established by the school.

Emergency School Closings

School cancellations and other emergencies will be posted on Digital Academy announcements and sent through text messages, emails and social media. 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 at the discretion of the principal. The announcement will be made on local television and radio stations. Do not call the convent or school. If your school district closes, but

IWA remains open, it will be the parent's choice to decide if they can safely drive their child to school.

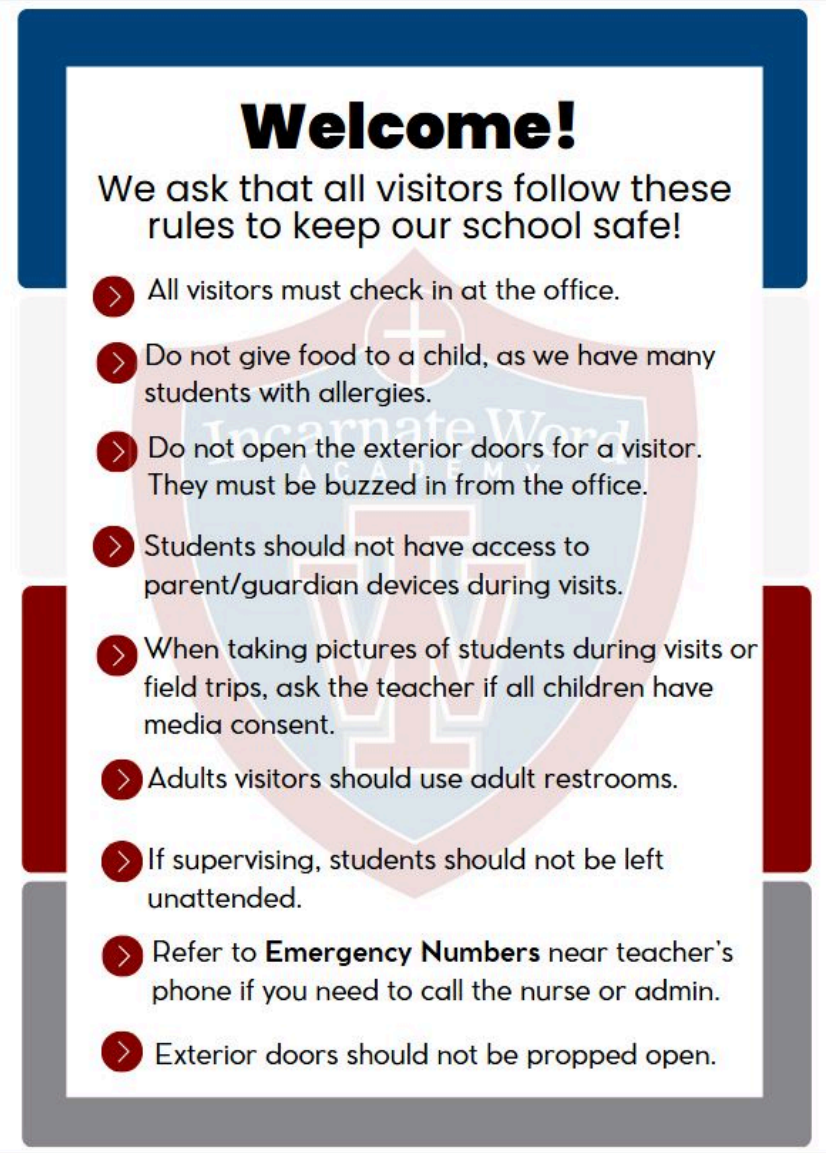
SECURITY AND VISITORS

Incarnate Word Academy is committed to providing a safe, secure, and welcoming environment for all students, faculty, staff, and visitors. Our campus is overseen by a full-time Director of Safety who manages all aspects of school security. The school is equipped with a state-of-the-art surveillance system, with more than twenty security cameras that are continuously monitored by school personnel throughout the school day.

To ensure the safety of our community, all exterior doors remain locked at all times. Visitors may enter the building only through the main entrance, where they are required to check in at the Attendance Office, sign in, and wear a visitor badge for the duration of their visit.

For the security of everyone in our building, please do not hold doors open for or admit anyone else when entering or exiting the school. Incarnate Word Academy reserves the right to verify the identity and purpose of any individual on school property and to question the presence of anyone in the building or on campus.

Upon entering the school, all visitors and volunteers will be asked to acknowledge that they have read and understand the safety procedures outlined below. These expectations are also posted at the main entrance and in the Attendance Office for easy reference.



Visitors

Visitors to Incarnate Word Academy are allowed; however, if visitors are permitted, for the safety of the children, certain restrictions must be observed:

PARENTS are always welcome at IWA to meet with teachers or administration; however, we request these visits to be scheduled in advance.

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.

ALUMNI STUDENTS are also welcome. They may visit during or after school once prior arrangements have been made with a teacher or member of the administration.

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 complete the following:

View a 7 minute introduction video; read the Diocesan Sexual Abuse Policy Manual; and sign and return the Abuse Acknowledgement

Attend the *"Protecting God's Children"* Awareness Program (approx. 3 hours)

Read the *"Standards of Conduct for Ministry"*, and return a signed acknowledgement form

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.

FINANCIAL RESPONSIBILITIES & POLICIES

Thank you for choosing Incarnate Word Academy for your child's education. We understand the financial sacrifice that is made in order to do so. Below are the financial policies that will ensure success through this process.

The Enrollment Agreement must be submitted through Digital Academy on time with the Registration Fee. Note that the Registration fee is non-refundable and non-applicable toward any tuition payments or charges.

Tuition for the next school year is due by June 1.

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.

Non-Sufficient Funds (NSF) checks returned by the bank shall result in a fee of *$36.00 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 $36.00 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.
*The NSF fee is set by the bank and can change without notice

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:

The yearly Enrollment Agreement must be submitted through Digital Academy 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.

All previous financial obligations must be fulfilled by May 15th. 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 Digital Academy

Immediate loss of your child(s) place of enrollment at IWA

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.

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.

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.

<u>Refund Policy</u>
The registration fee and 15% of the school fees are non-refundable due to program decisions based on student enrollment for Grades K-8. In Kindergarten-Prep (preschool) the registration fee and

required deposit of 10% of the tuition due May 1st is non-refundable. In the event of a child's withdrawal from IWA, prorated tuition is the only money subject to a refund.

IWA Fund

The stated tuition amount for the 2026-2027 school year is $7,600 per child. The actual cost to educate an IWA student is $9,622, resulting in a gap of $2,022 between the cost to educate and the average tuition collected per student. The IWA Fund has been created to help offset this deficit. Families are encouraged to make a tax-deductible donation, to the best of their ability, to bridge this gap between tuition collected and the actual cost to educate each student. Thank you for prayerfully considering a donation to the IWA Fund, a fund designed to help keep tuition affordable for all families.

Certificate Program Fundraiser

Although participation in the store certificate fundraiser program is no longer required for each family, gift certificates are still available to order through the main office and still benefit the school.

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 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 Performing Arts 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.

Milk Program

Incarnate Word Academy participates in the USDA Government Milk Program. Milk orders can only be completed in the *Beginning of the Year Forms* and no change will be made once the order is placed. Orders are placed through your Digital Academy account. The cost of milk per semester is $26.00. This amount is subject to change.

INSTRUCTIONAL PROGRAM

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. For Catholic families, regular attendance at Sunday

Mass and reception of the Sacraments is of primary importance. We encourage Non-Catholic families to be active members of their faith community.

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.

IWA is proud of our student diversity, which includes students practicing many different faiths. Faculty and staff celebrate these differences and provide opportunities for the students to share their beliefs and traditions.

Sacramental Preparation

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.

Parents are called to participate in the formal preparation of their children for these sacraments. Parents will receive help and guidance in this responsibility from the school.

Curriculum

Incarnate Word Academy follows the curriculum requirements determined by the Department of Education of the State of Ohio and the Office of Catechetical Formation and Education in the Cleveland Catholic Diocese. Through the curriculum, we meet the challenge to build and maintain quality education. The 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	Latin
Etymology	World Cultures	Catechesis of the Good Shepherd

Government funding has provided us with Auxiliary Services, including Title I services, a Speech Therapist, Intervention Specialist, a Reading/Enrichment tutor, a STEAM Building Coach, Nurse, Health Aide and a Clerk.

Innovation Center

Students in Kindergarten Prep through Grade 8 have the opportunity to engage in hands-on, problem-based learning in the brand new Innovation Center at IWA. STEAM is a curriculum based on the idea of educating students in the five specific disciplines of Science, Technology, Engineering, Art, and Mathematics.

Library

Students in Kindergarten Prep to Grade 8 will visit the library regularly to check out materials. Students will be financially responsible for lost or damaged materials.

Field Trips

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.

Extra-Curricular Programs

Students have many opportunities to participate in extracurricular 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 a club, withdraw from school or are asked to leave clubs due to behavior issues will not receive a refund of the club dues.

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.

Brigance K Screener	Entering Kindergarten
NWEA MAP (Measures of Academic Progress)	Grades K - 8
STAR READER Program Assessment	Grades 1 - 5
mCLASS DIBELS 8th Edition	Primary

Homework

Homework policies will be shared with students and families at the beginning of the school year. Assignments should flow from the class work and be used to reinforce and enrich learning or to provide an opportunity to use research skills. No definite time limit can be determined for all students since children work at different rates of speed. The time allotment for homework depends on the type of assignment and the age and grade of the student. Homework assignments will be posted daily by the teacher on Digital Academy. Below is the amount of time that is typically allotted for nightly homework.

K	30 minutes or less
Grades 1 & 2	45 minutes or less
Grades 3 - 5	60 minutes or less
Grades 6-8	90 minutes or less

ACADEMIC PROGRESS AND REPORTING

Parents will have access, on a daily basis, to their child's grades through Digital Academy. In addition, an optional conference is scheduled in October for grades K-8. Teachers are available before and after school for additional conferences. If you need an additional conference, please request one from the teacher at least 24 hours prior to the desired time. Should a problem arise regarding your child's progress or conduct, you will be contacted for an appointment with the teacher.

Report cards will be issued quarterly. An electronic copy will be sent home through Digital Academy one week after the quarter ends, including the fourth quarter.

Grading Scale

Students in grades 4-8 receive grades on the A-F scale. Grades are based on the following percentages:

A+	98-100		C+	82-84
A	95-97		C	79-81
A-	93-94		C-	77-78
B+	90-92		D+	75-76
B	87-89		D	72-74
B-	85-86		D-	70-71
			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.

Students in grades K-3 receive marks on the O, S, N, U scale for the following classes: Art, Music, Physical Education, Etymology, & Computer.

Students in Kindergarten through third grade have a Standards Based Report card that evaluates priority standards on a scale of 1-3.

3	Mastered: Student meets or exceeds the demonstration or knowledge of target content for grade-level learning with consistent success, accuracy, and independence.
2.5	No major errors or omissions regarding 2.0 content and partial knowledge of the

	3.0 content.
2	Developing: Student illustrates base knowledge of prerequisite content, knowledge, or skills necessary for mastery of target content.
1.5	Partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content.
1	Assistance needed to demonstrate partial understanding of a score of 2.0 or 3.0

Progress Monitoring & Ohio's Third Grade Reading Guarantee

Students in grades K-8 will take the NWEA MAP Growth tests in the fall, winter, and spring. This norm-referenced test is adaptive, meaning that the questions will become increasingly more difficult if a student is answering correctly. If a student is not answering the questions correctly, the questions will become less difficult. This allows the top performers more challenging questions and students below grade level to not become overwhelmed. In addition, the test will discover what your child is ready to learn.

The test results monitor a student's progress over time, which gives a more accurate view, rather than focusing on one test period. Classroom teachers use the results to identify learning areas that their class should focus on, as well as monitoring the growth of individual students.

The following NWEA MAP tests administered as follows:

K - 2: Reading and Math
Grade 3-8: Reading, Math, Language Arts, Science

When student scores in reading and/or math, along with classroom performance, indicate that a student needs additional support in the classroom, the parent will be notified. This process typically takes place after the fall, winter, and spring MAP Growth tests are taken. The support can be less intensive (small group instruction in the classroom a couple of times a week) or more intensive (1-2 students pulled out of the classroom four to five times a week). After the next MAP Growth testing period, the team will determine if this support is still needed.

The NWEA MAP Growth test also projects, using the student's fall MAP Growth Reading test score, if a student in kindergarten through third grade is on-track to meet Ohio's Third Grade Reading Guarantee. Students not on-track to meet Ohio's Third Grade Reading Guarantee are required to receive additional support in the area of Reading until a student's score is on-track.

Accommodation Plans (*Comparable to Section 504 accommodations provided in public schools)*

When a student has a documented disability that substantially limits a major life activity (learning, attention, a medical need, etc.) but who does not need specialized instruction, an accommodation plan is developed. A team, consisting of the principal, intervention specialist, teacher, and parent, will write the plan. The plan is shared with all staff members responsible for its implementation and is reviewed annually or revised as needed. Common accommodations may include extended time on assignments or assessments, repeated or clarified directions, preferential seating, scheduled movement breaks, or small-group testing.

Service Plans/IEP (Individualized Educational Plan)

Service Plans/IEPs provide students with a disability special education services. These plans identify the student's educational needs, goals, accommodations (when appropriate), and any special education services to be provided. Students must have a qualifying disability and, after completing a comprehensive Multifactored Evaluation (MFE), demonstrate the need for special educational services. Service Plans/IEPs are developed with the teacher, principal, intervention specialist, parent, and district/school psychologist. Plans are reviewed annually, and eligibility is reevaluated at least every three years.

At the beginning of each school year, the Intervention Specialist, Principal, and teachers will meet to discuss the needs of students with Accommodation Plans and Service Plans/IEPs. The intervention specialist collaborates with classroom teachers to support the implementation of accommodations and provides direct academic support to students receiving special education services, as outlined in their educational plan.

Tutoring

All teachers are required to provide classroom intervention for students in need before and/or after school as needed on an occasional basis.

If a student requires intense, one-on-one weekly tutoring, then the teacher can make arrangements with the parents for set days and times. Payments should be made directly to the teacher.

Teachers in grades 5-8 will have set “office hours” two times a week. This can be before or after school and will be communicated with students & parents at the beginning of the school year. Office hours allow a student to drop-in for help with a particular concept, homework questions, or preparation prior to a test.

Academic/Behavior Watch Plan

Academic/Behavior watch plans will be individually designed for students underperforming academically (due to a lack of student effort) or displaying concerning behavior. These plans will be reviewed/written at the end of each grading period.

Failure to comply with the provisions of the plan may result in re-evaluation of the student’s entitlement to continued enrollment at Incarnate Word Academy each semester.

Retention

Retention will be considered for the following reasons:

Failure in two or more major subjects. A failing grade consists of Ds and Fs in grades 4-8.

In kindergarten through third grade, retention will be considered for a student that has not demonstrated a knowledge of foundational skills in reading and math, and has not shown sufficient growth in these areas.

Retention for other good and sufficient reasons (immaturity, excessive absence, etc.)

A child will be retained at a given grade level only if it is presumed that he or she will profit from the experience. Retention must have the prior approval of the principal and be accepted in writing by

the parents. If parents refuse to have a child retained, refusal should be in writing and will become a part of the child's permanent record. The principal will then decide if the school can continue to meet the educational needs of the child, or if another educational setting is necessary. Each case of retention is treated individually and thoroughly discussed by the teacher, principal, and parents.

UNIFORM POLICY

Our school uniform policy encourages students to focus on grooming that presents a positive image of our students and our school. Neatness, cleanliness, and modesty in dress and appearance are conducive to an academic atmosphere and are expected of all IWA students.

Faculty and administration reserve the right to determine if a student is dressed in a manner consistent with the IWA school uniform policy. Parents will be notified by phone when a student is found to be in violation of the uniform policy. Parents will be asked to bring the appropriate uniform clothing to the school OR the school can provide the clothing from the Uniform R Us shop, if we have an item in stock. This may result in a loss of class time. The administration reserves the right to revise, assess, and review this policy at any time. Students with make-up on will be asked to wash their face. If a student's hair violates the uniform policy, they will be given a warning that day. The student may not return to school until the hair meets our policy guidelines. The student will be marked absent until they return.

Apparel:

- Hair is to be well groomed and combed. **Haircuts for boys** should be above their ears, eyebrows, and collars. No fads, no shaved heads, no facial hair. Highlighting or dyeing of hair for either boys or girls is **not** permitted. Solid-colored or plaid complimentary to the uniform headbands, bows or scrunchies are allowed for girls.

- Socks are to be plain, solid-colored crew socks, knee socks or tights in colors complimentary to the uniform maroon, black, gray, navy or white. No show socks or socks with logos are not permitted.

- Shoes should be appropriate for school wear and solid in color. Brown, navy, black, or gray: loafers, boat shoes, or dress shoes. All black athletic shoes. Boots of any kind (fashion, construction, high or low tops) are not to be worn with a school uniform. No heels, moccasins, or ballet shoes are allowed

- All sweaters (boys and girls) are to be solid color, white, maroon, blue or gray. Sweater styles can be crew, V neck or cardigan (no hoods, quarter zip, no logos, or insignias)

- IWA permits students to wear the maroon or gray quarter zip fleece pullover or the front zipper track jacket which are only available at Schoolbelles. IWA Sweatshirts purchased from the online store may only be worn on gym days and "spirit days."

- Ties are purchased at IWA. Ties are to be worn with a solid white button-down shirt, short or long sleeves. Grades K- 2 boys wear a pre-tied bow tie. Grades 3-8 boys wear a pre-tied long tie.

● No tattoos or body piercings. *Body piercings may be a part of one's religious practice. In these cases, parents should notify administration.

Accessories:

- Girls may wear one pair of small post earrings on the ear lobe, a watch and a simple necklace or bracelet. Make-up, nail polish or artificial nails are not allowed.
- Boys are not permitted to wear earrings, but a watch and a simple chain are permitted. *Earrings may be a part of one's religious practice. In these cases, parents should notify administration.
- Apple watches and any smartwatch that has technology and the capability to email, text etc. are not permitted.

Preparatory (grades 6-8) Privileges:

- Girls may add solid colored black leggings under skirt or kilt, along with socks
- Boys may wear patterned dress socks
- 8th graders may wear their class sweatshirt
- Beginning in January, 8th grade may wear their chosen high school sweatshirt or t-shirt on Fridays

Warm Weather Options for Kinder Prep- Grade 5 only

Please note that the warm weather options can only be worn from the first day of school in August to Oct. 31st and then again from May 1st to the last day of school. These items are strictly optional and are not required. Solid navy walking shorts pleated or flat front from Schoolbelles with a navy, brown, or black solid-color belt is a warm weather option for boys and girls.

Dress Code: Grades K-8:

Girls: Plain white blouse with collar, either short or long sleeved or a banded knit polo with IWA logo, either short or long sleeved (available only at Schoolbelles). Primary Grades need to purchase a gray polo with an IWA emblem. Preparatory grades need to purchase a maroon polo with an IWA emblem. During cooler months, students may add the cardigan, vest, sweater, track jacket, or fleece from Schoolbelles to the blouse or polo.

Uniform Bottom- Option One:

Kinder-Prep – 4: Are to wear the maroon & gray plaid jumper purchased at Schoolbelles, length no shorter than 2 inches above the knee, or plaid pants purchased at Schoolbelles

Grade 5 – 8: Are to wear a maroon & gray pleated skirt, or wrap around kilt purchased from Schoolbelles, length no shorter than 2 inches above the knee. If a student's skirt length is out of compliance more than 3 times in one school year, they will lose the privilege of wearing a skirt for the remainder of the year and will have to wear uniform compliant pants.

Uniform Bottom- Option Two:

Kinder- Prep – 8: are permitted to wear plaid, plain navy-blue or black slacks, purchased from Schoolbelles along with belt

Boys: Plain white button-down shirt, either short or long sleeved, with bow tie (K-2) or a tie (3-8) purchased from the office, or a knit polo with IWA logo either short or long sleeved. Shirts are to be tucked in. During cooler months, students may add the cardigan, vest, sweater, track jacket, or fleece from Schoolbelles to the white-button down shirt or polo.

Primary Grades wear gray polo with school emblem purchased at Schoolbelles
Preparatory Grades wear maroon polo with school emblem purchased at Schoolbelles
All grades are to wear solid black or navy slacks with a solid color belt. Slacks are to be conservative, no baggy pants, cargo style, denim, or corduroy.

Physical Education Uniform

Grades K- 8 will wear the IWA Gym Uniform to school on their scheduled gym day. During warmer weather, students may wear the gym t-shirt and gym shorts to school. From Nov. 1st through May 1st, an IWA sweatshirt must be worn over the t-shirt and IWA sweatpants must be worn. Students may wear gym shorts under the sweatpants and remove the sweatpants during gym class.

- Gray IWA t-shirts and maroon shorts are purchased at IWA
- The track jacket, quarter zip fleece polo and sweatpants are purchased at Schoolbelles. Any IWA sweatshirt, sweatpants, or joggers purchased from the IWA online Spirit Shop are also acceptable.
- High-Tops shoes are not permitted.
- Light-up shoes are not permitted.
- Please purchase a tennis shoe that will provide support, cushioning, and flexibility for all running surfaces and a tread pattern.

Dress and Mass Uniform

All students are to be in Dress/Mass uniform on All School Mass days and for their scheduled Class Masses. Students out of Dress/Mass Uniform compliance may lose the privilege of participating in dress down days.

- Girls: Grades K- 4th wear a white blouse with a collar and jumper. Grades 5-8 are to wear a white blouse with collar, plaid skirt, kilt, or navy-blue slacks with vest from Schoolbelles. If slacks are worn, a navy, brown, or black solid color belt must be worn too.
- Boys: All grades are to wear white button-down dress shirt with bow tie (K-2) or tie (grades 3-8) purchased at IWA. A navy, brown, or black solid-color belt must be worn too.
- No Polo Shirts or shorts are permitted on Mass days

Dress Down or Days

When the students are permitted to “Dress Down”, they must do so modestly, tastefully, and respectfully on designated dress down days only.

- Students may wear sweatpants, sweatshirts, or jeans (not torn or frayed). Low-cut or form

fitting clothes are NOT appropriate. Tight pants and baggy pants are not appropriate.

- T-shirts (no inappropriate sayings or slogans that are identified with values contrary to IWA) may be worn
- During warm weather shorts or capris may be worn. Shorts may not be torn or frayed. Skirts, dresses, and shorts should be no more than 3 inches above the knee.
- Tank tops, sundresses (halter, spaghetti straps) are not permitted. Shoulders and midriffs **MUST** be covered.
- Yoga pants, athletic leggings, and leggings **are NOT** permitted.
- Hats and flip flops **are NOT** permitted
- Pajama tops and pants **are NOT** permitted

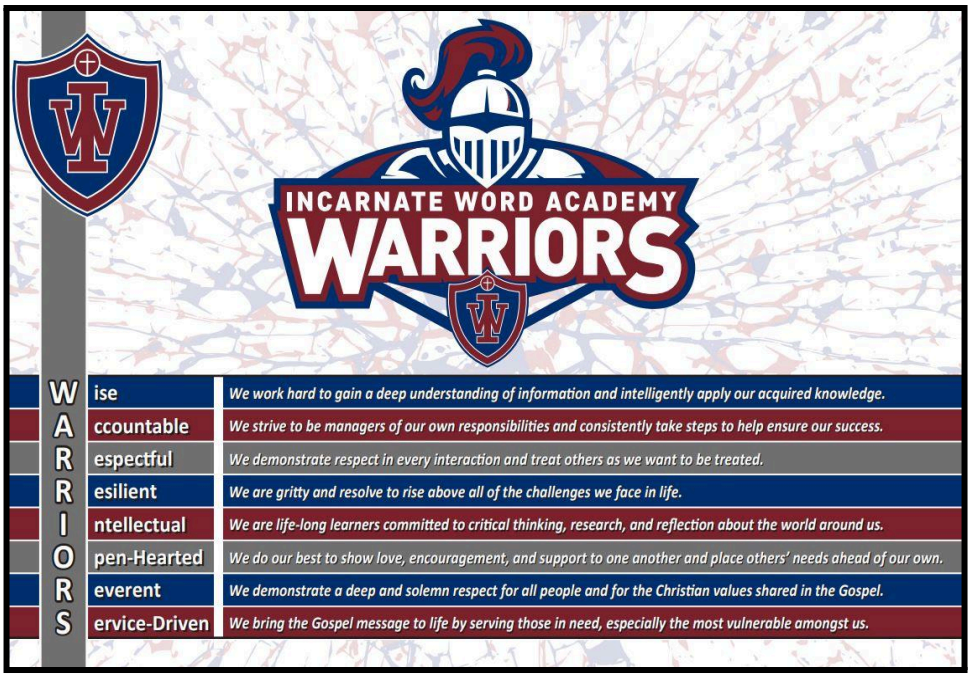
Monday Spirit Days

Students may add the following to the standard uniform bottoms on Spirit Days (Mondays): any t-shirt, fleece, or sweatshirt purchased from an IWA extracurricular activity, IWA sporting team, or through the IWA online spirit shop. Students with gym on Mondays may still add the IWA Spirit top to the gym uniform bottoms.

STUDENT CODE OF CONDUCT

Incarnate Word Academy students should conduct themselves in a Christ-like manner at all times. 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. 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 interferes with the work and/or activities of other children & teachers and interrupts the teacher's ability to teach.

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. Incarnate Word Academy students are taught to demonstrate our Warrior Traits:



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

Some 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, detentions(s), parent meetings, behavioral contracts, corrective learning, suspension (either in or out of school), and/or expulsion. Please note, Incarnate Word Academy administration has the right to talk with any student concerning a behavior incident without a parent present. After a student has had a conversation with administration regarding a concern, the parents will be notified.

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.

Teachers on each grade level will establish specific guidelines for classroom expectations. These expectations are posted in the classroom, discussed as a class community, and communicated to parents at the beginning of the school year.

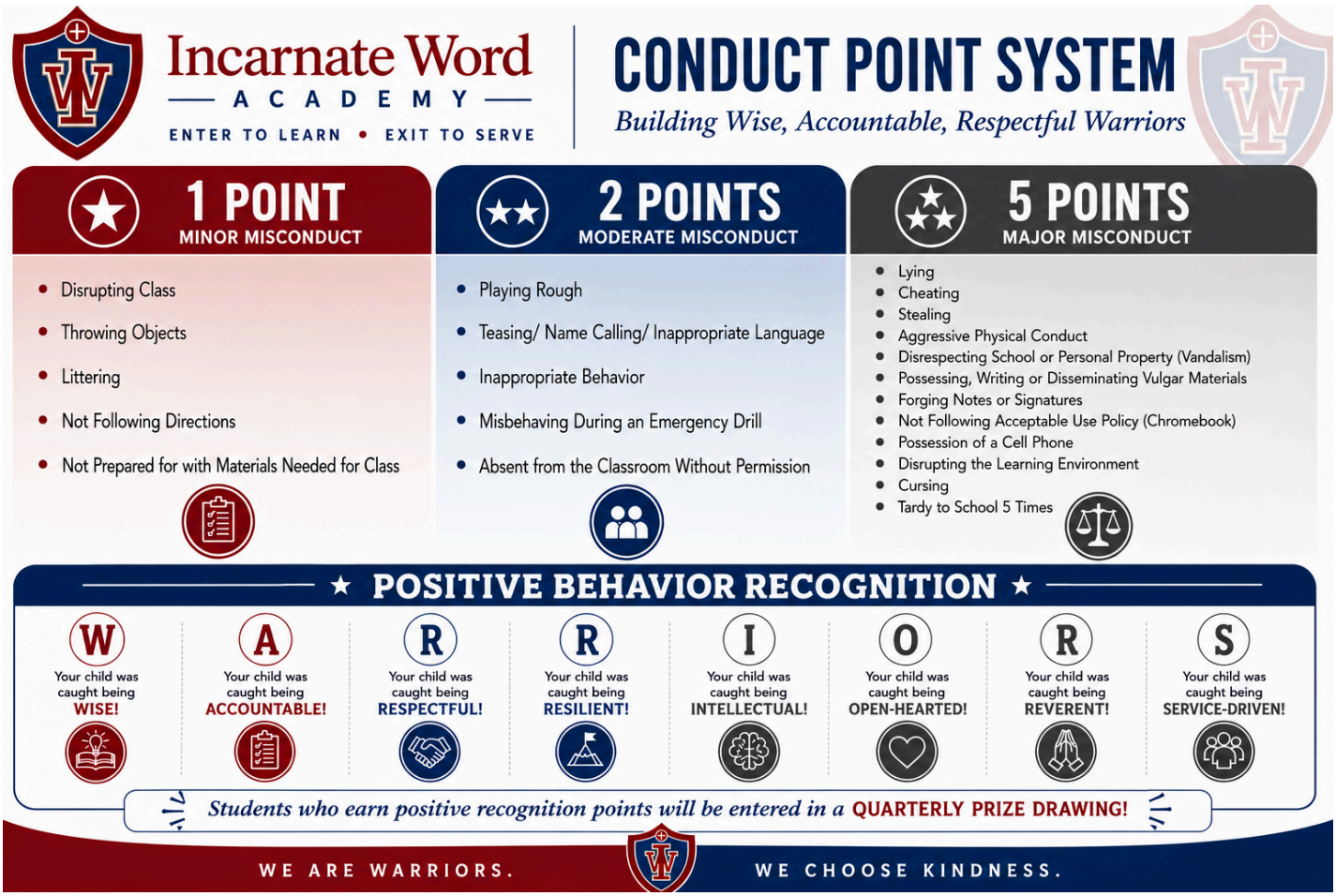
If behavioral intervention is required, the classroom teachers will provide a structure to remind students of their expectations and to help students modify their behavior. Those students who infractions exceed the limits of the classroom policy, will be subject to the structured discipline policy that follows:

Primary System (grades K-2)
The primary students will complete a Think Sheet with the teacher during recess OR with the Assistant Principal or Principal if the behavior is more serious in nature. The Think Sheet will allow the student to evaluate what happened and to think about how to make better decisions in the future.

When the student is required to complete a Think Sheet, the teacher will enter the behavior violation on Digital Academy. The record will be emailed to the parents and Assistant Principal.

A copy of the completed Think Sheet will be sent home for the parents to review.

Conduct Point System (grades 3-8) and Positive Behavior Recognition (KP-8)



When a student receives a point(s) for a violation of a school rule, the teacher will enter this violation into Digital Academy. The record will be emailed to the parents and Assistant Principal. Students will be issued a detention for every 5 points they receive per quarter.

Detentions for students in grades 3-8 will be served after school from 2:30 p.m. to 3:30 p.m. Notification of the exact day will be communicated to the parents/guardians, through an email from

the Assistant Principal. Once a student accumulates three detentions (per semester), the next detention will result in an In-School or Out-of-School suspension at the principal's discretion. 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 at the principal's discretion.

Severe Behavior Concerns- Suspensions

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
2. Vandalism
3. Possession of tobacco products and or matches or lighters on school premises
4. Possession of alcohol, drugs, inhalants or any other addictive substances
5. Possession of electronic devices, firearms, weapons or explosives (refer to youth gangs policy)
6. Leaving school premises or activities without permission
7. Immoral behavior
8. Skipping school – truancy
9. Behavior deemed serious at discretion of the principal
10. Inappropriate social media and/or texts including, but not limited to language, bullying, or messages that do not reflect Catholic values

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 either verbally and/or physically).
5. Inappropriate social media and/or texts including, but not limited to language, bullying, or messages that do not reflect Catholic values

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.

PARENT COMMUNICATION & ORGANIZATIONS

Electronic Friday Newsletter

Every Friday, families will receive, through email, a Friday Newsletter. This is our primary means of communication to families. This will include weekly news, important dates, and supplemental flyers. The Friday Newsletter may also be found on Digital Academy, the IWA App, and on the IWA website.

Flyers should be emailed as an attachment to Gabe Kessler by 3:00 p.m. on Wednesdays to gkessler@incarnatewordacademy.org for approval. Late flyers will be posted the following week.

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 emailed.

Website

IWA's website address is www.incarnatewordacademy.org and is updated on a regular basis. All information posted on the website requires approval of the principal or principal designee.

IWA APP

IWA's app can be found by searching Incarnate Word Academy- OH in an online app store. This app has many important documents, including a calendar that is synced with our school calendar.

Apple - iOS Android/Google

Directory

A School Directory will be available online to families. Family information is posted with permission by each family. Parents may access this directory through Digital Academy. Click on People Finder, then

press the printer icon. A PDF of the directory will download. This confidential information should only be used for school related activities.

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 students and families of IWA in an effort to unite us as a community. All families in good financial standing are members of the PTSU.

Performing Arts Boosters

Performing Arts Boosters promotes and supports a complete performing arts 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.

CLASSROOM PLACEMENT REQUESTS

If a family would like to request a specific homeroom teacher, request that their child be placed with a particular student, or request that their child not be placed with a specific student, all requests must be submitted by email directly to the principal. *Any classroom placement requests shared with teachers will not be considered as official requests.*

While we do our best to thoughtfully review and consider each request, please understand that requests cannot be guaranteed. Our goal when creating class lists is to build balanced classrooms that support the academic, social, and emotional growth of all students. In doing so, we must consider many factors for every child.

We also ask families to be mindful of some complex situations that the administration must consider when creating class lists. While one family may request that their child be placed with another student, the other family (whose child has been requested) may disagree with this placement and have requested that the students be separated. Situations like these require careful consideration as we work to make decisions that are fair and appropriate for all students.

Our teachers and administrators spend the entire school year working closely with your children. We see them learn, collaborate, and grow alongside their peers every day. This perspective allows us to thoughtfully create class groupings that support positive learning environments for everyone. We ask families to trust that these decisions are made with great care and with each child's best interest in mind. Requests for the 2026-27 school year must be made by May 15th.

STUDENT HEALTH AND WELLNESS

Student Health Requirements

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 at least 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**. 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 at least 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.

Medications

In order for the clinic to administer any medication to your child, a Physician and Parent Request Form, located on Digital Academy, 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. **Cough drops are only permitted with a doctor's note.**

Food Allergies & Nut-Aware Classrooms

To ensure the safety of children with nut allergies, all lunches and snacks will be nut-free in Preschool through Grade 3.

In grades Preschool through Grade 3:

- Students 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 is sent into the classroom that contains any peanut butter, nuts or nut products, it will be returned.
- Tree nuts and peanuts, and all products containing traces of these products, should be excluded from your child's snack and/or lunch.
- Sunflower seeds and sesame seeds are also added to these restrictions.

The immediate impact of a nut exposure to an individual with a nut allergy can be life threatening and require medical intervention or hospitalization. The possibility of cross contamination among children and the school environment makes these restrictions necessary. Please respect this policy when packing your child's healthy lunch, daily snack, or when providing food for the class.

While we don't have the same level of restriction about food produced in facilities that also process peanuts or nut products, teachers will use their discretion with regard to allowing these snacks based on the population being served. The teacher will make these restrictions clear to parents on a

year-to-year basis.

STUDENT LIFE

Birthday Celebrations & Classroom Parties

Birthday treats (consumable) can be shared with the class; however, they must be individually wrapped and sent home with each student. Students will be permitted to dress down or dress up, following IWA Dress Code policies outlined in this document. For students with summer birthdays, you may celebrate your half birthdays, or six months from your actual date.

Invitations & Social Events

Students are not permitted to distribute invitations to birthday parties or other social events on school grounds unless the entire class (homeroom) is invited. Teachers are not allowed to share family email addresses, phone numbers, or addresses.

Food and Beverage

Students may bring a plastic or metal water bottle to school. The containers may not have an exposed straw and must be able to be closed on the top. Water bottles may only be filled with water. Students may use the water refill stations as needed.

Coffee drinks, smoothies, or other beverages, other than water, are not permitted.

Students may bring a packed lunch and snack each day. Breakfast food may not be brought and consumed during school hours.

Lunch Behavior Expectations

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.
- Please send lunch with your child in the morning. **DO NOT** bring your child lunch (from McDonald's, Burger King, Wendy's, etc.) during the school day.
- All lunch boxes 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:

- No shouting or screaming.
- No wandering around the room. Students must be seated.
- No throwing of food or other objects.

- All school rules, including no gum chewing, apply during lunchtime.
- Students remain seated until dismissed by the monitor.
- Keep the desks and eating area clean.
- Place your lunch wrappings and waste in the waste containers.
- Finish drinks before disposing into waste containers.
- No glass bottles, soda pop, or energy drinks are permitted.

Personal Electronic Devices

Electronic equipment, smart watches, 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 7:00 a.m. -2:25 p.m. Cell phones may never be used for picture taking. Violation of this will result in the item(s) being confiscated. All confiscated items will be held in the office until retrieved by a parent and a detention will be issued. IWA is not responsible for lost or stolen items.

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. Students in 6-8 are permitted to decorate the inside of the locker with moderation. 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. There is no guarantee of privacy with lockers.

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.

TRANSPORTATION

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 email the teacher, as they may not be able to check their email prior to dismissal.

Bus Transportation

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.

Bus Safety & Behavior Expectations

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 and Incarnate Word Academy reserves

the right to refuse transportation for non-compliance of the noted regulations.

Collections and Fundraising

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

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:

> 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
>
> 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.

<u>Definition</u>

"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:

> Causes mental or physical harm to the other; and 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:

Physical violence and/or attacks;

Threats, taunts and intimidation through words and/or gestures;
Extortion, damage or stealing of money and/or possessions;

Exclusion from the peer group or spreading rumors; and

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 Websites 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.

<u>Procedure for the Alleged Victim</u>

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.

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 How the harasser responded

<u>Complaint Procedure</u>

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.

<u>Investigation Procedure</u>

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.

<u>Resolution of the Complaint</u>

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
5. 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.
6. 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).
7. 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/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 antisocial behavior, and 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 (the "School") 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 ("Policy") is intended to minimize the likelihood of such harm by educating the School'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 (collectively, "System") are any configuration of hardware and/or software whether used on or off school property. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software including without limitation video conferencing 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;
- school provided Chromebooks;
- school provided personal digital assistants ("PDAs"), tablets, IPADs and similar devices;
- school issued access to third party websites (i.e., Google apps, Zoom, Flipgrid, Dojo, etc.); and
- new technologies as they become available.

Acceptable Use: Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System 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, whether on or off on school property. A student is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

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

Access to the School's computer/network/Internet is a privilege, not a right, and may be revoked at any time.

Scope of Use: The System is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities.

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 the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- 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 the System 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 and may result in discipline and/or the revocation of access to the System.

Student Access: System access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. When student is in a classroom setting on school property, student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

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.
    d. Decline to record any individual, educational instruction or any portion of communications without prior written consent of teacher or school administration.
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 as appropriate.
e. Get appropriate pre-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 educational lessons, 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 discomforting 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.
5. Abide by the Student Code of Conduct in the use of the System at all times.

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 this Policy.

The Use of Video Conferencing: Staff and students may from time to time use video conferencing software for educational purposes, including without limitation Zoom and Google Hangouts. Video conferencing is a way that students can communicate with teachers, other students, speakers, and others from their school, local community, and/or other parts of the country and the world, in real time. All students agree to the following related to use of video conferencing software whether or not on school property during use:

a) Videoconference sessions may be videotaped by school personnel or by a participating school involved in the exchange in order to share the experience.

b) Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.
c) Students are only permitted to transmit audio/video images using the System when all of the following conditions are met (i) it is under teacher's direction, (ii) it is for educational purposes, (iii) it is sent only to other classmates or school staff members, and (iv) it is sent during classroom hours.
d) Students shall not record any portion of a videoconferencing session without prior written approval from teacher or school administration.
e) Students shall not save, share, post or distribute in any way any part of a videoconferencing session or any photos or audio recording from a videoconferencing session without prior written approval from teacher or school administration.
f) All sessions must be set up solely by school personnel and communicated to students and/or parents privately and not through any public domain.
g) Classroom and school rules apply to all remote learning experiences.

The following guidelines must be adhered to by students using a personally owned telecommunication device at school or with the System whether on or off school property:

a. Internet access is filtered by the School on personal telecommunication devices in the same manner as School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of any service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
g. An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Subject to Monitoring: All School System usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The School 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 the School 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.

Students have no expectation of privacy with respect to use of the System whether on or off school property and whether the devices are school or personally owned. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.

All computers, Chromebooks, devices, laptops, Chromebooks, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.

Consequences for Violation: Students have the responsibility to use the System in an appropriate manner which complies with all school policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. 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.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at the School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student. Upon its discretion, the school reserves the right to request student/parent complete additional forms prior to the distribution of any electronic devices.

Racial Nondiscriminatory Policies

The governing board of Incarnate Word Academy School located at 6620 Pearl Rd in Parma Heights Ohio 44035 has adopted the following racial nondiscriminatory policies.

The Incarnate Word Academy school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

The Incarnate Word school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

The adopted racial nondiscriminatory statement must appear in the school's advertisement, policies, handbooks and manuals, etc. DEW will verify that the statements are included in handbooks, manuals, and posted at the school during site visits.

Extended Day
Parent/Student Handbook
2026 - 2027

Extended Day Office: 440-842-6818 Ext. 200

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 Principal 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 Administrator 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 offer an affordable program of quality care

Before School Care

Students who arrive at school between 7:00 - 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 $75.00 per child will be charged to families who use the program. Participating families will be required to register their children through Digital Academy. This program is only for students in grades K-8.

Extended Day Program

DAILY TIME SCHEDULE

The Extended Day program begins at 2:30 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 through eighth grade.

Financial Responsibilities

The registration fee of $40.00 per child is due by August 17th 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 $8.00 per hour. The fee for any additional child is $4.00 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. Intervals of 15 minutes will be charged at a rate of $2.00. Additional children will be charged $1.00 for every 15 minute interval.

Billing

Billing will be processed through Digital Academy 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 month, 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 case of extreme financial hardship, please notify the principal.

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.

Custody Documentation

In cases of legal separation or divorce, it is necessary for a parent to notify, in writing, the Student Services Administrator 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 Digital Academy under Online Forms. To delete a person from the authorized list, please contact the Director of Student Services at 440.842.6818 x300 or hbleakley@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. IWA reserves the right to question the presence of anyone in the building.

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.

Non-Sufficient (NSF)/ Returned Checks
NSF checks returned by the bank will result in a fee of $36.00 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 $36.00 fee. Personal checks will not be accepted for NSF/returned checks.

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. 200) as to who is picking up the child/children.

Dress Code
Students may wear casual clothing appropriate for the weather.

Snacks
Each student will receive one snack. 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.

Sign-in begins at 2:30 p.m. for students unless the student is involved in other extra-curricular programs such as choir, tutoring, sports, etc. When the student arrives at Extended Day, the student's name will be entered into the online system. When students are picked up by parents/guardians; the staff will log the student out of the online system.

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.

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. 300) during school hours the name and relationship of the person who is to pick up the child. Extended Day personnel will be notified.

Sign-Out Procedure

The Extended Day program will be housed in the main school building. Parents/guardians or others picking up their child/children from Extended Day will not leave their cars for pick-up. Enter the school parking lot and call 440-842-6818 ext. 200 and an Extended Day worker will answer the phone. Identify yourself and state the name/names of the child/children being picked up. The worker will locate the child/children, assist them with their belongings and check them out. They will then walk them to the back door to ensure they safely enter the family car.

When students are outdoors for play, you must leave your car and tell one of the Extended Day monitors that you are picking up your child/children. The monitor will accompany the student to the school attendance office and scan him/her out. 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 as needed, but they are also monitoring students. Therefore, we recommend that the parent checks the work as well once the child is home.

HOMEWORK SCHEDULE

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.

Electronic equipment brought from home may not be used in the Extended Day program.

EXTENDED DAY RULES

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 any time 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.

Extended Day Student Handbook

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: _____