



August 2016

Dear Parents, Guardians and Students,

Welcome to a new year at Incarnation Catholic School!

As members of the ICS community you have chosen to partner with the faculty and staff in nurturing a family atmosphere in which all members “grow in Faith, Knowledge, and Love” of God, neighbor, and each other. Incarnation Catholic School believes in educating the “whole” child through academic excellence, spiritual formation, and Christian service.

Incarnation Catholic School is fully accredited through the Florida Catholic Conference, is a member of the National Catholic Education Association, and is a United States Department of Education Blue Ribbon School. Thank you for supporting Incarnation Catholic School and for your commitment to Catholic education.

This Parent/Student Handbook is an important document and presents expectations for our students and parents. Please read and discuss the information and policies contained herein with your child(ren). Keep it in a safe place, as it is the only one you will receive. Incarnation Catholic School reserves the right to amend the information in this handbook. If there are any changes, the school will inform you.

The last pages (both sides) need to be signed and returned to the school office. One side is for acknowledgement of receiving and reading the handbook. The second side is the Student Network Contract to be signed by student and parent. Additional copies are included in the folder if you have more than one child at Incarnation Catholic School.

Sincerely,

Mrs. Coleen Curlett  
Principal

## **CATHOLIC IDENTITY**

### **Incarnation Catholic School Mission Statement:**

Let it be known to all who enter here  
That Christ is the reason for this school;  
The unseen but ever present teacher in this school;  
The model of its faculty,  
The inspiration of its students.

Incarnation Catholic School exists to provide a Christ-centered environment wherein a quality spiritual and academic education will help each child develop spiritually, academically, morally, socially, and physically. In a loving and supportive atmosphere, each child is encouraged and helped to grow in faith, knowledge, and love.

### **GOALS**

1. To continue to integrate the Catholic Christian philosophy into all aspects of school life and to provide opportunities to strengthen faith community.
2. To help students develop a positive self-concept, an attitude of respect toward all others, and a love for learning.
3. To strengthen the service component for all students to help them practice their Faith on a practical level.
4. To equip students with the skills necessary to function effectively as productive adults in a society in which solving problems, working cooperatively, and accessing, communicating and using information is of primary importance.
5. To develop a sense of responsibility for our school/parish facilities, our neighborhoods, and our world.
6. To strive to meet the needs of individual students through professional development.

There are signature pages at the end of the handbook; your signatures indicate that you will abide by the policies and information contained in the handbook including the Technology Use Agreement. The Parent/Student Agreement page must be signed and returned to the school office within a week of receipt to permit students to use school technology.

### **POLICY REGARDING THE REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT**

The staff of the Incarnation Catholic School considers the welfare of children to be of the utmost importance. Under Florida law, anyone who has reasonable cause to suspect child abuse or neglect is legally obligated to report that abuse/neglect to the Department of Children and Families, even if there is no definite proof. (Florida Statutes 415.504)

## ADMISSIONS

### Admission Policies

Catholic schools in the Diocese of Venice admit students of any race, color, gender, or ethnic origin.

Admission to Incarnation Catholic School will be granted to the following:

1. Children of parents registered in Incarnation Parish and who personally and financially contribute to their parish through using the weekly offertory envelopes.
2. Children of parents who are registered in a Catholic parish and who personally and financially contribute to their parish.
3. Catholic students transferring from another school.
4. Non-Catholic children who are practicing, registered members of another faith.
5. Regular church attendance is required for continuation at Incarnation Catholic School.

### Entrance Requirements

Children entering Pre-K must be 4 years old by September 1<sup>st</sup>. Children entering Kindergarten must be 5 years old by September 1<sup>st</sup>.

The following documents are required for admission and **must be submitted prior to the first day of attendance.**

- Completed admission/emergency form
- Completed Tuition Commitment Form
- Birth certificate
- Baptismal certificate
- Most recent report card
- Standardized scores
- Copy of students IEP or 504 Plan or other evaluation (if applicable)
- Full-body physical if entering school for the first time or entering from out of the State of Florida
- Immunizations in compliance with Florida Law (Statute 1003.22)

Students entering Kindergarten through Grade 8 will be assessed. Students entering middle school will meet with the principal. All new students are on probation for the first quarter.

Incarnation Catholic School attempts to accommodate students with special needs. It is the parent's responsibility to include such information on the student's application. Incarnation Catholic School cannot offer services as those which are financed through the public school system. Therefore, acceptance of students with special learning needs includes those that can be managed in a regular classroom with simple accommodations as agreed upon by student, parent and teacher with input from our resource teacher. Support services outside of school may be required to optimize student success.

### Tuition and Fees

Tuition is paid annually, semi-annually or on an 11 or 12 month basis. Tuition payments are made ACH debit by FACTS Tuition Management. Catholic families who use the weekly offertory envelopes will be charged the Catholic rate per child per year. Non-Catholic families will be charged the non-Catholic rate. Current tuition must be paid before the following year's admission forms will be accepted. The entire year's tuition must be paid by June 30<sup>th</sup> for the child(ren) to re-enroll. In addition to tuition, there is an annual registration fee, a comprehensive fee to cover books and supporting technology, standardized

testing fees, field trip transportation (2 per year) fees and insurance per child. There is also an equipment fee per family. All fees are non-refundable and are not included in financial assistance.

### **Non-Payment Policy**

To enable Incarnation Catholic School to meet all its financial obligations tuition, fees, and other financial items are expected to be paid in a timely manner. If payments fall 30 days in arrears, the child(ren) may be unable to attend classes until the parent/guardian informs the principal and contacts the finance manager to work out an alternative payment plan. Official student records and reports will not be released unless payments for all school activities and services are current.

### **Refund Policy**

All fees are non-refundable. If a student withdraws from Incarnation Catholic School the tuition cost must be paid through the end of the terminating month.

### **Tuition Assistance**

#### **For Catholic families in good standing with their parish – Angel Fund**

- To receive tuition assistance for the following year, a request for a Tuition Assistance Application must be made and submitted through FACTS (preferably by April 1<sup>st</sup>, however, late registrants can apply prior to the start of the school year). In order to be considered, parents **must show support** of the Church and of the philosophy of the school. The applications will be reviewed by the pastor and principal. A letter will be mailed notifying applicants of the amount of assistance by July. Families are to return a signed copy of the letter to show their commitment and understanding. The amount of assistance will not exceed one-half the cost of tuition. Fees are not included in Tuition Assistance and must be paid by yearly deadline dates or rolled into FACTS payments. **Tuition assistance is renewable, but application for such assistance must be made each year.** Unforeseen circumstances may necessitate requesting assistance outside usual dates of application. Such requests will be reviewed on an individual basis.

#### **Other Resources for Financial Assistance**

- Incarnation Pre-Kindergarten is a participant in the **Florida VPK Program**.
- **Step Up For Students** is an income based scholarship offered to students in grades K through 12 in any school in Florida ([www.stepupforstudents.org](http://www.stepupforstudents.org)). Information is in the school office also.
- **AAA Scholarship** is an income based scholarship offered to students in grades K through 12 in any private school in Florida ([www.AAAScholarships.org](http://www.AAAScholarships.org)). Information is in the school office also.
- **McKay Scholarship Program** is for students with disabilities ([www.floridaschoolchoice.org](http://www.floridaschoolchoice.org)). Students must have attended a public school previously.
- **Gardiner (PLSA)** is for students with specific medical diagnosis or disabilities. Contact the school for more information or ([www.stepupforstudents.org](http://www.stepupforstudents.org)).

### **Volunteering**

Each family is encouraged to do their part by volunteering throughout the school year. All volunteers coming in contact with our students must be fingerprinted and attend the Safe Environment Training.

Information about fingerprinting and Safe Environment is on the Diocese of Venice website ([www.dioceseofvenice.org](http://www.dioceseofvenice.org)). Volunteer opportunities include but are not limited to the following:

Assisting teachers	Fundraising event	Lunchroom
Annual Gala	Library	Social Events
Art room	Parent Association	School Board
WTGYWB	Uniform Closet	Box Tops for Education
Field Trips		

If you are volunteering during the school day, we ask that if you have pre-school age children that they not attend with you. As volunteers you are in the classroom to assist the teachers. **When representing the school please dress appropriately, and act as a role model.**

### **Fingerprinting and Safe Environment**

Your participation as a volunteer at Incarnation is invaluable and important for the success of your child(ren). As parents and volunteers at the school it is required that all be fingerprinted (redone every five years) and attend the Safe Environment Program Training (one time training) as mandated by the Diocese of Venice. A full explanation of the Safe Environment Program Training and schedule is on the diocesan website ([www.dioceseofvenice.org](http://www.dioceseofvenice.org)).

Fingerprinting is done at specific locations in the Diocese. The nearest location to Incarnation Catholic School is:

Sarasota Package, Ship & Mail  
935 N. Beneva Road, Suite 609  
Sarasota, FL 34232  
(941) 955-0098

### **DROP OFF/PICK UP**

#### **Arrival and Departure**

The school day is from 7:50 a.m. to 3:00 p.m. Students are asked not to be on the school grounds before 7:25 a.m. Supervision of the outside area begins at 7:25 a.m. Students can begin entering the classrooms at 7:40 a.m. **A student is considered tardy after 7:50 a.m. and must report to the office for a late slip before going to their classroom.** You must notify the school office if you will be late in reclaiming your child(ren). On early dismissal days, usually noon, children must be picked up at the designated time.

#### **Morning Drop-Off Procedure: Four Options: Park and Escort, Carline, VPK only**

##### **1. Parking in front of the Parish Center**

You may park in the designated parking areas and walk your children to his/her waiting area. There is parking in front of the Parish Center and along Bee Ridge Road. If you use this parking area please do not enter the area blocked by cones or the circle in front of the flag pole during the carline drop off between 7:30- 7:50 a.m. Do not park in the handicap parking or in the spaces in front of the rectory alongside of the Parish Center or on the sidewalk. Please use the crosswalks to escort your children to his/her designated waiting area along the front of the school.

**2. Theresa Lane Access**

Other parking on the blacktop can be accessed through the gate along Theresa Lane. Please park cars facing the campus through-street. Do not park beyond the cones. Please enter and exit campus at a safe slow speed to protect our students.

**3. Carline**

You may enter the campus from Jennings Dr. and stop before the crosswalk to let your children out of the car. Your children will then proceed through the gate to his/her designated waiting area. You may then proceed to the left off campus via Bee Ridge Road. **Please do not use the carline to access the circle in front of the flag pole or to park in the handicap spaces alongside of the school between 7:30- 8:00am.** Please follow the directions of the crossing guard and enter and exit campus at a safe slow speed to protect our students.

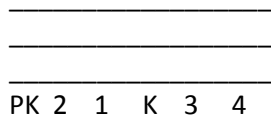
**4. VPK Drop Off and Pick Up**

Only families with VPK children may park on the circle in order to bring the student to the classroom. Families will be given a special tag to put on their dash. VPK families can also park in the Parish Center lot and walk their child to the classroom via the front entrance.

**Afternoon Dismissal Procedure**

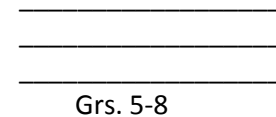
At afternoon dismissal the children (K-4) will exit the main building by homeroom. Students will be with their teachers at the assigned number. **Please meet your child(ren), make contact with the teacher and then proceed to your car.** For safety reasons, children should remain with their class until you meet them.

**Main Building (Bldg. 1) Steps**



←←←Awning Walkway→→→→

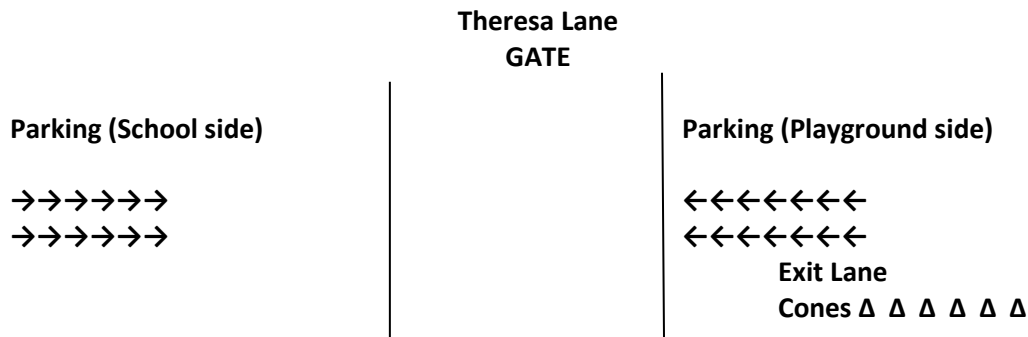
**Middle School (Bldg. 2) Steps**



**Stand here to pick up your children.**

**Parking - Theresa Lane**

Vehicles entering from Theresa Lane should park on the playground side of the blacktop behind one another and face the campus through-street. Leave a travel lane between the cones and the parked cars. Vehicles parking on the same side of the blacktop as the middle school should park behind one another and face the campus through-street. Vehicles exit by traveling forward when the vehicle in front of you leaves. **NO ONE SHOULD BACK-UP TO EXIT.**



**CARS SHOULD FACE THE CAMPUS THRUWAY**

**Rainy Day Dismissal**

On rainy day dismissal, cars should enter from Theresa Lane and line up beginning at the Middle School building and as close to the building as possible. **The family name should be on a piece of poster board in the window visible for a staff member.** Students will be called in car order to come out. Proceed to the main building. Please stay in line. Do not go around other cars!

**ATTENDANCE**

**Absences**

Parents are asked to call the school by 9:00 a.m. when a child is absent. If we do not hear from you, we will call. A sick child must be fever free for 24 hours without fever reducing medications before returning to school. A student is considered absent for the day if they are not in attendance for at least 4 hours in that school day. A student who is absent from school may not participate in extra-curricular school activities on the day of their absence.

Excessive absences and/or tardiness may have a negative impact on student performance. If an elementary student **exceeds 30 days of absence for the year**, whether the absences are excused, unexcused, trancies, or any combination of these categories with the exception of a school-related absence or homebound teaching that has been approved by school administration, the student will not be promoted to the next grade. (DSB# 5113)

A written excuse must be given to the homeroom teacher upon return to school. If a child is seen by a physician for illness, a doctor’s note must be presented upon return to school. **Absences of over 3 days require a doctor’s note.** Excused absences include illness or death in the family.

**Illness Policy**

**It is important for the health of all students and staff that a child does not attend school when sick. The following guidelines are offered as appropriate reasons to keep your child home from school until his or her symptoms are gone or a health care provider has cleared your child to return to school. Please keep your child home if they have any of the following:**

1. Conjunctivitis/Pinkeye (requires a doctor’s note that the student may return to school and is not contagious.

2. Cough that is persistent and productive with thick or constant nasal drainage. (Exception: may attend school for mild cold symptoms.)
3. Diarrhea (student should not return to school until symptom-free for at least 24 hours after the last episode and tolerating solid food.)
4. Fever of 100.0 F. or higher (student must be fever-free, without fever-reducing medication such as Tylenol or Advil/Motrin for 24 hours before returning to school).
5. Flu or flu-like illness with fever, body aches, chills, cough, sore throat, headache, fatigue (student must be fever-free, without fever-reducing medication such as Tylenol or Advil/Motrin for 24 hours before returning to school).
6. Impetigo (student may return to school 24 hours after treatment is started. Lesions should be covered to prevent spread of infection to others).
7. Lice (student may not return to school until they have been treated and are free of lice and all nits (eggs) have been removed). Student must return to the Health Room with a parent/guardian to receive clearance before returning to the classroom.
8. Rash of unknown origin and/or the area is too large to be covered by a band aid (requires a doctor's note to return to school).
9. Sore throat with fever (student may return to school 24 hours after antibiotic treatment has been started and is fever-free).
10. Strep-throat (student may return to school 24 hours after antibiotic treatment has been started and is fever-free).
11. Vomiting (student should not return to school until symptom-free for at least 24 hours after the last episode and tolerating solid food).

If your child presents any of the above symptoms while at school, you will be called to pick up your child. Please understand that we do not have the facilities to keep a sick child in the Health Room for an extended period of time. We ask that your child be picked up within an hour of being called.

#### **Parent Request for Student Time Off**

If a child will be out for a period time, for family reasons, a written note or email must be sent to the office and teacher at least one week prior to the absence. Students are expected to make up all course work **when they return. Assignments for work missed will not be given out prior to the time off.**

The parent/student should contact his/her teachers within one day after returning to school to determine make-up work. The work should be completed within one week. A homework notebook or board is kept in every classroom. Homework assignments are on Parent Plus Portal.

If your child has a doctor's appointment or must leave school early for any reason, and you know in advance, please contact the office by phone or email or send a note with your child. It helps if



we are notified ahead of time about appointments so we can have your child waiting in the office to be picked up and signed out.

### **Attendance Recording**

Homeroom teachers enter absent students into the school's attendance program at 7:50 a.m. Students remain on the absent list until they come to the school office for a tardy slip at which time their attendance will be changed from Absent to Tardy. A student must be in attendance for 4 hours to be considered present; less than 4 hours a day the student will be considered absent.

### **Tardiness**

Students who come in tardy must come to the office for a tardy slip before entering class. Students who have excessive tardiness will be required to meet with the principal to discuss a plan to decrease tardiness.

### **Early Dismissals**

While early dismissals are discouraged, we understand some circumstances might require a student to be dismissed early. All requests to dismiss early should be in advance, in writing by the parent/guardian, and sent to the office. If someone other than the parent/guardian is picking up the student, this information needs to also be provided in the request. Parents/guardians will need to sign out the student in the office, and the student will meet them in the office at the time requested. All early dismissals should be completed prior to 2:45 so as to not interfere with regular dismissal time.

## **CURRICULUM**

Incarnation Catholic School follows the course of study as outlined by the Education Department of the Diocese of Venice and is mindful of the Florida State Standards.

### **Books**

Students will receive textbooks in appropriate subjects. These books are rented to students and are to be properly cared for and returned at the end of the year. All hard covered textbooks must be covered. No defacing of covers, folders or tablets is permitted; only name and subject are to be written on them. Students will be asked to replace defaced material. Uncovered books may be confiscated and a fine may be charged. No contact paper or other adhesive book covers are to be used. Parents and students are responsible for replacing or repairing any property (i.e., books, supplies, equipment, building or grounds) which is lost or damaged through the student's negligence. The student and parent will absorb the cost of replacement or repair.

### **Field Trips**

Field trips which are of educational value to students are planned by teachers from time to time during the year. Detailed plans for the trips will be made and parents notified well in advance. Written permission on a Diocesan form is provided for this purpose by the school and must be turned in prior to the field trip before any child may go on the trip. **The school will not accept any other form than the one provided by the school.** Parent chaperones must be fingerprinted and have attended Safe Environment training. Parents may opt out of a field trip for their child(ren); however, students must attend school on the day of the field trip. The administration reserves the right to deny participation on field trips, educational or reward, to any student for unsatisfactory academic or behavioral performance.

**Grading System**

**Honor Roll\*\* Grades 3-8**

Principal’s List	96% general average with all grades 90% or greater.
High Honors	90% general average with all grades 85% or greater.
Honors	85% general average with all grades 80% or greater.

\*\*A satisfactory grade/comment in all Special classes, Effort, and Conduct is also required to be placed on Honor Roll.

**Diploma/Certificate of Attendance**

Diplomas will be awarded to students in the 8<sup>th</sup> grade who satisfactorily master the curriculum. Certificates of attendance will be given to any student whose final grades in core subjects are not passing in two (2) or more areas.

**Promotion/Graduation Standards**

Students who successfully complete the curriculum for a grade will be promoted. A student may be retained if he/she has not mastered the subjects or if social and emotional maturity are lacking. Parents will be notified at the end of the second quarter or sooner if retention is being considered.

**Student Progress/Report Cards**

Parents can check student progress on Parent Plus Portal. Grades are regularly updated on the 15<sup>th</sup> and 30<sup>th</sup> of the month. Report Cards are issued electronically four (4) times a year. It is important to communicate with the teachers if you have concerns regarding the grades. Teachers are accessible via e-mail, phone call or a scheduled conference.

**Grading System**

<b>Grade Level</b>	<b>Courses</b>	<b>Grade Values Numerical Grades</b>	<b>Courses</b>	<b>Grade Value Letter Grades</b>
<b>PreK-K</b>	Receive age appropriate report cards			
<b>1-2</b>			Religion Art English Math Music PE Reading Science Social Studies Spanish Spelling	VG- Very Good G- Good S- Satisfactory N- Improvement needed U- Unsatisfactory
<b>3-5</b>	Religion Language Arts Math Science Social Studies	A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: Below 60	Art Conduct Music PE Spanish	A: Outstanding B: Good C: Satisfactory D: Improvement Needed F: Unsatisfactory
<b>6-8</b>	Religion Language Arts Math Science Social Studies Spanish	A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: Below 60	Art Computer Music PE Conduct	A: Outstanding B: Good C: Satisfactory D: Improvement Needed F. Unsatisfactory

**Homework**

Homework will be given on Monday-Thursday in grades K-5, Monday – Friday Gr. 6-8. Assignments should be neat, legible and submitted when due. Quizzes and weekly tests will require study nightly. Parents are asked to provide a quiet, supervised time for study each night and to check homework for completeness and neatness. Homework is available on Parent Plus Portal.

Reasonable times for homework:

K	fifteen minutes	Grades 4-5	one hour
Grades 1-2	thirty minutes	Grades 6-8	one and one-half hours.

**Grades 3-5 should read 15 minutes per day; Grades 6-8 should read 30 minutes per day.**

### **Library/Media Center**

The Library is open daily from 7:00 a.m. to 3:15 p.m. Students may use it according to the schedules provided by the homeroom teachers. Parents may check out books after school. Books are loaned for one week and fines are charged for overdue books. Students may not check out books if previous books have not been returned.

### **Liturgical Program**

Students will participate in weekly celebration of the Mass on Tuesdays. The children will use their offertory envelopes at the weekly Mass. Funds will be donated to various organizations at the end of the year, i.e., Catholic Charities, Catholic Relief Services, Our Mother's House, etc. Parents of students in Grade 2 are required to attend workshops in preparation for the Sacraments of Reconciliation and First Holy Communion.

### **Religious Education**

Religious education is integral to our curriculum in fostering the mission of Jesus Christ to grow in faith, knowledge, and love of God. In addition to religion classes, students are required to participate in Masses and various religious traditions and activities. Students that have not received the Sacraments of Reconciliation and Holy Eucharist are extended a special blessing at school Masses. Parents are also encouraged to attend our weekly school liturgies and other religious events.

### **Technology**

All students and parents will agree to comply with the Diocesan Computer and Network Guidelines for acceptable use of the Internet. (A copy is furnished at the end of this booklet – Appendix D.) Unacceptable student uses of computers and electronic information services include:

1. Using network access to alter or destroy information belonging to others.
2. Using profanity, obscenity or other language which may be offensive to another user.
3. Copying personal communications to others without the original author's permission.
4. Copying software or other copyright protected material in violation of copyright law.
5. Using the network for any illegal activity or private business purposes.
6. Spreading computer "viruses" deliberately, or by importing files from unknown sources.
7. Use of any computer or program in a manner other than that for which it was intended.
8. Harassment of student(s).

Classroom teachers conduct classes with their students in the computer lab that reinforce and enhance the curriculum. A full-time technology specialist assists in integrating technology into the curriculum. Classrooms are equipped with Internet access and computers, tablets, or laptops. Interactive whiteboards, projection equipment, network television, VCR and DVD equipment is in every classroom. Middle school students, our TV crew, begin each day with prayer and announcements over closed circuit television to the classrooms.

### **E-readers and Outside Electronic Devices \* See also cyberbullying and social media.**

Any outside electronic device, including cell phones, do not have permission to access our internet or network. These devices also do not have permission to take pictures or videos.

Students must register these devices at school in case a student misplaces his or hers. Simply bring it to the computer lab and a list of devices and serial numbers will be kept to help us return it to the rightful owner in case it is found.

Consequences for breaking these rules will follow the same guidelines as the misuse of phones.

- First offense:** The device will be taken and the parent/guardian will be required to pick it up at the school office.
- Second offense:** The device will be taken and the parent/guardian will be required to pick it up at the school office and will result in the loss of the privilege for one month.
- Third offense:** The student will forfeit the use of the device.

The school is not responsible for the damage, loss or theft of any outside electronic device. Therefore, we will not allow students to loan or borrow said devices at school. It is highly recommend that your child have it marked with his or her name.

### **Testing**

The Iowa Assessment is given every spring to Grades 2-8. Students in Grade 2 also take CogAT Abilities Test. The results are available and are sent home to parents. These tests are intended to give parents and students an idea of academic growth from year to year and should be kept in a safe place at home for that purpose. They also serve to give insight into student strengths and weaknesses. The school reviews these results to evaluate the school curriculum.

### **Visual Media**

Movies are shown occasionally to enhance the curriculum. Movies are always age-appropriate. Visual media rated PG-13 with true educational value will require parental notification and consent.

## **BASIC CODE OF CONDUCT**

### **Conduct and Self Discipline**

Incarnation Catholic School strives to teach and foster self-discipline for the well-being of both the student and the school community and for the creation of a Christian atmosphere for learning. The collaboration of all, parents, teachers and students, is necessary to achieve success in this most important area of growth and development.

In guiding the student's growth in habits of virtue and Christian attitudes, it is helpful to emphasize the positive rather than the negative. Students need to understand that when they choose one behavior over another, they must take upon themselves the consequences of that chosen behavior.

To create and foster a positive learning atmosphere, all Incarnation students are expected to demonstrate increasing maturity as they develop in three important areas:

**Respect**

**Spirituality**

**Responsibility**

A **respectful person** is one who believes in the dignity and worth of individuals and who acts accordingly. While involved in Incarnation Catholic School activities, students are expected to:

- Be respectful and attentive to others' needs;
- Be gentle and sensitive in their attitude toward others;
- Play safely on the playground in designated areas;
- Create positive solutions when resolving differences with others through conflict resolution;
- Show common courtesy and good manners toward teachers, other adults and fellow students.

A **spiritual person** is defined as one who lives his or her faith. Incarnation students are expected to:

- Have a reverent attitude during prayer, prayer services, and liturgy;
- Treat religious symbols in a reverent manner;
- Recognize and affirm the goodness in others with a positive attitude toward others;
- Participate in special service projects with the parish, school, and community;
- Attend Mass each Sunday and Holy Day.

A **responsible person** is one who responds to meeting personal, school and community obligations. To make school a positive learning experience, Incarnation Catholic School students are expected to:

- Work to create a positive learning environment for everyone;
- Complete school work on time;
- Follow directions;
- Handle all school property with care;
- Participate in class with attentiveness and effort.

### **Academic Honesty**

At Incarnation Catholic School we take pride in doing our best, using the gifts God gave us. We do not tolerate cheating in any form.

**Cheating** can happen when

- A person turns in the work of another (whether it is from tests, class work, homework or projects) and presents it as his/her own.
- Individuals work as a group without fairly sharing the responsibilities of the group task. (Working as a group means all group members **work and share** in the completion of the task; everyone has input, and everyone shares equally in both the work and in the results.)
- **Copying**, in which one (or more) of the group members does all the work and others rewrite it, put their own names on the papers and pretend that they themselves accomplished the work.
- **Group members** do not complete their assigned or assumed task(s) and depend on other members of the group to complete the project. Everyone in the group is responsible for the project and its content.
- **Plagiarism**, using the words or drawings or photographs of another without permission or without appropriately stating the name of the person who actually wrote, drew or photographed the material. While the **intent** of the student may not be to plagiarize content, the **final product determines** whether it is a plagiarized piece. Plagiarism is both morally wrong and illegal, and can be punished by law. It is an important lesson taught sooner rather than later.

### **Classroom Rules**

Students are expected to observe basic rules which are posted in each classroom. These include:

- Raise your hand before speaking;

- Follow directions the first time;
- Keep hands and objects to yourself;
- Be prepared for class;
- Stay in your seat;
- Respect teachers, staff and other students.

### **Lunchroom Rules**

- Students sit at the assigned tables for their grade;
- Only 7 students to a table, unless approved by a teacher or staff member;
- Students must sit on their chairs properly;
- Use inside voices only;
- Use proper table manners;
- Raise your hand if you need something, and ask permission to use the restroom;
- Leave the tables and floor clean;
- Follow directions and remain at the table until dismissed by a teacher or staff member.

### **Playground Rules**

- Students should remain in assigned area;
- Keep hands off others (No hands policy);
- Follow directions of supervising adults;
- Use playground equipment appropriately;
- Share with and include others;
- Report injuries immediately.

### **Conduct: Degree of Seriousness**

Basic school rules constitute the Code of Conduct expected of all Incarnation Catholic School students. Here they are grouped according to the seriousness of the infraction; however, each grouping includes but is not limited to those mentioned. Group 3 rules present the most serious matters.

#### **Group 1**

- Follow classroom rules and school procedures as directed by teachers.
- Be on time to school; chronic tardiness/absence may require more serious consequences.
- Be on time for assigned classes.
- Be prepared with all required materials.
- Return permission slips and forms on time.
- Comply with the school uniform regulations (see uniform section for details).
- Chewing gum is not allowed on school property.
- Follow Lunchroom and Playground rules.

#### **Group 2**

- Show respect toward staff and other students.
- Be honest and truthful.
- Display a positive attitude toward self and others.
- Take proper care of school property, your property, and the property of others.

- Keep hands, feet, and objects to yourself.
- Avoid all displays of affection (i.e., kissing, hugging).
- Display behavior, both on and off campus that contributes to a positive learning environment and reflects Christian values.
- Avoid unsafe behavior (including improper touching that could lead to injury to yourself or others).
- Be respectful in speech: No profanity or vulgarity by using voice, in writing, or via electronic media.\*

\*Use of electronic devices such as cell phones, music players, cameras, or games is restricted to before and after school hours. Violations will result in confiscation of the item/s which will be returned to parents only.

### **Group 3**

The following acts are prohibited:

- Possession of tobacco, alcohol, drugs or drug paraphernalia, pornography or suggestive literature, weapons, weapon replicas or potential weapons
- Bullying\*, cyber bullying\*\*, harassing\*\*\*, intimidating, fighting or threatening behavior
- Vandalizing or attempting to cause damage to school or private property
- Stealing school or private property
- Causing or attempting to cause physical injury to another person (except in self-defense)
- Cheating: Using or copying academic work of another student or media and presenting it as one's own
- Committing an act deemed to be immoral
- Committing any other act that would seriously interfere with the educational process or would seriously threaten the safety of others.

\***Bullying** in school occurs in connection with education, either inside or **outside** of school. Bullying can be physical, verbal, or emotional and is usually repeated over a period of time.

### **Social Media**

Parents must educate their children regarding the appropriate use of social media. Improper behavior and/or use of social media in or out of school may have serious consequences at school and with local law enforcement.

\*\***Cyber bullying** occurs “when one or more people intentionally harm, harass, intimidate, or reject another person using technology.” For example:

- Sending mean or threatening messages to a classmate via email, IM (instant messaging), text messages, or social media;
- Spreading rumors about classmates through email, IM, text messages, or social media;
- Creating a website or other social-networking account that targets another student;
- Sharing fake or embarrassing photos or videos of classmates with others via a cell phone, the Web or other social media;
- Stealing a classmate's login and password to send mean or embarrassing messages from his or her account.

\*\*\* **Harassment:** At Incarnation Catholic School students are expected to put their faith into action and live as Jesus taught us. We are committed to an educational environment that is free of any form of



harassment. Harassment is any behavior toward a student or group of students based, in whole or in part, on their gender, race, religion, national origin, ancestry, disability, or any other characteristic protected under the State, Federal, or local law, which disrupts the school environment and interferes with the student's school or academic performance. Harassment can take many forms.

- Physical (e.g. standing in someone's way, or standing too close, bumping into someone or brushing against the person's body on purpose, grabbing, touching hitting, or pinching)
- Verbal (e.g. threats, insults, rumors, comments about a person's body, sexual jokes, suggestions or remarks, notes, letters or graffiti)
- Nonverbal (e.g. staring at someone's body, sexual pictures or drawing, mimicking or pantomiming in an insulting way, gestures or looks)

Employees or students who engage in any type of harassment will be subject to appropriate discipline, including suspension and/or dismissal.

## **DISCIPLINE POLICY**

**Violation of any of the above rules or any other rules written in the handbook may result in detention.**

### **Consequences of Dishonesty**

If an Incarnation Catholic School student is found to be cheating: (refer to Academic Honesty pg. 12)

- The student will receive a zero (0) on the assignment or test.
- The student cheating will face appropriate disciplinary action.
- If a student gives work to another student so that he/she may copy it, he/she may also face disciplinary action and a reduction in the score.

If a student is found to be cheating a **second time**:

- The student, principal, parent(s) or guardian(s) and teachers involved will conference and decide the next course of action.

### **Disciplinary Consequences for Kindergarten – Grade 2**

- If a behavior problem occurs, the student will receive a verbal warning.
- If the problem continues, the parent will be notified via a note or in the weekly report.
- Positive behavior is rewarded.
- The classroom teacher will generally handle disciplinary procedures in Grades K-2.
- Conferences with parent and teacher will be held as needed.
- Principal will confer when necessary.

### **Disciplinary Consequences for Grades 3-5**

- If a behavior problem occurs, the student will receive a verbal warning.
- If the problem continues, the student will first be asked to write their name and violation in the daily behavior log.
- Continuing problems will result in parent conferences, after school detention and/or conference with the administrative team.
- The classroom teacher will generally handle disciplinary procedures in Grades 3-5.
- Conferences with parent and teacher will be held as needed.
- Principal will confer when necessary.

### **Disciplinary Consequences for Grades 6-8**

Violations of school rules will result in disciplinary consequences according to the seriousness and frequency of the infraction. The principal may be consulted to intervene in any disciplinary action as a means to avoid further problems. Disciplinary measures include but are not limited to the following:

#### **Consequences for Group 1 infractions include any of the following but not limited to:**

1. Corrections: verbal warnings, timeouts, student location, assigned task appropriate to the age and maturity of the student;
2. *Infraction Notice* sent home for parent signature and returned;
3. Phone call or e-mail to parent;
4. For a dress code/uniform violation a notice will be sent to parents for signature and return to homeroom teacher;
5. For repeated dress code violations, parents will be called to provide the appropriate uniform article before the student may return to class.

#### **Consequences for Group 2 infractions include any of the following, but not limited to:**

1. Detention notice sent home for after school detention;
2. Exclusion from field trips or extra-curricular activities, including sports;
3. Repeated violation of any rule will require a parent/teacher (and principal if needed) conference.

#### **Consequences for Group 3 infractions\* include any of the following, but not limited to :**

1. Suspension, out of school;
2. Expulsion from school by decision of principal and pastor;
3. **All of Group 3** violations will prohibit a student from participating in extra-curricular activities and field trips.

\*Local law enforcement authorities will be called when a delinquent act or crime is committed on school property, on school-sponsored transportation, during a school-sponsored activity, or social media incident if serious in nature .

### **Degrees of Seriousness for Consequences**

- 3 dress code violations = 1 *Infraction*
- 3 *Infractions* of any nature will result in an after school detention.
- Three detentions in a quarter is considered serious and other measures may be taken, such as
  - Parent, Student, Teacher(s), and Principal conference
  - A behavior plan
  - Student placed on disciplinary probation
  - Suspension
  - Expulsion

### **Definitions of Consequences**

#### **After School Detention**

After school detention is scheduled when student behavior warrants such disciplinary action. Teachers will notify parent/guardian in writing at least one day before scheduled detention. Detention will be held on designated days until 3:45pm, and will be supervised by a staff member. Repeated detentions will be reviewed by the administration and may require suspension.

### **Suspension**

Suspension from school is a severe procedure and is imposed after chronic or severe violation of school rules or policy. In the event suspension is imposed, administration will notify parents promptly by telephone and will follow up this verbal notification in writing within forty-eight hours. Repeated suspensions in a school year may result in expulsion from school.

### **Expulsion**

Expulsion is the most serious disciplinary measure. It is used only after other means of discipline have proven ineffectual and the student's conduct demonstrates an inability and/or unwillingness to follow school rules and policy. However, there may be situations of a serious nature that demand immediate removal of a student from school requiring expulsion for a first violation.

The Principal will make decisions maintaining the school's philosophy of concern for the whole child and the safety and welfare of the school community according to local and diocesan policy. When a problem arises, the correct procedure for parents is to arrange:

1. Teacher-Parent Conference (first);
2. Principal-Teacher-Parent Conference (second);
3. Pastor-Principal-Teacher-Parent Conference (third).

### **Off Campus Behavior**

Basic Code of Conduct is expected from all students and parents off campus. Incarnation Catholic School, as part of the Diocese of Venice, reserves the right to discipline students engaging in conduct that occurs off campus if it endangers the health and/or safety of others, adversely affects the educational process or the reputation of the school, is in conflict with the moral teachings of the Catholic Church or is otherwise a violation of school policy.

### **Student Withdrawal for Parental Behavior**

Parents should exhibit respectful decorum that is reflective of the philosophy, goals and objectives of Incarnation Catholic School. A parent's conduct, on or off campus, that is detrimental to the reputation of the school may have serious consequences. The Administration will work with parents to maintain a cooperative spirit. Failure on the part of parents to do so may lead to further action, including mandatory student withdrawal.

**THE PASTOR AND THE PRINCIPAL ARE THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS.**

### **LUNCH PROGRAM**

Dino's Pizza is available on Friday. Order forms for Dino's pizza are on the school website under "Parent" and must be returned to the school office with payment before Friday. Drink is not included.

Chick-fil-A is available on the second Wednesday of the month. Order forms are sent home approximately 1 to 2 weeks before and will be available on the website that month. They must be returned by the Monday before the date served.

White milk and chocolate milk are available to purchase each day. If parents prefer they may order and pay for milk for a week, one month, or two months at a time. Order forms are available on the school website under “Parent” and in the office.

Families may apply for the “Milk Program” to receive free milk. Families need to meet the income guidelines to qualify. Contact the school office for more information.

Students must bring their lunch from home. **Chewing gum, candy, glass containers, soda and energy drinks are not to be brought to school for any reason. Please honor this request when purchasing “special” lunches for your child(ren) also.**

Peanut butter and jelly sandwiches and chips are available in an emergency when a student forgets his/her lunch. An I.O.U. for \$3.50 will be sent home for PB&J if a student forgets lunch.

Parents may join their children for lunch once a week. Special tables are designated for parents and their children to have lunch together. **Parents may only invite their own child(ren) to this table.** Parents must sign in and the school office first to get a visitor badge.

## HEALTH SERVICES

### Emergency Information

Each student is required to have the following information on file in the clinic and office:

1. Emergency contact information and an alternate number to contact if unable to reach parent/guardian
2. All allergies
3. All medical conditions
4. Particular health related concerns

### Health Screening

Health Screenings are planned in cooperation with the Sarasota County Health and School departments during the school year. These include the following:

- Vision Screening: Grades K, 1, 3, 6
- Hearing Screening: Grades K, 1, 3, 6
- Scoliosis Screening: Grade 6

Screenings are not diagnostic but are helpful in identifying students who have results outside the normal limits. Signed permission slips from parent or guardian will be requested for all screenings.

### Immunizations

Health requirements for admission to a public or non-public school in the State of Florida are regulated by the State of Florida and the Sarasota County Health Department. Each child **initially** entering a public or non-public school in the state must present documentation of a physical examination performed by a licensed health care practitioner. This must be no older than one (1) year prior to the registration. **No student may attend without this documentation.**

Florida Statute requires, that prior to admittance or attendance in a public or non-public school, each student shall present a Florida Certificate of Immunizations (Form DH 680, Blue Form) from a licensed practicing physician or the county health department. Incarnation Catholic School requires immunizations in compliance with Florida Law (Statute 1003.22). The Diocese of Venice policy does not accept “Religious Exemption” for immunization.

For current immunization requirements refer to Florida Department of Health Immunization Guidelines or call the school clinic. Information is included with your registration packet. Additional immunizations are required for entry to Grade 7.

**A RECORD OF IMMUNIZATION MUST BE SUBMITTED PRIOR TO THE FIRST DAY OF ATTENDANCE.**

**Medication**

Rules set forth by the Health Department are followed by Incarnation Catholic School staff when administering medications during school hours. All medication must be delivered to the clinic by a parent or guardian and will be stored in the clinic. **Do not send medications to school with your child.** The Medication/Treatment Authorization Form must be signed by the physician prescribing the medication and the parent or guardian prior to the dispensing of any medication. A new authorization form is required for each new school year. This applies to daily, routine medications and “Over the Counter” already known to the parent or guardian and any new medications that may be ordered during the year medications. Prescribed medications must arrive in a container with the original, unaltered prescription label attached. The label information must match the physician order. Over the counter medications must arrive in the original store issued container. Label the container with your child’s full name and birth date. Only FDA approved prescription and over the counter medications are allowed to be administered at school.

Prior to the end of the school year, or if the medication is discontinued or changed during the school year, parents or guardians must pick up all medications. You will be notified two (2) weeks in advance of the deadline. If the medication is not picked up, it will be discarded.

**COMMUNICATION**

**School/Teacher Initiated Communication**

Parent Plus Portal is an important avenue of electronic communication. Each parent must have their own Parent Plus account to be able to access their child’s grades, homework assignments, important news from the school, and the monthly school calendar. Report Cards are also sent electronically through Parent Plus. Parent Plus is also used for mass communication to e-mail information about weather cancellations, schedule changes at school, after school activities, or communication that cannot wait until the Friday folder. It is imperative that each family from Pre-K through Grade 8 have a Parent Plus account in order to receive the most up-to-the-minute school information. Additional accounts with Parent Plus are available if necessary.

**Parent Initiated Communication**

**Good communication between school and home is very important for our students and families.** Any parent wishing to speak to or meet with a teacher may call the school office (941) 924-8588 to arrange an appointment or leave a message for the teacher. **Please do not call teachers at home.** Teachers’ email addresses are available on Parent Plus. If there is a question or concern please follow the procedure below:

- Parent – Teacher communication
- Parent – Principal – Teacher communication
- Parent – Pastor – Principal – Teacher communication.

## **Calendar**

A yearly calendar is given to all families in early spring and July/August. A detailed monthly calendar is posted on Parent Plus Portal and should be reviewed regularly. The monthly calendar is the final resource.

**The Yearly/Monthly Calendar** is published on the homepage of Parent Plus. ***Please be advised that the calendar is subject to change.*** If adjustments to the yearly calendar are made it will be reflected in the monthly calendar on Parent Plus or in a written notice. The monthly calendar contains dates and times of most monthly events and activities. It is your responsibility to print the calendar and keep it in a safe place and consult it often. A detailed monthly calendar is posted on Parent Plus, and should be reviewed regularly. The monthly calendar is the final resource.

**The Parent/Student Handbook** contains the rules and regulations of Incarnation Catholic School. It is the responsibility of both the parents/guardians and students to read and adhere to the contents of this handbook. The administration reserves the right to amend any and all portions of the handbook.

**The Daily Planner** is one of the main sources of communication between parents and teachers. Planners are used in Kindergarten through Grade 8. The purpose of the daily planner is to ensure that your child has communicated to you what his/her assignments are on a daily basis. Lost or damaged agendas will be replaced at actual cost.

**The Friday Weekly Folder** is an important means to send information back and forth between home and school. Some school notices, field trip permission slips, corrected school work, etc. are sent home in the Friday folders. Empty folders are returned to the homeroom the following school day.

## **Internet Website**

The school website may be viewed at [www.incarnationschool.edu](http://www.incarnationschool.edu) . The purpose of the school website is to provide information about the school to prospective parents. All information specific to current school events and classes is posted on Parent Plus.

## **Open House/Back to School Night for Current Parents**

An Open House is held prior to the opening of school in August to meet and greet teachers and for parents to get a Back-To-School packet of information. Back-To-School nights are also held during the first or second week after school begins..

## **Other Orientation Times**

- A Middle School informational presentation is held in the evening in January or February. Parents of fifth graders are encouraged to attend to learn about Middle School. Prospective parents are also invited.
- At the end of the school year all current students have a step-up-day to meet and spend time with their teachers at the next grade level.

## **Parent/Teacher Conferences**

A parent-teacher conference is held one time during the school year. Information will be sent home regarding conference times and sign up times. Additional conferences may be requested by either parent or teacher. It is expected that parents and teachers will respond and confer within one week of a request.

### **Posting School Information**

School information is posted at the school entrance or on various bulletin boards throughout the school. Special events are sometimes posted in the church foyer. The parish bulletin also has pages devoted to school events. Information for parents is given on a regular basis on Parent Plus and additional information may be sent home with the Friday papers.

### **School Records**

Each student has a folder in the school office and the school clinic which contains emergency and medical information, as well as academic records including test scores, report cards, and professional evaluations. Official school records will not be released until all financial obligations to Incarnation Catholic School have been met.

### **Student Telephone Use**

Students are permitted to use the telephone in the school office for emergency circumstances with permission from the teacher. Students are not permitted to receive phone calls, but messages will be delivered to students in case of emergency. Cell phones must remain in school bags in the off position while in school. **The phone in the school office is the only one to be used to call home during the school day.** Students may use cell phones on the playground after school only. Misuse of cell phones will have consequences.

### **Transfers from ICS**

If a child is being withdrawn from the school by a parent, it is expected that the principal will be notified in writing by note or email.

## **SUPPORT SERVICES**

### **After School Program: Crusader After-Care**

After-care is held in the Church Hall for Incarnation students from 3:00 to 5:30 p.m. on days that school is open. Pre-registration is required. Students will complete homework, have a snack, participate in various games and craft activities and use the school playground. Students in Crusader After-Care are expected to follow the Incarnation Catholic School basic rules of conduct. Students who repeatedly fail to follow the rules will be asked to leave the program. Parents are expected to pay promptly for after-care services. Outstanding balances will result in withdrawal from the after-care program until accounts have been reconciled.

### **Department of Children and Families (DCF)**

The school will reasonably cooperate with regard to any investigation by the Department of Children and Families (DCF) pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

### **Resource Teacher**

The Resource Teacher facilitates identification and intervention for students who are having difficulties in the classroom in partnership with the classroom teachers. Intervention includes creating a plan of action to meet student's needs, monitoring student progress, providing assistance to students in the classroom

or in the resource room, assisting in the assessment of student strengths and weaknesses through classroom observation, on-site evaluation and review of outside testing results. The Resource Teacher also provides resources and opportunities for our advanced students to teachers and parents.

## UNIFORMS

**All uniform items must be purchased from Children's World**  
**4525 Bee Ridge Road, Sarasota, FL 34233-2517**  
**(941) 955- 6999**  
<http://childrensworlduniform.com/>

### Dress Code

The primary responsibility for the personal appearance and dress of each student rests with the parents. The school staff will determine and intervene when a student's personal hygiene, appearance or dress is such that it disrupts or interferes with the educational process or endangers the health or safety of the student or others.

Students are expected to take pride in their personal appearance and to be clean and well - groomed at all times. The school has selected these uniform items for their higher durability and colorfastness compared to other store-bought items.

### **UNIFORM SUBSTITUTIONS ARE NOT PERMITTED UNLESS APPROVED BY THE PRINCIPAL.**

All clothing and other uniform items must be kept clean and in good condition. Faded, discolored, or worn items must be replaced.

Students in Kindergarten through fifth grade will wear their PE uniforms on days which they have PE, including Mass days, unless otherwise specified.

Students in Grades 6-8 wear their school uniform every day and change into their PE uniform for their PE class.

### **STUDENT'S NAME MUST BE ON ALL CLOTHING – EVEN ON CLOTHING ACQUIRED FROM THE SCHOOL UNIFORM EXCHANGE.**

### Uniform Closet

Slightly used uniforms are available at no cost. Contact the school office for more information. Not all sizes are available. All that we ask is if your uniforms are in good condition when your child outgrows them, please turn them in so someone else can use them.



Grade	School Uniform-Boy	School Uniform-Girl	Shoes and Socks	Restrictions
Pre- K	ICS PE Uniform*	ICS PE Uniform*	Athletic shoes with laces or velcro with white logo-free socks **	Shoes may <b>not</b> have lights or wheels
K-4	Navy pants or uniform dress shorts with belt and white golf shirt with school logo Belt: Black, brown or navy	Plaid jumpers with uniform blouse (peter pan collar) Or navy or plaid uniform dress shorts or skorts or navy pants belt required if belt loops are on pants/shorts white golf shirts with school logo	<b>K-girls:</b> solid navy or black, leather, logo-free, buckle shoes or elastic strap shoes with white logo-free socks **  <b>Gr.1-4 girls:</b> solid navy or black, logo-free, leather, tie, buckle, or elastic strap shoes with white logo-free socks **  <b>K-4 boys:</b> navy or black oxfords with white logo-free socks ** <b>NEW BALANCE all black athletic shoe is acceptable</b>	<b>Shirts-</b> buttoned to the second button and be tucked in at all times so that the belt or waistband is visible from all sides.  No hats  No makeup or nail polish***  No jewelry or wrist bands****  No fringe, bows, beads, or other decorations are allowed on socks.
5-8	Khaki shorts or pants with belt and white, yellow, or green golf shirt with school logo Belt: Khaki, black or brown	Khaki skorts, skirts, shorts, capris or pants with belt and white, yellow, or green golf shirt with school logo Belt: Khaki, black or brown	Solid black, dark brown, or tan, leather, logo-free, tie or loafer shoe with white or black logo-free socks**  <b>NEW BALANCE all black athletic shoe is acceptable</b>	Undergarments must not be visible through the uniform  No hooded clothing other than ICS Hoodie  Skirt length should be no more than 2" above the knee
All Grades	<b>Cold weather choices for in the classroom:</b> ICS Hoodie or solid navy, forest green or white sweater or sweatshirt, or long sleeved Spirit Shirts. Solid navy, black or white tights or leggings for girls.		<b>* PE Uniforms Grades Pre-K-8:</b> Green shorts and gray ICS shirt. Shirts must be tucked in. Athletic shoes with laces are required. Shorts <b>should not be</b> rolled, pulled down at the waist, too tight or too short. Solid navy, green, or black warm-up suits may be worn on cold days over the PE uniform. ICS hoodie sweatshirt hoods must be tucked in for safety reasons.	Shorts must be longer than the student's extended fingers when in a standing position but must not extend past the knee.

### School Uniform Clarifications

**All uniform items must be well fitted.** Tight, baggy or otherwise ill-fitting items are not permitted. Do not roll uniform bottoms at the waist.

**Shoes:** Shoes must always be kept clean and in good condition. Shoes must always be tied with a visible bow. Athletic shoes and leather sneakers are not acceptable uniform shoes.

**\*\* Socks:** All socks must be visible in the shoe.

**\*\*\* Students may NOT wear make-up, acrylic nails or colored nail polish.** Girls in Grades 6-8 may wear clear, nude or sheer pink color or French tip nail polish on **natural nails**.

**\*\*\*\* Girls may wear one stud earring in each ear.** Hoops, dangling or oversized earrings are not allowed. Boys are never allowed to wear earrings. No bracelets, rings, necklaces, chains, chokers, collars, ankle bracelets, visible or simulated body piercings or tattoos are allowed. A simple watch is allowed for boys and girls. **Wrist Bands:** Students may not wear wrist bands unless wrist bands are related to a specific school fund raiser.

**Hair:** Students' hair must be clean and neatly combed. Hair fads (including fad hair cuts, barrettes, weaves etc.) or unnatural colors are never permitted. Boys' hair must not cover the ear or be longer than the top of the shirt collar or touch the eyebrows. Girls may wear **hair ties or headbands in a color matching** their school uniform.

### Consequences for Incorrect Uniform Attire

In the event that a member of the school staff notices a student wearing their uniform incorrectly the staff member will issue a dress code violation form to the student. Three dress code violations will result in the student receiving an *Infraction Form*.

### Non-Uniform Days

On days in which students are not required to wear their uniforms (their birthday, holiday celebrations, picture days, Spirit Days, TAG Days, WTGYWBD, and for all uniform passes) the following are guidelines for what reflects **appropriately modest clothing for a Catholic School**. *If you are not sure your choice meets our guidelines please bring your PE uniform in case you are asked to change.*

- Hemmed shorts longer than the student's extended fingers when in a standing position but must not extend past the knee
- Skirts and dresses with skirt length no shorter than 2" above the knee; ankle or crop leggings may be worn with a skirt that fails the 2" requirement.
- Pants, Capri pants, or jeans that fit appropriately and are worn above the hips.
- Leggings may be worn with a **single length tunic** that meets the fingertip rule.
- T-shirts, polo shirts, blouses, or tops with sleeves; shoulders must be covered.
- School shoes, sneakers, low heeled casual dress shoes, or sandals with straps.

Certain clothing is considered inappropriate to wear to school on non-uniform days. This includes:

- Shirts with plunging necklines or spaghetti straps
- Shirts that are too tight or expose the midriff
- Shirts with inappropriate wording or graphics

- Visible undergarments for girls or boys
- Hip hugger pants, shorts, or skirts
- Cutoffs, jeans with rips, tears or holes
- **Tight** (including “skinny” jeans) or **baggy** pants, shorts
- Ankle or crop leggings with a tunic/shirt that is shorter than the student’s extended fingers when in a standing position
- Shorts which are shorter than the student’s extended fingers when in a standing position, and longer than the knee
- Skirts which are shorter than 2” above the knee without ankle or crop leggings
- Backless shoes, flip-flops, beach shoes, Crocs with no back strap, wheel shoes

**Birthdays:** Students are given a non-uniform day on their birthday. Dress code applies.

**Holiday Celebrations:** Students are encouraged to wear holiday colors or accessories on days on which we celebrate particular holidays. Information regarding appropriate colors and/or accessories will be stated on the school calendar.

**Holiday Programs, Performances, Field Trips and Special Classroom Events:** Student attire will be specified by the teacher for these individual events.

**Picture Days:** Days for photographs of our students will be listed on the school calendar. In the fall students will wear their school uniform for the pictures. In the spring 8<sup>th</sup> grade graduation pictures are taken. Re-take days are scheduled for fall school pictures.

**Spirit Days:** These are days in which the students show their school spirit. Students may wear an Incarnation spirit shirt or ICS hoodie with bottoms (explained under “Non-Uniform Days). The shirt does not have to be tucked in. Refer to the school calendar for these days.

**TAG Day:** TAG days are held at various times as a fund raiser for the Student Council. Students may have a non-uniform day for a nominal fee.

**We Thank God You Were Born Day (WTGYWBD):** One Friday of each month we celebrate with those students who have a birthday in that particular month. Pizza lunch and birthday cake are provided for them, and they are given a non-uniform day. Please DO NOT order pizza for your child on **the Friday** of his/her birthday month designated **WTGYWBD**.

Summer birthdays are celebrated as follows: August birthdays – September; June birthdays –April; and July birthdays - May.

**Consequences for Inappropriate Dress for Special Days**

In the event that a member of the school staff notices a student wearing inappropriate clothing on a non-uniform day the staff member the following will occur:

**First offense:** The student will receive a dress code violation, select items from the uniform exchange, and forfeit participation in the next non-uniform day.

**Second offense:** The student will receive a dress code violation, the student will call home/work for suitable clothing, and the student loses ALL non-uniform day privileges.

## **ORGANIZATIONS**

### **Incarnation Parent Association**

The Parent Association works to promote communication between the faculty and parents. In cooperation with the School Board, the Association directs major fundraisers that supplement tuition and social activities that create a family-oriented community. Two general meetings are held each year and attendance is required. Representatives are elected if there is more than 1 person volunteering from each homeroom. All parents are welcome to attend the Parent Association meetings as listed on the monthly calendar.

The Parent Association (PTO type organization) hosts a get-together for new parents at the beginning of the school year.

### **Incarnation Catholic School Board**

The School Board is established to assist the pastor and principal on policy, fundraising, budget and parent concerns according to Diocesan Policy. The members are appointed and serve as an advisory board to the administration. The School Board meets monthly and includes the pastor (or his designee) and the principal. The responsibilities of the board include finance, planning, enrollment management, marketing, and development.

## **STUDENT ACTIVITIES**

### **Choir**

The Incarnation Catholic School Choir is open to students in Grades 3 - 5. Rehearsals are held during school on Friday. This choir sings for our weekly school liturgies. As a member of this choir, students are introduced to being a part of a music ministry. Choir members also have the opportunity to sing as cantors for these liturgies.

### **Morning News Team**

Students in grades 6-8 along with the media center faculty run the school's news program live every morning. This activity provides a myriad of telecommunication and other learning experiences for the members of the team. Students must apply to be a part of the team, and they must make a commitment to be in the library daily by 7:30 a.m. The members also make a commitment to maintain average academic grades or better. Students "perform" daily and learn to rely on the talents, skills, and abilities of each of the team members. In addition, they accept the challenge of learning all the jobs and positions of the news media production and share their knowledge by instructing new recruits. The Morning News Team is continually searching for innovative techniques that will 'captivate' their audience. The Morning News Team occasionally visits the local professional media centers to enhance their learning experience.

### **Science Fair**

Individual students from grades 5-8 compete in the Science Fair every year. Grades Pre-K – 4 present a class project. The Incarnation Catholic School Science Fair occurs at the beginning of the second quarter. Winners are then invited to represent Incarnation Catholic School at the Sarasota County Regional Science Fair.

**Social Studies Fair (2-4 grade)**

Grades two, three, and four, each focus on a specific Social Studies theme for the third quarter. The theme for second grade is American Symbols. The theme for third grade is Immigration to America. Fourth grade studies States and Regions. Each class will be involved in various activities to learn more about their theme. The Social Studies unit will end with classroom activities and presentations to illustrate what the class learned on their theme. Each class will dress up in theme-related costumes and have a special lunch with food provided by each family. The students will visit the second, third, and fourth grade classrooms to participate in activities on their theme.

**Spelling Bee (5-8 grade)**

The annual Florida State Council Spelling Bee is hosted in the fall by the Incarnation Council of the Knights of Columbus. The contest consists of a separate competition for 5<sup>th</sup> and 6<sup>th</sup> grade students and a separate competition for 7<sup>th</sup> and 8<sup>th</sup> grade students. Grade-appropriate spelling lists are distributed one month prior to the test, and after school practice sessions are required. Winners of the local competition can continue on to compete in the district, regional and state competitions.

**Sports (6-8 grade)**

<b>SPORT</b>	<b>Boys</b>	<b>Girls</b>	<b>Season</b>	<b><u>Time line Information</u></b>
Volleyball		girls	Sep.- Oct.	1. Sign-up sheet is posted. 2. Students sign up. 3. Tryouts are held. 4. Practices are usually right after school. 5. Games are scheduled to start any time between 3-5pm. 6. Length of game is normally one hour.
Cross- Country	boys	girls	Sep.- Nov.	
Basketball	boys	girls	Nov.- Jan.	
Soccer	boys	girls	Feb.- Mar.	
Golf	coed		Mar.- Apr.	
Tennis	coed		Mar.- Apr.	

**We Thank God You Were Born Day (WTGYWBD) Monthly Celebration**

WTGYWBD is celebrated one Friday each month for all students who were born in that month. Please refer to the school calendar. The birthday students are given a non-uniform day and are served pizza, a drink and birthday cake by the principal during their regular lunch period. There is no cost to the family for this special celebration. The bulletin board outside the school office has the names listed for the month.

**Knights of Columbus**

ICS has a very active Knight of Columbus that provides youth events throughout the school year. Information is sent home with the students. Parents must complete a parental pervission form Events include Soccer Kick, Basketball Free Throw, and Spelling Bee.

**Yearbook**

The yearbook committee consists of faculty and staff members who organize photographs taken throughout the school year. Yearbooks include individual teacher, staff and student photographs, homeroom pages, pictures of clubs, sports teams, and school-related activities and functions. Yearbooks are ordered in February and are delivered in May.

## SAFETY

### Critical Response Preparedness

In case of emergencies, school closings and schedule changes, parents/guardians will be notified by phone and email through Parent Plus. Each parent/guardian has his/her own log-in and password and is responsible for updating, adding and editing the contact information that is used.

Incarnation Catholic School has a school lockdown procedure in place when a situation warrants it or the school has been notified of need by law enforcement. Parents/guardians are asked to not tie up the school phone line by calling the office if the school is in lockdown. Parent Plus will provide parents/guardians with needed information.

### Pets

Pets are not permitted in the school yard or building. Service animals (i.e. guide dogs) are the only exception. Bringing a pet or other animal to the classroom for “show and tell” or other educational purpose is at the discretion of the individual classroom teacher or administration.

### Safety Inspections

Incarnation Catholic School is inspected on a regular basis according to the guidelines of the Sarasota County Health Department. Safety Inspections are also done on a regular basis by the Diocese of Venice.

### Use of School Grounds

During the school day (7:30 a.m.-3:30 p.m.) school grounds are for the use of Incarnation Catholic School students only. Outsiders are not allowed on the playground. ICS staff members are not responsible for supervision.

In order for students to use the playground after school until 3:30pm, parents/guardians **must accompany child(ren)** to the playground. ICS playground rules apply and the principal should be notified of any problems promptly.

### Visitors/Parents

All visitors must report to the school office. **Under no circumstances may a parent or visitor go to a classroom, library, lunch room or any part of the campus without reporting to the school office first.** Visitors are asked to provide their driver’s license for identification and scan it through the computer to get a visitor’s badge. Any visitor, including parents, without proper ID will be escorted to the school office.

### Volunteers

Volunteers are required to be electronically fingerprinted every five years and to take a one-time Safe Environment Training class through the Diocese of Venice. Documentation is provided to the school office before anyone is allowed to volunteer. Information about fingerprinting and Safe Environment Training can be obtained on the diocesan website: [www.dioceseofvenice.org](http://www.dioceseofvenice.org).

### Emergencies

#### **Weather**

Please listen to the local TV station in case of a weather emergency. Incarnation Catholic School will follow the same directions as the public schools in Sarasota County with regards to closing and opening of school.

### **Emergency Evacuations**

In the event of a school evacuation, the evacuation area will be the Parish Center . Students will be released only to parents or to parents of a friend with written permission which is to be presented to the student's homeroom teacher.

## **MISCELLANEOUS**

### **Birthday Party Invitations/Celebrations**

Students may hand out invitations at school to their birthday parties **ONLY** if every child in their class receives an invitation. Parents may send a small birthday treat for lunch for everyone in the class. As a courtesy, please contact the teacher before sending items to distribute to the class.

**Goodie Bags are not permitted** because many parents prefer to monitor their child(ren's) snacks. Please be respectful of this request while on **school property**.

### **Lost and Found**

There is a Lost and Found bin located in the school clinic. Parents and students are encouraged to check the Lost and Found several times as soon as they discover that they have lost something. Another Lost and Found is kept in the school office for small items such as keys, jewelry, cell phones, etc. Please ask office staff to check for these lost items. Clothing and lunch boxes that remain in Lost and Found indefinitely are disposed of when the bins overflow.

### **Box Tops for Education**

One form of fundraising by the Home and School Association is Box Tops for Education. Please clip box tops of participating products to earn money for our school. Get more information at [www.boxtops4education.com](http://www.boxtops4education.com) . This is a cost-free way to assist Incarnation Catholic School. Incarnation Catholic School has earned over \$1400 in the recent past. Have your relatives collect also.







## Appendix C - Important Internet Websites and Addresses

AAA Scholarship	<a href="http://www.AAAScholarships.org">www.AAAScholarships.org</a>
Box Tops for Education	<a href="http://www.boxtops4education.com">www.boxtops4education.com</a>
Children's World	<a href="http://childrensworlduniform.com/">http://childrensworlduniform.com/</a>
Destiny	<a href="https://icslib.follettdestiny.com/common/welcome.jsp?context=saas24_0970484">https://icslib.follettdestiny.com/common/welcome.jsp?context=saas24_0970484</a>
Diocese of Venice	<a href="http://www.dioceseofvenice.org">www.dioceseofvenice.org</a>
Incarnation Catholic Church	<a href="http://www.incarnationchurch.org/">http://www.incarnationchurch.org/</a>
Incarnation Catholic School	<a href="http://www.incarnationschool.edu">www.incarnationschool.edu</a>
McKay Scholarship Program	<a href="http://www.floridaschoolchoice.org">www.floridaschoolchoice.org</a>
PLSA Gardiner Scholarship	<a href="http://www.stepupforstudents.org">www.stepupforstudents.org</a>
Step Up For Students	<a href="http://www.stepupforstudents.org">www.stepupforstudents.org</a>

Fingerprinting Location: Sarasota Package, Ship & Mail  
935 N. Beneva Road, Suite 609  
Sarasota, FL 34232  
(941) 955- 0098

Uniform Purchasing: Children's World  
4525 Bee Ridge Road  
Sarasota, FL 34233-2517  
(941) 955-6999

## Appendix D

**A copy of the Technology Use Agreement with a signature sheet is part of the back to school packet. The signature sheet must be returned to school before a student is permitted to use any technology.**

### DIOCESE OF VENICE TECHNOLOGY USE AGREEMENT

#### Acceptable Use Policy

##### **Mission**

The technology mission of Incarnation Catholic School is to equip the students with the skills necessary to function effectively as productive adults in a society in which solving problems, working cooperatively, and accessing, communicating, and using information is of primary importance.

The administration, faculty and staff recognize that technology is an excellent resource to facilitate and enhance student learning and support our curriculum. Parents and students must realize that students may encounter material on a network/website that the school does not consider appropriate (vulgar jokes, profanity, statements of belief that some might consider immoral, etc.). Although CIPA compliant filtering software and hardware devices are in place, there is no guarantee that all controversial material will be blocked. It is the student's responsibility not to pursue material that the school may consider offensive. As a parent, you agree to not hold Incarnation Catholic School responsible for controversial material that may not be detected by the content filter.

The use of the computer and network (wired or wireless) is a privilege, not a right. Vandalism or intentional modifications of system settings is prohibited. The undersigned below assumes financial responsibility for any damage caused by the user. The system administrators may close an account at any time as required. The administration, faculty and staff of the school may request the system administrator to deny, revoke or suspend specific user privileges. Violations of the technology ethics policy described below will be dealt with seriously, including loss of computer privileges and/or disciplinary action.

##### **Access**

1. I recognize that the purpose of technology at school is for teaching and learning and will use it for those purposes and not for personal or commercial use.
2. I understand that any technology with access to the school network (wired or wireless) is monitored by school personnel and is subject to review at any time without notice.
3. I understand that school personnel may delete any files not used for a classroom assignment or properly stored according to school procedures.
4. I will notify school personnel immediately if I happen across inappropriate material and will not attempt to access it again.
5. I will not use social media on the school network (wired or wireless) for personal use.
6. Any personal technology device used with the permission of the appropriate personnel must be registered with the technology department prior to use.
7. Students will not attempt to gain access to the Internet without a staff member in attendance, having given permission.

**Respect**

1. I will not use technology (including social media) at school or elsewhere to disturb or harass other users.
2. I will not use inappropriate language in any communication.
3. I will treat all school technology equipment with the utmost care.
4. I recognize that the work of users is valuable; therefore, I will protect the privacy of others by not trying to learn their password.
5. I will not copy, change, read or use files from another user without prior permission from that user.
6. I will not post false or defamatory information about a student, teacher, staff or the school.

**Security**

1. I will not attempt to gain unauthorized access to system programs or computer equipment.
2. I will not alter hardware or software settings on any technology resource.
3. I will not reveal my personal information, home address, or phone number or those of other students, teachers or staff.
4. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret.
5. I understand I am responsible for keeping track of my user names and passwords.
6. I will take every precaution to avoid the spread of a malicious attack (i.e. viruses, worms, Trojans, spam and phishing).
7. The technology department will be responsible for creating accounts for access to a variety of software and data. By signing this technology agreement, you agree that Incarnation Catholic School has permission to create these accounts for your child's/ren's use in accordance with COPPA and FERPA.

**Copyright**

1. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies and will not give, lend or sell copies of the software, music or movies to others without written permission from the publisher.
2. I understand I will not be allowed to bring software applications, games, "apps" or CD-ROMs from home to be used on school equipment without proof of licensure and prior written approval of appropriate school personnel.
3. I will not be a party to any electronic plagiarism including, but not limited to the works of my peers and those found in books or on the Internet.

**Definitions**

Technology includes, but is not limited to computers, laptops, cell phones, tablets, e-readers or any device capable of word processing, internet access, image, information and sound recording, capturing, transmitting or storing. Social media includes, but is not limited to Facebook, Instagram, Twitter, Google +, Skype and Flickr.

## **PARENT NETWORK-INTERNET CONSENT**

**Incarnation Catholic School believes that there will be many benefits to the students when allowed access to the Network-Internet. While every effort is made to guide and monitor students while on the Internet, we do not have total control of the information or content on the Network-Internet itself.**

**Parents need to understand the school's Acceptable Use Policy contract and make the final decision as to whether or not their child will be allowed Internet access.**

- I have discussed proper use of school technology equipment with my child.**
- I have read the Internet Acceptable Use Policy and have discussed it with my child.**
- I understand that the school does not have control of the Internet content and I realize that students may read material that is controversial or offensive.**
- I release Incarnation Catholic School from any liability or damages that may result from my child's inappropriate or unauthorized use of the Internet.**
- Having carefully read the school's philosophy, guidelines and student contract, I give permission for my child to have Network-Internet access at school. I will support the school's Acceptable Use Policy and reinforce it with my child.**

**Parent/Student Handbook Acknowledgement**

(Please sign and return)

I have carefully read and understand the 2016-17 Parent/Student handbook, including the **PARENT NETWORK-INTERNET CONSENT** and agree to follow the school policies and procedures as stated/

I understand the consequences of not following the policies outlined in the handbook.

\_\_\_\_\_  
**Please print Family name**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

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**Student Signature**

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**Date**

