



Parent Handbook

Incarnation Catholic School

Revised 2011

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September 2011

MISSION STATEMENT

*"And the Word became flesh, and made His dwelling among us."
John 1:14*

Incarnation School, guided by the Spirit of Jesus, Word Incarnate, is a faith-filled community of all who teach, learn, and minister to one another in this educational and Gospel oriented setting.

The emphasis of Incarnation School flows from the Gospel and Mission of Jesus. We are a prayerful community challenged to be one family --- loving, caring, sharing, and respecting the uniqueness and giftedness of one another. We are committed to excellence and quality education, developing the potential of students in pre-kindergarten through eighth grade, recognizing the realities of the present, and visualizing the possibilities of the future.

Incarnation School is an integral part of the larger community of Incarnation Parish. Through our participation in the liturgical, sacramental, prayer, and service life of the parish, we lead our school community to be conscious and active in the Church.

PHILOSOPHY OF EDUCATION

Incarnation School operates on a particular philosophy of education based on the following beliefs that give meaning and direction to our existence as a Catholic School.

We believe that a genuine experience of Christian Community is necessary in order to allow our faith to grow. Hence, we strive to create an atmosphere in school that will enable students to be Christ oriented, to have enthusiasm for their faith, and show a genuine respect and concern for others.

We believe that the teaching of our faith be presented clearly and accurately in a spirit of love, peace, and justice. It is best learned when it becomes a lived experience.

We believe that rooted in the Christian message is the affirmation that each person is created uniquely with special gifts. Therefore, through instruction, guidance, and encouragement we assist the learner to develop academic skills and attitudes. We provide students with a learning environment that stimulates and encourages achievement through involvement and participation.

We believe that students learn at their developmental level. Therefore, we expect students to participate and take responsibility for their learning and actions. We teach students to conduct themselves responsibly.

We recognize the significant role of parents as the primary educators of their children. It is, therefore, important that parents and faculty work together for the benefit of the students.

We believe that involvement in parish and community activities and service to others is an integral part of the student's life. Therefore, we encourage age appropriate participation in parish and community events, both liturgical and social, that teach outreach to others.



Profile of an Incarnation Educator

The following characteristics support a profile of an Incarnation Educator.

In reference to our faith:

- Teaches and models a Christ centered life where forgiveness, love, and compassion are the focus.
- Participates fully and enthusiastically the practices of our faith.
- Models and affirms the Catholic nature of our school in word and deed.
- Exhibits strong and visible examples of service in our community, parish, and school.

In reference to our students:

- Implements morality based teaching and decision making both in and out of the classroom.
- Maintains a positive, nurturing, and encouraging attitude.
- Creates a safe, warm, and joyful environment.
- Encourages students to develop spiritually and academically.
- Recognizes and values the uniqueness of every student.
- Encourages students in the upper grades to mentor younger students.
- Expects respect for others to be demonstrated by each and every student.
- Allows a student to work at his/her own developmental level.

In reference to our parents:

- Communicates effectively and empathetically with parents as equal partners for the well being of their child.
- Maintains continuous, open, and honest communication with parents.
- Collaborates with parents to enforce school polices and expectations.
- Responds promptly to any questions and concerns parents may have.
- Ensures confidential information will be kept private from other students and parents, uninvolved colleagues, and the community at large.

In reference to our staff:

- Maintains a good working relationship with all members of the staff.
- Recognizes the talents and gifts and appreciates the diversity of every staff member.
- Promotes an environment of teamwork and collaboration.
- Deals with differences of opinions professionally and with an open mind.
- Interacts with colleagues in a respectful and courteous manner.
- Helps to create a supportive climate acting with understanding and fairness.

In reference to our professionalism:

- Supports publicly the policies of the school and the decisions of the administration.
- Maintains professionalism through actions, words, and appearances both in and out of the classroom.
- Takes advantage of both spiritual and professional growth opportunities.
- Applies and supports the policies of the Parent Handbook fairly and consistently.

POLICIES

PARENTAL RESPONSIBILITY

It is expected that each family become actively involved in Incarnation School and Church in order to reinforce the values and attitudes for living a truly Christian life.

Parents, as prime educators of the child, must be witnesses and models of a prayerful and faith-filled people. Special responsibility lies in sacramental preparation and participation at home as in school.

The academic growth of each student is also dependent upon parental involvement in the educational program of Incarnation School. We sincerely believe that an important part of having a good year is that the home and school work together towards common goals, thus supporting each other, and promoting growth and successful achievement in students' lives.

A teacher, parent, and student conference is required at the conclusion of the first quarter of the school year for grades K-8. An optional second conference will be offered in February. Parents who wish to meet with an individual teacher at any other time may do so by contacting the respective teacher, and Principal if necessary, by note, phone or e-mail for a mutually agreed upon appointment. Communication on all levels is highly encouraged and necessary.

A required parent-teacher conference for Pre-K will be scheduled in February.

INCARNATION SCHOOL ADVISORY BOARD

Members of the School Board advise the Pastor and Principal in developing policy, which shall govern the operation of the school. They assist in raising funds to contribute to the quality of excellence in educational endeavors. All meetings are open except executive sessions.

Local policies are made in accord with Archdiocesan policies. All parents whose children are enrolled in the school must adhere to School Board policies.

INCARNATION SCHOOL PARENTS' CLUB

Incarnation Parents' Club provides funds for the educational and temporal needs of the school and students. It works together with the Principal to promote a close and harmonious relationship between the home and the school. The Parents' Club fund-raisers provide financial support and improvement of the school. Their time and work is greatly appreciated.

Scheduled meeting will be held during the school year All Incarnation Parish School Parents are members and strongly encouraged to attend these meetings, support and assist in activities of this organization

ADMISSION

Incarnation Parish School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. The school endeavors to educate all students within the limits of the school's educational programs subject to all other requirements as follows:

- The school admits students of registered parishioners of any race, color, sex, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school.
- The school will observe the September 1st legal cut-off date for admission to kindergarten (5 years old), and first grade (6 years old) without exception. The school will not administer underage entrance tests.
- If a transfer student has completed a bona vide kindergarten program in another school and all other admission policies are fulfilled, the student may be placed into the first grade.

ADMISSION GUIDELINES FOR KINDERGARTEN THROUGH EIGHTH GRADE

Children are admitted in this order:

1. Siblings of currently enrolled families.
2. Children of families **who are of registered parishioner status.**
Please Note: Once a student is accepted into the kindergarten class, the student is assured a place in classes through eighth grade, assuming the student meets behavior, academic and financial expectations.
3. All families on a previous waiting list must reapply each year for consideration and acceptance based on space availability.
4. A student entering 7th or 8th grade will not be accepted until a meeting with the child, parents, and administration takes place.

ADMISSION RECORDS

Incarnation Parish School requires the following records to be submitted at the time of registration for any grade:

1. Official transfer from previous school (if applicable).
2. An official copy of both the birth and baptismal certificates.
3. Sacramental records (Holy Communion and Confirmation where applicable).
4. Health records: physical exam record, which includes all up-to-date immunizations; a dental record. It is important that the school be notified of any health problems such as diabetes, poor eyesight, hearing loss, etc. so that necessary arrangements can be made in the best interest of the child.

REQUIREMENTS FOR PARISHIONER STATUS

1. Regular and consistent participation in Sunday Mass throughout the year as indicated by regular use of the church offering envelopes.
2. Participation in parish life, e.g., activities, ministries, organizations, individual sharing of time and talent.

TUITION, INSTRUCTIONAL FEES, AND CONTRIBUTIONS

PAYMENT

- The School Board based upon the recommendation of the Budget Committee will determine tuition, instructional fees, and contributions.
- Payments will be collected according to the schedule outlined by the Budget Committee and approved by the School Board.
- The tuition payments will be due on the first of each of the designated months. A late fee of fifteen dollars will be assessed after the tenth of each month. A fee of fifteen dollars will be assessed for each NSF check received.
- Failure to meet these obligations will result in non-admittance of child (ren) to the school. Financial obligations must be met before child (ren's) re-admittance. In addition, records/diplomas will be held until all financial obligations are met.
- No child will be admitted for the school year until registration fees have been paid in full.

HARDSHIPS

- A. For currently enrolled families experiencing extreme difficulties in meeting these financial obligations, a meeting must be scheduled in March through the Pastor before the upcoming school year.
- B. Immediate written notice with plan of payment must be made to the Pastor for families experiencing unexpected difficulties in meeting the financial obligations during the school year. If and when necessary, the following procedure will take place:
 1. The designated members of the School Board Budget Committee, the Pastor, and the Principal will confidentially meet with the parents to arrange mutually acceptable terms of payment.
 2. Families cannot be more than two consecutive months past due in their tuition payments. Students will be refused from classes until payment is received.
 3. Strict adherence to this policy is required unless a written plan for your payments are submitted, approved, and will be kept on file in the school office.

FUNDRAISING

An annual fundraising fee supplements tuition in order to cover the actual cost of educating a student. The School Board sets the fundraiser fee, which is a mandatory fee, included in your tuition, for each family to pay.

DAILY SCHEDULE

Pre-K, K, Grades 1-4

| | |
|-------------|---|
| 8:00 -8:10 | Arrival |
| 8:10 | School doors open. During inclement weather doors open at 8:00. |
| 8:20 | Class begins with prayer |
| 11:35-12:10 | Recess / Lunch (Pre-K, K ½ day students dismissed at 11:30) |
| 2:35 | First bell / Prayer |
| 2:40 | Dismissal |

Grades 5-8

| | |
|-------------|---|
| 8:00-8:10 | Arrival |
| 8:10 | School doors open. During inclement weather doors open at 8:00. |
| 8:20 | Classes begin with prayer |
| 11:30-12:05 | Lunch / Recess |
| 2:35 | First bell / Prayer |
| 2:40 | Dismissal |

The school does not assume responsibility for the safety of students on school property before 8:00 A.M. or after 2:50 P.M. All students are required to remain on school premises from the time they arrive until dismissal. Any student(s) not picked up by 2:50 will go to Extended Day.

Professional Learning Community (PLC) Late Start Meetings

The Faculty and Staff will be meeting in a Professional Learning Community format on the 2nd and 4th Wednesday of each month (except for August, December and May) from 7:30—8:25 am. The children will arrive at 8:25 am and walk right into school. The tardy bell and announcements will begin at 8:35 am and classes will start immediately at 8:40 am.

EXTENDED DAY

An Extended Day program for parents, who need to bring their children to school prior to the start time, or pick them up after dismissal time, will be offered. The policies in this handbook apply to the Extended Day program. In addition, an Extended Day handbook will be distributed.

FIELD TRIPS

Field trips are educational in purpose and are an important part of the curriculum. The school requires written consent of the parent before a child is permitted to participate. A form requesting permission will be sent home well in advance of the trip and it should be returned promptly. A telephone call is not accepted in place of a signed form.

The school administration may deny the privilege of a field trip to any student or class, because of poor behavior or lack of cooperation and/or responsibility.

EMERGENCY CLOSING

As a rule, school will be open and classes in session unless severe weather or other unforeseen circumstances necessitate closing. We will make every effort to remain open. Most likely if there is a snowstorm overnight, a late start will be called. We will communicate a closing or late start these ways:

- Emergency Closing Center-Go to www.emergencyclosings.com and/or check local radio and news.
- Nixle- A text and/or email message will be sent if you have registered for this service.

Incarnation School and Parish have registered for a free and trustworthy community information system called Nixle. We will send out an emergency text and email message to anyone who registers for this service. We will use this notification system for school closings, local emergencies, lock down notification, and other pertinent, late breaking news.

In the event of a tornado warning during regular school hours, students will remain in the school building until safety is ensured. To ensure your own safety, please do not come to school to get your child(ren) during a tornado warning.

Our school has a Weather Alert Unit connected with the National Weather Service radio transmitter through which we receive information.

LUNCH AND RECESS

Students are expected to bring a lunch daily unless they participate in the hot lunch program. If a child forgets to bring his/her lunch, a bag lunch with the child's name, grade, and room number may be left at the yellow counter to be picked up by the child before lunch. In order to promote healthy living, we do not encourage fast food lunches. On a daily basis, milk is served if ordered; soft drinks are not allowed at anytime.

Lunchtime behavior requires that students:

1. I will walk quietly to the lunchroom and stay in my seat while eating.
2. I will remain in the lunchroom unless given a hall pass by a monitor.
3. I will not throw or play with food.
4. I will clean up after myself-including the table and floor.
5. I will treat the monitors with respect and courtesy.
6. I will not take food out of the lunchroom.
7. I will not bring a cell phone, i-pod, camera or electronic device to lunch.
8. I will stay in the designated areas during recess

9. I will not engage in rough play during recess.
10. I will reenter the building quietly after recess.

Lunchroom / recess rules should be followed at all times. If a student disregards one of the above rules, he/she will lose recess privileges and be in a “time-out” for 5-15 minutes depending on the severity of the offense. Time outs will be recorded and dated. If a student receives an inordinate amount of time outs further disciplinary action will be taken including a meeting with the principal, the child and the child’s parents to determine the next course of action.

Students and parents signed-off on these rules at the beginning of the school year.

While outdoors, students are expected to play in an orderly and safe manner in the designated area for their grade level. Rough play is unacceptable. The signal given at the end of recess alerts students too quickly and quietly line up and proceed to their respective classrooms.

PICK-UP AND DROP OFF PROCEDURES

A diagrammed procedure for pick-up and drop-off will be issued to parents annually in the family packet. For the safety of students, strict adherence to these procedures is expected from all.

When bringing your child(ren) to school or coming for them at dismissal time, give your child(ren) the opportunity to get to their classrooms on their own from the drop-off point, and give them the opportunity to leave school in line with their fellow classmates. **PLEASE DO NOT WAIT FOR THEM AT THE SCHOOL ENTRANCE.** Pick-up is in the parking lot in front of the Church.

PATROL

We are deeply committed to the safety of every child in school. As a result, Incarnation has two crossing guards - one on Central and the other off the school lane leading to 127th Street. We also have a School Safety Patrol Program, which enlists students from the eighth grade. These students give their time and services on the school grounds, as do the crossing guards, to help provide for the safety of our students. It is essential that the patrol person have the cooperation of both the parents and the students.

ATTENDANCE

Regular attendance is essential for maximum benefit from our educational program. Illinois law provides for compulsory attendance by all children between the ages of seven and sixteen years.

Please make note of the following rules regarding attendance:

A written excuse from the parent or guardian must be presented to the teacher upon return of an absentee.

- Any child absent because of a communicable disease, or absent for five or more consecutive days, must have a doctor’s release to be admitted to classes..

- Parents are required to telephone the school office before 8:20 A.M. to report an absence for that day. If the office is not notified by that time, and the student has not reported to school, the school will contact the home or the parent's place of employment.
- Students are responsible for making up any work missed while absent. A reasonable time limit for missed assignments will be arranged with individual teachers.
- Avoid scheduling medical or dental appointments for the student during school hours.

ABSENTEEISM

- Students must be punctual and attend school regularly. If a student must be absent, the parent should notify the school giving the reason for the absence. The telephone call should be placed sometime between 7:30 and 8:20 on each day of the absence except for extended illness. An annual record of the attendance is maintained in the student's file.
- Excessive absences could prevent a student from being promoted to the next grade.
- If a student is to leave school before the time of regular dismissal, the student must submit a written request from the parent or guardian to the school office. At the time of dismissal, the parent or guardian or some other designated adult must meet the child in the office and "sign out" the student in the provided notebook.
- When it is necessary for a student to leave school because of illness or other reason, the school office will notify the parent or guardian, or person indicated on the student emergency card, which will arrange to pick up the student. The parent, guardian, or other designated adult must meet the child in the office area and "sign out" the child in the provided notebook.
- Incarnation understands that sometimes it is just not possible to take family vacations in the summer time and during other school vacation times. The school strongly discourages parents from taking their children out of school for extended periods during the school year. It creates a very difficult situation whereby your child may fall behind in their academic progress. If it is necessary for your family to travel during the school year, the school will work as best as we can with you and your child (ren) to make up missed work. It is at the discretion of the individual teacher as to whether or not advance work may be issued.

EXCUSED ABSENCE

An excused absence constitutes missing all or a portion of the scheduled school day for an acceptable reason as authorized by the Principal. Acceptable reasons may include the following:

- An organized outing sponsored by a recognized school group (i.e. Altar Servers, Girl Scouts, Band).
- Family member's funeral/memorial service.
- Approved shadow day at a Catholic High School.

Unexcused absences are illness, doctor or dental appointments, and family vacations taken during school time.

In all cases, the Principal and teacher should be made aware of the absence beforehand in writing by the parent for acceptance by the Principal.

TRUANCY

Truancy is regarded as a serious misdemeanor. Once truancy has been confirmed, a conference with the principal, teacher, and the parents shall be arranged immediately to discuss the nature, cause, and consequences of the truancy.

TARDINESS

Any student who comes in after the 8:20 A.M. bell will be issued a tardy slip to be presented to the teacher.

UNIFORM CODE

The school uniform is currently purchased from a specific company, **SCHOOLBELLES**. Any uniform not purchased there must be identical in material and style. Substitutes are not acceptable nor are they fair to the rest of the student body.

The school uniform must be worn at all times, unless an “Out of Uniform”--“Dress Down Day” is announced. Uniforms should be clean and presentable and in compliance with regulation as printed in the brochure from Schoolbelles. Girls’ skirts must touch the top of the knees and boys’ pants worn at the waist. Uniform shorts are recommended for very warm days and can be worn up until November 1st and after April 1st. Students may wear an Incarnation uniform sweatshirt, sweater, or fleece purchased from Schoolbelles. The regular uniform shirt must be worn underneath this sweatshirt, sweater, or fleece. No other sweatshirts, sweaters, or fleeces, may be worn. Eighth graders will be given the opportunity to purchase a graduation sweatshirt that may be worn during their eighth grade year.

Only solid white and navy blue socks may be worn as part of the school uniform. Stockings must be seen at all times. Undergarments must be tucked in and solid white.

When Incarnation School Scouts have an after-school meeting, girls may wear the Scouts uniform that day. The Daisy shirt or school blouse must be worn along with school shoes.

Boys and girls in grades Kindergarten through eight can wear any dress or gym shoe that is fastened or securely tied - in black, brown or gray. Tasteful trim colors are acceptable. These shoes must be very basic with no light up soles, sparkles or colored laces. Clogs, crocs, flip-flops, moccasins and any inappropriate shoes that do not fit properly (those that fall off the heel or do not stay on the student’s foot when walking) may not be worn on regular school days.

Boys and girls are expected to have hair lengths and styles that are in keeping with good grooming as determined by the principal. Sculpted designs, colored or streaked hair, hair that obstructs vision, extreme hairstyles of any sort, and hair length below the collar for boys, is not permitted in school. Upon receiving a Hair Cut Slip regarding hair length, students have until the beginning of the following week before disciplinary action occurs.

Make-up and fingernail polish are not allowed. Jewelry, other than the following options, may not be worn: a simple wristwatch, one ring, and simple neck chain with religious medal. Girls who have pierced ears may wear one pair of very small earrings. No drop earrings will be allowed.

All must adhere to the uniform code. It is the responsibility of the parent to see that his/her child is in compliance. Failure to comply with uniform regulations puts a child in violation of school policy.

The uniform code is not limited solely to the rules set forth in this parent handbook. The school administration will set uniform code guidelines, as needed; in order to assure that student attire is appropriate.

PICTURE DAY DRESS CODE

All students should be dressed in appropriate attire for class and individual photos at the discretion of their parents. Please note that no gothic, gang or graphic tee shirts are allowed. Since the photo is from the waist up, shorts, capris, jeans, and sandals are acceptable on picture day. This will appear in the composite class photo and yearbook, so students will want to look their best.

P.E. UNIFORM

Option for wearing “A” or “B” is as follows:

- A. Solid red shorts, a grey tee shirt, white cotton socks, and laced or velcro gym shoes. The P.E. uniform is ordered through the school.
- B. Uniform sweats-suits are sold only through the Mothers’ Club. This uniform preferably includes both the red sweat pants and red sweat shirts (without hood); however,
 - The T-shirt may be worn under sweats in case it becomes too warm and removal of the sweatshirt is necessary during the P.E. period.
 - The eighth graders may wear their “class sweat shirt” with sweat pants.
 - The eighth graders may also wear their 7th grade class picnic t-shirt on gym days throughout the year.
 - The sweats may be worn on P.E. day replacing the school uniform.
 - The Step-a-thon apparel may replace the regular gym uniform on gym days.
 - No other “sports” shorts may be substituted for the regular P.E. uniform shorts.

REPORT CARD SCHEDULE / PARENT CONFERENCES

Report cards are issued quarterly for students in grades Kindergarten through eight and twice a year for Pre-K. Report card envelopes are to be signed by the parent(s) after each quarter and returned to the school.

Mid-term reports are given in grades 5-8. Grades K-4 regularly send papers home for review. Formal parent/teacher/student conferences are held after the first quarter of the school year. Parents are encouraged to schedule another conference in February if necessary or at any other time as need dictates. The teacher and/or parent may initiate additional conferences. Phone calls to teachers are to be made by calling the school only. Please do not call a teacher at home.

GRADING SYSTEM

The grading system for Grades 3-8 is as follows:

| | | | |
|-----------------|------------|------------|------------|
| A+ = 100-99 | B+ = 92-91 | C+ = 84-83 | D+ = 76-75 |
| A = 98-96 | B = 90-88 | C = 82-80 | D = 74-72 |
| A- = 95-93 | B- = 87-85 | C- = 79-77 | D- = 71-70 |
| U = 69 or below | | | |

- Art, Music, Computer (K-4 only), Spanish, Library, and Physical Education will be graded
 - S+ Commendable
 - S Satisfactory
 - S- Needs Improvement
- Pre-K, Kindergarten, First, and Second grade report cards will not consist of letter grades. The level of mastery of various skills will measure progress.

HONOR ROLL

As recognition for students who attain high scholastic achievement, and as motivation for other students to strive for higher scholastic achievement, an Honor Roll is established in Fifth, Sixth, Seventh and Eighth Grades. The adopted point system for the Honor Roll is as follows:

- A+, A, A- grade... merit 3 points
- B+, B, B- grade... merit 2 points
- C+, C, C- grade... merit 1 point

In order for a student to achieve First Honors, one must attain total grade points ranging from 19-21 in achievement. A student must accumulate a total of 16 to 18 points in order to achieve Second Honors. Subjects considered for the Honor Roll are Religion, Reading, Mathematics, Science, Social Studies, Language Arts, Art, Music, Spanish, Library, and Physical Education grades are included in the Honor Roll insofar as the student demonstrates participation, effort, and progress.

A student receiving a D or U in any subject is automatically excluded from the Honor Roll. Additionally, excessive infractions or checkmarks on the report card, as well as detentions, may also exclude a student from the Honor Roll. Checks on the report card indicate a substantial lack of character development or study skills, which are necessary for successful personal growth and academic achievement.

VALEDICTORIAN

The Valedictorian of the graduating class will be chosen on honor roll points from all 4th quarters of his/her 7th and 8th grade years. In the event of a tie, the honor roll points from the 4 quarters of the 6th grade report card will be used to determine the valedictorian. If a tie still exists after reviewing the 6th grade records, then any and all students will share the honor of being named valedictorian of their graduating class.

HOMEWORK

Homework is an integral part of the educational process. It allows each student an opportunity to develop independent study in order to reinforce learning, improve, and expand the skills taught. Time allotments for homework depend upon the type of assignment and on the age and grade level of the student. As a rule of thumb, 10 minutes per grade level per night. No definite time limit can be determined for all, since students work at different rates of speed. Consequently, the amount of homework and the time limit of homework may have to be adjusted for an individual student. However, if you feel your child is spending an inordinate time on homework, please contact the individual classroom teacher. The work shall be of such nature as to encourage and facilitate, but not demand, parental involvement.

As a rule, a student has homework Monday through Thursday and long-term projects may be assigned on the weekend at the discretion of the teacher as a time management skill. The task may be a specific written assignment, reading, and/or study of material explained in class. In addition to assignments, students are strongly encouraged to spend time doing independent reading and review basic math skills.

Students are required to record homework in assignment notebooks. In grades 5-8 students may also access <http://new.schoolnotes.com>. Technical difficulties, errors, or omissions will not be accepted as an excuse for missing assignments.

LATE HOMEWORK / ASSIGNMENTS

If a student does not submit complete homework and/or any assignment(s) on the due date, he/she will be given one day to complete and submit assignments to the teacher. The responsibility of meeting the deadline lies primarily with the student. The teacher should not be expected to remind the student.

In the event of absenteeism, a list of assignments will be provided. If work is requested, a call must be made by 9:00 a.m. Work can be picked up from 12:00 on. Also a designated student, who agrees to take assignments home, can notify the teacher and pick it up at the end of the day.

GRADUATION AND PROMOTION

Any student, who, on his/her report card, receives two U's in a given subject or a U in the fourth quarter, will not be promoted into the next grade level until the U's are made up. These may be made up through additional work given by the classroom teacher and approved by the principal.

A student who fails to maintain an acceptable average in any core subject may be promoted to the next grade level on the condition that he/she successfully completes an additional summer

instructional program. The student will be required to attend the course(s) deemed necessary by the teacher and the principal. A student must pass the State and Federal Constitution Test. In the Primary Grades, parents will be required to meet with the teacher if promotion or summer school / tutoring programs need to be discussed.

DISCIPLINE POLICY

PHILOSOPHY

The faculty of Incarnation School attempts to meet the individual needs of the students, accepting them as they are, and carefully aiding them in developing their attitudes and abilities. To help all of the students develop an attitude of responsibility for their actions, we believe that guidelines and steps in disciplinary procedures are necessary.

In establishing guidelines and procedures, we realize that not all disciplinary situations can be handled in exactly the same manner. Certainly, there will be circumstances that require variations in procedure. However, stated guidelines and recommended steps will lead to relative consistency as we work with students on matters of discipline.

POLICY

The school's discipline is proactive in emphasizing to students that we are a Catholic school providing an appropriate Christian atmosphere conducive to learning. We stress respect for each other and ourselves. We require parents as a support system as they model respect for others with whom we deal with in our daily lives. It is imperative that each parent be aware of the behavior expected of every child and assist the school in implementing its rules and regulations.

Self-discipline is one of the most important lessons in life, the basis of the entire educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Our discipline program is intended to guide the student toward becoming a responsible and productive member of society by assisting the student in eliminating inappropriate behavior.

CODE OF CONDUCT—GRADES 5-8

It is imperative that each parent be aware of the Code of Conduct expected of every child and assists the school in implementing its rules and regulations. Students must accept the consequences of their chosen behavior.

Incarnation students and parents are expected to show Christian consideration and concern for all in the school community. Courtesy, respect, and obedience toward school personnel, monitors, visitors, and other students are stressed. Behavior violating this code will be subject to appropriate disciplinary procedures.

- Courtesy and respect for the faculty and fellow students will be expected at all times. Harassment, verbal abuse, or cutting remarks will not be tolerated.

- Defacing school property, any vandalism reported to the school, fighting on parish grounds at any time, or carrying of any type of weapon will be considered a very serious offense and necessary action will be taken immediately. Complete restitution will be demanded.
- We consider students attending school and athletic functions to be representatives of Incarnation School and, therefore, subject to the discipline code of the school.
- From time to time, it may be necessary for a student to serve a detention for disciplinary reasons. Parents will receive prior notice of the detention.
- Students are subject to suspension for any serious violation of school rules or when the administration feels that the safety and welfare of the student body and/or the faculty are threatened. In and out of school, suspensions will be imposed only by the administration.

In Pre-K, K-4 the consequences for misconduct will be determined by the classroom teacher. The principal or assistant principal will be consulted if necessary.

BEHAVIOR CODE DISCIPLINARY INFRACTIONS

The following student behaviors will be considered Class I infractions. Student Class I infractions will be marked daily on the monthly calendar located in the assignment notebook. Upon the fourth infractions in a one-month period, the student will not be permitted to partake in the planned activity at the beginning of the next month. Students who receive 8 infractions in a one month period will also be required to serve a detention. Students who receive three behavioral infractions in a one day period will miss the monthly privilege and meet with the principal. All students will begin anew the following month. The loss of the assignment notebook will result in loss of monthly activity. Assignment notebooks must be purchased from the school.

Class I Infractions:

1. disruptive classroom behavior
2. hallway misconduct
3. lunch / recess misconduct
4. church misconduct
5. out of uniform
6. bringing food, candy, beverage into classrooms
7. coming unprepared to class
8. minor misuse and/or abuse of school technology

The following student behaviors will be considered Class II infractions. Student Class II infractions will result in a detention and loss of the monthly privilege. Detentions will be served from 7:30-8:00 AM. After the first detention is issued, any further Class II infractions will require a parent conference with the teachers and principal. Further consequences will then be discussed.

Class II Infractions:

1. fighting
2. vandalizing
3. foul language and gestures
4. forgery and cheating
5. bullying

6. disrespect of any school personnel
7. use of electronic devices in school (see below)
8. Violation of Incarnation's Acceptable Use Policy
9. carrying any weapon type object onto school grounds

Continuance of behavior infractions, either Class I / Class II, may result in a detention, suspension, or expulsion.

ELECTRONIC DEVICES

All electronic devices (cell phones, iPods, MP3 Players, video games, cameras, etc.) are not permitted during school hours. Students may bring cell phones to school, but they should be turned off and kept in their backpacks. If a Jr. High student (Grades 5-8) is using or in possession of any electronic device during school hours, they will receive a Class II Infraction and an automatic detention. This includes a student whose cell phone rings, beeps, or vibrates. The device will also be confiscated and sent to the principal, and then only released to a parent.

Students in the lower grades using electronic devices during school hours will have the device confiscated and sent to the principal, and then only released to a parent.

Devices may be activated **only past the orange safety cones** in the parking lot after formal dismissal. If a student is not picked up at dismissal and escorted back into the school building, they may use their cell phone to check on the status of their ride home.

The only exception to this policy is the use of Kindles, Nooks, or other digital book devices. These may be used with approval for educational purposes during school hours. However, no internet connection can be made. Misuse will result in confiscation and a Class II infraction.

SUSPENSION

Suspensions are serious violations of the behavior code and can be either in or out of school suspensions. Before any suspension, the student should be advised of the reason for the proposed suspension. The parent or guardian of the student will be notified by the school administration.

Any student who receives a suspension must complete service hours equal to the amount of class time missed. An in-school suspension shall not exceed three days. In-school suspension conditions are determined by the Administration. In-school suspension students remain the responsibility of the school.

An out of school suspension shall not exceed ten days. Out of school, suspensions are at the discretion of the school Administration and will be given for excessive behavior violations. If a student has been suspended twice in the school year, all future suspensions for that school year will be out of school suspensions. The school is not responsible for students during an out of school suspension.

In any suspension, the student is expected to continue his/her schoolwork and will receive and submit daily assignments. Additional work may be assigned. The work is reviewed but not graded. **The suspended student may not participate in any school or extra-curricular activity during this period.** The length and type of suspension is to be determined by the

school Administration. The parents will be given notice of the length of the suspension and the reason for it. The parents must call the Principal for an appointment before the student will be accepted into the classroom.

SUSPENSION INFRACTIONS

- Vandalism of school property
- Vandalism of another person's property
- Frequent cheating or copying the work of another student
- Using profane, obscene, indecent, or immoral language or gestures
- Displaying disrespect toward school personnel, including volunteers
- Disruptive behavior during a field trip
- Having or bringing pornographic or indecent material (as determined by the school administration) into the school or on school grounds or accessing pornographic material via school computers
- Possession of look-a-like drugs or weapons (such as switchblade combs), inappropriate objects endangering self or others, or the pretension of having a drug or weapon
- Smoking as defined by holding a lighted cigarette, cigar, or pipe on school grounds
- Having smoking items, i.e. cigarettes, matches, lighters, etc.
- Receiving a fourth detention will result in a one day in-school suspension
- Other infractions, not listed, may be subject to suspension

EXPLUSION

Expulsion is permanent exclusion from school as decided by the Principal and Discipline Committee. The discipline committee consists of the Pastor, School Board President, and the Principal. Expulsion is to be used as last resort.

Expulsion will be the result of student behaviors that seriously disrupt the orderly educational process. Repeated refusal to obey school rules or conduct, which endangers property, health, or the safety of others, will result in expulsion. In most cases, these behaviors are also illegal.

EXPULSION INFRACTIONS

- Burglary, malicious mischief, property damage
- False activation of a fire alarm
- Assault on any student, teacher, school personnel, or visitor
- Hostile physical or verbal threats or actions towards another person
- The possession or use of alcohol, drugs, drug paraphernalia, and/or over the counter drugs
- Any involvement with gangs, any conduct or association with gang related activities, either in or outside of school
- Chronic incorrigible behavior, which undermines classroom discipline and impedes the academic progress of students or others

This infraction list is not inclusive; other behaviors may lead to expulsion

Expulsion is the final decision of the school administration and the pastor.

The Incarnation School Discipline Policy is subject to change or adaptation at the discretion of the school. Written notification of all changes will be sent home.

BULLYING

Bullying is contrary to the goals of a Catholic School and the teaching of Jesus to love one another. Any student found bullying another student, as defined by the school administration, would be subject to disciplinary action.

Bullying includes, but is not limited to:

- repeated physical abuse including hitting, kicking, pushing
- repeated psychological abuse including teasing, name calling, harassing, taunting and threatening
- repeated social abuse including spreading rumors, intentional exclusion and enforcing social isolation
- repeated cyber bullying including the use of e-mails, text messages, instant messages and websites. (see page 31 for more info. on cyber bullying)

Disciplinary action may include a detention, suspension, or expulsion, depending on the severity of the situation. In addition, the student may be required to make reparation and/or attend counseling.

SCHOOL PROPERTY

- **Desks, lockers and other school furniture** - Each student is responsible for keeping his/her desk in good order. Defacing desks or other furniture by writing, scratching, or carving on them warrants a fee to be paid for the damage.
- **Books** - Whether the property of the school or the student, must be kept in good condition. Students who mark schoolbooks will be assessed a fee to pay for the damage. This also applies to library books. Doodling on text books or workbooks is not permitted. Book covers provided by the school or bought by the students are to be used to protect text books. Neatness and proper care of items are essential; otherwise, students will be held responsible.
- **Technology equipment (i.e. computers, printers, cameras, etc.)** – Students are responsible for any damages to equipment that is incurred due to negligence, horseplay, or any other means that are not due to technical failure. Students are to be respectful of all equipment throughout the school and computer lab. Students shall make the computer teacher aware of any problems with equipment.
- **Vandalism** - Any damage done to school property will require payment for repair or replacement.
- **Chewing Gum** - Chewing gum in and on school premises is forbidden at all times.

SEARCH AND SEIZURE

OFFICE OF CATHOLIC SCHOOLS' EDUCATION POLICY

School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct.

While lockers, desks, and other storage areas are provided to students by the school, the school retains control and access to all lockers, desks, and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control, and management of the school.

SEARCHES OF SCHOOL PROPERTY

All property of the school, including students' desks and lockers, as well as their contents may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

SEARCHES OF STUDENT'S PERSON AND PERSONAL PROPERTY

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. *Contraband, for purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, which may be considered harmful to self or others, the possession of which is prohibited by law or by school policy.*

CONDUCTING THE SEARCH

- The Principal must always have another school authority present when a search is conducted. Where possible, one person must be of the same gender as the student.
- If a weapon or other substance is suspected, the school shall contact the local police department immediately.
- If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive.
- Appropriate parent/guardian must be informed of the situation as soon as possible.
- If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student should be detained under supervision until parents are contacted and they have arrived.

SEXUAL HARRASMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/ or dismissal, as outlined in the school discipline policy.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action. Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Examples of sexual harassment may include but are limited to the following:

- Unwanted and unnecessary physical sexual contact
- Offensive sexual remarks, including unwelcome comments about appearance, obscene jokes, or the inappropriate use of sexually explicit language
- The display of sexually suggestive objects or pictures
- Uninvited letters or notes of a sexual nature, graffiti of a sexual nature
- Name-calling of a sexual nature
- Suggestive or insulting sounds of a sexual nature; such as whistling; and obscene gestures
- Threatening adverse actions if sexual favors are not granted
- Promising preferential treatment in return for sexual favors

The School will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

BICYCLES AND SKATEBOARDS

Bicycles may be brought to school provided the owners obey the school rules governing this privilege. Each student must lock the bicycle at the rack provided. The school does not accept responsibility for them. Students must walk their bicycles while on school premises.

Skateboards or roller blades are not allowed on school grounds nor should they be ridden to or from school.

SNOWBALLS

For purposes of safety, students are not permitted to make, hold, or throw snowballs or in any other way handle snow or ice on school premises or on the way to and from school

COMMUNICATION

ADMINISTRATION

The school office is open from 8:00 A.M. until 3:00 P.M. each day. Parents are welcome to discuss matters with the Principal at any time; however, please call and make an appointment with the school secretary or request one through e-mail or note.

It is highly recommended to settle any clerical business at the front office at either 8:20 A.M. or 2:20 P.M.

GRIEVANCE PROCEDURE

As in all human relations, occasions will arise when some differences of opinion may come between the school, a teacher, and a parent. Any such differences concerning classroom business must be first dealt with in a meeting between the parent and the teacher. The Principal will be available to discuss matters after a prior parent-teacher contact has been made. Parents are highly encouraged to discuss any school concern with the Principal.

CHANGE OF ADDRESS OR PHONE NUMBER

For the safety of children, parents are to notify the school office as soon as they have a change of address or home phone number or emergency phone number. If a home phone is disconnected, please notify the school office with another number that can be called in an emergency. If the phone is re-connected, please send the new number to the school office immediately. Changes in phone numbers or address should be sent to the school office in writing. It is recommended that you provide the school with a current cell phone number and e-mail address.

School Emergency forms must be completed and submitted to the school office on the first day of school.

PARENT / BROWN ENVELOPE

Information is sent home weekly on Tuesday with the students to inform parents of school news and coming events. This communication is sent in a brown envelope and issued to the oldest child in school.

The brown envelope should be opened and signed by a parent and returned on the following school day in order that it is available for the next set of information. A fee will be charged for a lost or un-returned envelope.

SCHOOL RECORDS

School records are kept confidential. Parents have a right to inspect and review permanent educational records. A parent, who wishes to do so, should contact the principal to set up an appointment to view records. The Principal will respond to each request and be present during the inspection of such records.

BUCKLEY AMENDMENT

Incarnation School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Please contact the office if two sets of information are needed.

SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act permits employed parents and guardians who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

When necessary, the school administrator shall provide the parent or guardian documentation of the school visitation which shall include the exact time and date of the visitation.

CHILD ABUSE AND NEGLECT REPORTING

Under Illinois law, school personnel including teachers, aides, secretary, administrators and nurses are required to report suspected physical or sexual abuse and neglect. Neglect may include failure to provide necessary food, shelter, medical care, and school attendance. Reports are made to the Department of Children and Family Services. Persons from their department must follow up the call by visiting the child's home. If requested, they will be given permission to speak with the child at school.

SCHOOL HEALTH SERVICES

The school health services are designed to keep parents and teachers informed of the health status of the child. A health nurse serves the school three hours per school day. The nurse will conduct and coordinate the health program for all students attending Incarnation School.

GENERAL HEALTH

It is far better not to send a child to school that is ill. Symptoms such as sore throat, cough, skin rash, vomiting, diarrhea, or temperatures of 100 degrees or more may be indications of an oncoming illness. A child with a temperature of 100 degrees or more must remain out of school until it has been normal (approximately 98.6) for 24 hours. A parent must report the illness to the school office. When sending the child back to school, do so with a note explaining the absence

(See Absenteeism). If a child has been absent for more than three days with a contagious disease such as strep throat, a doctor's note stating that the child may return to school and normal activity must be sent with the child.

EMERGENCY

In the event of accident or serious illness during the day, the school will notify the child's parents immediately or provide emergency care until the parents or medical authorities assume responsibility.

Each child must have an individual Emergency Card on file in the health room. An up-dated Emergency Card and duplicate must be turned in each year on the first day of school. Any subsequent changes during the year, e.g. telephone number or health problems, should be reported to the school office immediately. Every child with special health problems, (e.g.

asthma, epilepsy, diabetes, allergies, heart conditions, or any physical disabilities), should have this noted on the Emergency Card. This information may be of utmost importance in dealing with emergencies.

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS / HEALTH RECORDS

State law requires that children be immunized against measles, mumps, rubella (German measles), polio, whooping cough, diphtheria, varicella (chicken pox) and tetanus before beginning school.

State Law also requires an up-to-date physical examination be provided to the school for each child entering preschool, kindergarten, sixth grade, and all new students unless the records from previous schools are transferred. Physicals for these students must be completed and submitted to the office or, by law; they are to be excluded from school on October 15th. If immunizations are not completed by October 15th, a note from the physician with a schedule for completion will be accepted with a completed physical form.

DENTAL PROGRAM

At least once during the school year, each child is encouraged to submit a completed dental form signed by the family dentist. Forms are sent home in the summer family packet and are available upon request at the school office. State Law, as of 2004 Students entering kindergarten, second and sixth grades must have a form completed by their dentist and on file no later than May 1st.

ADMINISTRATION OF MEDICATION IN SCHOOL

The school nurse will dispense medication when necessary only with a doctor's written order. No student is allowed to bring or have medication in school. A parent or designated adult must bring the medication during the noon recess to the child. An exceptional case is to be discussed with the principal / nurse. In such case, the school form must be obtained, completed, and submitted annually to the principal / nurse. When approved medication will be given, the following is required:

- A signed permission form must be on file in the office for the medication. A parent and the prescribing physician must sign this.
- This form must be updated at the beginning of every school year.
- If you are unable to make a trip to the physician's office for a signature, an order faxed to (708-597-0588) from the physician's office is acceptable.
- Please ask your physician to fill out a school medical authorization.
- All medicine MUST be in the original bottle labeled with the child's name, dose, and instructions.

VISION AND HEARING SCREENING

Vision Screening will be done, as mandated, for the children in grades 1, 2 and 8. Vision Screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Also, mandated Hearing

Screening will take place in K, 1, 2, 3. Children in any grade level will be screened at the request of a teacher.

VISION EXAMINATION

All children entering Kindergarten or entering an Illinois school for the first time are required by the state to have a comprehensive vision exam by an optometrist or ophthalmologist by October 15th.

POLICY

Under no circumstances will any over-the-counter medications be given. Please do not ask teachers to hold or give these medications. They will not be able to do so. Students are NEVER to carry medications and/or over-the-counter drugs in their pockets or backpacks.

All approved medications will be locked in the nurse's office. It is the child's responsibility for coming at the correct time. Medication will not be administered to a student, only monitored.

These guidelines are in conformance with the Office of Catholic Education.

PHYSICAL EDUCATION

To be excused from Physical Education, a written request from the parent is required. In cases of frequent or prolonged absences from Physical Education classes, the school requires a written recommendation from a physician. In order to resume physical education classes after a prolonged or serious injury, a release from the doctor is necessary.

DENTAL / MEDICAL APPOINTMENTS

If possible, doctor, or dental appointments should be avoided during school hours. Should such an appointment be necessary, the student must present a written notice from the parent to the teacher. The student must be met at the office by the parent or other adult designated and "sign out" the student in the provided notebook. When returning later, the parent must "sign-in" the student.

BUILDING SECURITY

All doors of the school building will be locked during the school day. The school building is equipped with a doorbell and monitored by the person in the front office. All parents and visitors to the school must use the security doorbell. Upon admittance, one must check in at the office. All school visitors must register with the office and receive a visitor pass before proceeding to any other area of the building. Regular volunteers should sign the provided notebook before going to the area for service. Any article dropped off by a parent or designated person must be left in the office area.

It is important that no adult or student let any person into the building. This will be the sole responsibility of the person monitoring the door. When a person is admitted into the building, he/she must check in at the office and is never allowed to go to a child's classroom, unless otherwise advised by the principal or secretary.

FIRE, EMERGENCY, AND BUS EVACUATION DRILLS

Fire drills take place so that the students are familiar with the necessary procedures to follow in case of fire. Basic procedures are explained and practiced regularly. Emergency and tornado drills are also conducted. At the direction of the state, all students will participate in a bus evacuation drill once a year.

If a bomb threat is received, the school will be evacuated and the police department notified. The Principal will accept the decision of police authorities concerning further action to be taken.

CRISIS MANAGEMENT AND OSHA

Crisis Management and OSHA policies and procedures are in place to responsibly protect the safety of all in the school. This is to make sure we provide a safe and secure environment in which the students can learn.

ASBESTOS COMPLIANCE

Incarnation School complies with all regulations of current law regarding asbestos. Our school has been re-inspected, and a copy of the inspection report and the management plan is on file in the school office.

EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of Incarnation School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment due to such individual's sex, national origin, age, military discharge, marital status, and mental or physical handicap unrelated to ability to perform the duties of the position. This

policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church

TELEPHONE

Students may use the office phone to call home only when extremely necessary and with special permission from the principal, assistant principal, or secretary. This policy encourages responsibility on the part of the student to remember all necessary items needed in school. It also frees the phone lines for important calls and emergencies.

LOST AND FOUND

A lost and found box is provided for the students near the school office. If items are unclaimed after two weeks, the school will dispose of items as deemed necessary.

TECHNOLOGY

REGULATIONS FOR STUDENT ACCEPTABLE USE OF INCARNATION SCHOOL TECHNOLOGY RESOURCES SET FORTH BY THE ARCHDIOCESE OF CHICAGO:

PURPOSE

Incarnation School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in Incarnation School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Incarnation School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different from proper behavior in all other aspects of Incarnation School activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify these expectations as they apply to computer and network usage.

REGULATION TEXT

1. USE OF INCARNATION SCHOOL'S TECHNOLOGY RESOURCES

It is the policy of Incarnation School to:

- Prevent user access or transmission of, over its computers and computer network, inappropriate material via Internet, electronic mail, webcams, or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity.
- Prevent unauthorized online disclosure, use, or dissemination of personal identification of minors

Including but not limited to the network, Internet access, stand-alone computer, and telephone. Uses of the Incarnation School Technology Resources that are prohibited include, but are not limited to:

- Violating students' rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information.
- Attempting any unauthorized access, including so-called 'hacking' of any computer system.
- Downloading unacceptable materials.
- Re-posting personal communication without the author's prior consent.
- Violating copyright law.
- Using the school's technology resources for financial gain, credit card fraud, and electronic forgery, other illegal activity, and political purposes.
- Downloading, installing, or storing software on a school computer without the approval of appropriate school personnel.
- Changing or attempting to alter any configuration, program, or password on any computer or system.
- Using a school computer without knowledge/approval of school personnel responsible for the computer.
- Using inappropriate language, pictures, and gestures in any form on the Internet.
- Using the Internet for entertainment or limited self-discovery function. \
- Cyber-bullying
- E-mail is not available to students

2. CYBER-BULLYING

- **Cyber-bullying** is "the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others".
- Incarnation School, along with support from parents, will educate age-appropriate students in safe and responsible use of social networking websites and other means of communication on the Internet.

3. GENERAL INFORMATION

The Internet, a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system.

The school provides Internet access to students to facilitate resource sharing, innovation, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in the school. Such resources enhance the learning environment.

School personnel provide guidance to the student in Internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, we encourage parents to have frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.

School personnel will:

To the extent practical, and as required by the Children's Internet Protection Act, apply blocking to visual depictions of material deemed obscene, or to child pornography, or to any material deemed harmful to minors as determined by the school administration.

- Teach proper techniques and standards for Internet participation.
- Guide student access to appropriate areas of the Internet.
- Assure that students understand that misuses of the Internet could result in loss of access privileges.
- Monitor related concerns privacy, software policy, copyright laws, and approved/intended use of the school's Internet resource sources.
- Be allowed to disable, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

The student and parent/guardian must sign an Internet use agreement before the student is given access to the school's Internet resources. School personnel or the parent/guardian may withdraw student Internet access at any time.

The school is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes.

The parent/guardian is responsible for any damage caused through the student's inappropriate use of the Internet system.

PARENT ACKNOWLEDGMENT

Before the use of a student's account on the Incarnation School technology resources, the parent or guardian of the student must provide written authorization.

STUDENT ACKNOWLEDGMENT

All students who use the Incarnation School technology resources shall sign a form acknowledging the requirements of the guidelines on student acceptable use.

TECHNOLOGY PROTECTION MEASURE refers to a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as defined in section 1460 of title 18, United States Code.
2. Child pornography, as that term is defined in section 2256 of title 18, United States Code.
3. Harmful to minors means any picture, image, graphic image file, or other visual depiction that,
 - 3.1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - 3.2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals,
 - 3.3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parent / Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to consequences. Inappropriate use of technology may include, but is not limited to, harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications, and threats.

LIBRARY

Accelerated Reader, OPAC (Inner Library and Internet research tool), Reference books, fiction, non-fiction, CD's, and other helpful materials are available in the library for the benefit and use of the students. Library materials need to be returned on a weekly basis. Overdue fines are \$.10 per day and are subject to change. This does not include weekends, holidays, or sick days. Any student who returns a book in unsatisfactory condition will be charged for the damage. Also, any student who loses a library book will be responsible for the replacement cost of that book. Appropriate library behavior is always expected.

AMENDING HANDBOOK

The Principal retains the right to amend the handbook for just cause and parents / teachers will be given prompt notification when changes are made. Some changes may be made immediately due to unforeseen circumstances.