

School of the Incarnation
Parent and Student Handbook
&
School Calendar
2016-2017



2601 Symphony Lane
Gambrills, Maryland 21054
www.schooloftheincarnation.org

410-519-2285
Fax: 410-519-2286

Prayer for the School of the Incarnation

*All praise to you, Lord our God
Whose word became flesh
And dwelt among us.*

*By water and the Holy Spirit
You have joined us to Jesus the Christ
And empowered us to be the
Body of Christ in our world.*

*From our communities of faith
You have called us together
To share a common vision
For the School of the Incarnation.*

*Bless our efforts to build a school
To serve our children and our parishes.
Guide our planning by your wisdom.
Ennoble our actions by your grace.*

*May the work of our hands
And the desires of our hearts
Bear witness to Jesus our Lord
Who lives and reigns with
You and the Holy Spirit,
One God, now and forever.
Amen.*

TABLE OF CONTENTS

SCHOOL OF THE INCARNATION LEADERSHIP & STAFF	Page 4
THE SCHOOL OF THE INCARNATION	
Mission Statement	Page 5
Inter-parish Mission	Page 5
Status of Students	Page 5
Accreditation	Page 5
PARENTAL INVOLVEMENT	Page 5
Parent or Family Volunteers	Page 5
THE HOME AND SCHOOL ASSOCIATION	Page 6
SCHOOL POLICIES AND PROCEDURES	Page 6
Admission	Page 6
Attendance	Page 6
Absence	Page 6
Missed Work Due to Absence	Page 7
Tardiness	Page 7
Release of a Child from School during the School Day	Page 7
Emergency Closing, Late Opening, Early Dismissal	Page 7
Change in Name or Family Status	Page 8
School Communication	Page 8
Cafeteria Service	Page 8
Care of Textbooks	Page 8
Care of School Property	Page 8
Search of Property	Page 8
Conduct and Discipline	Page 8
Student Code of Conduct	Page 8
Articles Prohibited in School	Page 10
Continuing Enrollment	Page 10
Bullying Prevention, Intervention, and Response Policy	Page 10
Telephone Calls	Page 13
Cell Phones	Page 14
Extended School Program	Page 14
Family Directory	Page 14
Field Trips	Page 14
Health and Safety Guidelines	Page 14
Emergency and Crisis Response Plan	Page 15
Morning Arrival	Page 16
Afternoon Dismissal	Page 16
Lunch	Page 17
Mid-morning or Early Afternoon Snack	Page 17
Birthday Parties	Page 17
Parent Meetings	Page 17
Prayer and Liturgy	Page 17
School Calendar	Page 17
Student Photographs	Page 18
Student Records (FERPA)	Page 18
School Visitation	Page 19
Tuition and Fees	Page 19
Library Fees	Page 19
Capital Federal Campaign	Page 19
Annual Giving Fund	Page 19
Uniforms	Page 20
Backpacks	Page 22
Out of Uniform Days	Page 22
Uniform Violations	Page 22
LEARNING AND ASSESSMENT	Page 23
Curriculum and Instruction	Page 23
Assessment	Page 23
Homework	Page 22
Power School	Page 24
Progress Reports	Page 24
Grading Scale	Page 24
Honor Roll	Page 24
Requirements for Promotion	Page 24
Academic Eligibility for Extracurricular Activities	Page 24
EIGHTH GRADE PROGRAMS AND ACTIVITIES	Page 25
INTERNET ACCESS ACCEPTABLE USE POLICY	Page 25
Ethical Use of Technology	Page 25
Website Pictures and Student Talent Release Form	Page 26
STUDENT HARASSMENT POLICY	Page 27

SCHOOL OF THE INCARNATION STAFF 2016-2017

Mrs. Lisa Shipley, Principal
lshipley@schooloftheincarnation.org

Mrs. Laura Minakowski, Assistant Principal
Ex. 2104, laura.minakowski@schooloftheincarnation.org

Mrs. Sarah Spaulding, School Counselor
Ex. 2413, sspaulding@schooloftheincarnation.org

Mrs. Caroline Agresti, Business Manager
Ex. 2102, cagresti@schooloftheincarnation.org

Mrs. Kellie DeMaio, Bookkeeper
Ex. 2105, kdemaio@schooloftheincarnation.org

Ms. Susan Toth, RN, School Nurse
Ex. 2109, stoth@schooloftheincarnation.org

Mrs. Jennifer RaVell, Secretary
jravell@schooloftheincarnation.org

Mrs. Laura Pajerowski, Development Director
lpajerowski@schooloftheincarnation.org

Mrs. Kerrie Smith, Preschool Director- Administrative Assistant
ksmith@schooloftheincarnation.org

Mrs. Elaine Shai, Extended School Program (ESP)/Summer Camp Director
eshai@schooloftheincarnation.org

Mr. Matthew Krystkiewicz, Facilities Manager
Matthew.krystkiewicz@schooloftheincarnation.org

Mrs. Susan Murray, Volunteer Services Coordinator
susan.murray@schooloftheincarnation.org

A full list of staff members can be found on the school's website.

SCHOOL OF THE INCARNATION

Mission Statement

The School of the Incarnation embraces an inter-parish community of children with differing gifts. Through collaboration amongst the faculty, parents and other professionals, the School seeks to challenge and support a diversity of learning styles and needs and to nurture a spiritual, intellectual, physical, social and emotional wholeness in its students. With a commitment to professional and catechist development for its faculty and staff, the School of the Incarnation will continue to be grounded in a spirit of openness, rooted in Gospel values and to be attuned to the evolving pedagogy of education. Through instruction, faith formation and Gospel proclamation, students will be called to a greater understanding of their inherent responsibility, as Children of God, to actively participate in a global and technologically advanced society as instruments of justice in the world.

Inter-parish Mission

The School of the Incarnation is an inter-parish school affiliated with Holy Family Parish, Davidsonville; Our Lady of the Fields Parish, Millersville; Our Lady of Perpetual Help Parish, Edgewater; St. Elizabeth Ann Seton Parish, Crofton; and St. Joseph Odenton Catholic Church.

Status of Students

School of the Incarnation is a co-educational elementary school for grades preschool through eight. It does not discriminate on the basis of sex, race, color, and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and financial aid, and other school administered programs. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Southern Association of Colleges and Schools through AdvancED

School of the Incarnation has met the requirements established by the AdvancED Accreditation Commission and Board of Trustees and is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. An AdvancED educational system adheres to the highest quality standards and considers all aspects of how schools deliver quality education, which include teaching and learning, vision and strategies, governance, data use, resources, and self-improvement. This recognition identifies School of the Incarnation as a community of integrity, high educational standards with a commitment to on-going self-improvement.

PARENTAL INVOLVEMENT

The success of every child is dependent upon the partnership between the school and the family. As school and family work together, the child is nurtured in a way that allows for positive growth in intellect as well as physical, social, emotional, moral, and spiritual development. Families can better foster such growth by working to build in children a sense of independence and responsibility and by being actively involved in the children's education and the community. These strategies will help to achieve these goals.

- Be models of active faith in both the home and the community.
- Understand and support the religious nature of the school.
- Attend school meetings and other scheduled school events.
- Volunteer both during school hours and through involvement in HSA events, when possible.
- Promote the school in the greater community.
- Share any concerns directly with your child's teacher or the school's administrators as they occur.
- Read all communications from the school so that you are well-informed.
- Help your child to arrive and depart from school on time each day and be sure that he or she is set with the materials needed.
- Limit and monitor your child's activities such as television, Internet and social media access, computer games, etc.
- Inspire an interest in learning through family activities and reading.
- Recognize and praise your child for willingness to try regardless of the level of success. Your child will continue to strive with your encouragement.

Parent or Family Volunteers

We hope that parents and family members volunteer in our community. In order to create the safest possible environment for children, all volunteers in any capacity must fully comply with all requirements of the Archdiocese of Baltimore's policies and procedures for the protection of children and youth as noted on the Archdiocesan website:

<http://www.archbalt.org/about-us/child-youth-protection/volunteers/index.cfm>

If you have questions or need assistance, please contact the school's Volunteer Coordinator. All visitors to the school must present a driver's license or other government issued photo identification upon entry to the school. This will be scanned through our security system. Our receptionist will issue each visitor a badge.

THE HOME AND SCHOOL ASSOCIATION

The Home and School Association (HSA) of the School of the Incarnation was organized to promote cooperation and communication among parents, faculty, administration and parishes. Its mission includes directing and coordinating parental support through co-educational, social, and fundraising events. The HSA plans major fundraising events, as well as family nights, throughout the school year in lieu of holding the traditional sales drives of candy, wrapping paper, candles, etc. All events are listed on the school calendar.

Membership of the HSA consists of parents/guardians of students enrolled in the School of the Incarnation, the principal and staff, Officers of the HSA Executive Board, the School Principal, and a Faculty Representative.

HSA general (parent) meetings are held at least three times a year. HSA information, announcements, reminders, and important notifications are posted on the HSA tab on the school's website.

SCHOOL POLICIES AND PROCEDURES

"Whereas: the philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message to love and respect the right of all people:" It is the policy of the Department of Catholic Schools that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, and/or national or ethnic origin in the administration of their educational policies, scholarships and loan programs, athletics, and other school programs.

Admission

School of the Incarnation determines admission decisions according to the following priorities:

- Siblings of current students
- Families who are registered, worshipping parishioners of one of the inter-parish communities
- Families who are registered, worshipping parishioners in other Catholic parishes in the Archdiocese of Baltimore
- Families who are worshipping parishioners in other Catholic parishes
- All other families who seek admission to School of the Incarnation

Each family will be asked to complete a parish verification form at the time of initial registration in order to qualify for School of the Incarnation's tuition rate for worshipping Catholic families. This form should be signed by the pastor of the parish in which you are registered or regularly worship. This original form must be returned to the school office during the enrollment process.

The principal, in consultation with the student support staff carefully reviews the records of students seeking admission to School of the Incarnation to be certain that the school has the resources to best meet each student's needs. Students whose records indicate that placement may pose academic, attendance, social or behavioral challenges may be accepted on a probationary basis at the discretion of the principal.

Attendance

Attendance and punctuality are vital to school success. Vacations should be planned during school holidays to maintain continuity with education. Each child is to bring a written excuse for each absence on the day following the absence. All absence and tardiness become part of a student's permanent record. Excessive absence or tardiness impedes overall school performance.

Shadow Days

Participation in Shadow Days is encouraged to help students make a choice about high school attendance. Eighth grade students are provided with three excused absences for use as Shadow Days. Seventh grade students are provided with one Shadow Day to be used in the third trimester only. Students shadowing are provided with an excused absence, however, they must have the "official shadow form" completed and returned to the School of the Incarnation office.

Absence

When your child is absent, please email the following by 8:15am:

School nurse: stoth@schooloftheincarnation.org

Front office staff: jravell@schooloftheincarnation.org and ksmith@schooloftheincarnation.org

If the parent makes no contact, the school will contact the parent to confirm the absence. If a child is absent for three or more consecutive days, a physician's note must be obtained before returning to school.

Excessive absence or lateness may result in a parent/student/administrator conference, afterschool make up time, or retention. The Compulsory School Attendance Laws of Maryland require that you see that your child arrives and attends school on a daily basis.

There are only three excuses for absence: 1) Death in the family, 2) Court summons, and 3) Personal illness. When your child is absent from school for one of these reasons, documentation must be presented to the school to excuse the absence. Parents are asked not to take children out of school for appointments, etc. In cases where this is a necessity, the parent must send a note into the office indicating pick-up time etc. The parent must come to the school office to sign-out and pick-up the child. Under no circumstance will a child be permitted to leave otherwise.

If a student is absent from school for any reason, he/she may not participate in after school activities (athletic games, practices, middle school dances, etc.)

If a child is absent for more than a few days, parents are asked to work with their child's teachers to develop a plan to make up missed work and instructional time. (See below)

Missed Work Due to Absence

It is the responsibility of the student, under the supervision of the parent, to work with teacher(s) to develop a plan to make up work missed due to absence. If requesting assignments when a student is absent, parents should email their child's teachers directly to request work or refer to the Weebly website. Work and books requested by 9:00 AM will be delivered to the school receptionist, where it may be picked up between 3:00 and 6:00 PM. Older students are encouraged to exchange phone numbers with a responsible classmate to call about missed assignments. Homework is also noted on the school's Weebly website. Typically, students have one day per day absent to make up work.

Extended absences not related to illness are strongly discouraged. Parents sometimes request work when an extended absence is planned. It can be difficult for teachers to predict the specifics of work in advance as assignments are paired with instruction.

Teachers need at least one week's written notice when preparing assignments in advance of an extended absence. When possible, work will be sent home the day prior to the absence. It is best for parents to contact teachers upon the child's return to determine any additional needs.

Tardiness

Students may arrive for official drop-off at 7:45AM. The school day begins at 8:00 AM. At 8:15 AM, the main lobby doors are locked. Children arriving at school after this time must enter through the main lobby door and check in with the receptionist to receive a late pass for admittance to the classroom. Children arriving after 9:45 AM are considered to be absent ½ day.

It is important that children arrive on time each day since tardiness can create a difficult start to the day for the child. If a child is consistently tardy, a parent/administrator conference will be scheduled.

Release of a Child from School during the School Day

Parents are encouraged to schedule medical and dental appointments after school whenever possible. If a child must be released during the school day, a note must be brought to school no later than the morning of the appointment so that teachers may plan for the child's early dismissal. If someone other than the parent is to pick up the child, the individual's name and relationship to the child should be stated in the note. A child leaving school before 1:30 PM is considered to be absent ½ day. Children will not be released once dismissal procedures begin.

Emergency Closing, Late Opening, Early Dismissal

In accordance with Archdiocesan policy, the School of the Incarnation follows the Anne Arundel County Public School System's decision for school closing, late opening and early dismissal. Announcements regarding these decisions are made on WBAL, local television and radio stations. A message will be sent to parents via the communication system and posted on the school website.

Announcements regarding the cancellation of AM Kindergarten sessions do not apply to our kindergarten, since these announcements refer only to half-day programs, but they do apply to our half-day pre-K students.

If school opening is delayed, the Extended School Morning Program will begin at 8:00 AM unless otherwise announced for safety reasons.. If school should close early due to a weather emergency, ESP will remain open until 4:00 PM. However, parents are asked to pick up children as soon as possible to assist staff who also will need to travel in inclement weather.

Change in Name, Address or Family Status

If there is a change in the family status or change of the child's information, such as address or phone number, it is important that the school be informed promptly. In the case of a change of custody, a copy of the court order that names the custodial parent must be on file.

School Communication

In a desire to be mindful of our environment, most communications from the school will be paperless. A weekly email blast and monthly newsletter with attachments will be emailed to parents.. Our school's electronic communication system will be used to notify parents of updates or news. Homework will be posted on Weebly. Parents are encouraged to utilize the school website, especially the parent areas for information, updates and forms. Every effort will be made to limit the distribution of hard copies.

Cafeteria Service

The School's cafeteria is operated by an independent contractor. Meals and/or milk and other ala carte items may be purchased from food service each full day of school. When the child enters School of the Incarnation a debit account is established for each student. Parents fund these accounts in advance. The cost of lunch is withdrawn daily. Parents have online access to their child's account at any time. A written notice will be forwarded if the account balance is low. Accounts with greater than a \$10 deficit at any time will be suspended until the account is replenished.

Care of Textbooks

All student textbooks are the property of School of the Incarnation. These books must be covered with a book cover at all times. Consumable workbooks should be covered with clear contact paper to maintain the condition of these student books. The textbooks will be inspected at the start of the school year by the teacher, and the book's condition noted. Parents should also review the condition of the text at the start of the school year. Any damage beyond regular wear of the book will be the responsibility of the student. If a book is lost or damaged, students will be assessed a damage or replacement fee. Damage or replacement fees will also be assessed for books or other media borrowed from the school library media center.

Care of School Property

School of the Incarnation prides itself with a well-maintained physical plant. Most students care for school property and are to be commended. Students should not mark school furniture, walls, ceilings, floors or equipment. Anyone who willfully destroys school property through vandalism will make restitution for damages and provide service hours to the school as determined by the principal. Suspension or expulsion may result. All students have the opportunity to use a locker for their coats and books. It is the student's responsibility to keep the contents of the locker in order. Appropriate pictures may be displayed in the lockers with the use of a magnet (no tape). Students are provided with a school-issued lock which is returned to the school at the end of the school year. Students must have permission of administration to use a lock other than one issued by the school.

Search of Property

Lockers and desks are the property of the school and can be searched at any time. The principal or a designee shall request the student's consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and or expulsion from the school.

Student Code of Conduct and Discipline

The ultimate purpose of a Code of Conduct is to develop true Christian character and a sense of responsibility; to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual as well as the school community. Students are expected to uphold Christian values and the school's value code: As a child of God, I have integrity, I take initiative, and I show inclusion.

As parents and educators of young children and adolescents it is important to understand behavior in the context of the child's developmental age. The response to such behavior should be seen as a teachable moment for the child. The school and the family will work together to redirect and resolve any behavioral concerns that may arise. The assistant principal and/or principal will work to

develop a plan of positive reinforcement and/or meaningful consequences for the child and communicate with the teacher and parent. The final recourse for resolving behavioral concerns and assigning consequences belongs to the principal.

Standards of behavior and disciplinary action extend to bus transportation, field trips, and all extracurricular activities and events both on and off campus. Any behavior in or out of school that causes a disruption in the learning environment or the orderly operation of the school is subject to disciplinary action.

School of the Incarnation follows a progressive discipline policy for minor infractions. Some behaviors will be managed in the classroom, directly by the teacher and may result in disciplinary action such as loss of privileges, parent contact or detention. Should these behaviors become consistent or chronic in nature, the matter will be referred to the assistant principal or principal. These behaviors include, but are not limited to:

1. Out of designated area without permission
2. Minor disruption, such as calling out
3. Minor inappropriate language (including use of unkind words)
4. Non-compliance, such as refusing to complete assignments or follow directions
5. Minor dishonesty
6. Minor physical contact
7. Eating or drinking without permission
8. Not prepared with materials
9. Minor aggression
10. Unsafe or rough play
11. Running or moving in the hallways or other areas in an unsafe way
12. Disrespect toward others in tone, attitude or body language
13. Disrespect towards property
14. Pattern of not completing homework
15. Minor misuse of technology

Steps in this progressive discipline process include:

- Teachers will redirect the student and reteach the behavioral expectation
- Teachers will remind the students of appropriate behavior and potential consequences
- Teachers will provide an additional reminder of appropriate behavior and issue appropriate consequences
- Teachers will notify parents of the behavioral concern and may implement strategies to support the student in changing the behavior.
- If behavior continues, student will be referred to the assistant principal, guidance counselor or principal.

Student behaviors, which are more serious in nature warrant more serious consequences as determined by the principal and/or assistant principal such as school suspension and a parent conference. These include, but are not limited to:

1. Fighting
2. Threatening language or behavior directed at faculty, staff, visitors or other students
3. Vandalism – destroying or damaging the property of the school or of other persons
4. Dishonest actions such as stealing or lying
5. Smoking on school property
6. Leaving school grounds
7. Academic dishonesty
8. Repeated infractions of the Student Code of Conduct

Behaviors which pose a threat to the safety and well-being of the community, which may warrant expulsion from school include, but are not limited to:

1. The use and/or possession of alcohol or drugs on school property
2. The use and/or possession of a dangerous implement
3. Arson or use of any type of explosive materials
4. Physical assault or harassment
5. The initiation of false emergency such as a fire alarm or bomb threat
6. Repeated infractions of the Student Code of Conduct

If a student is suspended for behavioral reasons, a minimum of 5 school days suspension of participation in extracurricular activities will be given as part of the disciplinary sanction. Students are responsible for all work and assessments missed during suspensions. If

a project is due that day, parents are expected to bring the project to the school office on the morning it is due. There will be no extension of due dates for suspended students.

A student who repeatedly violates the Student Code of Conduct may be placed on disciplinary probation. Students who are on probation may not participate in extracurricular activities or non-curricular special school events.

Articles Prohibited in School

Firecrackers, weapons, drugs, alcohol, lighters, matches and cigarettes are illegal and strictly prohibited. Fad toys, toy weapons, cosmetics, iPods, electronic games, video games, smartwatches, glass containers, etc. may not be brought to school, the Extended School Program, or on school field trips unless an exception is made by the principal. Such items will be taken from the student and returned to parents. The school and its agents are not responsible for students' personal possessions.

Continuing Enrollment

Students who demonstrate a pattern of repeated disciplinary difficulties and an unwillingness to change behavior will not be invited to reenroll in school for the following year. A lack of involvement or cooperation by the parents in dealing with behavioral and academic difficulties may also result in non-renewal of student enrollment.

Archdiocese of Baltimore Bullying Prevention, Intervention and Response Policy

I. Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention, intervention and response.

The Department of Catholic Schools will provide professional development for principals on prevention education designed to model and teach positive relationship building and appropriate interpersonal communication. School principals will ensure that faculty and staff are notified of this policy and professional development is provided. Each school will educate students and families about the dangers that result when students are bullied or are targets/victims of bullying, and strategies for intervening when these incidents do occur. Schools will inform students of the policy and reporting procedures during orientation sessions in classes during the first week of school. The policy and procedures should be published in each school's student/parent handbook and on the school's website.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, by use of electronic technology, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

II. Definitions

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, gender, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, after school hours, at a school activity or event, or on a school bus; or, by use of electronic technology substantially disrupts the orderly operation of a school.

Bullying- exposing a student to intentional negative actions on the part of one or more other students which substantially adversely affects the victim's ability to participate in or benefit from the school's educational programs or activities.

Electronic technology - communication (emails, text messaging, social media, web pages, instant messaging, and other electronically communicated messages) transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Harassment - perceived or actual experiences of discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics by a student which adversely affects that student's ability to participate in or benefit from the school's educational programs or activities.

Intimidation - subjection of a student to intentional action that seriously threatens and induces a sense of fear and/or inferiority which adversely affects that student's ability to participate in or benefit from the school's educational program or activities.

Retaliation - an act of reprisal or getting back at a person for an act he /she committed.

III. Education

The prevention and intervention of bullying, harassment, an intimidation will be delivered to all students in kindergarten through grade twelve through orientation, religion classes, guidance lessons, or other age appropriate means.

School faculty will ensure that students are involved in activities which address bullying, cyber bullying, harassment, or intimidation and in creating a culture of peer support and mutual respect.

School faculty will promote student involvement in the anti-bullying efforts, peer support, mutual respect, and a culture which encourages students to report incidents of bullying to adults.

School principals will ensure that professional development is provided to school faculty and staff on how to respond appropriately to students who bully, are bullied, and how to empower bystanders.

School principals will provide parents with education on the negative impact of bullying for students, the family and the school community.

School principals will educate School Board members on the negative impact of bullying for students, the family and the school community and the school's bullying preventions, intervention and response policy and education protocols.

IV. Intervention

School principals and / or their designee are responsible for providing appropriate assistance to students and parents who have been affected by behavior prohibited in this policy.

A student who violates this policy may be required to participate in appropriate counseling/intervention designated by the school principal that is designed to increase the student's understanding of the offense and its impact on others.

School principals will collaborate with the Department of Catholic Schools to assist students who continue to be involved in bullying behaviors as perpetrators, targets/victims or witnesses, and whose mental or physical health, safety, or academic performance has been impaired.

V. Procedures for Reporting

1. When a student reports that he/she is currently the target/victim of bullying, harassment, or intimidation, the staff member will respond quickly and appropriately to intervene and report the incident to the school principal.
2. If a student wishes to discuss the incident of bullying, harassment, or intimidation with a staff member, the staff member will make an effort to provide the student with a practical, safe, private, and age appropriate way of doing so.

3. Student reports will be documented using the Bullying Prevention, Intervention and Response Reporting Form.
4. A student may request assistance from a staff member to complete the Bullying Prevention, Intervention and Response Reporting Form at school.
5. The student, a staff member, parent or close adult relative should complete and submit Bullying Prevention, Intervention and Response Reporting Form to the school principal in person, by mail, or electronically.
6. Reporting forms should be available in all schools in the main (front) office, counselor's office, and other locations determined by school principal.
7. Principals will report all bullying incidents that result in suspension to the Superintendent of Catholic Schools.

VI. Procedures for Investigating

1. All reports should be written using the Bullying Prevention, Intervention and Response Reporting Form. A report must then be promptly and appropriately investigated by school principal within two (2) school days after receipt of a reporting form or as timely as possible for school principal.
2. School principal will determine whether bullying, harassment, or intimidation actually occurred by taking steps to verify who committed the act of bullying, harassment, or intimidation and whether others played a role in perpetuating this act.
3. Other related complaints, if any, will be reviewed in making this determination.
4. Neither victim nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what may result from the ultimate outcome of the investigation. Efforts should be made to increase the confidence and trust of the victim and any witnesses. They will be informed that any information discussed and recorded will be confined to "need to know" status.
5. School principal will promptly and appropriately notify parents of the victim and offender of the incident after receipt of the reporting form.
6. School principal will apply consequences and/or remedial actions consistent with school disciplinary policies. The offender will be informed that retaliation against a victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues.
7. School principal will create a written record of the bullying, harassment, or intimidation incident and any disciplinary actions taken, as well as the statements of the victim, witnesses, and offender. Discussions with all parties should be documented as soon as possible after the event. Any material records or evidence will not be discarded and will be maintained in a separate secure file.
8. Separate conferences with the victim and offender will occur within two weeks after the investigation to determine whether bullying, harassment, or intimidation has continued and whether additional consequences need to be implemented. These conferences may occur as part of the counseling intervention. Another follow-up conference or conversation will be held with the victim four weeks after the initial follow-up conference to determine if the bullying, harassment, or intimidation has ceased.

VII. Consequences

Consequences and remedial actions for persons committing acts of bullying, harassment, or intimidation and for persons engaged in retaliation and for persons found to have made false accusations should be consistently and fairly applied after appropriate investigation has determined that such an offense has occurred. The following list of consequences and remedial actions is provided as a guide that by no means limits the school from implementing other additional consequences and remedial actions. Prior behaviors and conduct of the involved students are considered when determining appropriate consequences.

Standard Consequences:

- Parent notification
- Time out
- Loss of a privilege
- Verbal reprimand
- Completion of letter of acknowledgement of action, with apology to the victim (after reviewed by the principal and not in a case of sexual harassment or intimidation)
- Demerit
- Detention

- Reparation to victim in the form of payment for or repair of damage to possessions
- Reassignment of seats in class, cafeteria, or bus
- In-school suspension
- Out-of-school suspension
- Extended suspension
- Expulsion

Remedial Actions:

- Parent/Student Conference
- Counseling with school counselor or school psychologist
- Education about the effects of bullying, harassment, or intimidation.
- Behavioral agreement
- Positive behavioral supports / plan that is appropriate to the developmental level of the student and the student’s behavioral history
- Referral to an external agency
- Counseling support (delivered by a school or community mental health provider)
- Cooperation with a behavioral management program developed in consultation with a mental health professional
- Community service

Types of support services available to the student bully, victim, witnesses, and any bystanders:

- Counseling
- Conflict resolution
- Problem solving skills training (proactive, constructive, relationship-building)
- Social skills/competency training
- Anger management training
- Educational programming
- Parental involvement
- Peer support groups
- Schedule modifications
- Targeted use of monitors (e.g. hallways, cafeteria, buses)
- Public or private community-based mental health services
- Faith-based services
- Multi-service centers
- Health Department Programs
- Youth Development Organizations
- Community Mediations
- Department of Juvenile Services
- Department of Social Services
- Law enforcement agencies

Telephone Calls

Students will be called to the office to answer a phone call only in the case of an emergency. Children are allowed to use the telephone at school only in the case of an emergency. Forgotten homework or materials does not constitute an emergency. If a parent needs to communicate with a student regarding arrangements for dismissal pick-up, he or she is asked to call the school office. Please do not call or send a text message to the student on his or her cell phone.

Cell Phones

Cell phones may not be used during school hours, ESP, school functions, or in the school building. They must be turned OFF, not kept on silent or vibrate mode. Text messages may not be sent or received. Cell phones must remain in the locker or back pack at all times during school hours. Picture taking or video filming with any electronic device is not allowed on school property or at school functions. Students are asked to wait until they reach their car at the end of the day to use their cell phones. Failure to follow this policy will result in the confiscation of the cell phone or electronic device. A parent must call to set up an appointment with an administrator to retrieve the cell phone. If a second offense occurs, the cell phone will no longer be permitted on campus. If a phone or any electronic device is brought to school it is the complete responsibility of the student and the school is not responsible for loss or

damage under any circumstances. Smartwatches may not be brought to school, the Extended School Program, or on school field trips unless an exception is made by the principal.

Extended School Program

A morning (6:30 AM – 8:00 AM) and afternoon (3:00 PM – 6:00 PM) extended school program is offered to assist parents with their work schedule. Any child who participates in the program must be registered and have emergency information on file with the Extended School Program. The afternoon program is also offered for early dismissals (12:15 PM – 6:00 PM) unless otherwise noted on the school calendar.

Family Directory

A Family Directory of addresses and telephone numbers is published each fall. Parents may request that their family information not be included in the directory by declining the information's release on the permission form issued to all families prior to publication. Directory information may not be used for solicitation purposes.

Field Trips

Field trips enhance the curriculum by providing an authentic experience which compliments learning in the classroom. A permission form will be sent to the parent with information regarding the nature of the activity, date, time, cost and any other instructions related to the trip. Children who have not returned a signed permission form for the trip by the noted deadline will not be permitted to participate. All students are expected to participate in field trips as they are an extension of the school experience. It may be necessary for students to remain at home if they are exempt from a field trip experience. The permission is always given in writing. Consent via telephone cannot be accepted.

Parents will be asked to chaperone field trips. All chaperones must have completed volunteer certification before going on field trips. Children will wear school uniforms for the trip unless otherwise indicated on the permission form. All children will accompany the class on the trip even when parent chaperones are driving separate vehicles due to a shortage of seats on the class bus. Siblings are not permitted to attend.

Health and Safety Guidelines

Asbestos Hazard Emergency Response Act

As regulated by the 1986 Asbestos Hazard Emergency Response Act, this statement serves as notification to all parents and guardians that there were no asbestos products used in the construction of School of the Incarnation. A letter of verification from Rubeling and Associates, Inc., the building architects, has been filed with the Archdiocese of Baltimore

Accidents

Parents will be contacted if a child becomes ill or is involved in an accident. If the person(s) designated on the emergency information form cannot be reached and the injury is considered serious, the child will be taken to the hospital at the discretion of the nurse, principal or staff.

Allergies

Parents must notify the school of their child's allergies including food allergies before the start of the academic year or as soon as the allergy is identified. If a child carries an EPIPEN with him/her, the required medication form, signed by the physician must state this and the school nurse must be notified.

Blood-borne Pathogens

A complete Blood-borne Pathogens Standard Exposure Control Plan has been established by the school and can be found in the Faculty Handbook and on file in the School Office.

Communicable Diseases

Parents must contact the school if a child is diagnosed with a communicable disease. The school must notify the Health Department.

All reports are confidential. The following communicable diseases/conditions are necessary to report:

Measles	Meningitis	Hepatitis	Food Poisoning	Pediculosis (Head Lice)
Chicken Pox	Tuberculosis	Whooping Cough	Impetigo	Rocky Mountain Spotted Fever
Adverse Reaction to Pertussis Vaccine	Flu	Lyme disease		
Human Immune Deficiency Virus Infection (AIDS and all other symptomatic infections)				

- Any child with drainage from the eyes, associated with conjunctivitis (pink eye) must be kept home, under doctor's treatment, for a minimum of a full 24-48 hours, until condition improves.
- Children who have chicken pox are excused from school until all lesions are scabbed over.
- Children are excused from school for head lice. A child may return to school when he/she is free of lice and nits. School personnel must examine a child before he/she may return to class.
- Children with a positive strep throat culture must be on an antibiotic for a full 24-48 hours and be fever and symptom free 24-48 hours prior to returning to school. Remember a child may be symptom free and still have a positive strep throat culture if he/she is a "carrier".
- If an increased number of students are reported with a communicable disease, a notice will be sent home.

Emergency Information Form

The school must maintain a current emergency information form for each child. All allergies and special medical conditions should be noted on this confidential form. It is imperative that all information on the emergency form be kept up to date. Any change in address or telephone number must be immediately reported to the school office. ***Children will only be released to the person(s) designated on the emergency form, unless otherwise instructed by the custodial parent/guardian.***

Emergency and Crisis Response Plan

Regular emergency drills are conducted throughout the year. Any person in the building during an alarm must leave the building with the children and faculty. Evacuation routes are posted in each classroom. School of the Incarnation's Emergency and Crisis Response Plan is reviewed and updated annually. The school's Relocation Site - Offsite Command Post (when the school is evacuated and students/staff are required to leave school grounds because of threat/danger or when directed by first responders) is designated as:

Four Seasons Elementary School

Address: 979 Waugh Chapel Rd, Gambrills, MD 21054

Phone: (301) 912-2023

In the event that students are relocated in an emergency, parents will be notified via the Blackboard Connect system to pick up their children at this location. Students will be dismissed in an orderly fashion so that there is accountability for every child.

Restricted Areas

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a staff member. The faculty room and empty classrooms are restricted areas.

Supervision of children begins at 8:00 a.m. and ends at 3:00 p.m. unless students have been requested by a teacher to arrive early or remain late. All students must follow school rules before and after school. Students should not re-enter the building following dismissal. If they have forgotten books or materials, parents should send a note to the child's teacher on the next school day.

Students who arrive early or stay late without the written permission of school staff, do so at their own risk. They will not be supervised and are not permitted in the building. ESP care is available for parents who need this service, and registration is required for this service.

Health Records

Immunization and health records must be presented and kept up to date. Children will not be permitted to attend school unless all required records are on file in the school office. Any new or transferring student(s) must have a current history and physical and immunization records up to date. A copy must be given to the school nurse prior to the 1st day of school.

Medication

A *Parent's Request and Authorization to Administer Medication in School* form must be completed by the child's physician and parent in order for the staff to administer any prescription or non-prescription medication. This form needs to be brought to school with the medication by an adult. A new medication form must be filled out each school year. The complete guidelines for the administering of medication are outlined on the form, which is available in the School Health Suite or online. At least one dose of the prescribed medication must be given at home prior to being administered at school to monitor for any allergic reactions. A parent must contact the school nurse if a child is taking any medication or any change to medication at school and/or at home to monitor for any medication side effects. During the school day, the school nurse must administer all medication (even over the counter) to the students. No student should be allowed to have any medication in his/her possession. This includes all asthma medication unless ordered by the physician and the school nurse is notified.

in the Back to School folders for all children. For safety reasons, students designated as walkers or bike riders will be dismissed last. This will take place once all cars have been released from the parking lot. Parents may not park on Symphony Lane for dismissal. If a child needs to leave for an appointment, a note should be sent requesting the child's release from school prior to the start of dismissal. Parents who consistently late in arriving to pick up their children will be assessed an aftercare fee.

Lunch

Every child is to bring lunch or buy lunch from the cafeteria except on early dismissal days. There is no lunch on early dismissal days. Children enrolled in morning extended care may bring breakfast to school. Those enrolled in the afternoon ESP program should bring a snack for late afternoon. Lunches cannot be refrigerated or heated. A menu will be sent home monthly. Parents may provide a special lunch for their child, not the child's classmates, on the child's birthday. Lunches from restaurants are not permissible on other days. Volunteer certified parents may join their child for lunch that day and sit with the child at their designated table. Soda and energy drinks may not be sent to school for a student's lunch.

Mid-morning or Early Afternoon Snack

Children are allowed to bring in a small healthy snack of fruit, vegetables, or cheese only, to be eaten at the designated time chosen per grade. This snack is not to be messy or large in quantity. A fresh fruit such as an apple, pear, grapes, raisins, plum, peach, orange, or banana are allowed. Fruit roll-ups or any processed fruit snack or bites, canned fruit, apple sauce, dried fruit, or other non-fresh fruit or vegetables are not allowed. If the fruit or vegetable needs to be peeled or sliced, such as an orange or apple, please do so at home and place the prepared fruit in a sealed plastic bag. Vegetable slices are allowed, but no dips. Again this is intended to be a small healthy snack only and not a meal-sized portion. No drinks are allowed.

In an effort to lessen the risk posed to the many students who have severe peanut allergies, School of the Incarnation is a peanut-free environment. Peanuts and peanut butter may not be brought to school. This includes snacks such as crackers with peanuts or peanut candies. Foods that may contain peanuts are permitted. Caution should be taken with children with peanut or other food allergies, therefore children and/or faculty and staff are not permitted to share food.

Birthday Parties

Birthday parties will be celebrated once a month for children in grades 1-5. A parent birthday coordinator will be appointed for each class. A simple snack and drink will be served, and an enjoyable activity will conclude the party. No goody bags or presents are to be distributed. Preschool and kindergarten will celebrate individual student parties during afternoon snack. Party invitations must be mailed and not distributed to individual students at school. Parents may provide a special lunch for their child, not the child's classmates, on the child's birthday. Volunteer certified parents may join their child for lunch that day and sit with the child at their designated table.

Parent Meetings

The Home and School Association will host parent meetings throughout the year. The dates of these meetings are outlined on the special events calendars. Parents are strongly encouraged to attend all meetings in order to more fully participate in school community life.

Prayer and Liturgy

The children will gather each morning in the multipurpose room for prayer, the Pledge of Allegiance, and the day's announcements. They will share a blessing before lunch and snack as well as each afternoon as they prepare for dismissal. School-wide children's liturgies and prayer services will be celebrated throughout the year as noted on the calendar. Children will also have the opportunity to participate in special prayer services to be held in the chapel. Due to limited space these will be attended by students and staff only.

School Calendar

An overview of the school year and a calendar of special events are included in the handbook. A calendar with an update of events and school activities will be published each month in the online newsletter.

Student Photographs

Each year both individual and group photos will be taken by a professional photography company. These photographs will be used in the school yearbook. As such, students are asked to choose attire that might be appropriate for church or other dress occasions. Parents will receive information a week prior to the picture day. The purchase of these photographs is optional.

Student Records (Family Educational Rights and Privacy Act)

School of the Incarnation, in compliance with the Buckley Amendment of 1974 (Family Rights and Privacy Act), has the following policy regarding an individual's right to privacy:

In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of School of the Incarnation are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Mrs. Lisa Shipley, Principal, and a written request that identifies the record they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to Mrs. Shipley and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
 - To other schools to which a student is transferring.
 - In connection with financial aid under certain circumstances.
 - To specified officials for audit or evaluation purposes.
 - To organizations conducting certain studies for or on behalf of the school.
 - To accrediting organizations.
 - In order to comply with a judicial order or lawfully issued subpoena.
 - To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include the Family Directory, a playbill, showing the student's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets.

The School has designated the following as directory information:

- Student's name
- Parents' names
- Address
- Telephone listing
- List of student activities including sports
- Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must inform School Administration.

- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by School of the Incarnation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Access to Records

Teachers and other school personnel who have legitimate educational interests have access to student education records.

Parent(s)/legal guardians have access to their child's/ward's education records. Parents/guardians may contact the principal to schedule an appointment to review the record. A representative of the school must be present while the records are being reviewed.

In general, any other person requesting access to a student's education record must have the written consent of the student (if 18 or older), parent(s)/ legal guardian(s) (if the student is less than 18 years old), unless the disclosure is otherwise authorized by law. Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or/legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to supply the school with an official copy of any court orders or legal agreements regarding access to education records.

A log of all requests for access and all disclosures of records to anyone other than the parents, students 18 or older or school officials will be maintained in the School Office. This log contains the name of the person(s), the date, and the legitimate interests the person had in requesting or reviewing the information.

School Visitation

Parents are welcome to visit the school to observe the classroom and other special activities by calling the School Office and making arrangements for a visit. Any parent or visitor with substantial contact with children must be volunteer certified. Examples of substantial contact include, but are not limited to serving as a chaperone, helping in the classroom or with lunch or recess, or attending classroom parties. All visitors to the school including parents must enter through the main entrance and check in at the receptionist's desk via the Raptor security system before proceeding to the classroom. Each visitor or parent must wear a volunteer badge or visitor nametag while in the building. Parents are not to visit with teachers during morning arrival or afternoon dismissal unless an appointment has been previously scheduled.

Tuition and Fees

Tuition and fees for the 2016-2017 school year are as follows:

Full day preschool through grade 8 tuition:

Worshipping Catholic rate:	\$6,950.00 per child
Other faiths rate:	\$7,700.00 per child

Half day preschool tuition rates:

Worshipping Catholic rate:	\$4,170.00 per child
Other faiths rate:	\$4,620.00 per child

Application Fee: \$95.00 (non-refundable)

Registration Fee: \$100.00 (non-refundable)

8th Grade Graduation Fee: \$150.00

Tuition payments are arranged through the FACTS Tuition Management Program. The School of the Incarnation reserves the right to suspend a student and to withhold all official school records if the parents have not met all financial obligations. A fee of \$35.00 will be charged for returned checks. In the case of more than one returned check during the school year, only cash, a money order or bank check will then be accepted. If fees are not paid by the due date, late fees may be issued for Registration (\$25), Tuition Deposit (\$25), and Tuition (\$50) if the tuition was to be paid in full. If a student enters the school or withdraws from the school during the school year, tuition and financial assistance will be prorated. The full tuition is due for any month in which a student is enrolled for any portion of that month.

Library Fees

If a library book is not returned within 30 days an invoice will be sent home to be paid. If the book is eventually found after payment has been received by the Business Office, the book may be kept or donated back to the School Library. There will be no reimbursement of the previous payment.

Capital Federal Campaign

School of the Incarnation has been approved to participate in the 2014 Combined Federal Campaign of the National Capital Area and the Central Maryland Combined Federal Campaign. School of the Incarnation's CFC code is: **94557**.

Annual Giving Fund

Tuition funds most, but not all, of the annual operating costs of the school including faculty salaries, instructional supplies, maintenance and utilities, insurance, and other costs. Each year, the school depends upon generous philanthropic support from individuals, local businesses, corporations, and charitable foundations to fund regular operations—not extras—through the school's Annual Giving Campaign. School parents are asked to consider making an annual charitable gift to this fund. Support of the school's Annual Giving Campaign is an important way for you to be an active member of the school community and a partner in the financial realities of Catholic education. We are grateful for your support.

Uniforms

Students should be proud to wear the uniform that represents their school. Uniforms should be neat, with shirts tucked in. The school uniform is purchased from Flynn O'Hara. All students are required to wear the uniform described below.

- The girls 'tunic-style jumper has been discontinued.
- The brown leather oxford shoe has been discontinued.
- The light gray sweat shirts and pants have been discontinued.

Summer Option Dates: August – November 4th & April 1st – June

Winter Option Dates: November 7th – March 31st

School Shoes:

Option 1: Tan nubuck oxford /dirty buck- Grades kindergarten- 8

Option 2: Tan Merrell slip-on shoe- mandatory for preschool

No slippers, moccasin style shoes, boat shoes, desert boots or Crocs are permitted. Bucks must be laced and tied.



Athletic shoes are worn on P.E. day only.



OR

Girls' Uniforms

Girls - Preschool Only

Option 1: Plaid skort

Banded waist, maroon or white short-sleeve knit polo shirt or long-sleeve maroon or white polo shirt with School of the Incarnation logo

Option 2: Gray slacks worn with knit shirt with School of the Incarnation logo- **Winter option** OR

Gray walking shorts and short-sleeve maroon or white knit polo shirt with School of the Incarnation logo - **Summer option**

Gray or maroon knee socks or tights

White ankle socks with summer option only

Monogrammed sweater (optional)*

Girls- Grades Kindergarten -5

Option 1: Drop-waist jumper no shorter than 2" above the knee with white blouse (Peter Pan collar long or short sleeve)

Option 2: Plaid skort

Banded waist, maroon or white short-sleeve knit polo shirt or long-sleeve maroon or white polo shirt with School of the Incarnation logo

Option 3: Gray slacks worn with knit shirt with School of the Incarnation logo- **Winter option** OR

Gray walking shorts and short-sleeve maroon or white knit polo shirt with School of the Incarnation logo - **Summer option**

Gray or maroon knee socks or tights

White ankle socks (no logo) with summer option only

Maroon bike shorts worn under jumper

Monogrammed sweater (optional)*

White turtleneck (optional during winter instead of Peter Pan collar blouse)

Plain black or brown leather belts are to be worn with gray slacks (Gr. K & 1 optional)

* The sweater is optional for grade preschool-5. However, children may not wear a non-uniform sweater or the school sweatshirt over the uniform in class during the winter months.

Girls - Grades 6-8

Option 1: Plaid kilt no shorter than 2" above the knee with white oxford blouse (long or short sleeve) or on **Monday only** long or short-sleeve maroon or white knit polo shirt with School of the Incarnation logo

Option 2: Plaid skirt no shorter than 2" above the knee with white oxford blouse (long or short sleeve) or on **Monday only** long or short-sleeve maroon or white knit polo shirt with School of the Incarnation logo

Option 3: Gray slacks worn with white oxford blouse (long or short sleeve) or on **Monday only** long or short-sleeve maroon or white knit polo shirt with School of the Incarnation logo- **Winter option** OR
Gray walking shorts and short-sleeve maroon or white knit polo shirt with School of the Incarnation logo - **Summer option**

Gray or maroon knee socks or tights

White ankle socks without logos with summer option only

Maroon bike shorts worn under skirt or kilt

Monogrammed sweater or vest (with oxford blouse)

Plain black or brown leather belts are to be worn with gray slacks and shorts (Pre-K, K & 1 optional)

Boys' Uniforms

Boys-Preschool-5

Winter option-Gray slacks worn with knit shirt with School of the Incarnation logo-

Summer option-Gray walking shorts and short-sleeve maroon or white knit polo shirt with School of the Incarnation logo

Gray or white crew socks without logos

Monogrammed sweater or vest (optional)*

Plain black or brown leather belts are to be worn with gray slacks (Pre-K, K & 1 optional)

* The sweater is optional for grade preschool-5. However, children may not wear a non-uniform sweater or the school sweatshirt over the uniform in class during the winter months.

Boys Gr. 6-8

Gray Slacks

Monogrammed Oxford shirt (long or short sleeve)

School tie

Or on **Monday only** long or short-sleeve maroon or white knit polo shirt with School of the Incarnation logo

Gray or white crew socks without logos

Monogrammed sweater or vest

Plain black or brown leather belt

Summer Option: **Dates:** August– November 4th & April 1st – June

Both girls and boys may wear gray walking shorts and short sleeve monogrammed knit shirts. Plain black or brown leather belts are worn with walking shorts. (Pre-K, K & 1 optional) For grades 6-8 the monogram shirt or knit shirt may be worn with the girls' kilt or the boys' slacks for the warm weather uniform.

P.E. Uniforms (All Students):

Summer Option: Gym shirt with School of the Incarnation logo and maroon gym shorts, appropriately sized

White ankle socks without logos

Athletic shoes- Velcro closure recommended for younger students

Winter Option: Gray P.E. sweat pants and shirt with School of the Incarnation logo
White ankle socks without logos
Athletic shoes- Velcro closure recommended for younger students
Gym shirt with School of the Incarnation logo is worn under sweat shirt

P.E. shirts may be worn un-tucked but can be no longer than the hip length. Shorts should be about 2" above the knee.

Hair:

All students' hair should be neat and natural.
No trendy or unusual hair styles or cuts (such as partially shaved or spiked hair) are permitted.
Hair must be kept away from the face.
Boys' hair must be above the uniform shirt collar and above the eyebrows. Earlobes must be visible.
Hair may not be dyed, highlighted or altered from its natural color in any way.
Hair accessories should be simple and not provide a distraction.

Miscellaneous Items:

Uniform Items Permitted:

- Girls may wear one pair of post earrings in their earlobes only. Hoop earrings are not permitted.
- Small crosses or medals on a small chain may be worn but must be kept under the uniform shirt during recess and P.E.
- One flat finger ring
- One bracelet
- Simple wrist watch

Items Prohibited:

- Nail polish
- Make-up
- Scarves/scarf headbands, headbands with large flowers or other adornments
- Hats (inside)
- Tattoos
- Jewelry (except mentioned above)
- Dyed or highlighted hair
- Trendy Hair Styles (such as partially shaved or spiked hair)
- Any accessory or clothing item bearing an inappropriate message or picture

Backpacks

Backpacks may be any color or design, however, there should be no character, team, or celebrity backpacks used. Rolling backpacks are not permitted unless the student submits a written doctor's excuse.

Uniform Violations

Teachers will work with parents to rectify any uniform violations for students in preschool through grade three. Students in grades 4-8, who are in violation of the uniform code will be issued a **Uniform Violation Notice**. It should be signed by the parent and returned the next school day. If a student in grades 4-5 receives a third uniform violation, he/she will miss their recess for that day and parents will be notified to make the correction to the uniform. Students in grades 6-8 who receive a third uniform violation will be given detention and parents will be notified to make the correction to the uniform

.Attire on Out of Uniform or "Tag Days"

Each out of uniform day follows a special theme or color as determined by the school's Student Council. These themes will be announced in advance. Many out of uniform days are coordinated with an outreach activity or benefit a particular charity. Students are asked to follow the theme for the designated day. Regardless of theme, each student's attire should be safe and appropriate for wear throughout the school day as determined by the school's administration. Clothing and shoes may not be torn or ripped. The following guidelines apply:

Dresses and skirts:

Dresses and skirts must be of reasonable length (no more than 3 inches above the knee) and not too tight. No thin straps or bare shoulders.

Pants:

Presentable jeans or pants are acceptable, but not pants that are tight. Leggings or spandex are not allowed.

Shorts:

Shorts may be worn from August-November 4th and April-1st-June.

Shirts:

T-shirts with acceptable writing and images are permitted. No tank tops, sleeveless, mesh or tight shirts are allowed. Low, midriff, or crop tops are not to be worn.

Hair:

Hair may not be dyed or combed in an unusual fashion.

Hats:

No hats are to be worn in school unless specified within the themes.

Shoes:

Any shoes may be worn, except open-toed sandals, flip flops, clogs, thick-soled or high-heeled shoes.

Earrings:

Boys are not allowed to wear earrings at any time. Earrings for girls should be small posts or hoops.

LEARNING AND ASSESSMENT

Curriculum and Instruction

The instructional program and curriculum are delivered in concert with the Archdiocesan Course of Studies and the regulations of the Maryland State Department of Education for non-public schools. The curriculum offers instruction in Religion, Language Arts and Reading, Math, Science and Social Studies, Art, Library or Literacy Enrichment, Computer, Music, Physical Education and Spanish or World Cultures. Our curriculum is based on national standards in all the subjects previously listed.

The curriculum emphasizes growth in all areas of development, challenging and supporting the child spiritually, socially, emotionally and cognitively. Children learn through a wide variety of experiences which offer opportunities to use and express multiple intelligences as well as a variety of learning styles. Instruction should challenge the thinking skills and creative problem solving.

Assessment

- ***Brigance Screening***

In accordance with the Archdiocese of Baltimore policy, all incoming Kindergarten students are to participate in a kindergarten screening. This assessment not only offers information about the developmental skill level of each child, but in addition, it offers criteria for planning instruction that will meet the collective and individual needs of all children through both classroom and home activities. Copies of the assessment results will be sent to parents following the testing date.

- ***Standardized Testing***

Standardized tests will be administered to students in grades three through eight in the spring. In addition, the Assessment of Catholic Religion Education (ACRE) is administered to children in grades five and eight. Assessment results are used in curriculum and instruction planning.

- ***Trimester Cumulative Exams***

Students in grades 7 and 8 will have cumulative exams or a cumulative project in Religion, Language Arts, Math, Science, and Social Studies according to a published schedule. Teachers may select to have students complete a project-based assessment end lieu of an exam. Study guides will be provided at least 7 days prior to the test date. The middle school instructional team in collaboration with the administration will determine and publish the guidelines regarding the exam schedule.

- ***Homework***

Homework provides an opportunity for practice and skills reinforcement. Homework policies vary in accordance with the developmental needs and age of the student and are established by the teachers at each grade level. These policies are communicated with parents and assignments are listed on each teacher's Weebly page.

- **Power School**

Power School is a web-based student information system. It serves as an excellent tool for communication among parents, teachers, and administrators. Parents set up an account and password to ensure security and provide access to their child/children's grades. Parents are encouraged to seek automatic weekly notification of their child's progress through Power School. Grades are updated weekly. Students may not use school iPads to access grades.

Progress Reports

Observation and evaluation of a child's skills is an ongoing process, which warrants effective communication with the parent. Teachers will communicate concerns regarding students in a timely manner, requesting a conference when necessary. Parents are asked to read the information provided by their child's teacher regarding the curriculum, special programs and projects as well as to assist children with homework and to regularly review class work as a part of the assessment process.

Each trimester a written progress report of the child's skills will be given to parents. Progress reports will be sent home in a parent envelope by way of the child's home folder. Students in grades 3 through 8 will receive interim progress reports generated from Power School. Parent conferences will be scheduled in the first trimester to discuss student progress. All fees and tuition need to be paid in full and all library books returned before the final report card will be released. Middle school students may have their final progress report mailed to them.

- **Archdiocesan Grading Scale for Grades 3-8**

A+	97 – 100	C+	80 - 84
A	93 -96	C	75 - 79
B+	89 – 92	D	70 - 74
B	85 – 88	E	69 and below

- **Honor Roll**

Honor Roll criteria will follow the criteria established by the Archdiocese of Baltimore's Department of Catholic Schools.

Requirements for Promotion

Students must successfully complete the required educational program set forth by the Archdiocese of Baltimore curriculum standards for each particular grade level. If a student fails to successfully complete the required educational program, the principal may recommend that the student be retained in the grade for one more year.

Academic Eligibility for Extracurricular Activities

Middle school students who sign up to try-out for a sport will have their academic and disciplinary eligibility checked prior to trying out. Any student who is deemed ineligible for tryouts may not try out for the team. Student-athletes may have no more than one D in a core subject and no E's in any core subjects, as well as a grade of S (Satisfactory) or above in all specialty area classes in order to be eligible for participation in interscholastic athletics. A student-athlete's disciplinary record will be taken into account for the purposes of roster selections.

Grades will be monitored by the administration throughout the season. If a student-athlete is deemed ineligible, the student-athlete and coach will be notified by the principal, assistant principal or athletic directors. A review of the student-athlete's grades will be made within 10 school days of the notification of ineligibility. If grades have improved, the student-athlete may be reinstated. Until that time, the student-athlete may not participate in any practices nor attend games as a member of the team.

Once a member of a team, interscholastic athletic privileges may be revoked as a result of significant disciplinary infractions. If a student-athlete is suspended for behavioral reasons, a minimum of 5 school days suspension of participation in extracurricular activities will be given as part of the disciplinary sanction.

These guidelines apply to all middle school athletes as well as those participating in other student organizations, including, but not limited to Student Council and National Junior Honor Society.

Eighth Grade Programs and Activities

Retreat

In the fall a full day retreat is scheduled for the eighth graders. The retreat is held off site and is a day of prayer and reflection, and team building. In addition, the class will attend a team building retreat as well.

Shadow Days

Participation in Shadow Days is encouraged to help students make a choice about high school attendance. Eighth grade students are provided with three excused absences for use as Shadow Days. Seventh grade students are provided with one Shadow Day to be used in the third trimester only. Students shadowing are provided with an excused absence, however, they must have the “official shadow form” completed and returned to the School of the Incarnation office.

Graduation Fees

A \$150.00 graduation fee is assessed for each eighth grader. This fee helps to defray the cost of a graduation activities and items such as a class tee shirt, cap and gown, and class graduation photo. Unless all balances are paid in full, final progress reports will not be received and transcripts will not be forwarded to the child’s high school.

High School Application Process

1. In order to be considered for admission to any participating Catholic high school, eighth grade students must take the High School Admissions/Placement Test (HSPT) given in early December at designated high schools in the Archdiocese of Baltimore. See high school website for testing times and registration information. Test results can be sent to three schools.
2. Catholic elementary school students are given a standard *Archdiocese of Baltimore Catholic High School Information Form*. This form is given directly to the students by their teachers no earlier than Thanksgiving Week. This form should be completed by the parent and student and returned to School of the Incarnation.
3. All Catholic high schools require an individual application. These applications, completed by the students and parents, are requested directly from the high school by the student or parents. These individual applications are not processed by the elementary school and must be mailed directly to the high school by the required date published by the high school.
4. Admission decisions for applying eighth graders are announced by letter in late February.
5. Accepted students must adhere to the registration deadline provided by the high school.
6. Students are encouraged to attend Open Houses held at all Catholic high schools during the fall.
7. Students applying outside the Archdiocese of Baltimore should contact the high school directly.

Archdiocese of Baltimore Catholic High School Information Form

- a. This form will be distributed to eighth graders by their homeroom teachers no earlier than Thanksgiving week. A student may not fill out more than one Information Release Form.
- b. Each applicant with his or her parent/caregiver must complete the appropriate section as instructed on the form. The student and parent/caregiver must sign the form and return it to the student’s elementary school by the date specified. The parent’s/caregiver’s signature indicates that the *three* circled high schools are selected with their consent, and that the elementary school has permission to release the student’s records to the designated schools.
- c. The remaining section of the form is completed by a team of middle school teachers, the principal and the assistant principal. Recommendations are confidential and not released to parents or students but sent directly to the high school.
- d. The elementary school will make copies of the form to send directly to the three selected schools with a copy of the student’s standardized testing results and the student’s academic records. School of the Incarnation retains the original form.

SCHOOL OF THE INCARNATION

INTERNET ACCESS ACCEPTABLE USE POLICY

Electronic information research skills are fundamental to the preparation of our students, our future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research under the supervision of their teacher. Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources and digital communication.

With these opportunities come some responsibilities and restrictions. The School of the Incarnation reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run security software. For their protection students may not access Internet e-mail accounts provided by their families or social media sites during school.

Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right.

Failure to adhere to the following guidelines may result in a revocation of a student's Internet access and disciplinary action up to and including suspension or expulsion.

All users of the network, within the boundaries of The School of the Incarnation, are responsible for adhering to the following guidelines.

1. *Acceptable* uses of the Internet are activities that support learning and teaching.
2. *Unacceptable* uses of the network include, but are not limited to:
 - Violating the rights of privacy of others.
 - Using profanity, obscenity, or other offensive language.
 - Unauthorized copying of materials or installation of software.
 - Revealing home phone numbers, addresses, or other personal information while using Internet resources.
 - Downloading or copying information onto disks or hard drives without prior teacher approval.
 - Accessing, downloading, storing, or printing files or messages that may be offensive to others.
 - Sharing of passwords, if provided, or attempting to discover another's password.
 - The intentional writing, producing, generating, copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, 'worms', etc.
 - Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.
 - Intentional erasing, renaming, or disabling of anyone else's files or programs.
 - Cyber bullying.
3. The School of the Incarnation will be responsible for:
 - Teaching students about these guidelines.
 - Supervising and guiding student access to the Internet.

Ethical Use of Technology

The Technology Committee of the Archdiocese of Baltimore composed the following guidelines, which cover the Ethical Use of Technology.

The school is committed to Christian community, academic excellence, and lifelong learning. It is imperative that technological resources be used to build community, encourage critical reflection, and foster readiness for future learning. All developments in technology at the school are, therefore, meant to ensure broad access and to promote ethical, legal, and responsible use. This policy serves to define expected standards of behavior by all users of computers and networks within the school. Failure to adhere to this policy and guidelines herein will result in revocation of computer privileges, and possible disciplinary action up to and including suspension or expulsion.

In a spirit of cooperation, all employees and students are expected to adhere to the following standards in their use of computers and networks in the school.

- Respect and protect individual rights, as well as the wellbeing of the school.
- Individual users are responsible for any activity on their computers and for materials stored therein.
- Computers, including iPads, are to be used exclusively for academic work and school related activities.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner's permission is prohibited.
- All computer equipment and software is to be treated with respect.
- Only authorized personnel may alter equipment or equipment configurations.
- Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- Network accounts are to be used only by those persons for whom the account has been established. Account users may not authorize anyone else to use their accounts.
- Individual account users must maintain adequate security for their accounts including frequent changing of passwords.

- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- Students must not post personal information, pictures, or other identifying information such as the name of the school online.
- Use of the computer facilities to obtain, distribute or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.

Website Pictures and Student Talent Release Form

Parents and Guardians are presented with the Archdiocese of Baltimore Department of Catholic Schools Talent Release Form on an annual basis. In addition to use of your child(ren)'s photograph by the Archdiocese of Baltimore, other local newspapers and magazines periodically request permission to print a photograph of your child(ren) taken during a school activity. We may also use photographs of students for marketing, advertising, or website purposes. No students' names will be published in marketing or advertising materials or on the website. Any parent or guardian who chooses to decline the use of student photographic images or voices must indicate so on the Talent Release Form forwarded to families in the August "Back to School" packet.

Archdiocese of Baltimore Student Harassment Policy

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment on the basis of race, color, gender, national origin, religion, age, disability or handicap or protected activity (i.e. opposition to prohibited discrimination or participation in complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The archdiocese neither condones nor tolerates harassment of students at school, school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of the Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

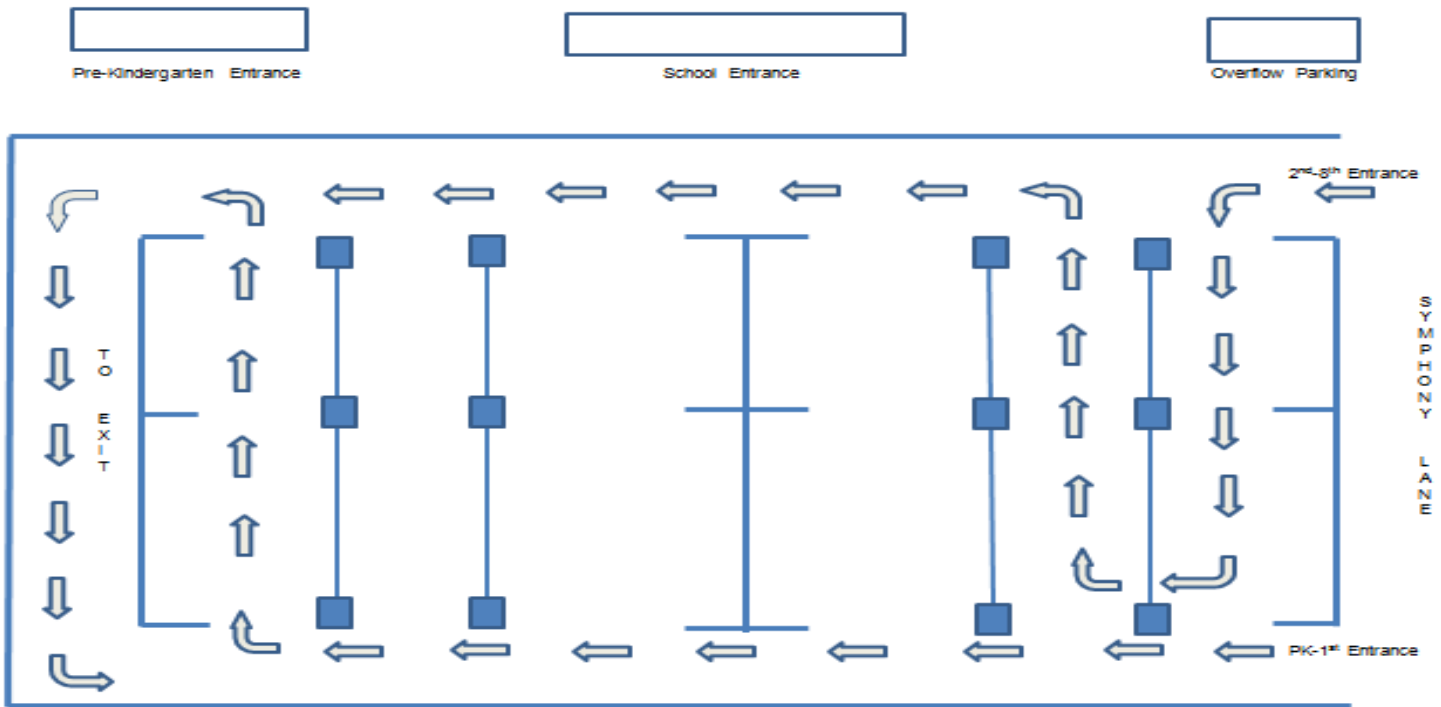
Prohibited Conduct

- A. For the purposes of this Policy "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, national origin, religion, age, disability or handicap or projected activity, that:
- (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - (ii) Has the purpose or effect of unreasonably interfering with an individual's performance; or
 - (iii) Otherwise adversely affects an individual's education opportunities.
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, national origin, gender, religion, age, handicap or disability. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

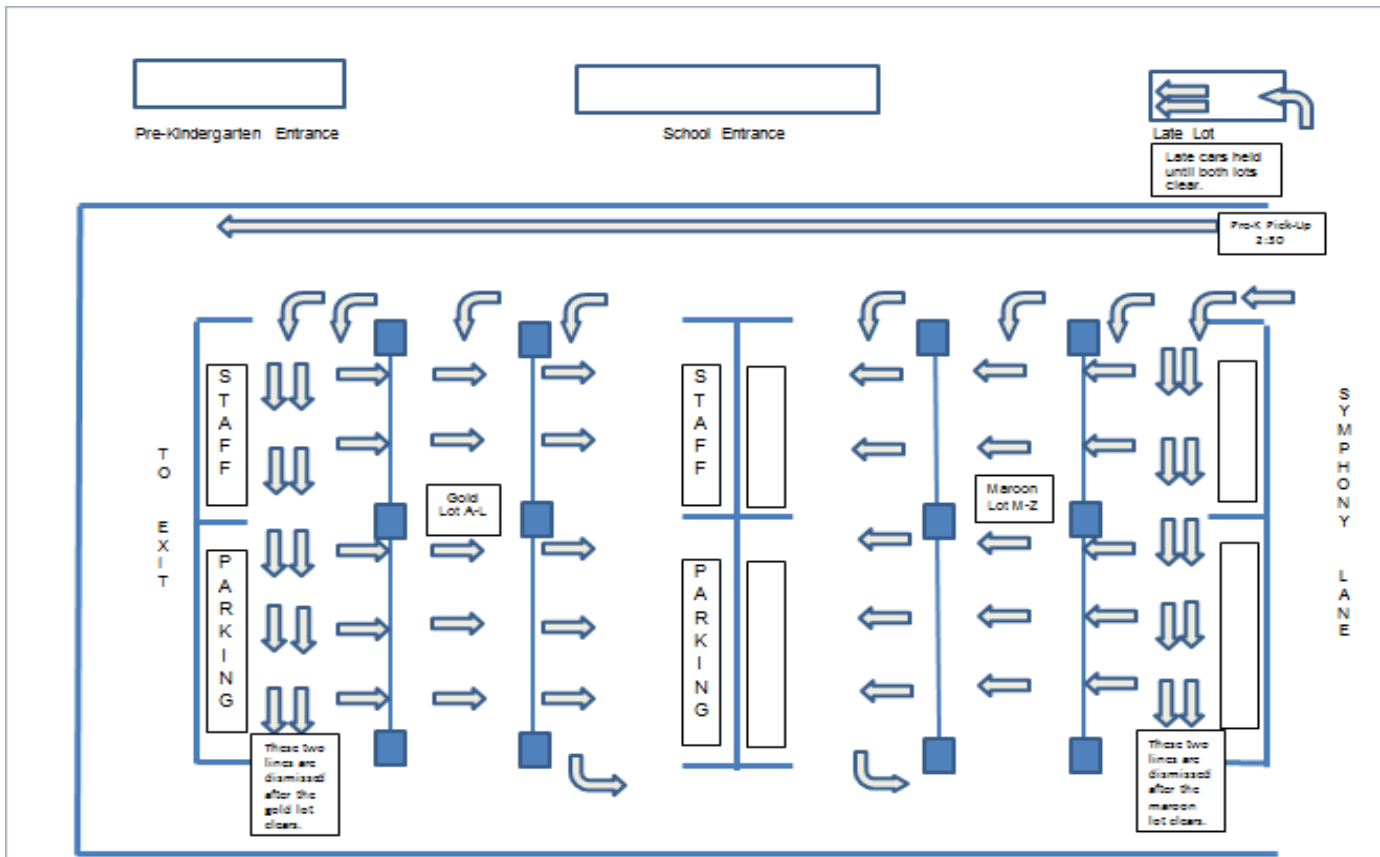
School of the Incarnation reserves the right to amend the Parent/Student Handbook. Parents and legal guardians will be notified in writing of any such changes. The administration reserves the right to waive or deviate from any and all disciplinary regulations for just cause at his or her discretion. The Parent/Student Handbook is an informative booklet for parents and students setting forth the policies and procedures of the school and is not intended as an expressed or implied contract.

In cases where the parents' views and philosophical positions result in repeated noncompliance with school policy and procedure, the administration reserves the right to request that the said parents' child/children withdraw from school.

DROP OFF AND PICK UP PROCEDURES



Morning Drop-Off Procedures



Afternoon Pick-Up Procedures