



# Parent and Student Handbook 2020-2021

[www.SchooloftheIncarnation.org](http://www.SchooloftheIncarnation.org)

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\*Highlighted sections indicate changes from last school year\*

Please See the [Addendum](#) for special policies and procedures for the 2020-2021 year in light of the current pandemic. The school retains the right to interpret and apply policies as determined by the administration.



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*School of the Incarnation is a co-ed elementary school for grades preschool through eighth. School of the Incarnation does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). The school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to the principal, assistant principal, or SST lead. Religion is required for each year a student attends School of the Incarnation. All students enrolled in School of the Incarnation must attend religion classes and services.*

*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.*

*School of the Incarnation reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.*

### **Mission/Vision Statements**

The School of the Incarnation is 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.

### **History of School**

The School of the Incarnation is a Catholic, Archdiocesan Collaborative 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 Catholic Church, Odenton and located in Gambrills, Maryland in the Archdiocese of Baltimore.

The school was founded in 2000 and for two years while the permanent school was under construction, nearby Our Lady of the Fields Parish was home to its classes. The school opened in its current location in 2002 and added an additional wing in 2004 to provide for increased enrollment. In 2012 the school proudly launched its first preschool program for four-year-olds. Appropriately, the program got its start in the same four rooms at Our Lady of the Fields Parish that hosted the very first Incarnation students while the school was under construction. After two years at that location, renovations to the main school building allowed the preschool classes to join the rest of the student body on the main campus at the start of the 2014-2015 school year. The school now serves approximately 730 students. Over 82% of its students are Catholic and minority students comprise approximately 24% of the student population. The school's staff is comprised of full and part time teachers, instructional assistants, full-time administrators, special educators, licensed school counselor, school nurse, curriculum

coordinator and a technical and support staff.

By its very mission, School of the Incarnation embraces an inter-parish community of children with differing gifts. Faculty, staff, parents and other professionals collaborate 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 continues 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 are 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.

The school embodies its purpose through a variety of program offerings, support for students' individual needs and high expectations for all students. Students receive instruction in Religion, mathematics, language arts (reading, writing, spelling, and grammar), social studies, science, art, music, technology, foreign language, and physical education. A resource department, including two certified special educators, a licensed school counselor, full-time registered nurse, and a third party speech and language therapist and occupational therapist, is in place to provide services for students with learning differences or health needs. Teachers and instructional assistants provide small group instruction at all grade levels and reading intervention programs in grades kindergarten through five. In addition to the school day offerings, the arts, athletics, and Beyond programs support student learning. These programs include activities such as: Band, Choir, Altar Servers, Safety Patrol, Environmental Club, Chess Club, Girls on the Run, Theater, Robotics, Peer Mediator, Destination Imagination, Wee Deliver, Summer Camp, and several club, clinic, and intramural sports, National Junior Honor Society, Student Council, Cub Scouts and Girl Scouts. The school continuously monitors students' academic achievement as well as spiritual, social, emotional and physical well-being.

School of the Incarnation is dedicated to cultivating and promoting academic excellence in an environment immersed in Gospel values, integrating this commitment seamlessly into the academic program and student life. The school's vision seeks to provide a distinctive educational experience to a diverse body of learners, cultivating each student's ability to think globally and behave ethically. The school pursues an ambitious set of strategic goals, allowing this vibrant community of scholars to have a profound impact on the greater community. School of the Incarnation continues to inspire students to grow in faith and a love of learning, serving as a model of a mission-driven, program-effective, well-managed and responsibly governed Catholic school with the promise of a bright future.

### **School Brand**

School of the Incarnation names, logos, and associated brand are proprietary and reserved for the sole use of the school. The above may not be used in any way without the express permission of the administration.

### **Administration**

School of the Incarnation administrative team includes the school principal and assistant principal, as well as a school counselor, curriculum coordinator, business manager, advancement director, facilities manager, technology coordinator, and other administrative personnel. They work in collaboration to handle the school's administrative duties.

### **Calendar for School Year**

The official school calendar is maintained and updated on the website.

[www.schooloftheincarnation.org/events/calendar](http://www.schooloftheincarnation.org/events/calendar). Important dates and event reminders are sent out periodically in other school communications such as the weekly update.

## **Faculty/ Staff List**

<u>Administration</u>		
Ms. Nancy Baker	Principal	nbaker@schooloftheincarnation.org
Mr. Ben Lorenz	Assistant Principal	blorenz@schooloftheincarnation.org
<u>Faculty &amp; Staff</u>		
Miss Rachel Ehmann	PreK Teacher	rehmann@schooloftheincarnation.org
Mrs. Marianne Morton	PreK Instructional Assistant	mmorton@schooloftheincarnation.org
Miss Lauren Kincaid	PreK Teacher	lkincaid@schooloftheincarnation.org
Mrs. Kelly Mahr	PreK Instructional Assistant	kmahr@schooloftheincarnation.org
Mrs. Betsy Von Hagen	PreK Teacher	bvonhagen@schooloftheincarnation.org
Mrs. Lisa McNew	PreK Instructional Assistant	lmcknew@schooloftheincarnation.org
Mrs. Janice Corrigan	Kindergarten Teacher	jcorrigan@schooloftheincarnation.org
Mrs. Kelly Friel	Kindergarten Instructional Assistant	kfriel@schooloftheincarnation.org
Mrs. Michelle Kindness	Kindergarten Teacher	mkindness@schooloftheincarnation.org
Mrs. Lisa Bucci	Kindergarten Instructional Assistant	lbucci@schooloftheincarnation.org
Mr. Jerry Rehanek	Kindergarten Teacher	jrehanek@schooloftheincarnation.org
Miss Katelyn Martini	Kindergarten Instructional Assistant	kmartini@schooloftheincarnation.org
Mrs. Julie Guenther	1st Grade Teacher	jguenther@schooloftheincarnation.org

Mrs. Pam Lemanski	1st Grade Teacher	plemanski@schooloftheincarnation.org
Mrs. Trish Mulville	1st Grade Teacher	tmulville@schooloftheincarnation.org
Ms. Renee Miller	1st Grade Instructional Assistant	rmiller@schooloftheincarnation.org
Mrs. Denise Martini	1st Grade Instructional Assistant	dmartini@schooloftheincarnation.org
Mrs. Jeanette Jones	1st Grade Instructional Assistant	jjones@schooloftheincarnation.org
Mrs. Emily Alos	2nd Grade Teacher	ealos@schooloftheincarnation.org
Miss Bridget Edmondson	2nd Grade Teacher	bedmondson@schooloftheincarnation.org
Mrs. Natalie Shallow	2nd Grade Teacher	nshallow@schooloftheincarnation.org
Mrs. Angela Conti	2nd Grade Instructional Assistant	aconti@schooloftheincarnation.org
Miss Addison Hinton	2nd Grade Instructional Assistant	ahinton@schooloftheincarnation.org
Mrs. Joanne Schmorrr	2nd Grade Instructional Assistant	jschmorrr@schooloftheincarnation.org
Miss Leonie Beck	3rd Grade Teacher	lbeck@schooloftheincarnation.org
Mrs. Elizabeth Harford	3rd Grade Teacher	eharford@schooloftheincarnation.org
Mrs. Carrie Shahady	3rd Grade Teacher	cshahady@schooloftheincarnation.org
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Mrs. Katie Keough	3rd Grade Instructional Assistant	kkeough@schooloftheincarnation.org

Mrs. Sandi Dlugonski	4th Grade Teacher	sdlugonski@schooloftheincarnation.org
Mrs. Heather Ricardi	4th Grade Teacher	hricardi@schooloftheincarnation.org
Miss Betsy Werthmann	4th Grade Teacher	bwerthmann@schooloftheincarnation.org
Mrs. Shannon Cunningham	4th Grade Instructional Assistant	scunningham@schooloftheincarnation.org
Mrs. Brandi Eikenberg	4th Grade Instructional Assistant	beikenberg@schooloftheincarnation.org
Mrs. Teresa Dinsmore	5th Grade Teacher	tdinsmore@schooloftheincarnation.org
Mrs. Susan Hughes	5th Grade Teacher	shughes@schooloftheincarnation.org
Ms. Michelle Westcott	5th Grade Teacher	mwestcott@schooloftheincarnation.org
Mrs. Victoria Brundidge	5th Grade Instructional Assistant	vbrundidge@schooloftheincarnation.org
Ms. Maria Boretti	7th & 8th Grade Math Teacher	mboretti@schooloftheincarnation.org
Mrs. Gina Goodman	6th Grade Math and Social Studies Teacher	ggoodman@schooloftheincarnation.org
Ms. Paige Gonsalves	7th & 8th Grade Math Teacher	pgonsalves@schooloftheincarnation.org
Mrs. Margaret Hughes-Baldwin	7th & 8th Grade Language Arts Teacher	mhughes-baldwin@schooloftheincarnation.org
Mrs. Donna Noble	7th & 8th Grade Science Teacher	dnoble@schooloftheincarnation.org
Mrs. Mary Nolte	6th Grade Math and Religion Teacher	mnolte@schooloftheincarnation.org
Mrs. Amy Pietrowski	6th Grade Language Arts	apietrowski@schooloftheincarnation.org

Mrs. Anna Rahim	6th Grade Language Arts and Science Teacher	arahim@schooloftheincarnation.org
Ms. Lisa Rich	8th Grade Language Arts	lrich@schooloftheincarnation.org
Mr. Brian Stahl	7th and 8th Grade Religion Teacher	bstahl@schooloftheincarnation.org
Ms. Renee von Behren	7th & 8th Grade Social Studies Teacher	rvonbehren@schooloftheincarnation.org
Miss Colleen Colclough	7th & 8th Grade Language Arts Teacher	ccolclough@schooloftheincarnation.org
Mr. Rich Metz	Middle School Instructional Assistant	rmetz@schooloftheincarnation.org
Mrs. Antho Crowley	Middle School Instructional Assistant	acrowley@schooloftheincarnation.org
Mrs. Kelly Murphy	Art Teacher	kmurphy@schooloftheincarnation.org
Mrs. Marianne McGuire	Computer Education Teacher/Resource IA	mmcguire@schooloftheincarnation.org
Mrs. Jen Oshenska	Computer Education Teacher	joshenska@schooloftheincarnation.org
Mrs. Ann Wheeler	Library Assistant	awheeler@schooloftheincarnation.org
Mrs. Bernadette Harper	Music Teacher	bharper@schooloftheincarnation.org
Mr. Keith Smith	Physical Education Teacher	kbsmith@schooloftheincarnation.org
Mrs. Marcia Miller	6th, 7th & 8th Grade Spanish Teacher	mmiller@schooloftheincarnation.org

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Mrs. Hillary Sages	Resource, Grades K-5	hsages@schooloftheincarnation.org
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Mrs. Michelle Garino	Resource Instructional Assistant	mgarino@schooloftheincarnation.org
Mrs. Kendra Navarro	Resource/Guidance	knavarro@schooloftheincarnation.org
Mrs. Sarah Spaulding	Guidance Counselor	sspaulding@schooloftheincarnation.org
Mrs. Elaine Shai	ESP Director	eshai@schooloftheincarnation.org
Miss Amy Santini	Auxiliary Services Coordinator	asantini@schooloftheincarnation.org
<u>Support Staff</u>		
Mrs. Caroline Agresti	Business Manager	cagresti@schooloftheincarnation.org
Mrs. Kellie DeMaio	Bookkeeper	kdemaio@schooloftheincarnation.org
Mrs. Kristin Jacobs	Curriculum Coordinator	kjacobs@schooloftheincarnation.org
Mr. Patrick Moran	Facilities Manager	pmoran@schooloftheincarnation.org
Mrs. Jackie Haslinger	Administrative Assistant/Volunteer Screening Coordinator	jhaslinger@schooloftheincarnation.org
Mr. Matthew Moyer	Information Technology Coordinator	mmoyer@schooloftheincarnation.org
Mrs. Casey Boswell	Advancement Director	cboswell@schooloftheincarnation.org
Mrs. Jennifer RaVell	Secretary	jravell@schooloftheincarnation.org

Mrs. Kristina Rykiel	Receptionist	krykiel@schooloftheincarnation.org
Mrs. Kerrie Smith	PreK Director/Alumni Relations/Special Events	ksmith@schooloftheincarnation.org
Mrs. Susan Toth	School Nurse	stoth@schooloftheincarnation.org

### **Listing of School Board Members**

Nancy Baker	Principal
Rev. Paul Sparklin	Canonical Representative
Paul Zambernardi	Board Chair
Michael Butler	Treasurer
Lori Ruff	Secretary
Michelle Kunzelman	Board Member
Mildred Desimone	Board Member
Bill Sapero	Board Member
Shirley Sciortino	Board Member
Mike Thomas	Board Member

### **Listing of Home School Association (HSA) Officers**

Michael Good	HSA President
Christopher Long	HSA Vice President
Cheryl Kline	HSA Secretary
Neena McDonnaugh	HSA Treasurer
Lisa Hanson	HSA Fundraising Coordinator
Michelle Kunzelman	Parent Liaison to the Board
Trish Mulville	Teacher Representative

## Accreditation

School of the Incarnation, along with all Archdiocesan high schools and elementary schools, is accredited as a system through AdvancED. Every five years, the Department of Catholic Schools completes the system-wide accreditation review, which culminates with a visit by an AdvancED External Review Team. Annually, a representative from the Department of Catholic Schools makes a visit to each school to monitor policies, procedures, and attention to school goals. Each school is evaluated based on the *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*. These standards and benchmarks can be found at <http://www.catholicschoolstandards.org>.

AdvancED is a performance-based model that:

- Adopts a balanced, systemic approach
- Employs diagnostic tools
- Uses Standards, stakeholder feedback, student performance
- Focuses on evaluating performance

## Academics

### Promotion Requirements

Students must successfully complete the required educational program set forth by the Archdiocese of Baltimore curriculum standards for each particular grade level. *Students are promoted to the next grade upon successful completion of all subjects in a given year.* Parents/guardians will be notified in writing by the mid-point of the third trimester of any requirement for summer tutoring.

### Retention

*If a student fails to successfully complete the required educational program, after appropriate interventions have been provided, the principal reserves the right to retain the student at the current grade level or recommend alternative placement. Parents will be notified in writing by Trimester 2 if a student is in danger of being retained.*

### Graduation Requirements

Students must successfully complete the required educational program set forth by the Archdiocese of Baltimore curriculum standards for the 8th grade level.

### Honor Roll for students in Grades 6-8

*Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:*

- **Principal's Honor Roll** – All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time
- **Second Honors** – All A's and B's (with more A's than B's) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

### Progress Reports and Interim 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 regularly review class work as a part of the assessment process. PowerSchool Parent Access is a web-based student information system. It serves as a tool for communication among parents, teachers, and administrators. Parents of students in grades 3 - 8 set up an account and password to ensure security and provide access to their child/ren's grades. Parents are encouraged to seek automatic weekly notification of their child's progress through Powerschool. Grades are updated weekly. With parent permission, middle school students are encouraged to access PowerSchool after school hours.

Each trimester, a written progress report of the child's skills will be given to parents. Progress reports will be sent home with the student. Students in PreK through Grade 2 will receive a printed interim progress report. For students in Grades 3 - 8, parents will be notified of the date of the "interim" and are encouraged to check their child/ren's progress via PowerSchool Parent Access. A paper interim will be issued to parents in grades 3-8 in the case of academic concern.

Parent conferences will be scheduled in the first trimester to discuss student progress. (See Parent/Teacher Conferences, p. 14).

#### 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

All fees and tuition need to be paid in full and all library books, textbooks, iPads and iPad accessories returned before the final report card or any school records will be released. Middle school students may have their final progress report mailed to them.

### Testing Program

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses and to aid in revision of the curriculum and planning of instruction. Students participate in the following assessments

#### Standardized Testing – Iowa / CogAT

The Iowa Assessments and CogAT will be administered to students in grades two through eight in the spring.

#### ACRE

The Assessment of Catholic Religion Education (ACRE) is administered to children in grades five and eight.

#### Interim Assessment from Houghton Mifflin Harcourt

Students in grades 2-8 also participate in formative assessments at the interim of each trimester as a measure of student progress.

#### Brigance Screening

All incoming Pre-K and Kindergarten students take the Brigance Screening to assess their current level of development.

### **HSPT and Pre-HSPT**

8th grade students applying to Catholic high schools have the opportunity to take the High School Placement Test (HSPT) during the regular school day. SOTI also offers an optional after school HSPT prep course for an additional fee. 7th grade students have the opportunity to take the Pre-HSPT in the spring at school in preparation for the actual exam to be taken in 8th grade.

### **Algebra Readiness Exam**

Students in grades 5-7 take the Algebra Readiness Exam in the spring as part of the determination process for math placement.

### **Trimester Cumulative Exams (7th and 8th Grades)**

Students in grades 7 and 8 may have a cumulative assessment in religion, language arts, math, science, and social studies according to a published schedule. These assessments are at the teacher's discretion but may not receive more weight than the highest assessment of that trimester in any given subcategory. Study guides will be provided at least seven 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.

### **Instruction/Curriculum**

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. The curriculum is based on national standards and 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 expressed multiple intelligences as well as a variety of learning styles. Instruction should challenge the thinking and creative problem solving.

### **Textbooks**

Textbooks are a tool to support the Archdiocese of Baltimore Course of Study. Textbooks are the property of the school. Students are expected to care for textbooks in a responsible and respectful manner and return all non-consumable textbooks in good condition at the end of the school year. Families will be responsible for the cost of lost or damaged textbooks.

### **Parent / Teacher Conferences**

*Parent conferences will be scheduled in the first trimester to discuss student progress.* Teachers, parents, and administrators may request conferences at other times throughout the school year as needed.

## **High School Admissions and Visitation Policy**

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 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. The High School Shadow form can be found on our school website by clicking on Resources in the upper right corner and then clicking on Forms & Documents.

### **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 SOTI. Test results can be sent to three schools in the Archdiocese of Baltimore and one school in the Archdiocese of Washington.
2. Catholic elementary school students are given a standard Archdiocese of Baltimore Catholic high school information form. 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. This 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**

1. 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.
2. Each applicant with his or her parents/caregiver must complete the appropriate section as instructed on the form. The student and parent must sign the form and return it to School of the Incarnation by the date specified. The parent's signature indicates that the three circled high schools are selected with their consent, and that School of the Incarnation has permission to release the student records to the designated schools.
3. The remaining section of the form is completed by a team of middle school teachers, the principal and assistant principal. Recommendations are confidential and not released to parents or students but sent directly to the high school.
4. The School of the Incarnation makes copies of the completed form to send directly to the three selective 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.

## **Student Records and Records Policy**

*Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.*

## **Records Policy** (Family Educational Rights and Privacy Act)

*School of the Incarnation complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. 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 the principal or, in the principal's absence, to the assistant principal, a written request that identifies the record(s) 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 the Principal or Assistant Principal 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. 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 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 ("directory information" is a category of information and is distinct from the "school directory" which is a specific publication of the school. We only publish names, addresses, and phone numbers in the "school directory"):*

- o *Student's name*
- o *Parents' name(s)*
- o *Address*
- o *Telephone listing*
- o *Participation in officially recognized activities and sports*
- o *Weight and height of members of athletic teams*
- o *Electronic mail address*
- o *Photograph*
- o *Honors and awards received*
- o *Date and place of birth*
- o *Dates of attendance*
- o *Grade level*

*Parents who do not want the School to disclose the above directory information without their prior written consent must notify the principal in writing by **October 31, 2020**.*

- *A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.*
- *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.*

## **Home and School Association**

### **Purpose**

School of the Incarnation enjoys the support of a vibrant Home & School Association (HSA). The purpose of the Association is to promote open communication and cooperation among parents, faculty, administration and the School Board as well as sponsoring social and fundraising events. Its mission includes directing and coordinating parental support through coeducational, 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 faculty 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 and in the weekly newsletter.

### **Volunteers – Requirement for VIRTUS**

School of the Incarnation and the Archdiocese of Baltimore have a commitment to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy relationships. With our longstanding commitment in mind, all parishes and Archdiocesan Catholic Schools use VIRTUS, a compliance management system implemented in November 2017, that allows all parishes and schools to facilitate compliance with Archdiocesan child protection requirements for all volunteers who work with minors.

To that end, all those who wish to come into school to volunteer, chaperone a field trip, read to a class, attend a class event, participate in class parties, or otherwise be around the students, must be appropriately screened for their fitness to work with minors. This process includes mandatory completion of criminal background checks and safe environment training.

All parents, grandparents, and volunteers who will have contact with children at School of the Incarnation must be fully certified before their arrival to visit, volunteer, coach, or chaperone at the school.

For questions related to volunteer certification, please contact the Volunteer Coordinator.

All visitors to the school must present a driver's license or other government-issued photo identification upon entry to the school. They will be scanned through our security system. Our receptionist will issue each visitor a badge indicating the purpose and scope of the visitors presence within the school.

### **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.

### **Partnership with Parents**

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 intellectually 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.

*In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:*

- 1. to be a partner with the school in the education of your child*
- 2. to understand and support the Catholic mission and identity of the school*
- 3. to read all communications from the school and to request clarification when necessary*
- 4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings*
- 5. to discuss concerns and problems with the person(s) most directly involved*
- 6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible*
- 7. to promote your school and to speak well of it to others in words that are spoken, written, or transmitted electronically*
- 8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible*
- 9. to appreciate that Catholic education is a privilege that many persons do not have*

## **Parental Support/Compliance**

*In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.*

## **Capital Federal Campaign**

School of the Incarnation has been approved to participate in the 2019 Combined Federal Campaign of the National Capital Area and the Central Maryland Combined Federal Campaign. School of the Incarnation CFC code is: 94557.

## **Incarnation 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.

## **Acceptable Use Policy for the Internet and Technology Tools**

*Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, iPads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.*

*It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.*

*Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.*

*The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.*

*All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.*

**Acceptable** uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- *Respect the privacy and property rights of others and the wellbeing of the School*

- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

**Unacceptable** uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else’s files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School’s policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland’s law prohibiting the Misuse of Interactive Computer Service (“Grace’s Law”).

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child’s technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child’s use of the Internet or technology

tools to School personnel.

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

### **Web-based Services**

*The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.*

### **Administration-School Operations**

#### **Crisis Intervention Plan/Crisis Team**

Regular emergency drills are conducted throughout the year. Any person in the building during an alarm must follow the protocol of the drill 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 has a relocation plan. In the event that students are relocated in an emergency, parents will be notified via SwiftReach SwiftK12 to pick up their children at a reunification site. Students will be dismissed in an orderly fashion so that there is accountability for every child.

#### **Change of Name, Address, Family Status, or Contact Information**

*If there is a change in the family status/or the change of a child's information, such as name, address, or emergency contact phone number, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.*

#### **Emergency & Weather Related Closings/Delayed Openings**

In accordance with Archdiocesan policy, the School of the Incarnation follows Anne Arundel County Public School System's decision for school closing, late opening, and early dismissal. Announcements regarding these county 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's Facebook page and website. Announcements regarding the cancellation of AM Kindergarten sessions do not apply to our kindergarten or full-day pre-K students, since these announcements only refer to half-day programs, but they do apply to our half-day pre-K students.

If school opening is delayed, the Extended School Morning Care will begin at 8:00 AM for safety

reasons, unless otherwise announced. If school should close early due to a weather emergency, ESP will remain open until 4:00 PM, unless otherwise announced. However, parents are asked to pick up children as soon as possible to assist staff who also need to travel in inclement weather.

In the case that Anne Arundel County is not in session or there is a need that is particular to the school itself, families will be notified via the alert system.

### **Communication with Parents**

*In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet.*

*Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after the change is effective.*

### **Non-Custodial Parent**

*Emergency information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.*

*Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.*

*School of the Incarnation does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.*

### **School Communication and Alert Solutions**

In a desire to be mindful of our environment, most communications from the school will be paperless. A weekly email blast 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 SOTI Studies. 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.

### **Harassment Policy**

*It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the 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.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.*

## *I. 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, at 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 this 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.*

## *II. Prohibited Conduct*

*A. For 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, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected 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 academic performance; or*
- (iii) Otherwise adversely affects an individual's educational 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, sex, national origin, religion, age, handicap or disability, gender identity or expression. "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.*

## *III. Procedure*

*A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.*

*B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.*

*C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.*

*D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.*

### ***Bullying 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.*

*Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.*

*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, sex, 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, at a school activity or event, or on a school bus; or,*
- substantially disrupts the orderly operation of a school.*

*Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.*

*Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).*

*Reporting forms are located in the main office and on the school's website.*

*<http://www.schooloftheincarnation.org/assets/files/Bullying-Reporting-Form.pdf>*

### **Transportation Bus**

Limited bus transportation is provided to some areas of Edgewater, Davidsonville, and Crofton. Call the school office for more information.

School of the Incarnation expects that our students will continue to exhibit our values while on the bus. However, specific rules and their enforcement are at the discretion of Wilson's Bus Service.

## **Arrival & Dismissal**

### Arrival

Children will be greeted by staff and safety patrols each morning between 7:45 – 8:15 AM. Cars (8-10 vehicles at a time) will line up in front of the main entrance. A staff or patrol member will open the car door to allow children to exit the car and enter the school. Students must always exit the car on the side closest to the curb. Parents may not park or drop off students in any other area. Parents who need to visit the school office should park in the center parking lot, escort their children and use the crosswalk to enter school through the main entrance. Students may not cross the crosswalk without the supervision of a parent or guardian.

Preschool, kindergarten, and first grade students will be dropped off at the preschool entrance. Preschool students only will enter through the preschool porch beginning at 7:45am. All other students will enter through the main entrance. Please refer to the diagram with Drop-Off Procedures found on page 48.

Dismissal-Bus riders and HOV riders will be called @ 2:50 PM and ESP shortly after that. Single preschool children will be picked up at the preschool porch entrance (at 2:30). Teachers/staff will walk preschool to the car and assist in opening and closing the rear passenger door for children. Parents who need to assist their children in securing car seats or seat belts after they have been loaded into the vehicle will pull forward to the designated area so that the dismissal process can continue without unnecessary delay.

Parents are required to turn off vehicles and proceed to the fire lane that runs in front of the school. Students will be walked out onto the sidewalk and stand in front of their respective lots, arranged by grade. Once all students have lined up on the sidewalk, parents may come to the sidewalk to pick up their children and proceed back to their vehicles. Each section of the parking lot will be permitted to leave upon the teacher's direction. Parents may not park on Symphony Lane and walk onto the school property to escort students off of campus during dismissal. All students walking off of campus will be dismissed at the end of dismissal at 3:05 PM. The cooperation of parents at dismissal is imperative to ensure the safety of all children and faculty members. Please refer to the diagram with Pick-Up Procedures found on page 49.

Students designated as walkers or bike riders should live within a two mile radius of the school and will require the written permission of a parent or guardian and the school administration in order to be released with these groups. This form will be sent home at the beginning of the year 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.

If a child needs to leave for an appointment, a note should be sent requesting the child's release from school. Individual students will not be released after 2:30 PM.

Students must be picked up by 3:00 in the dismissal lots. Parents arriving after 3:00 will be directed to the Late Lot. Late lot pickup will be available until 3:15. After 3:15, parents are considered "late" for pickup. Parents who are consistently late in arriving after 3:15 to pick up their children will be assessed an aftercare fee in their next scheduled FACTS payment. The fee structure is laid out below:

Number of late pickups per school year (after 3:15, 12:30 on Early Dismissal Days)	Fee per child late (pick up between 3:15 - 3:45)	Fee per child per additional half hour (3:45 - 6:00)
1-3	\$0	\$10
4-6	\$5	\$10
7+	\$10	\$20

## Admissions

School of the Incarnation determines admission decisions for new students 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.

### Admission Requirements

#### Pre-K Requirements

- The child must be four years of age by September 1st, as verified by a Birth Certificate.

#### Kindergarten Requirements

- The child must be five years of age by September 1st, as verified by a Birth Certificate.

#### Grades 1-8 Requirements

- The most recent report card and standardized test scores must be presented for evaluation.

All students will be scheduled for a screening before an admission decision is made.

Decisions for the appropriate educational environment for each child are based on multiple sources of relevant information. Discernment on what is the best educational setting for each child as well as the role of the family of the child in Church/parish life is of primary importance. The family, parish of the

family/child, and the administration of the School of the Incarnation work together in the admission process.

The priorities listed above are for admissions purposes only, not tuition determination. Families who worship at any Catholic parish will pay the “Catholic tuition rate,” as worshipping Catholics support Catholic education through parish giving. Families who worship elsewhere will pay the “Other Faiths tuition rate.” Tuition rates for the upcoming school year will be posted online as soon as they are approved by our School Board and the Archdiocese of Baltimore.

## **Financial Obligations**

### **Tuition**

School of the Incarnation participates with FACTS Management Company for tuition payment. All students must have a FACTS payment plan. A link to FACTS is found on the Parent tab of the school website. Through FACTS, families may choose one of two payment plans.

- Arrange for single payment-Due on or before July 20, 2019
- Arrange for monthly payments-Payments beginning July 2019-April 2020 FACTS does charge an annual charge to administer the payment plan of \$45.00

FACTS e-Cashier will allow you to make payment(s) by: • Check • Automatic checking or savings account deductions (U.S. Banks Only) • Credit Card(a merchant fee of 2.85% will apply to monthly payment plans when using a credit card)

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, money order or bank check will then be accepted. If fees are not paid by the due date, late fees will be issued for Registration (varies), Tuition Deposit (\$25), and Tuition (\$50) if the tuition was to be paid in full.

Upon acceptance of a student and execution of a contract, the full year's tuition shall be considered payable. If a student should leave the school for any reason after the completion of the contract, tuition payment or refund will be based on the following schedule:

% of Tuition refund

Prior to August 1st: 90% (less any collection fees)

Prior to the 1st day of school: 75% (less any collection fees)

Prior to November 1st: 50% (less any collection fees)

After November 1st: 0% (plus any collection fees)

Release of obligation is contingent upon School of the Incarnation receiving written notice prior to the student's actual departure date and the release of obligation will be determined based on the actual departure date. The school reserves the right to withhold all student records (with the exception of Health Records) until accounts have been paid in full. Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family (If an out-going student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full.) No enrollment will be permitted in any other Archdiocesan school while there are tuition and/or

fees outstanding.

### **Tuition Rates**

It is understood and appreciated the financial commitment and sacrifice families undertake in deciding to send their children to a Catholic school. And although paying for education is first and foremost the responsibility of a family, each school and the Archdiocese devote significant funds each year to financial aid programs that help assist families. In turn, our school communities' benefit by attracting students that otherwise would not be able to attend our schools.

The tuition breakdown is found below followed by more information on how our school works to make Catholic education affordable and accessible for all families who seek it.

2020-2021 rates	Full-day PreK4-Grade 8	Half-day PreK4
Catholic	\$7,950	\$5,166
Other Faiths	\$8,700	\$5,916

### **Grant & Aid**

We understand and appreciate the financial commitment and sacrifice that families undertake in deciding to send their children to a Catholic school. Although paying for education is first and foremost the responsibility of a family, each school, parish and the Archdiocese of Baltimore devote significant funds each year to financial aid programs that help assist families. In turn, our school community benefits by attracting students that otherwise would not be able to attend our schools.

Tuition Assistance is a need-based analysis of the cost of education vs. a family's ability to pay and these awards do not need to be repaid. To objectively assess what a family is able to contribute to its student(s) education expenses, an independent third party (FACTS Grant & Aid Assessment) is used. Tuition grants are available to families based on their financial need. Need is determined through an online FACTS application at <https://online.factsmgmt.com>. Tuition grants are awarded by the Archdiocese of Baltimore, School of the Incarnation and participating parishes. The Archdiocese is also contracted with FACTS so your application, if submitted by the Archdiocesan deadline, will be reviewed by them for assistance. The application deadline for grant and aid from the Archdiocese is February 28th. The application deadline for School of the Incarnation grant and aid is March 31st.

Tuition assistance may also be available through your parish. Please contact them directly for their procedure and timeline for applications.

Additional scholarship and grant opportunities from other charitable organizations are also available. Please visit our website for more details. Parents may apply for Tuition Assistance prior to receiving an offer of acceptance; however, financial aid decisions will not be available until late spring and students must be fully enrolled in order to receive Tuition Assistance.

*Progress Reports and school records may be withheld because of unmet financial obligations.*

### **Fees**

Application Fee: \$95 (non-refundable)

Registration Fee: \$100 (non-refundable)

8th Grade Graduation Fee: \$160. This fee helps to defray the cost of 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

### **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.

## **Attendance**

### **Absence**

Regular attendance is considered essential for learning at School of the Incarnation. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must email [attendance@schooloftheincarnation.org](mailto:attendance@schooloftheincarnation.org) by 8:15 AM or call the school's main office by 8:15 AM to report the reason for absence. 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.

All absences and tardiness become part of a student's permanent record.

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.

When a child returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

### **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 SOTI Studies 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 SOTI Studies 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. Therefore, work is typically not given before an extended absence. It is best for parents to contact teachers upon the child's return to determine the best plan of action to make up the missing work.

### **Lateness**

Students may arrive for official drop-off at 7:45. The school day begins at 8:00. Any student arriving after 8:15 is considered late and must report to the receptionist for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the teacher to receive the necessary communication or work that may have been missed due to lateness.

### **Truancy**

*Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.*

### **Excessive Absences/tardiness**

Parents/guardians of students who are excessively absent or tardy for unexcused reasons will be required to meet with the administration and a plan will be made regarding expectations for the student's successful completion of the school year. Excessive absences/tardies may result in retention or remediation.

### **Early Departure/Late Arrivals**

Parents are encouraged to schedule medical and dental appointments after school whenever possible. The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session. Individual students leaving early must be picked up by 2:30 PM. Individual students may not be dismissed between 2:30 PM and 3:15 PM. On early dismissal days, students leaving early must be picked up by 11:45 AM. Individual students may not be dismissed between 11:45 AM and 12:15 PM.

Children arriving after 9:45 or leaving before 1:30 pm are considered to be absent a half day. If a student arrives after 1:30 or leaves before 9:45, the student is marked a full day absent.

### **Dismissal**

Children will be dismissed from the parking lot daily. Preschool students only will dismiss at 2:30. All other students, including preschool children who are in carpools with siblings or older students, will dismiss at 3pm from one of two lots based on the family or carpool last name. Last names A-L will use the Maroon Lot. Last names M-Z will use the Gold Lot.

HOV and Bus riders will be called at 2:50 and ESP shortly after that. Gold Lot and Maroon Lot students will be dismissed at 3:00, followed by walkers. After 3:15, the parents of students who have not been picked up are liable to incur fees in accordance with the table on page 26.

Please review the diagrams in the back of the handbook for arrival and dismissal procedures.

### **Early Dismissal Days**

For early dismissal days, preschool students dismiss at 11:30. All other students dismiss at 12:15.

## **Discipline**

### **Statement on Philosophy of Discipline**

School of the Incarnation strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose 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 values code: As a child of God, I have integrity, I take initiative, I show inclusion.

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 orderly operation of the school, or that adversely affects the interests or reputation of the school regardless of where the conduct occurs is subject to disciplinary action.

### **Behavior**

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.

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. 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, nonviolent 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, violent or excessive physical contact.
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 or vaping on school property
6. Possession or consumption of any drug or look-alike drug while at school or while attending a school function
7. Leaving school grounds
8. Academic dishonesty
9. Physical displays of affection
10. Repeated infractions of the Student Code of Conduct

Behaviors which pose a threat to the safety and wellbeing 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. Non-Consensual physical contact of a sexual nature AND/OR Sexual Harassment
7. Repeated infractions of the Student Code of Conduct

Depending on the behavioral concern, an appropriate consequence will be issued including, but not limited to the following:

- Referral to office
- Parent call or conference
- Loss of privilege to participate in school or classroom event or activity
- Silent lunch and recess
- After school detention
- In and out of school suspension
- Loss of eligibility for extracurricular activities
- Behavioral contract
- Behavioral probation

- Expulsion

If a student is suspended for behavioral reasons, he/she may not participate in extracurricular activities on the day of the suspension and the two subsequent school days. Students are responsible for all work and assessments missed during suspensions. If a project is due that day, parents may be 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.

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

*An expelled student forfeits all privileges of the School of the Incarnation student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.*

## **Academic Dishonesty**

School of the Incarnation strives to promote students of integrity in their academic pursuits. Students commit academic dishonesty in the following ways:

### **1st Degree Offense:**

- Directly copying answers or materials from another student or students.
- Directly copying answers or materials from a literary or online source and asserting it as one's own work
- Using information, answers or materials during a test or quiz session that are not explicitly allowed.
- Acquiring and/or using test materials from the instructor or from a previous student to prepare or take an exam or assessment.
- Multiple 2nd degree offenses within a single academic year

### **2nd Degree Offense:**

- Improper citation of source material in a research report.
- Providing information about the questions and/or answers of an assessment to another student prior to that student taking the assessment.

1st degree academic dishonesty offenses will result in a zero for the assignment and an after school detention for their first infraction. Further 1st degree offenses will result in a zero for the assignment, a parent conference and additional consequences including but not limited to detention, suspension, behavioral contract and loss of eligibility for extracurricular activities

2nd degree academic dishonesty infractions will result in an after school detention for a first offense. A second offense will then be considered a 1st degree infraction and those penalties would apply.

## **Search and Seizure**

*School of the Incarnation reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.*

## **Articles Prohibited in School**

Articles prohibited in school include, but are not limited to, the following: controlled substances, drugs, synthetic drugs, alcoholic beverages, cigarettes or other tobacco products, incendiary/explosive devices, weapons "real or look alike", pornography or obscene materials, or stolen property. Other items not permitted at school unless an exception is made by the principal include: fad toys, cosmetics, electronic games, smartwatches, fitness trackers, and glass containers. Such items will be taken from the student and returned to parents. The school and its agents are not responsible for a student's personal possessions.

## **Cell phones**

Cell phones may not be used by students during school hours, at dismissal, during ESP, school functions, or other activities in the school building. Phones must be turned off, kept on silent or vibrate mode. Cell phones must remain in the locker or backpack at all times. Text messages may not be sent or received during the school day to/from others, including parents. Picture-taking or video filming with any electronic device is not allowed on school property or at school functions. Failure to follow this policy will result in the confiscation of the cell phone or electronic device. A parent must contact the school administrator to schedule an appointment to retrieve the phone. If a second offense occurs, the phone will no longer be permitted on campus. If a phone or 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, ESP, field trips, school functions, etc. unless an exception is made by the principal.

## **Phone Calls for Students**

Any communication between parents and children for important matters during the school day should be facilitated through the main office. Parents and students should not text or call on the child's cell phone during the school day.

## **Conflict Situations**

*Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.*

## **Care of Textbooks**

All student textbooks are the property of School of the Incarnation. These books must be covered with a removable 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). Locks on the lockers are optional. Students may use a lock of their choice but must give their homeroom teacher the combination and understand the school has the right to cut the lock off if needed.

## **Health and Safety**

**AHERA** – *In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.*

## **Maryland School Immunization Requirements**

*A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contraindication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.*

## **Dispensing of Medication**

*The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.*

*Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.*

## **Communicable Diseases**

*Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:*

- ❖ *Measles - regular or German (Rubella)*
- ❖ *Meningitis*
- ❖ *Whooping Cough (Pertussis)*
- ❖ *Hepatitis*
- ❖ *Rocky Mountain Spotted Fever*
- ❖ *Mumps*
- ❖ *Tuberculosis*
- ❖ *Lyme Disease*
- ❖ *Chicken Pox (varicella)*
- ❖ *Influenza*
- ❖ *Food Poisoning*
- ❖ *Human Immune Deficiency*
- ❖ *Virus Infection (AIDS and all other symptomatic infections)*
- ❖ *Adverse reactions to Pertussis Vaccine*
- ❖ *Animal bites/Rabies*

- *Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school.*
- *Students who have chicken pox are excluded from school until all lesions are scabbed over.*
- *Children with lice or nits may not attend school. A child may return to school when he/she is free of lice and nits. School personnel (usually the nurse) must examine a child to ensure the child is lice and nit-free before the child returns 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 (without fever reducing medicine) for 24-48 hours before returning to school. Remember, a child may be symptom-free and still have a positive strep 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.*

## **Other Health-related Issues**

Children who are ill in the morning, including a fever, should not be sent to school. A student must be well enough to participate in outdoor play as there is no alternative supervision available. A doctor's written and signed request is needed for a student to be excused from physical education classes or outdoor play. Children who have communicable illnesses must remain at home until the illness is no longer contagious. In most cases there should be a 48 hour waiting period after the first dose of medication. Children must be fever-free and not have vomited or had diarrhea for 24 hours before returning. If a student becomes ill during the school day, parents should pick the child up within an hour of the nurse's call. A secondary pick-up person should be designated if a parent is unable to pick up their child per the emergency form.

## **Health Records**

*Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.*

## **Head Injury**

*If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.*

## **Insurance**

*The school provides the option for parents to purchase health insurance for their children.*

## **Allergies**

*Parents must notify the school of their child's allergies, including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with him/her, the physician must state this requirement on the order.*

*School of the Incarnation has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.*

## **Bloodborne Pathogens**

*A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each staff handbook and on file in the office.*

## **Vision/Hearing Screening**

*The school follows the directives of Anne Arundel County Health Department and responds to parent's requests for individual testing if funding is available.*

## **Child Abuse and Neglect Reporting Policy and Procedures**

*Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.*

## **Visitors**

*In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building.*

## **Playground/School Supervision Provisions**

When weather permits, students will have a daily outdoor recess period. Staff will monitor students at recess. For safety reasons, students should walk to recess in a calm, orderly way. Students should listen to directions of recess monitors who are charged with maintaining student safety.

## **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 an adult. The staff lounge, workroom, boiler room and empty classrooms are restricted areas.

## **Supervision Before and After the School Day**

The school doors open at 7:45 AM for students arriving early. Early students will enter into Marian Hall where students will be seated with classmates at their grade level until 8:00. At that point, students will proceed to their homerooms. At the end of the day HOV and Bus riders will be called at 2:50 and ESP shortly after that. Gold Lot and Maroon Lot students will be dismissed at 3:00, followed by walkers. (On early dismissals, the process begins at 12:05 with HOV and bus).

*Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above.*

*If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.*

Students should not re-enter the building following dismissal. If a child has forgotten a book or materials, the parent should send a note to the teacher on the next school day.

## **Use of School Grounds**

The use of school grounds requires approval of the principal and adherence to all school policies. Students must be supervised at all times. School grounds and facilities are considered closed when the school is not in operation. Presence on school grounds without expression permission will be considered trespassing.

## **STUDENT SERVICES**

### **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.

### **SST Referral Process**

If a child is not progressing academically, the school may ask the parents to initiate, or the parents may initiate on their own, the process to request professional assistance from the local public school system. The Student Support Team Process (SST) is available to children who may need further

academic assistance. The SST process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial SST meeting with the SST committee from the child's local public school (School of the Incarnation must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary.

If an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), School of the Incarnation administrators will consult with the parents to determine the most appropriate academic placement for the child.

### **Before and After School Care**

A licensed morning (6:30 AM- 8:00 AM) and afternoon (3:00-6:00 PM) Extended School Program (ESP) 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. The fee structure is available on the school website. Please contact the office if you have questions about the program.

### **Lunch and Cafeteria**

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. A menu will be sent home monthly. Lunches cannot be refrigerated or heated. Lunches from outside restaurants should not be brought into the cafeteria with the exception of the child's birthday. 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. Soda and energy drinks may not be sent to school for a student's lunch. Students may purchase items from the cafeteria only during their grade level's assigned lunch period.

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.

### **Cafeteria Services**

The school's cafeteria is operated by an independent contractor. Meals and/or milk and other a la carte items may be purchased from food service each full day of school. When a 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 is low. Accounts with greater than a \$10 deficit at any time will be suspended until the account is replenished.

### **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.

## **Peanut-free Campus**

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.

## **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. Parents will receive information a week prior to the picture day. The purchase of these photographs is optional.

## **School Activities/Organizations**

### **Extra-curricular Activities**

School of the Incarnation believes holistic learning extends beyond the classroom. The school offers many activities focusing on leadership, service, the arts, technology, and more to enrich students' academic experiences through the Beyond Program. Eligibility for activities varies by grade level. A list of extra-curricular offerings is found at

<http://www.schooloftheincarnation.org/student-life/clubs-activities>.

## **Athletics**

School of the Incarnation seeks to educate the whole child and recognizes the importance of school athletics in promoting lifelong fitness and health. While the goal of athletic competition is victory, the athletics program also seeks to provide student-athletes with the opportunity to develop their skills and to learn to work with and respect teammates, coaches and opponents while demonstrating good sportsmanship at all times. Through such experiences, the student-athlete begins to recognize his or her own God-given talents and to use those talents for the good of the team. Student-Athletes must follow policies detailed in the Athletic Handbook, which can be found at

<http://www.schooloftheincarnation.org/assets/files/2017-2018-Athletic-Handbook.pdf>

## **Academic Eligibility for Extracurricular Activities and Athletics**

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 and discipline records will be monitored by the administration throughout the season. If a student-athlete is deemed ineligible academically, the student-athlete and coach will be notified by the Principal, Assistant Principal or Athletic Director. A follow-up 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. Academic and disciplinary standards apply to extracurricular activities including but not limited to: Student Council and National Junior Honor Society.

## **Field Trips**

*Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. Consent by phone is not accepted.*

*If, for some extraordinary reason, a student is unable to participate, it may be necessary for the student to remain at home. Fees must still be paid since the rates we are quoted reflect total participation. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.*

*Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, younger siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination.*

*All chaperones are required to complete Shield the Vulnerable training.*

## **PBIS- Positive Behavior Intervention and Support**

Positive Behavior Intervention and Support (PBIS) is an Archdiocesan adopted school-wide approach to discipline, and process for creating safer and more effective schools. The PBIS model is a research-based strategy supported by the state of Maryland and the Federal Department of Education. At School of the Incarnation, we pledge every morning, "As a child of God, I have Integrity, I take Initiative, and I show Inclusion." We pre-teach expectations for every area of the school, and reward students for showing the values. Likewise, when a student needs redirection, care is taken to re-teach expectations and include our values code in reflection and redirection.

## **Guidance, Counseling and Student Support Services**

In its ongoing commitment to the success of our students, School of the Incarnation offers a number of support services to promote the social, emotional, physical and academic well-being of the children we serve. Our school support staff includes a registered school nurse, licensed counselors, and certified special education teachers.

Highlights of our services include:

- Small group instructional strategies incorporated in a variety of content areas and grade levels.
- Special educators who provide supplemental instruction for students with documented learning differences.
- Resource team members who work closely with teachers to implement accommodations and develop instructional plans to best support students with learning needs.
- Special educators who collaborate with private tutors to facilitate individualized learning.
- Resource team members who advocate for students and families when psychoeducational evaluations are necessary.

- Resource team members who serve as liaisons between classroom teachers and outside service providers.
- Counseling staff and resource team members who provide organizational supports as needed for students.
- Counseling services that include small group and individual support for concerns such as social skills, anxiety, study skills, and conflict resolution.
- Speech and language therapy services that are provided onsite for students with documented needs through a cooperative arrangement with Anne Arundel County Public Schools.
- Occupational therapy services that are available onsite for students with documented needs through a private-pay, third-party arrangements.

## **Student Uniforms**

Students should be proud to wear the School of the Incarnation uniform. Uniforms should be neat, with shirts tucked in. Please put your child's name in all uniform components so, if an item is lost, it can be returned to its owner.

The school uniform is purchased from Flynn O'Hara, our uniform company. [www.flynnohara.com](http://www.flynnohara.com)  
 Burwood Village Shopping Center  
 1608 W. Furnace Branch Road  
 Glen Burnie, MD 21060  
 (410) 684-2816

Summer Option Dates: Summer option uniform may be worn from the beginning of the school year through Oct. 31 and April 1 through the end of the year.

Winter Option Dates: Winter option may be worn all year but must be worn November 1-March 31.

School Shoes-for all students:

- Option 1: (Students in kindergarten through 8th grade)--tan nubuck oxford/ dirty buck. Bucks must be laced and tied.
- Option 2 (required for pre-K and available to students in kindergarten through 8 as well)--tan Merrell slip-on shoe.
- Option 3: From April -June, 8th grade students may wear a solid brown (Sahara/light) authentic original sperry boat shoe. [Click here for sample.](#)
- Athletic shoes are worn on P.E. day only.
- No slippers, moccasin-style shoes, boat shoes, boots, or Crocs are permitted.
- If a medical condition requires students to wear a non-uniform shoe, a doctor's note should be submitted to the office. Students with medical exemption for shoes should wear athletic shoes (sneakers).

## **Girls' Uniforms**

Pre-K Girls

- Tan Merrell slip-on school shoe
- Maroon cardigan with School of the Incarnation logo (optional)
- Gray or maroon knee socks or tights
- White ankle socks (summer option only)

- *Option 1:* Plaid skort with banded-bottom shirt in maroon or white with School of the Incarnation logo (short sleeve or long sleeve) or knit polo in maroon or white with School of the Incarnation logo (short sleeve or long sleeve)
- *Option 2:* Drop -waist jumper no shorter than 2" above the knee with white blouse (Peter Pan collar, short-sleeve or long-sleeve). Maroon bike shorts should be worn under the jumper.
- *Option 3:* Gray pants (winter option) or gray walking shorts (summer option) with with banded-bottom shirt in maroon or white with School of the Incarnation logo (short sleeve or long sleeve) or knit polo in maroon or white with School of the Incarnation logo (short sleeve or long sleeve)

#### K - 5th Grade Girls

- School shoes (see options above)
- Maroon cardigan with School of the Incarnation logo (\*The sweater is optional for grades pre-K through 5, however, children may not wear a non-uniform sweater, sweatshirt, jacket, etc. over the uniform in class.)
- Gray or maroon knee socks or tights
- White ankle socks (summer option only)
- Plain black or brown leather belt are worn with gray pants or walking shorts (Required for grades 2-5; optional for K and 1).
- *Option 1:* Drop -waist jumper no shorter than 2" above the knee with white blouse (Peter Pan collar, short-sleeve or long-sleeve). Maroon bike shorts should be worn under the jumper.
- *Option 2:* Plaid skort with banded-bottom shirt in maroon or white with School of the Incarnation logo (short sleeve or long sleeve) or knit polo in maroon or white with School of the Incarnation logo (short sleeve or long sleeve)
- *Option 3:* Gray pants (winter option) or gray walking shorts (summer option) with with banded-bottom shirt in maroon or white with School of the Incarnation logo (short sleeve or long sleeve) or knit polo in maroon or white with School of the Incarnation logo (short sleeve or long sleeve)

#### 6th - 8th Grade Girls

- School shoes (see options above)
- Maroon v-neck sweater or sweater vest with School of the Incarnation logo (optional)
- Gray or maroon knee socks or tights
- Solid white ankle socks without designs, logos, or emblems (summer option only)
- Plain black or brown leather belt are worn with gray pants or walking shorts (Required for 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. Maroon bike shorts should be worn under the kilt.
- *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. Maroon bike shorts should be worn under the skirt.
- *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
- *Summer Option:* Short-sleeve maroon or white knit polo shirt with School of the Incarnation logo with above-mentioned kilt, skirt, slacks, or gray walking shorts.
- *Winter and summer uniforms are not interchangeable/ mix and match. For example, tights (winter uniform) may not be worn under shorts (summer uniform).*

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

### **Boys' Uniform**

#### **Pre-K Boys**

- School shoes (see above)
- (optional) Maroon v-neck sweater or sweater vest with School of the Incarnation logo
- Solid gray or solid white crew socks with no designs, logos or emblems.
- Gray pants (winter option) or gray walking shorts (summer option) with with knit polo in maroon or white with School of the Incarnation logo (short sleeve or long sleeve)

#### **K - 5th Grade Boys**

- School shoes (See above)
- Winter option-Gray slacks worn with maroon or white knit polo 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
- Solid gray or solid white crew socks without designs, logo, or emblems.
- V-neck sweater or vest with School of the Incarnation logo (optional)\*
- Plain black or brown leather belts are to be worn with gray slacks (Pre-K, K & 1 optional)

\* The sweater is optional. 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**

- School shoes (See above)
- Winter option-Gray slacks with monogrammed white oxford shirt tucked in, school necktie or bowtie, plain brown or black leather belt. On Monday only, long or short-sleeve maroon or white knit polo shirt with School of the Incarnation logo may be worn. Shirt must be tucked in.
- Summer option-Gray walking shorts with short-sleeved knit polo shirt tucked in, plain brown or black leather belt.
- Gray or white crew socks without designs, logos, or emblems.
- V-neck sweater or sweater vest with School of the Incarnation logo. (optional)\*

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

#### **Physical Education (P.E.) Uniforms (Boys & Girls K-8)**

- Summer Option: Gym shirt with School of the Incarnation logo and maroon gym shorts, appropriately sized; solid white ankle socks without designs or logos; athletic shoes (velcro closure recommended for younger students)
- Winter Option: Gray P.E. sweatpants and P.E. shirt with School of the Incarnation logo; White ankle socks without designs or logos; athletic shoes (Velcro closure recommended for younger students); P.E. shirt with School of the Incarnation logo is worn under sweatshirt. P.E. shirts may be worn untucked 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 hairstyles 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.

#### 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

#### Prohibited:

- Smartwatches and fitness trackers.
- 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

### **Uniform Violation**

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 an administrative referral for a Uniform Violation. Parents will be notified via email of the violation. After three violations, the student will be issued an after school detention.

### **Spirit Wear Attire**

Spirit wear days are distinct from out of uniform days and Tag days. Spirit wear days are special days designated by the principal when the students, faculty, and staff may come to school dressed in official School of the Incarnation spirit wear. These days usually fall on Friday or may be on a spirit night or any day designated by the principal. All spirit wear days will be listed on the calendar. Spirit wear days are optional, and if a student does not choose to dress in spirit wear on these days, he/she should come to school in the regular school uniform. The following are guidelines for spirit wear days:

- Students should wear an official School of the Incarnation spirit wear shirt\* which is one of the following acceptable school colors: maroon, gold/yellow, grey, white, or black.
- Any other School of the Incarnation spirit wear can be worn on these days with the exception of hats which may not be worn inside the building.
- Spirit wear that is defaced, torn, altered or written on is not permissible.
- 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 may be worn from August-November 4th and April-1st-June. Hair may not be dyed or combed in an unusual fashion.
- When the weather turns cold, spirit wear must be visible. For example: it would be unacceptable to be wearing a SOTI t-shirt which was completely covered by a Spalding sweatshirt.
- No hats are to be worn in school unless specified within the themes.
- 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.

\*Examples include: Always t-shirt, past school issued t-shirts of an approved color such as club shirts, SOTI PE t-shirt, or current SOTI athletic jerseys during the appropriate season.

### **Out of Uniform or "Tag Day" Attire**

- 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 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 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 may not be dyed or combed in an unusual fashion.
- No hats are to be worn in school unless specified within the themes.
- 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.

**If a student is improperly dressed on any out of uniform day, they will be given alternate clothing to wear or their parents will be called to take them home or bring a change of clothes.**

## **Used Uniform Sale**

The school holds used uniform sales throughout the year, typically in conjunction with HSA meetings and during the summer.

## **Backpacks**

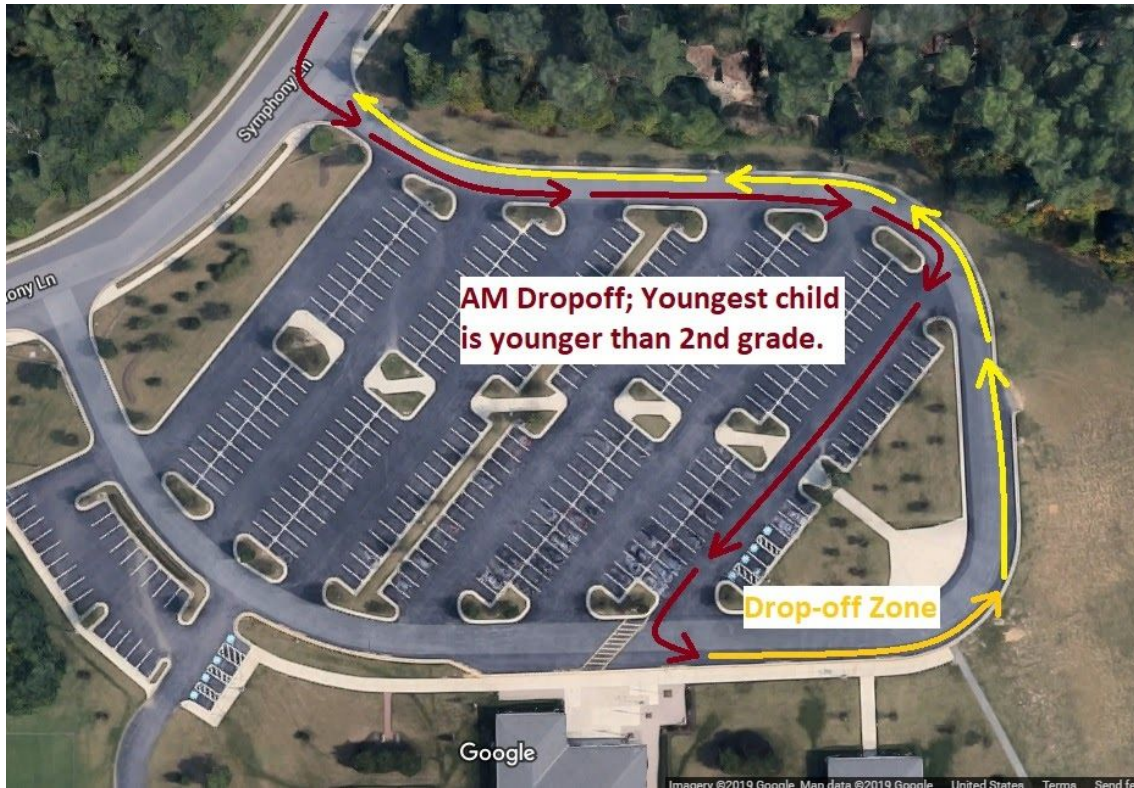
Backpacks may be any color or design, however, there should be no character, team, or celebrity backpacks used. Rolling backpacks are not permitted unless the student submits a written doctor's excuse.

## **Lost and Found**

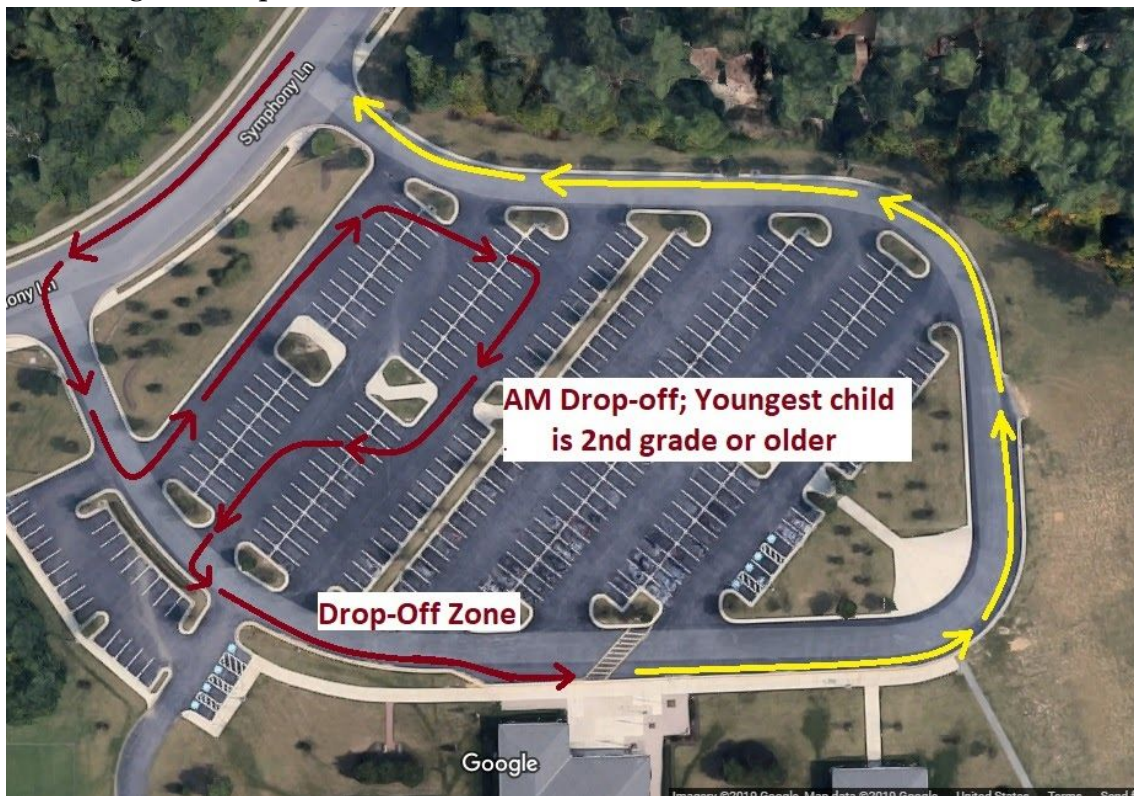
The school's lost and found is located in the front lobby. Items not claimed within 2 weeks are donated.

## Morning Drop-off and Afternoon Pick-Up Procedures

### Pre-K - 1st grade Drop-off



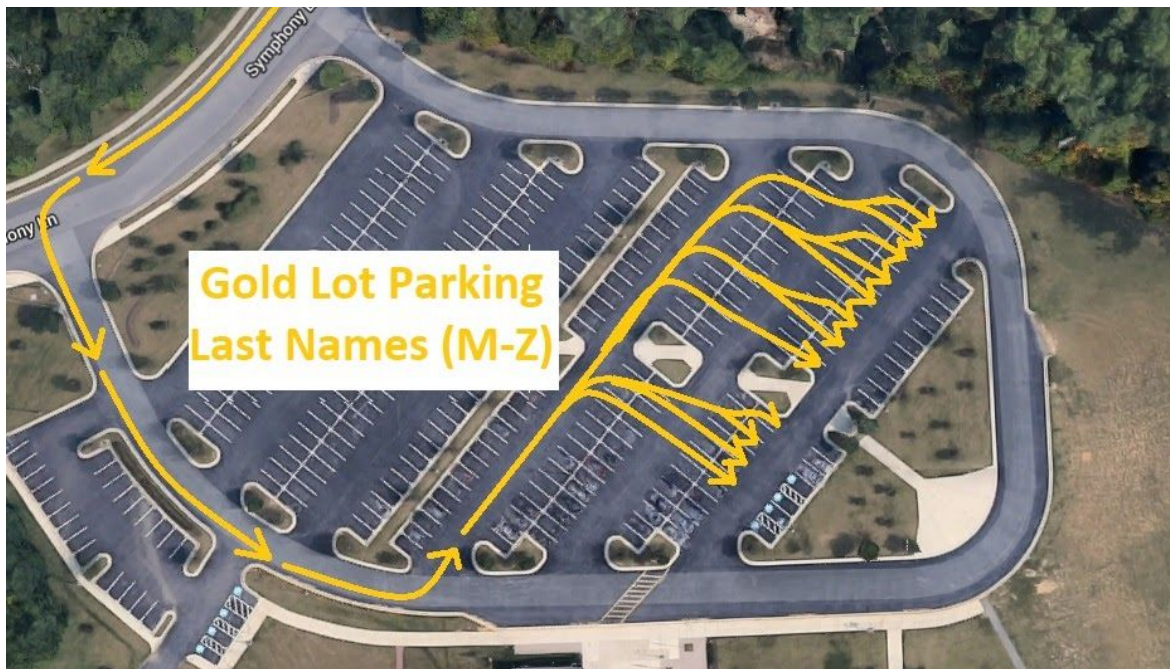
### 2nd - 8th grade Drop-off



### PM Pick-up Maroon Lot



### PM Pick-up Gold Lot



### PM Pick-up HOV Lane

