



Incarnation Catholic School  
Student and Family Handbook  
2019-2020

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# Introduction

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As a Catholic, and private institution, The Student and Family Handbook is the contact between Incarnation Catholic School and parents regarding the policies, procedures, and philosophies which will be observed in the course of educating the children entrusted to the school's care. All parents and students are responsible for the information contained within the ICS student and family handbook.

All parents are required to sign and return a copy of the Student and Family Handbook Agreement. Each student is required to present the completed form to his or her homeroom teacher on or before August 16, 2019. Due to the importance of acknowledging these responsibilities, students who do not return the form by this deadline may receive a detention, and may continue to receive a detention, each day the form is not returned.

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

In keeping with our tradition, we at Incarnation Catholic School:

- Inspire disciples of Christ;
- Challenge each individual to be a life-long learner; and
- Strive to live our Catholic faith through service to each other and the community.

## ***Belief Statements***

We, the students, faculty, staff and parents of Incarnation Catholic School believe that:

- Catholic education is an integral part of the Church's mission to proclaim the Gospel message of Jesus Christ, to build faith communities, to celebrate through worship and to serve others equally.
- Our school reflects the integration of Catholic faith with learning and life.
- Each student is a unique child of God.
- Mutual respect among and between students and staff creates a wholesome learning environment.
- Administration, faculty, parents and students are responsible for creating a successful learning environment.
- A successful learning environment is safe, comfortable, supportive, and challenging. This environment increases a student's potential for responsible decision making.
- Ongoing evaluation and improvement of the curriculum is crucial to the development of a sound educational program.

## ***Accreditation***

Incarnation Catholic School is accredited through the Florida Catholic Conference (FCC), and is a member of the National Catholic Educational Association (NCEA).

### ***Right to Amend***

Every effort is made to include all policies and procedures pertaining to the current school year. Circumstances may require administrators to apply the Handbook to unique and unanticipated situations. Final interpretation of the Handbook is the responsibility of the Principal. The administration of Incarnation Catholic School, along with the leadership of Incarnation Catholic Church, reserve to the right to amend, edit or change any part of this handbook at any time. Changes will be shared via e-mail if an amendment is made, and the amendment will be available online in the form of an additional document that will accompany the handbook.

# Enrollment

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## *Admission Policy*

Incarnation Catholic School has an open admission policy which no person on the grounds of race, color or national origin is discriminated against, nor does this school hire or assign staff on the basis of race, color or national origin.

## *Registration Procedure*

Contact the school office (813-884-4502) for information regarding registration and/or for the completion of registration forms.

Requirements for new students:

1. Original Birth Certificate, Baptismal Certificate, and Social Security card
2. Report card and testing results from previous school
3. Health certificate with verification of Florida immunization compliance
4. Age on or before September 1st:
  - Grade One - 6 years old
  - Kindergarten - 5 years old
  - Pre-K4 - 4 years old

For students transferring into the school, an evaluation of previous school records will be required as well as the completion of an entrance assessment. A brief interview with the principal may be required before final acceptance. Registration will not be complete until all of these requirements have been met. Financial and service hour commitment obligations from previous schools must be up to date.

All first year and new transferring students will be accepted on a conditional basis for a nine-week period. The purpose of this policy is to determine the student's ability to adjust to the school's philosophy and curriculum.

## *Students with Disabilities or Special Learning Needs*

The initial application for enrollment at Incarnation Catholic School involves an inquiry about the history of testing for special needs. If the parent indicates a history of psycho-educational testing, then the administrator will determine whether the specific needs of the student can be accommodated at Incarnation Catholic School. In order to receive special accommodations, documentation (i.e., psycho-educational documentation and/or medical reports) with recommendations from a qualified professional should be submitted to the school.

A Student Support Plan (SSP) may be formulated for students with special learning needs (e.g., learning disability, an auditory disorder, attention deficit disorder). Such learning needs must be

diagnosed by a qualified professional using authentic evaluation methods. The Student Support Plan outlines accommodations that are reasonable and appropriate to the needs of the student. These accommodations should not jeopardize the academic standards of the school, the standards of the school facility, and requirements should not place unreasonable financial burden upon the school.

In order to receive accommodations, a Student Support Plan must be on file along with documentation (i.e., psycho-educational documentation and/or medical reports). Parents are advised to schedule an appointment with the school counselor in order to initiate the Student Support process. A Student Support Plan will be based on the doctor's diagnosis and/or recommendations along with input from the student's parent(s), teacher(s), and school counselor with the approval of the administrator.

### ***Withdrawal Policy***

Families must notify the school in writing if a student is withdrawn from the school. The school will not forward records for students who withdraw with an outstanding balance. Tuition will be charged up through the day of withdrawal. Registration fees are non-refundable. Refer to the annual tuition schedule regarding return fees for any returned tuition payment.

# Family Responsibilities and Activities

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## *Tuition and Fees*

The pastor and administration, in consultation with the Advisory Board of Incarnation Catholic School, set tuition and fees. Tuition is charged on a yearly basis. There are several tuition payment plans available. A family can choose to pay directly to the school office in 1 or 2 payments (due in July and December) or monthly payments automatic electronic withdrawal through F.A.C.T.S.

All questions concerning billing should be directed to Mrs. Michele Moody, School Registrar, at 813-884-4502 or icsmmood@icstampa.org.

## *Collection*

All tuition and other financial obligations must be completed in a timely manner. A certified bank check, cash or money order must cover all insufficient fund checks, and there will be a \$20.00 ISF charge added to the amount due. No donations of money, goods or services can be accepted in lieu of financial obligations.

The school will employ all reasonable efforts to secure compliance with these regulations. Students whose families have any outstanding financial obligations may not be admitted to any final exams, may not be allowed to participate in any graduation ceremonies, may not be permitted to attend field trips, and/or will not receive final report cards until all balances are paid in full. Incarnation Catholic School may refuse to forward the students' transcripts to another school.

## *Parent Commitment Hour Information*

The Incarnation Catholic School Advisory Commission, with the cooperation of the Incarnation Parish Home and School Association (IPHSA) has a Parent Commitment Hour Program. The IPHSA plans fundraisers that require workers to donate their time, talent and treasure to generate funds that are used for various improvements.

We believe that children learn to serve by example. Parents, who are actively involved with their children's education, their commitment of time, and their finances to provide a Catholic education, foster the principles for success and stewardship.

Guidelines and Rules:

1. Each parent must fulfill 10 Commitment Hours:
  - 2-parent family = 20 Commitment Hours (6 hours must be fundraising hours)
  - 1-parent family = 10 Commitment Hours (3 hours must be fundraising hours)
2. Commitment Hours can be earned by donations such as: educational supplies, art supplies, office supplies (copy paper, stamps, stationery, card stock paper, and/or poster board), and maintenance or construction materials which have been specifically

requested by the school. No cookies, candies, cakes, or supplies for school parties are considered an appropriate donation to fulfill Commitment Hour requirements.

3. Parents are responsible for tracking their Commitment Hours and submitting them each quarter to the school office. Hours submitted that do not appear to qualify for credit will be reviewed by the Administration. The family will be contacted in writing for further explanation of the hours in question. Parents are encouraged to complete 50% of their hours by mid-year.
4. Each unfulfilled Commitment Hour will be billed at an hourly rate of \$50.00 for non-fundraising hours and \$75.00 for fundraising hours. If there is a family emergency or parent disability that the Commitment Hours cannot be fulfilled, please notify the school office before the April 1.
5. Parents who do not wish to participate in the Commitment Hour Program should notify the Principal at the beginning of the school year. An additional charge of \$1,150.00 (\$575 for single parent family) will be added to the tuition bill.

## ***Raffle Ticket Commitment***

Each family must raise \$150.00 through the Annual Sweepstakes Drawing. This is a requirement for all families and is separate from the commitment hours described above. This is a vital part of our fundraising needs and is a requirement for all families. Tickets can be sold by the families so this expense can be supported through outside sources.

## ***Donations***

Incarnation Catholic School is always grateful for donations but we request that you notify the office before bringing the materials so that it can be determined if they will be of use at school. Written acknowledgement of such donations should come from the school office. Monetary donations are to be accompanied by a letter stating the intention of the money at Incarnation Catholic School.

## ***Incarnation School Advisory Board***

The School Advisory Board shall assist in the operation of Incarnation Catholic School in order to provide a strong educational program based on Catholic values and to provide a sound fiscal policy for the operation of the school. The Board shall promote communications for the general welfare of the school in line with the religious, moral, cultural and educational purposes of Incarnation Catholic School and the Department of Education of the Diocese of St. Petersburg.

### **Name of Committee**

This standing committee shall be known as the Advisory Board of Incarnation Catholic School.

### **Authority and Relationship**

The Advisory Board is a standing committee of Incarnation Catholic School.

## Purpose/Aim

The primary purpose of the Advisory Board, in collaboration with the pastor, principal and faculty are committed to provide students within the school with a value based education centered on the teachings of Jesus Christ, so that they may be secure in their ability to address the challenges of our ever changing society. The Lay Advisory Board will assist the school administration in the needs of the educational institution set by the pastor and/or principal.

The pastor and/or principal shall establish the Advisory Board and has the power to appoint and the power to remove the members and officers of the Advisory Board with or without cause.

The Advisory Board is consultative in that it formulates, initiates, and administers certain projects essential to the success of Incarnation Catholic School.

The Advisory Board's functions include, but are not limited to the following:

Planning, policy development and formation, financing, public relations- marketing, development, facilities, and recommend nomination of new advisors.

## Membership

The Advisory Board shall consist of no more than 15 members. The Principal will appoint members for a 3-year term, which will begin in May after the initial inception of the Board. Staggered renewal of membership shall be the norm so that no more than ½ of the members' terms shall expire at the same time.

## Meetings

The full Advisory Board meets quarterly beginning in September. Standing Committees meet as needed. The Pastor and/or Chairperson can call special Advisory Board meetings.

## Amendment

The Advisory Board may recommend the by-laws to be amended and is subject to the approval of the Pastor.

## *Home and School Association*

The Home and School Association is a parents' organization working for the benefit of the school and its students. Its primary purposes are:

- To help parents and teachers work toward the ideals of Catholic education.
- To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
- To be a financial support group for the betterment of the school.

## *Volunteers*

The assistance of parents as volunteers in many different areas is needed and appreciated. Parents/guardians and any other adult who wish to help in the media center, classrooms, cafeteria, playground and in other areas will be required to follow the Diocesan policy on volunteers, which includes background screening and Safe Environment training. Volunteers must have passed an FBI/FDLE Level 2 Background Fingerprinting Check and completed Safe Environment Training for access to Children.

To schedule an FBI/FDLE Level 2 Background Fingerprinting Check through the Diocese of St. Petersburg, visit this website: <https://dospsep.org/>

To complete the SEP Training for Access to Children, visit this website: <https://stpetersburg.cmgconnect.org/>

All school volunteers must sign in and receive a visitor's badge in the school office. Please remember to sign out.

Parents/guardians should always come to school appropriately dressed. Short shorts, halter tops, tight and/or revealing clothing and sports gear are not considered proper dress while adults are on campus. We appreciate your cooperation in this matter.

# Communication and Records

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## *Contacting School Employees*

Families can contact school employees by sending written notes, making phone calls to the school, or sending e-mails to employees' school accounts.

When making phone calls, please use only the school's main number: 813-884-4502. Sometimes phone calls made from school will appear as a different number on caller ID; do not use this number to make a return call.

## **Conferences**

At no time should a parent/guardian be in doubt about his or her child's progress. Parents/guardians are able to view their child's academic progress at any time on Canvas or through direct communication with the teacher.

Parents/guardians wanting an appointment with a teacher or counselor during the school year should send a note or call the school office (813-884-4502), or contact them by e-mail to schedule an appointment. Please do not call or visit teachers or counselor at home or during the school day, including immediately before or after school. Faculty members have been asked to respond to parent contact within 24 hours, or the next working day if the message is left on a weekend, of receiving the e-mail, letter, or phone call.

Students who wish to do so may request a conference with a teacher or counselor before or after school or at a time convenient to both during the day.

## **Parent/Guardian Concerns**

Concerns about a student's academic progress and/or conduct should be discussed with and hopefully resolved with the faculty or staff member directly involved. If additional concerns remain, the next step is a conference with the faculty member, parent and administration. Issues still unresolved after these steps may require Pastor/Church and/or Diocesan involvement. Concerns should first be addressed with the teacher involved. Oftentimes a small solution is required and with good communication larger problems and concerns can be avoided.

## *Family Contact Information*

Parents/guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. The school will then update our systems accordingly. It is extremely important to notify the school of any changes, so that serious accidents or illnesses can be reported to parents/guardians.

## ***Custody Arrangements***

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Student's names will not be changed from what is stated on official records (birth, Social Security, Baptism) unless the school receives a court document changing the name.

If applicable, parents are requested to submit the custody section of their divorce decree.

## ***School Notices***

In order to keep parents and guardians well informed, an updated calendar and lunch menu will be provided on the school's app. Newsletters will be e-mailed and posted on the ICS app for the entire year. Parents/guardians are asked to read carefully all school communications. The students' work papers and tests will be sent home at the teacher's discretion in a timely manner. All parents can find the app by going to either iTunes App Store or Google Play and search Incarnation School Tampa.

All report cards will be distributed to the families shortly after the end of each quarter via email, unless the student has an unpaid balance owed to the school. Please ensure the school has your family's proper email address in our records so you receive all report cards.

Parents are able to access their child's grades at any time through our Canvas program. Grades should be available within one week of most tests and assignments. Grades for longer or more detailed assignments may require more time. Parents will be notified at mid-quarter time to check grades, but no written mid-quarter reports will be sent home.

### **Distribution of Flyers**

Flyers requested to be sent home for non-school and non-parish related announcements will incur a \$50.00 annual fee for time and labor involved in distribution. The person or group requesting their distribution must supply hard copies of these flyers. Flyers must be approved by the administration before distribution.

## ***Behavior Checklists and Questionnaires***

In order for teachers to complete behavioral questionnaires and/or checklists, or to share information about a student with anyone other than a legal guardian, a "Consent to Exchange Confidential Information" form must be signed by the parent/guardian and be on file at Incarnation Catholic School. Questionnaires from physicians or psychologists must first be turned in to the school counselor who will forward them to the teacher for completion. Upon completion, the forms will be mailed or faxed to the professional by the school counselor.

## *Notification of Rights under FERPA for Elementary and Secondary Schools*

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance regarding FERPA, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## ***Student Records***

Incarnation Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No original records will be given to parents to transport to the new school.

All forms indicating a request of records, transcripts, or recommendations should be submitted to the school office. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

# Safety and Security

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## *Transportation*

### Traffic

The safety of the students is the highest priority of the school. Parents/guardians must follow the drop-off or pick-up line procedures, and allow the safety patrols or school personnel to assist their child (ren). Parents/guardians should follow the directives of faculty and safety patrols during the drop-off in the mornings and during pick-up at dismissal time.

Families have two options for drop-off and pick-up:

- 1) Carline
  - a. Drivers must follow the proper route to the back of the school
  - b. Drivers must remain in their vehicles at all time as they proceed through the carline
  - c. School personnel or approved students will open all vehicle doors to allow children to exit or enter
  - d. The appropriate VosRi card must be shown to the proper personnel to be scanned for pick-up in the afternoon
  - e. If a child needs assistance getting in or out of the vehicle, we recommend families either use the walk-up gate, or move through the carline to a parking space which does not block the flow of other drivers
- 2) Walk-up
  - a. Families who wish to park their vehicles and walk onto campus may utilize the gate at the front of school, located near the old flagpole
  - b. Morning drop offs allow families to walk the child to the classroom
  - c. Afternoon pick-up requires appropriate VosRi cards which will be scanned by proper personnel and children will come to the gate

This procedure takes only 15 minutes, after which all gates will be locked. Therefore, parents/guardians cannot park and enter the school campus through the gates after they are closed. If a child is brought to campus after gates are closed, they must go to the main office and be properly checked into school.

Please refrain from speeding in the parking lot or cutting in front of other cars. The safety of everyone on campus is imperative and we require all drivers to act in a safe and courteous manner at all times. Families who do not adhere to safe driving policies will be subject to corrective actions.

Cell phones are not permitted in active unloading/loading zones. All No Parking Zones and Fire Lanes are strictly enforced. Cars are only permitted to be parked in designated parking places.

## Normal Drop-off Procedures

From 7:00 to 7:30 a.m. students can be dropped off in the Hillsborough Avenue parking lot. Students can enter St. Michael Hall for Morning Care during this time. When Morning Care begins, cars should not park in front of St. Michael Hall.

From 7:30 to 7:45 a.m., morning drop-off for all grade levels takes place. Cars should enter the Pavilion parking lot behind the school's Media Center. Students are to be dropped off only in the active loading zone (facing east, closest to the Pavilion). Active loading zones will be identified by a safety patrol located at a traffic cone. Students are not to be dropped off in front of cones that are not attended by a safety patrol or by school personnel. Cars must exit the Pavilion parking lot behind the school's Media Center.

During morning drop-off, student safety patrols and Eighth Grade Ambassadors will assist with younger students. Drivers should remain in their vehicles and help keep the flow of traffic moving. Students may not be dropped off in the main office during morning drop-off time. Please refer to the handbook section regarding school procedures for details about students arriving late.

## Normal Pick-up Procedures

Parents have two options during dismissal. Parents may park and walk, or parents may use the carline. If using the carline, drivers must remain in the vehicle.

### 1) Afternoon pick up if you want to park and walk...

Some parents would rather walk their child to their car



- Please park and walk to the entrance gate near the flagpole
- A teacher will be there to call your child
- Your child will walk to the gate and leave with you
- No need to go to the office
- Please use caution when walking to and from your car as carline will be moving around you.
- You will not be entering campus but your child will come to you

## Important notes...

- Please do not be on your cell phones during carline. This is the best time for you to talk to your children about their days...don't miss the opportunity
- Keep alert for fellow drivers and those walking
- Remember we are a community of faith who are kind and considerate towards each other...please do not cut off fellow parents or get upset with anyone as we are all trying our best to work together
- Honking of horns only causes nervousness and worry...we ask you not to honk on campus

If someone other than the parent/guardian is picking up the student, please send the school notification (written, electronic, or phone) in advance of the student being released. Please make this driver aware of the pick-up procedures and locations.

### **Rainy Day Drop-off and Pick-up Areas**

In the event of severe weather, all families will park in any open spaces and proceed into the school to pick up their child from the classroom. Teachers will only dismiss children to the proper adult.

### **Walking and Riding Bicycles**

An e-mail or a written and signed note from a parent/guardian must be on file in the office for any student who wishes to walk home or ride a bike home from school. The note should specify whether the permission applies to a particular date or to the entire school year. Walkers and bikers must check out from the school office at the end of the day. Students who walk or ride bicycles must obey the crossing guards and safety patrol members at all times.

Helmets are required by law for all students who ride bikes. Bicycles may not be ridden on the school grounds. Incarnation Catholic School takes no responsibility for bicycles stolen or damaged while parked on school grounds. Please communicate with the office regarding locations to store the bikes during the school day.

## *School Procedures*

### School Hours

Faculty	7:30 a.m. to 3:30 p.m.
Students	7:45 a.m. to 3:00 p.m.
School Office	7:30 a.m. to 3:30 p.m.
Extended Care	3:20 p.m. to 6:00 p.m.

At Incarnation Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

### Arrival

No adult supervision is provided on the grounds before Morning Care. Therefore, students may not be on the street or outside the school at these times. It is for the protection of the students that this rule is strictly enforced.

Morning Care supervision is available from 7:00 a.m. until 7:30 a.m. All students who arrive on the school grounds before 7:30 a.m. must be in Morning Care in St. Michael Hall. Students are to arrive between 7:30 a.m. and 7:45 a.m. and report to the Pavilion. Students with or without parents will not be permitted to wait in hallways before the 7:45 a.m. bell.

Students in all grades who arrive after 7:45 a.m. will need to sign in in the main office. For safety reasons, parents will need to accompany their child to the front office to be signed in if no faculty member is present.

### Dismissal

Dismissal takes place for all students at 3:00 p.m. Please check the school calendar for early dismissal dates. Signing students out early is disruptive to the class. Students that will need to be dismissed early for various reasons will need to make arrangements with the front office prior to 2:30 p.m. Furthermore, the school will not allow students to be released early on a regular basis for any reason. Students who are involved in after school sports or clubs will remain with the homeroom teacher until 3:20p.m. and then they will be dismissed to the appropriate personnel supervising the activity.

Faculty members and safety patrol members are on duty for the safety of the students. Therefore, this is not an appropriate time for a conference with your child's teacher.

After Care Program supervision is available from 3:20 p.m. until 6:00 p.m. All students who have not been picked up by 3:20pm will automatically be placed in the After Care Program, and parents will be charged at the daily rate. The rate is \$12 per day for one child, and \$7 per day per each additional child. Students who are still in the After-Care Program after 6:00 p.m. will incur an additional charge of \$1 per minute per child. Students involved in after school activities

such as sports, choir, or clubs who have not been picked up 10 minutes after the end of the activity will be automatically placed in the After Care Program, and parents will be charged at the daily rate.

Avoid calling the school office to make after school plans, leave messages or to tell children to go to After Care. We cannot guarantee the child will receive messages left on our phone system in a timely manner. They will be sent at 3:20p.m. if they have not been picked up.

No adult supervision is provided on the grounds after the After Care Program. Therefore, students may not be on the street or outside the school at these times. It is for the protection of the students that this rule is strictly enforced.

## Emergency School Closing

During hazardous weather conditions, the decision to close Incarnation Catholic School will rest with the administration, in consultation with the pastor, when necessary.

If possible, the school will send an instant alert notification when school is closed due to inclement weather. The school will also attempt to notify local news stations. If Hillsborough County Public Schools are closed, then Incarnation Catholic School will also be closed. If the Diocese of St. Petersburg Catholic Schools are closed, then Incarnation Catholic School will also be closed. If neither of these names appears in the news, then look specifically for “Incarnation Catholic School.”

In the event that school must be dismissed early, parents/guardians will receive notification outlining the emergency procedures through the school App. Please keep your information updated with the front office. A parent/guardian may come to the office and sign the student out. Students will not be permitted to walk or ride bicycles home during any emergency.

## Emergency Evacuation Drills

Fire drills are held at monthly intervals. They are required by law and are an important safety precaution. Students should know the specific directions for leaving each of the rooms in which they have class. The directions are posted in each room. It is essential that the evacuation of the buildings be orderly and efficient. Students are asked to follow emergency procedures posted in classrooms and directions given by teachers. Emergency drills including tornado, lockdown, and evacuation drills are also held on a regular basis.

### Fire Drills

During fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Return to building when signal is given.

## Tornado Drills

During tornado drills, students should follow these regulations:

- If inside a classroom
  1. Drop to the floor and use their desks for cover,
  2. Keep silent, and
  3. Face away from the windows.
- If in the school, but outside the classroom
  1. Drop and cover their heads, and stay against a wall, and
  2. Keep silent.
- If outside
  1. Follow directions from the nearest staff member. Students may be instructed to enter the nearest building or classroom and follow the rules of that location.

## Inclement Weather

Students in classrooms when a weather emergency arises may be instructed to remain in their current location until the conclusion of the weather emergency.

A weather emergency may arise while students are outside, such as during PE class or recess. Those students will be instructed to drop all equipment, walk quickly through the gate and enter the main building. They should form lines on both sides of the hallway, remain silent, and listen for instructions.

## *School Grounds and Property*

### Use of School Grounds

Incarnation Catholic School will not be responsible for any accident occurring on the grounds during weekends, vacation days, or non-school related events. Accidents occurring due to failure to follow rules during school hours are not the responsibility of Incarnation Catholic School.

Many students remain at school after school hours to participate in school activities such as sports teams or aftercare. Children who are on school property but are not participating in a school activity must be under the supervision of a parent/guardian or an adult designated by the parent/guardian.

From 3:20 to 5:30, the playground is reserved for After Care. Children who are not enrolled in aftercare at that time are not permitted on the playground.

### Recess

Recess takes place on the playground, the field, and under the pavilion. Students will play only in assigned areas and observe safety rules on all playground equipment.

Students are expected to be at recess when their class is at recess. Teachers may require students to miss recess. Students must seek permission from the recess supervisor if they wish to spend recess somewhere else.

Contact sports are not permitted. Unacceptable language or behavior or the improper use of the equipment will not be tolerated and appropriate action will be taken. The school provides sports equipment to be used during recess periods.

At no time should any student be near the fence or property of any neighbor of the school property. Calling, teasing, or petting animals that belong to these neighbors is strictly forbidden.

## Rules

- Students should play only on the designated playground area. The blue and yellow 10-station Physical Fitness equipment is for students from Grades 1 – 8 both during the school day and during extended care hours.
- The playground behind the Media Center is for grades PreK-3, PreK-4 and Kindergarten.
- Students should use the playground equipment in the manner in which it was intended.
- Slide sitting down, feet first. No walking up the slide, no sliding backward, or sliding headfirst.
- Follow the rules of the games.
- If a ball is hit or kicked from the playground area, seek permission to retrieve it from the playground supervisors.
- When the signal is given, all students should stop playing at once and prepare to go to the cafeteria or to their classrooms.

Adult supervisors should be notified immediately of injuries or problems.

Permission to leave the playground area must be obtained from adult supervisors, who will then notify the office that a student is on his or her way.

## Cafeteria

The school cafeteria manager will be responsible for making up the monthly lunch menus and teachers on cafeteria duty are responsible for maintaining a proper atmosphere during school lunch periods.

Students have twenty minutes of cafeteria time. Students may bring their own lunches or they may purchase lunch in the cafeteria. Lunch bags or boxes should be clearly marked with the student's name and grade. Please do not send foods that need to be heated; the microwave is not for student use. Students are responsible for cleaning their area before leaving the cafeteria. Proper table manners are to be observed throughout lunchtime.

All families must use the approved meal payment system established by the school. Students who forget their lunch will be given a peanut butter and jelly sandwich and a drink; no charging is allowed.

## Rules

- Show respect for all and be quiet during prayer.
- Raise your hand for permission to leave your seat.
- Use a conversational tone for talking, and be silent when an adult is speaking on the microphone.
- No touching other people's food or drink containers.
- No inappropriate use of food and/or drink (*i.e. throwing food across table*)
- Seats may not be saved when entering St. Michael Hall. Additional chairs may not be added to tables.
- Running is not permitted.
- Clean your own area. Pick up your trash and dispose of it properly, stack trays neatly in a pile, and check the floor for dropped items.

## Lockers and Student Desks

Students will be expected to use only the lockers and/or desks assigned to them and keep them clean and neat at all times.

Personal locks may be brought from home to secure assigned lockers. Combinations and/or extra keys must be given to homeroom teachers. The school reserves the right to remove any lock as necessary; as joint property of the school and student, lockers, student desks, and cubbies may be inspected at any time. Lockers and desks may not be decorated.

## School Property

The parent of a child who intentionally or carelessly destroys or damages any furniture, iPads, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. The student will pay a fine or replacement for damaged or lost items before any final reports, transcripts, or diplomas are presented.

## Textbooks

Hardbound textbooks belong to the school and are rented to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Textbooks used by the students must have proper book covers. No writing in textbooks is permitted. Textbooks are assigned by number to the students and if the book assigned to the student is missing when periodic book checks are made, the student will be charged the full replacement cost of that book. Students are required to have a sturdy book bag for their books. Students are not permitted to have rolling book bags or suitcases.

## Asbestos Management Plan

The Incarnation Catholic School office maintains the Asbestos Management Plan, which is available for review upon request.

## Office Phone

The use of the office telephone will be limited to calls regarding an emergency or illness. Students will not be permitted to call for missing work, assignments, clothing items, PE clothes, or to arrange for after school plans.

## Use of School Logo

No one may use the school logo for any reason without the expressed written permission of the administration.

## Photographs at School Events

Parents and students like to take photographs at important school events and activities. Some of these photographs include other school children. Please be aware that there are many families that do not want their children's photographs published under any circumstances. Parents and students must refrain from publishing or posting photographs that link other children to Incarnation Catholic School.

## *Visitors*

### Delivering Items for Students

To minimize disruptions and maximize the learning environment, items such as forgotten lunch or homework should not be delivered to students during the school day. If a student forgets lunch, lunch will be provided by the cafeteria.

### Individual or Class Events

School visitors (volunteers, parents/guardians, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when entering the building for any reason. All visitors are required to wear a designated badge that may be picked up in the office. Visitors who are on campus for individual or class events must have passed an FBI/FDLE Level 2 Background Check and completed the SEP Training for Access to Children. Visitors are to sign out at the time of departure.

To schedule a FBI/FDLE Level 2 Background Check through the Diocese of St. Petersburg, visit this website:

<https://dospsep.org/>

To complete the SEP Training for Access to Children, visit this website:

<https://stpetersburg.cmgconnect.org/>

To provide a consistent environment for the children, parents/guardians may not eat lunch in the cafeteria. Parents/guardians are welcome to sign their child out to have lunch off campus and then sign the child back in upon return to school.

### **All-School Events**

Parents/guardians do not need to sign in at the office to attend all-school events such as Masses, assemblies, or academic competitions.

### **Recent alumni**

After students have graduated from Incarnation Catholic School, they often want to return to visit their former teachers and classmates. While their presence must not interfere with instruction, faculty and staff also are glad to see them and hear about their experiences. Sometimes these students wish to give service or fulfill community service hours. As with visits from adults, these visits need to be arranged in advance. Former students should bear in mind that members of the faculty are more available at the end of the school day. High school friends of alumni must have signed parental permission before they may visit with an alumnus.

## ***Personal Items***

Every personal item such as clothing, lunch boxes or bags, books, etc., should be labeled with the student's name, grade and room. Most lost items will be placed in the lockers in the main school hallway. Lost items of higher value will be kept in the office. All unclaimed items will be disposed of periodically. Parents are asked to update name labels on articles of clothing that they may have purchased at the used uniform sale or received from other families. Please return any items that come home by mistake.

### **Prohibited Items**

During the school day and Extended Care program, articles which are expensive (such as jewelry), hazardous to the safety of others, interfere with school procedures, or personal items such as but not limited to MP3 players, iPods, card collections, playing cards, finger spinners, and hand-held electronic games, are not permitted on school grounds. Items that are a distraction to a teacher or a class will be taken from the student and returned only to the parent upon request and in accord with the individual teacher's policy. The school will not be held responsible for such items that may be lost, stolen or damaged while at school.

Teachers may grant permission to students to bring and use otherwise prohibited items for academic purposes. In these cases, the students are only permitted to use the items for the purpose described by the teacher and during the time designated by the teacher.

### **Money**

Students should never have more money with them at school as there is no need for them to use it. Should parents need to send in money for various reasons, students should give this to their homeroom teacher at the beginning of the school day. The school is not responsible for loss or theft.

## Search and Seizure

To maintain the health, safety and welfare of the students at Incarnation Catholic School a search of a student's personal belongings may be conducted when the administration deems it necessary for the safety of the school. If possible, parental notification will be made prior to searches, but is not required.

## *Health Information*

### School Entry Health Examination

Students in grades Pre-K through 12 who are making their initial entry into a Florida school must present a record of a physical examination completed within the past 12 months.

A current Florida Certification of Immunization (Form DH 680) is required to be on file in the school office for all students.

### Illness and Injury

Any student who is sick or injured is sent to the school office and, if condition warrants, parents or authorized adults are notified. According to state law, medicine of any kind may not be provided to any student by a teacher or office staff. Students are not permitted to have any medications, prescribed or over-the-counter, with them while at school. Authorized school personnel will assist students in the administration of medication under the following conditions:

- A medication permission form must accompany each prescription and over-the-counter medication sent to school. This form must be obtained from the office, completed by a parent/guardian, and returned to the office before any medication will be administered.
- Prescription medication must be delivered to school in the original prescription container. The label must indicate the student's name, name of medication, physician's name, dosage and frequency. Sample medication must be accompanied by orders from a physician.
- Over-the-counter medication can only be given to a student if it was supplied by the parent/guardian and appropriate forms completed.

The office staff will keep a log indicating the name of the student, name of the medication, date and time the medication was taken, and will be initialed by office/clinic personnel. The office/clinic staff or teachers may not care for injuries which happened at home, change bandages put on by a doctor, diagnose, prescribe treatment or treat other than by first aid.

Failure to have current immunizations and vaccinations will result in the student not being permitted to attend Incarnation Catholic School. Additional boosters should be reported in order to keep health records up to date. The Catholic schools in the Diocese of St. Petersburg do not recognize a religious objection to immunization. This policy was effective beginning in the 2011-2012 school year.

Parents/guardians should always inform the office and teachers of any medical problem and any limitations or restrictions (such as, but not limited to, allergies, asthma diabetes, epilepsy, etc.).

Parents should inform the office and the student's teachers each year about medical conditions that are of concern. Do not assume that other personnel have passed on the information.

### **Head Lice**

A child diagnosed with having head lice or nits will need to be picked up from school immediately, will be excluded from school and will not be permitted to return until free from lice and nits. Parents will be notified when lice or nits have been found in their child's class. Children sent home with lice or nits must receive office clearance before they are allowed to return to class. We ask that the parent/guardian accompany the child for their recheck.

### **Communicable Disease**

We request your continued cooperation in assisting us to control the spread of communicable diseases at school. Please do not send a child who is ill, vomiting, or running a fever to school. Students must be without fever for at least 24 hours prior to returning to school.

### **Child Abuse Laws**

Incarnation Catholic School abides by Florida Statute 415. This law mandates that all cases of suspected abuse, neglect, or exploitation be reported to the Florida Abuse Registry. Reporting by professionals as defined by the law is conducted using the established procedures.

# Conduct

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## *Code of Conduct*

### Introduction

Excellence in education requires discipline in many ways. Parents choose to send their children to Incarnation Catholic School knowing that our style of education, code of conduct and values in speech and dress, are different from that of many other schools, for it is based on the teachings of Jesus Christ. We are commanded by Christ to love one another. It is important to know that His love flows from respect for one another and this leads us to rules, regulations and guidelines that insist upon mutual respect as the basis for the love that binds a Christian community together.

Enrollment at Incarnation Catholic School implies the willingness of both parents/guardians and students to comply with the policies and regulations of the school. In order to realize the school's aims, the parents and students must agree with and support the philosophy of the school.

Incarnation Catholic School reserves the right to dismiss any student who fails to respect these regulations of the school.

Parents are expected to support the school so that the student will learn his or her responsibility toward carrying out school policies. The cooperation of parents is essential to the maintenance of a Catholic school environment as parents are the primary educators of their children. It is expected that each student develops the principle of self-discipline in order to benefit from the learning experience and Christian atmosphere provided by Incarnation Catholic School. However, if these standards are not met, parents/guardians will be notified and action will be taken. Incarnation Catholic School strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. We, at Incarnation Catholic School, condemn any form of harassment and will address all credible allegations in accord with the diocesan policy. See the Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors of Catholic Schools in the Diocese of St. Petersburg.

## Core Qualities

As Disciples of Christ and students of Incarnation Catholic School, we will uphold the standards of our God and school. The core qualities for Incarnation students are respect, love, and kindness. Throughout our time at Incarnation, we will serve God and our school by developing a strong foundation in academics, faith, and relationships.

## *Positive Reinforcement*

Students who demonstrate the desired conduct will receive positive reinforcement. Positive reinforcement may take the form of praise or tangible rewards depending on the teacher and/or grade level. The ultimate goal is for each child to behave according to the expectations without extrinsic rewards..

## *Bullying and Harassment*

Students engaging in bullying, cyberbullying, or harassing behavior, seriously, in jest, or online, may face consequences at school.

## Anti-Bullying Policy

The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment. Bullying is defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening or shunning committed by one or more children against another. The victims do not intentionally provoke these negative acts, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. As Christians, we are called to follow Jesus' example and teaching to love our neighbors, and even our enemies, as ourselves. As bullying violates the teaching and modeling of Christ, it is not acceptable behavior at Incarnation Catholic School. Reported bullying situations that occur at school will be investigated and appropriate disciplinary actions will be taken.

Bullying can take many forms but may be:

- Physical: e.g. hitting, kicking, taking or hiding belongings, tripping, punching.
- Verbal: e.g. name calling, teasing, insulting, writing unkind notes.
- Emotional: e.g. spreading rumors, tormenting, humiliating, manipulating friendships, blackmailing.

If a student experiences bullying, he or she is advised to:

1. Tell the student who is bullying to stop, making it clear that the behavior is unwelcome.
2. Walk away from the situation.
3. Report bullying incidents to school personnel (teacher, school counselor, principal, etc.) immediately.

Retaliation with physical or verbal abuse will not be condoned and will be treated as a punishable offense.

Bystanders witnessing an act of bullying also have the moral responsibility to intervene and attempt to deflect, deflate, deescalate or stop the bullying action.

### Cyberbullying

Cyberbullying is the sending of threatening or cruel e-mails, instant messages, or text messages, the creation of websites that ridicule others, or taking and posting or distributing embarrassing photos.

Engagement in online blogs such as, but not limited to, Facebook®, Twitter®, Instagram®, Snapchat® etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### Harassment

Incarnation Catholic School, Tampa, FL strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools and centers that addresses behaviors that interfere with fulfilling the school's mission. We at Incarnation Catholic School condemn any form of harassment. Concerns should be reported directly to the school/center administrator. All credible allegations will be addressed according to the Diocesan policy.

## *Discipline Policy*

The intention of our discipline policy is to create disciples of Christ. All students are responsible for their behavior and their actions. The general rules of conduct are based on the mutual respect, health, safety and welfare of all students, staff members and adult volunteers. Appropriate behavior is expected of all students in the classrooms, in church, in the lunchroom, in restrooms, on the playground, on field trips, at school-sponsored athletic events, in After Care, and all other school-sponsored events. Incarnation Catholic School relies on the joint partnership between school staff and parents in fostering positive behaviors. Cooperation and support from the parents is necessary and expected. This will encourage students to learn from previous mistakes and make good, moral choices.

## Positive Response

Each teacher has a classroom management system to provide positive reinforcement to students who are meeting expectations. Teachers will recognize and commend students who are meeting expectations. This ensures that those students receive attention and recognition, and it reinforces positive choices made.

## Consequences

Student misbehaviors may be classified as Minor Misbehaviors and Major Misbehaviors. All Minor Misbehaviors are teacher-managed. Persistent Minor Misbehaviors that occur will result in the student receiving an appropriate consequence for their actions, which is decided upon by the teacher.

Major Misbehaviors drastically differ from Minor Misbehaviors in numerous ways. Major Misbehaviors are not teacher managed; rather they are managed by administration. When a Major Misbehavior occurs, the teacher will immediately refer the students involved to the office so that the issue can be immediately addressed. After handling the issues and determining the outcome of the situation, the administration will document the incident.

## Minor Misbehaviors - Teacher Managed

A minor misbehavior is any unwanted or disrespectful behavior that may be physical, verbal, or defiant in nature and exhibited toward a teacher or student within any area of the school. Any persistent minor misbehavior will result in teacher providing the student with a consequence for the behavior they exhibited.

The following chart outlines some, but not all, of school wide minor misbehaviors.

Disruption	
Repeatedly talking while the teacher is talking	Repeatedly talking in the hallways
Repeatedly calling out	Talking during prayer
Making distracting noises in the classroom <i>Whistling, humming, singing, animal noises, clicking your tongue, tapping/playing with object (water bottle, pencil), snapping fingers</i>	Making distracting noise outside of the classroom <i>Talking loudly in the hallway and restroom</i>
Making distracting body movement/gestures <i>Falling out of seat, making faces, hand gestures</i>	Chewing gum/Candy
Getting out of seat <i>Out of seat without permission, gets up to avoid work, gets up to talk to a friend or get an object</i>	
Disrespect	
Not following teacher directions <i>Refusing to do work, comply with a given action, having head down on desk, not praying</i>	Inappropriate language/profanity/tone of voice

<p>Leaving your area a mess <i>Not cleaning up the lunch table, not putting recess equipment away, throwing trash on the ground</i></p>	<p>Teasing/Name Calling/Making fun of a student <i>Refusal to work to respond to another student whether verbal or non-verbal</i></p>
	<p>Misusing Items <i>Throwing items such as paper, writing utensils, etc., writing on desk, carrying items inappropriately using electronics without permission</i></p>
<b>Safety/Physical Contact</b>	
Touching others without permission	Pushing/Hitting
Taking other belongings without permission	Tripping/Kicking
<p>Aggressive play <i>Mock fighting, banging toys against each other, etc.</i></p>	Running in the hallway
	<p>Aggressive physical play <i>Inappropriate contact during a physical activity</i></p>

## Major Misbehaviors - Administratively Managed

A major misbehavior is any behavior that is more severe in nature and that is physically, verbally, or emotionally harmful toward a student or teacher. All major misbehaviors are administratively handled. When a major misbehavior occurs, the teacher will immediately send the students involved to the office so that the issue can be promptly dealt with. After handling the issue and determining the outcome of the situation, the administration will document the incident.

The following charts outline some, but not all, of school wide major misbehaviors.

### Major- send to office with a referral form.

- Cheating and/or forgery
- Lying/withholding information in regards to self and others
- Persistent violation of classroom expectations.
- Disrespect during mass (*persistent talking, making fun of mass, touching/distracting others- specifically during consecration*)
- Profane/disrespectful messages (verbal or gestured) including threats, intimidation and/or defamation of character. Can be written, spoken or electronic.
- Inappropriate physical, verbal, and /or sexual harassment  
*Pulling down another's pants, hitting another in their private areas and/or buttocks*
- Stealing of property
- Bullying-verbal, physical, indirect, and/or cyber-bullying
- Leaving school grounds, area of supervision during school activities, or failure to attend assigned class.
- Receiving three strikes within a class period.

### Major- call administrator to the scene.

Defacing of school/parish property or destruction/theft of school's/faculty's/student's property (monetary replacement will be required)

Stealing of property and/or identity

Physical Fighting-actions involving serious physical contact where injury occurs

*Hitting, punching, scratching, hair pulling, etc.*

Throwing large harmful objects such as books, backpacks, chairs, etc.

Flagrant or hostile challenge of the authority of a school staff member or any other adult in authority

Possession of drugs and/ or alcohol

Possession of pornographic materials or accessing inappropriate internet sites

## Referrals

A referral is a behavior violation reserved for major misbehaviors. The school administration will be responsible for handling any referral given. All outcomes of a referral will be determined by the administration.

The table below shows the Major Misbehaviors as well as a range of potential outcomes that can be assigned for that particular behavior choice. Associated with each infraction is a minimum to maximum outcome range in connection to number of times (First time offense or Repeated offense) an individual student has received that particular infraction. A range of outcomes is provided as a way to make the potential outcomes of all behaviors transparent. \*The outcomes of a majority of the circumstances that will warrant an infraction will fall within the range that is provided below. However, any offense (first or repeated), if severe enough in nature, may be deemed worthy of immediate expulsion.

Due to the fact that each referral is unique; it is impossible to foresee every behavior warranting a referral. Therefore, the list enclosed may not reflect all potential behavior warranting a referral.

### Flagrant Disrespect

<b>Inappropriate/Offensive Language</b>		
The use or display of vulgar and plainly offensive, obscene, or sexually explicit language or graphics is prohibited. Clothing with vulgar and plainly offensive, obscene, or sexually explicit references, graphics or comments is prohibited.		
Occurrences	<i>Minimum</i>	<i>Maximum</i>
First Offense	Detention/Loss of Privileges	Expulsion
Repeated Offense	Behavior Contract	Expulsion

<b>Defiance of Authority</b>		
Refusal to follow the reasonable requests faculty and/or designated authority		
Occurrences	Minimum	Maximum
First Offense	Detention/Loss of Privileges	Suspension
Repeated Offense	Behavior Contract	Expulsion

<b>Dishonesty</b>		
Lying, false accusations against others, or withholding/hampering an investigation		
Occurrences	Minimum	Maximum
First Offense	Detention/Loss of Privileges	Expulsion
Repeated Offense	Behavior Contract	Expulsion

## Academic Dishonesty

<b>Forging, Lying, or Academic Integrity</b>		
To the extent there is a substantial disruption to the educational process, writing or giving false or misleading information to school officials by forging parent's, guardian's, or any other person's signature on any letter or other school document, cheating, plagiarizing, turning in another person's papers, projects, computer programs, etc., misusing technology by accessing inappropriate site.		
Occurrences	Minimum	Maximum
First Offense	Detention/Loss of Privileges	Suspension
Repeated Offense	Behavior Contract	Expulsion

## Physical Contact

<b>Physical Contact with another Person/Fighting</b>		
Pushing, shoving, hitting, or kicking another person with as a mode of intimate or display of perusal emotions or a mutual arrangement between two people or a group of people to want to or have the intent to hurt the other.		
Occurrences	Minimum	Maximum
First Offense	Detention/Loss of Privileges	Expulsion
Repeated Offense	Behavior Contract	Expulsion

<b>Harassment and Bullying</b>		
Aggressive physical, verbal, emotional or sexual pressure of force put on another student		
Occurrences	Minimum	Maximum
First Offense	Suspension	Expulsion
Repeated Offense	Expulsion	Expulsion

## Other

<b>Tobacco, Drugs, Alcohol</b>		
Using, possessing, selling, distribution, or being under the influence of		
Occurrences	Minimum	Maximum
First Offense	Suspension	Expulsion
Repeated Offense	Expulsion	Expulsion

<b>Weapons</b>		
The use, threat of use, possession or sale of a dangerous or deadly weapon, firearm, knife, or a device, instrument, material, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing physical injury. Ex. BB guns, air guns, paint ball guns, throwing stars, and metal knuckles. *List is not limited to these items		
Occurrences	Minimum	Maximum
First Offense	Suspension	Expulsion
Repeated Offense	Expulsion	Expulsion

<b>Property Damage/Vandalism</b>		
No student will cause or attempt to cause damage to private property either on the school grounds or during a school activity, function, or event off the school grounds.		
Occurrences	Minimum	Maximum
First Offense	Suspension	Expulsion
Repeated Offense	Expulsion	Expulsion

<b>Leaving School Grounds</b>		
Leaving school grounds, area of supervision during school activities, or failure to attend Assigned class		
Occurrences	Minimum	Maximum
First Offense	Suspension	Expulsion
Repeated Offense	Expulsion	Expulsion

## Outcomes of Referrals

**Detention** – Detentions are served with administration from 3:00 to 3:50. During this time, the student is given tasks that allow for reflection on the behavior choices made. The students are assigned tasks such as writing prayers, writing the Code of Conduct, or writing apology letters. Students may be picked up at 3:50 at the gate by the flagpole. At 4:00, the student will be escorted to After Care and parents will be charged accordingly.

**Loss of Privileges** – As a result of the infraction, privileges such as lunch with friends, dress down days, class parties, field trip, sports, extracurricular activities and other privileges may be lost for a specific amount of time or indefinitely.

**Behavior Contract** – An agreement between the student and school personnel (teachers/administration) will be made related to the student's behavior choice. It will outline the school's desired behavior of the student, the results for upholding those behaviors expectations, and the outcomes for failing to meet the behavior expectations.

**Suspension** - Suspensions may be issued at the discretion of the administration for serious infractions of school rules and policies. During a suspension, a student is not permitted to participate in or attend any school-sponsored activities. The exact terms of a suspension will be determined on a case-by-case basis. Once an offense has been investigated and a suspension is issued, refusal by a student's parents to allow the student to serve the suspension may result in the dismissal of the student from the school.

**Expulsion** - Expulsion is most serious and occurs in situations that demand immediate removal of the student from school. If the serious nature of the situation warrants, and after administrative consultation, (for activities such as, but not limited to, possession of a real weapon, smoking, possession or use of drugs, alcohol, or any controlled substance, vandalism and causing serious harm to other students), expulsion may occur for a first offense. Serious misconduct on the part of any student during school or at school-sponsored events (on or off campus) which causes embarrassment to the school community, or which is not in accordance with the school's standards, may be cause for dismissal of that student from school. Expulsion may also follow a series of smaller offenses.

## Policy for Suspension

Suspensions have the possibility of being a half-day, full day, or multi-day consequence depending on the severity of the behavior. A student will be given assignment(s) to work on individually. If they have completed the assignment(s) before the time period ends, the student will remain in personal reflection until the session has ended.

## *Off-Campus Conduct*

The administration of Incarnation Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

## *Conduct Grades*

The intention of the conduct grade is not to categorize how well a student meets the behavior expectation through a descriptive term (outstanding, satisfactory, beyond, and consistent). Rather, our objective is to depict the level at which a student can independently understand, apply, and accomplish the expectations.

Our assessment of their ability to meet the school-wide expectations is based upon the behavior displayed by the child towards all those on campus. The homeroom teacher, in conjunction with any other teacher with whom the child is in contact, as well as administration, will decide the Conduct Grade. Students may receive lower conduct grades due to actions observed at school but not necessarily reported to parents, as teacher handle discipline in their own classrooms.

Conduct Grades		
Grade	Description	Referrals
4	I can regularly meet the expectations	0
3	I can usually meet the expectations	0
2	I can meet the expectations with assistance	1
1	I am working to meet the expectations	2
0	I was not able to meet the expectations consistently	3+

# Academic Program

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## *Curriculum*

Incarnation Catholic School's academic curriculum is a combination of the Florida Core and Standards and Benchmarks by the Diocese of St. Petersburg Office of Catholic Schools and Centers. The administration and faculty have further developed these standards and benchmarks to reflect the grade level content of each curriculum area. Standards, benchmarks, and grade level content listings are available in religious education, language arts, math, science, social studies, technology, world languages, physical education, health, and safe environment education.

### Core Subjects

Religion  
Math  
Language Arts  
Reading/Literature  
Science  
Social Studies

### Supplemental Subjects

Spanish  
Information & Computer Technology  
Physical Education/Health  
Music Education  
Art Education  
Media Skills (grades Pre-K–5)

### Religious Studies

Religious instruction is essential to the total education of the maturing student. Incarnation Catholic School exists primarily to provide this religious dimension; only those interested in such a program should be enrolled here. All students at Incarnation Catholic School will follow the program of religious studies provided in the regular curriculum and will participate in school liturgies and Community Celebration Days. Students will attend Mass on Wednesdays and on Holy Days of Obligation. Individual classes will be responsible for the weekly Mass preparation.

### Additional Curricular Offerings

Students in all grades are expected to view their work at school as their vocation as a student. All students in Grades 2–8 are given a student planner where they should write all their assignments and other important classroom information. Use of the student planner and instruction in study skills, planning and time management assist the students to become better learners.

## *Homework and Studying*

The purposes of home assignments are:

- Practice
- Preparation
- Extension

Incarnation Catholic School has a policy of assigning homework daily to students in Grades K–8 according to teacher discretion. Although students will vary in the amount of time taken to complete assignments, the time expected of the average student daily is:

- Grade Pre-K: minimal, most often a weekly requirement rather than daily
- Grade K: 10 to 20 minutes
- Grades 1-2: 30 to 45 minutes
- Grades 3-4: 45 to 60 minutes
- Grades 5-6: 60 to 90 minutes
- Grades 7-8: 60 to 120 minutes

Homework is an effective instrument in the learning process. In order for it to be effective, teachers, students and parents must work together to ensure its success in the learning environment. Teacher will post information about all assignments as they are assigned. Parents are expected to cooperate with teachers in supervising home assignments, providing an environment conducive to study and ensuring completion of home assignments. **Students are expected to complete the assigned tasks satisfactorily at home and to turn them in on time. This includes class assignments and homework, both written and study.** Unless assigned as a group project, homework should be the work of each individual student. Therefore, the sharing or copying of answers or work is considered cheating and students will be held to that standard. The responsibility for homework rests with the student. Parents are encouraged to foster that responsibility within their children.

## *Grading System*

The grading system differs for Pre-K, Kindergarten, Grades 1–2 and 3–8. Students in Grades 3–8 will receive numeric grades on their report cards. Grades are not merely an average of test scores. They reflect the student's daily work, participation, projects, assignments, test scores and extra work. A general summation of the grading system is:

<b>Letter Grade</b>	<b>Percent Range</b>	<b>Description</b>
A or O	90–100	Outstanding knowledge of subject matter, completeness in work, contributes to discussions, correct use of grammar and spelling.
B or G	80–89	Good knowledge of subject matter, completeness in work, worthwhile contributions to class discussions.
C or S	70–79	Adequate knowledge of subject matter, required work fair, contributes when called upon.
D or N	60–69	Poor work or study habits, lack of preparation, little discussion, low test grades.
F or U	50-59	Insufficient knowledge of subject matter, incomplete assignments, test failures.

### ***Academic Eligibility for Extra-Curricular Activities***

All students will be academically eligible to participate in extra-curricular activities at the beginning of the school year. At the end of quarters 1, 2, and 3, each student's academic eligibility will be reevaluated. Students will be ineligible for the entire next quarter if they failed two or more subjects.

### **Sports Seasons**

Sports seasons often begin and end during quarters. A student who begins a sports season and then becomes ineligible midseason will be removed from the team.

If a student wishes to participate in a sport but is ineligible at the beginning of that sport's season, the student may participate in tryouts, but can only join the team for practices and competitions after regaining academic eligibility.

### ***Promotion and Retention***

A student will be promoted upon satisfactory completion of the grade level curriculum. Incarnation Catholic School adheres to the Remediation Guidelines from the Diocese of St. Petersburg (Guidelines follow). Failure in one major subject requires summer remediation or tutoring. It is the responsibility of the parents/guardians to provide the school with written verification that the student completed private tutoring or Florida Virtual School one week prior to the start of the school year. Failure in two or more major subjects may require retention in the present grade at Incarnation Catholic School. Parents of students who fail two major subjects in 8th grade must find alternative educational placement to repeat the grade; no diploma will be awarded. The inability of a student to meet the total curriculum requirements of the school program within the school year due to lack of application, ability or maturity may result in the student being retained.

## Remediation Guidelines from the Diocese of St. Petersburg

The core subjects in the Catholic Schools of the Diocese of St. Petersburg are Religion, Math, Language Arts, Science, and Social Studies. A student enrolled in a Catholic School who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention. The following criteria must be met with regard to the remediation process:

1. Remediation must take place in one of the following:
  - A remediation program in a Catholic school within the Diocese of St. Petersburg
  - By a teacher certified in the subject area contracted by the parent and approved by the principal (30 hours per subject)
  - In a remediation program which has been approved by the principal (30 hours per subject)
  - Florida Virtual School
2. Prior to the beginning of the next school year, the principal must receive:
  - Validation of attendance
  - Proof of proficiency in the subject area(s) including work samples and test scores.
 Failure to meet remediation guidelines will result in retention.  
 Space in the retained grade is not guaranteed.
3. The following documentation guidelines will be followed after meeting remediation guidelines:
  - The original failing grade is recorded on the permanent record and may not be altered
  - Proof of proficiency in the subject area must be recorded separately on the permanent record card.
4. Transfer rule: Any student who fails one or more core subjects must meet the remediation guidelines of the originating school. When Incarnation Catholic School accepts a transferring student, we recognize and uphold the educational integrity of the sending school.

### *Academic Integrity*

For information about behavioral consequences, refer to the section that addresses conduct. Students whose grades stand to improve as a result of cheating, plagiarism, or forgery can also be penalized academically.

### Cheating

Incarnation Catholic School considers cheating (including plagiarizing from the Internet), in any form, a very serious matter. Presenting someone else's work as one's own is dishonest and deceptive. The sharing or copying of another student's work is considered cheating. Cheating within a school situation becomes demoralizing for a group and undermines the entire school.

## Plagiarism

Plagiarism is using others ideas and words without clearly acknowledging the source of that information. To avoid plagiarism, you must give credit whenever you:

- Use another person’s idea, opinion, or theory;
- Use any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge (when it doubt, cite your sources);
- Use quotations of another person’s actual spoken or written words; or
- Paraphrase of another person’s spoken or written words

Refer to (<http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.php>).

Teachers access websites which are able to track work that has been plagiarized.

## Forgery

Forgery is the falsifying or imitation of someone’s signature and the attempt to pass it off as a genuine signature.

## *Make-Up Work*

Students are required to make up class work, tests, homework, and/or special assignments given during an absence. Make-up arrangements will be handled on a case-by-case basis between the teacher and the student or family.

**Each teacher sets a limit on accepting late work.** This will be included in the teacher letter that is sent home at the beginning of the year.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. If parents take their child(ren) out of school for non-calendared vacations, teachers are not required to prepare assignments in advance for time missed. Teachers should not be expected to provide tutorial help for the time missed. It is the student’s responsibility to obtain missed homework. All missed work must be completed.

## *Testing*

The Diocesan standardized testing program consists of the Terra Nova Assessments, given in Grades 2–8 which is administered in the spring. These standardized tests help parents and teachers to evaluate the individual student’s progress and growth on a year-to-year basis. Standardized test results from Grades 6, 7, and 8 are requested when students apply to high school programs.

Students in Grades 5 and 8 participate in the ACRE Religion testing program that is sponsored by the National Catholic Educational Association (NCEA).

# Student Life

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## *Spirituality*

Let it be known to all who enter here that Christ is the reason for this school. Christ is the unseen but ever present teacher in its classes, model to its faculty and inspiration to its students. Incarnation Catholic School is a Catholic School and the evangelization and catechesis of its students is its primary goal. As such, the school participates in a variety of faith-based and community-building activities that help to support this primary focus. Weekly and on special feast days, Incarnation Catholic School gathers together in the church to celebrate the Holy Eucharist. All students and teachers, regardless of denomination, attend. Parents, family members and friends of ICS are always welcomed and encouraged to join us for this time of worship.

In addition, the school family gathers together in the inner courtyard each morning except for Mass Days. This school wide gathering sets the tone for each day and allows the school community to focus on important messages, announcements, daily prayer, the Pledge of Allegiance, and our school Mission Statement. All students and teachers attend, and we welcome families to join in this sacred time. Students move on to their homerooms after the Morning Gathering concludes.

Finally, other times of gathering centered on the Catholic faith and school climate occur throughout the course of the school year. All of these contribute to the overall Catholic education offered here at ICS; they are therefore just as important as academic times throughout the day and attendance and participation is required and expected.

## *School Counseling Services*

School counseling services are available for every student in the school. Students who want to visit the school counselor should arrange for an appointment by completing a request form. Parents are always welcome to call, e-mail or to make an appointment to visit with the school counselor.

The role of the school counselor at Incarnation Catholic School is to counsel and consult with students, support them in the classroom, and coordinate initiatives that promote academic, personal, social, and career needs in grades Pre-K–8. The counselor will collaborate with the administration and community to support the students, their family, and teachers through carefully selected programs that preserve the well-being and amplify the self-worth of each individual student.

At Incarnation Catholic School, the goal of the school counseling program is to help each and every child become a better learner and increase student achievement. Through collaborative working relationships with teachers and parents, students will be assisted in conquering any challenges that may be affecting their ability to learn. The various programs that will be

available to help each child grow into lifelong learners include school wide preventive educational activities, classroom lessons, small group counseling, and one-on-one consultation.

## ***Honor Roll***

Students in grades 5–8 are eligible for the Honor Roll. Honor Roll is awarded to students who encompass merit and integrity that results in academic and behavioral success. Honor Roll eligibility is determined by grades in all subject areas and conduct in all classes. Students can earn Principal’s Honors or Honors. Eligibility requirements follow:

### Principal’s Honors

- All A’s
- All S’s or higher
- 4 in Conduct

### Honors

- All A’s and B’s
- All S’s or higher
- 3 or 4 in Conduct

Students on the Honor Roll for quarters 1, 2, or 3 will receive a certificate which will be presenting to the child during our honors assembly. In quarter 4, eighth grade students will receive honors certificates at graduation.

## ***Extra-Curricular Activities***

Student activities, clubs, and sports are privileges afforded to students who choose to be involved and maintain eligibility. Guidelines specific to the activity are sent home with each student at the beginning of each activity.

As representatives of Incarnation Catholic School, all members of any activity or team and their parents are expected to reflect credit and honor upon their school by their actions and attitudes. Behavior during an activity (e.g. unsportsmanlike conduct during a game) can have disciplinary consequences within the school and can impact eligibility.

### **Eligibility**

- In order to participate in an activity (practice, competition, game, etc.) a student must be in school for a full day on the day of the activity, or the Friday before a Saturday event. Please refer to the section of the handbook that addresses attendance for details regarding what constitutes a full day.
- Eligibility will be determined in part based on academic requirements. Please refer to the section of the handbook that addresses academics for details.
- Eligibility will be determined in part based on behavior requirements. Please refer to the section of the handbook that addresses behavior contracts and probation for details.

- Students who participate in any sports activities must have the required Diocesan physical form completed and on file before tryouts or participation.

## **Transportation**

Parents provide all transportation for athletic teams. Any parent driving any student other than his or her own children must have permission from all parents and arrangements must be made outside of school. The school is not responsible for any child who is transported to and from events by parents or other adults.

## ***Field Trips***

Occasional field trips of an educational or cultural nature are provided for the students at the discretion of the teacher. Field trips are privileges afforded to students; no student has an absolute right to attend a field trip. Students may be denied participation in a field trip if they have failed to meet academic or behavioral requirements, or if parents are in arrears with financial obligations to the school.

Parents must sign the appropriate permission form. The school will not accept any other form than the adopted diocesan form. Students who fail to submit the proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. Parents may refuse to permit their child to participate by stating so on the proper form. Students not attending a class field trip for any reason are to stay home from school on the day of that field trip.

Parents/guardians may be asked to serve as field trip chaperones. Only those adults who have completed the Diocesan Safe Environment training and have been background screened may be considered as Field Trip chaperones. No exceptions can be made to this policy. The cost of the trip is based on full class participation. Once the arrangements for a field trip are complete and money has been collected, there will be no refunds if the student misses the field trip due to illness, disciplinary consequence, or any other reason, unless the vendor refunds the money to the school.

## ***Library and Media Center***

The Media Center has a variety of reading material available to faculty and students for study and recreational use. Students are held responsible for lost or damaged books or materials. Students who lose or damage books or materials must pay the original purchase price. Students must be up-to-date in the Media Center before report cards are issued.

## ***Student Birthdays***

Students may celebrate birthdays by bringing a treat to share with classmates at snack time or lunchtime. Students are not permitted to distribute birthday invitations at school or at Extended Care unless there is an invitation for the entire class or for each boy/girl. Students

may come in free dress on their birthdays. Students with summer birthdays may have free dress 6 months from their birthdates.

### **Service Hours**

As part of our school's mission is to serve our community, all middle school students will be required to complete five (5) service hours per semester, for a total of ten (10) hours. Each student and their parents will sign an agreement that these service hours will be completed before final report cards are issued. Completion of these service hours are part of the child's Religion grade and lack of completion will be reflected in the Religion grade.

## ***Eighth Grade Information***

### **8th Grade Trip to Washington, DC**

More specific information is sent home with the 8<sup>th</sup> graders, but it must be understood that this trip is a privilege which is earned based on good behavior and academic performance during the 8<sup>th</sup> grade year. A student does not have an automatic right to go on the trip simply because he or she is a member of the 8<sup>th</sup> grade class. Participation on this trip can be impacted, like any extra-curricular or class field trip activity, by students' academic and behavioral performances. An eighth grade student will sign a behavior contract outlining the guidelines to be eligible for the trip. In the event an eighth grader violates the contract, the administration will then determine whether the student is eligible to attend the class trip. Decisions on attendance can be made up until the day the students depart.

### **Graduation Portraits**

In addition to the regular school portraits that are taken in the beginning of the school year, the eighth graders will be photographed as a group and individually in their caps and gowns. The same clothing is required on this day as on the two graduation ceremony days.

### **Graduation Practice**

The practice day for graduation is the Tuesday after the class returns from Washington, DC, and the day before the Wednesday ceremony for the school community.

### **Required Graduation Attire**

Girls are required to wear white shoes (not any shades, plain white) and a dress in a color that will look nice under the graduation gown. Boys are required to wear a collared shirt with a tie, dress slacks, belt, socks and dress shoes.

### **Honor Awards**

Awards are distinctions that can be earned by the eighth grade students and are presented at graduation. Honor Stoles are presented to eighth graders who have earned a 90% or higher average over their eighth grade year and maintained conduct grades of a 3-4.

## **Conduct Certificates**

Conduct certificates are distinctions that can be earned by the eighth grade students and are presented at graduation. Conduct Certificates will be presented to the students who have had all 4's in general conduct on their report cards and have not earned any infractions or other higher form of disciplinary action.

## **Mass and Graduation Ceremonies**

At the 8:30 a.m. Mass on Wednesday of Graduation Week, we celebrate the graduates' Mass for the school community. Many awards are presented after this Mass. Some of them are the announcement of the Valedictorian and Salutatorian, the National Junior Honor Society, Special Subject Awards, Presidential and National Physical Fitness Awards, Perfect Attendance Awards and acknowledgement of other various activities and honors by students in the eighth grade. Parents are welcome and encouraged to attend this event as well as the Graduation. During Graduation ceremonies, students are conferred their diplomas and the remainder of the awards are presented. Highlights include the announcement of the American Legion Awards, the Pastor's Award and the Ideal Incarnation Student Awards.

## **Graduation Dance**

A Graduates' Dance is held on the evening of Graduation in St. Michael Hall for the graduates only. The Homeroom parents and other interested parents meet during the year to work on a theme and decorations for this special evening.

## **Graduation Fee**

A \$200 nonrefundable graduation fee includes the diploma, diploma cover, capa and gown, and admission to the dance.

# Attendance and Daily Schedules

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## *Attendance*

Punctuality and regular attendance are absolute necessities for real progress in school. Only serious illness or a very grave reason should cause a student's absence. Excessive absenteeism or tardiness can be contributing factors to a child's academic difficulties. As parents are responsible for transporting a child to and from school, we expect all families to ensure each child comes to school on time each day.

The school's attendance is audited each year by an outside company. As we are required to maintain all requirements for teaching each student, so to are families required to ensure their child arrives at school on time each day unless medically necessary to remain at home. Students with excessive tardies and/or absences will face disciplinary action, possible grade retention, and can lose financial support from both the school and outside agencies including Step Up for Students, McKay, AAA, and others. We thank all parents for supporting the school in this requirement and expectation.

## Absences

- If a student will be absent, or will arrive at school after 9:00 a.m., please call the school before 9:00 a.m.
- After an absence, the student must bring a note or email confirming the reason for the absence. Include the child's name, date of absence, and nature of illness or reason for absence.
- Absences in excess of 20 days in one school year may lead to retention in that grade. The administration reserves the right to make the final decision on retention in cases of excessive absenteeism.

## Leaving School Early

- Students who leave school early for reasons other than illness must have notification (written, electronic, phone) from the parent/guardian. If a student is to be excused during the school day, the parent/guardian or person picking the student up must sign out the student in the school office. Please do not go directly to the classroom. Parents must notify the office of early pickups by 2:30 pm.

## Attendance Terminology

- Full day present: On full school days, a student must be present for a minimum of 4 hours to be considered present for a full day. On noon dismissal days, a student who attends school for at least 2 hours will be marked present for the school day.
- Half day absence: A student is present at school for part of the day, but for less time than required to be marked as "full day present."
- Absent: The student is not present at school during school hours.

- Excused tardy: This will be included in the total times tardy on the report card. A doctor's note, including specific dates, is required for the school to classify a morning tardy or afternoon tardy as excused. Notes must be submitted to the office within five school days of the date in question.
- Unexcused tardy: This will be included in the total times tardy on the report card.

## Students Present for Part of a Day

### Full School Days

- Students arriving to school after 7:45 a.m. and before 11:45 a.m. are marked as "morning tardy."
- Students arriving to school after 11:45 a.m. are marked as absent for half of the day.
- Students leaving school before 11:00 a.m. are marked absent for half of the day.

### Noon Dismissal Days

- Students arriving to school after 7:45 a.m. and before 10:00 a.m. are marked as "morning tardy."
- Students arriving to school after 10:00 a.m. are marked as absent for half of the day.
- Students leaving school before 9:45 a.m. are marked absent for half of the day.

# Student Appearance

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## *Dress Code*

The school dress code is in effect during the school day, at After Care Program, and at all extra-curricular or school-sponsored events. The school reserves the right to determine whether a student's dress and appearance satisfy the school's policy. A student found to be in violation of the dress code will be required to call their parent or guardian to bring the appropriate clothing. The violation will be documented, and the parent will be notified. All uniform regulations and guidelines are subject to the discretion of the administration.

As a matter of dress code as well as safety, shoes must remain completely on students' feet. Shoes must be made of leather, canvas, or a similarly protective material. Students who are not wearing adequately safe shoes will be sent to the office to call their parents/guardians to request that they bring different shoes to school. These students may need to sit in the office for recess and/or PE class, and may receive a behavior consequences.

Shoes with lights, wheels, the ability to produce sounds, or any other features that could cause a distraction are not allowed.

Students will be expected to keep themselves well-groomed and dressed neatly at all times. Students should remember that they represent their school to the community. All students should be in full uniform on school days. Any form of dress or hairstyle that is considered contrary to good hygiene or that is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

## **Jewelry and Make-Up Regulations for Grades Pre-K–8**

Jewelry is not to be worn with the uniform. Exceptions include:

- Wrist watch
- Small religious medal or cross on a thin silver or gold chain
- Earrings
  - Girls may wear one pair of small, matching pierced stud earrings, but no hoop or dangling earrings.
  - Boys may not wear earrings at school or school functions.
- ID bracelet for medical purposes only; no other bracelets or bands are permitted

Make-up, nail polish, acrylic, fake or press-on nails are not permitted at any time. Students are not permitted to have a real or wash-off tattoo.

## Hair Style Regulations for Grades Pre-K–8

All students are expected to have a regular or conservative hairstyle.

Boys' hair should be kept neatly trimmed and remain out of the eyes and off the collar. Fad hairstyles such as spiked hair, ponytails, extreme haircuts, shaved areas or any such extreme styles are not permitted. Boys should always appear to be clean-shaven.

Girls' hairstyles should likewise be conservative and in good taste. Natural highlighting, tinting, or coloring of hair is a parental choice. Unnatural colors are not permitted.

## *Uniforms*

### Boys' and Girls' Uniforms for Pre-K4

- School PE shirt
- School grey PE shorts
- Solid navy blue sweatpants and ICS logo navy blue crewneck pullover sweatshirt for cool weather
- All-Black Athletic sneakers; no lights or wheels

### Boys' Formal Uniform for Grades K–5

- Uniform polo shirt tucked in so belt can be seen
- Navy blue pleated uniform pants or uniform shorts worn at the waistline
- Dark plain belt (except Kindergarten)
- Solid white or solid black socks, visible above the shoe
- All-Black shoes that fasten with laces, Velcro, buckles, or are of a loafer style.
- Navy blue ICS sweatshirt, or navy blue ICS fleece jacket for cold weather

### Boys' Formal Uniform for Grades 6–8

- Uniform polo shirt tucked in so belt can be seen; a white crew neck undershirt may be worn, with sleeves no longer than the uniform shirt
- Uniform pants or uniform shorts worn at the waistline
- Solid, dark-color colored belt
- Solid white or solid black socks, visible above the shoe;
- All-black shoes (all of the material must be of a consistent color) that fasten with laces, Velcro, buckles, or are of a loafer style. The top of the shoe should not go above the ankle.
- Navy blue ICS sweatshirt or navy blue ICS fleece jacket for cold weather.

### Girls' Formal Uniform for Grades K–5

- Plaid jumper with white blouse

- Uniform polo shirt tucked in so belt can be seen
- Navy blue pleated uniform slacks, shorts, or skorts with a dark belt. Shorts and skorts must be within 2 inches of the knee.
- Solid white or solid black socks, visible above the shoe; plain navy blue tights may be worn in cool weather
- Black shoes, that fasten with laces, Velcro, buckles, or are of a loafer style. The shoe should go up to the ankle but not above the ankle.
- Navy blue ICS sweatshirt or navy blue ICS fleece jacket for cold weather

### **Girls' Formal Uniform for Grades 6–8**

- Uniform polo shirt tucked in so belt can be seen
- Uniform skirt, slacks, shorts, or skorts. Skirts, shorts, and skorts must be within 2 inches of the knee
- Solid, dark, colored belt
- Solid white or solid black socks, visible above the shoe
- All black shoes which fasten with laces, Velcro, buckles, or are of a loafer style. The top of the shoe should go up to the ankle but not above the ankle.
- Navy blue ICS sweatshirt or navy blue ICS fleece jacket) for cold weather

### **Boys' and Girls' Physical Education Uniform**

Students should wear the PE uniform on any day they are scheduled to have PE class.

- PE shirt
- Grey mesh uniform shorts; please make sure that shorts fit properly since students will be required to purchase new ones if they do not fit properly; students who are consistently not dressed in the PE uniform will receive a drop in the PE grade
- Solid white or solid black socks, visible above the shoe
- All black athletic shoes
- Plain navy blue sweatpants, not leggings, during cold weather
- Navy blue ICS sweatshirt or navy blue ICS fleece jacket in cold weather

## ***Non-Uniform Days***

Throughout the year, students will have several opportunities to wear alternative clothing.

### **Free Dress Days and Themed Dress Days**

Incarnation Catholic School students are expected to dress within the following guidelines:

- All students will be fully clothed, clean and well groomed.
- All students will wear closed-toed shoes. No flip-flops or sandals are permitted.
- There will be no bare backs, bare midribs, bare underarms, bare shoulders, sleeveless, strapless or spaghetti-strap tops.
- Students will not wear see-through clothing or wear underclothing as an outer garment.
- Students will not wear torn or stained clothing.
- Students will not be permitted to wear pants below the waistline

- Overly short or tight garments are not allowed. Skirts, dresses, and shorts must have at least a 5 inch inseam.
- Clothing advertising alcoholic beverages or tobacco, or displaying inappropriate words, designs or comments should not be worn.

On Dress Down Days, students may choose to wear the formal uniform, or PE uniform if they have PE that day, if they do not wish to participate in the dress code of the day.

### **Dress Up Days**

- Dress pants or dress shorts
- Dress shoes
- Oxford shirts or polo shirts
- Dresses or skirts
- Sweaters
- No jeans
- All Free Dress Day guidelines also apply

On Dress Up Days, students may choose to wear the formal uniform if they do not wish to participate in the dress code of the day.

## ***Uniform Violations***

### **All Grades**

Students who violate the uniform dress code will require the child calls home and parents bring in appropriate clothing. We ask families to please ensure every child is dressed according to policies before they leave the home in the morning. Repeated failure to comply with dress code policies will result in students not being permitted to participate in dress down days, or other disciplinary consequences.

# Technology Use

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## *Diocese of St. Petersburg Student Internet Use Policy*

This document sets forth the rights and responsibilities for students under the Diocese of St. Petersburg Student Internet Use Policy. This Student Internet Use Policy is, by reference, a part of the Student Internet Account Agreement that must be executed by each Student and each Student's Parent or Guardian.

### **Educational Purpose**

The School Internet system has been established for a limited educational purpose. Educational purposes include classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.

The School Internet system has not been established as a public access service or a public forum. The Diocese and school has the right to place restrictions on the material you access or post through the School Internet system. You are expected to follow the rules set forth in this policy, the student disciplinary code, and the law in your use of the School Internet system. The student disciplinary code will govern any violations of this policy.

You may not use the School Internet system for commercial purposes. This means you may not offer, provide, or purchase products or services through the School Internet system.

### **Access to Online Materials**

The material you access through the School Internet system should be for class assignments or for personal research on subjects you study in a class or would otherwise research in the school library. Use for entertainment purposes is not allowed.

You are not allowed to use the School Internet system to access inappropriate information, which includes, but is not limited to, the following: obscene material, child pornography, material which depicts or describes in an offensive way violence, nudity, sex, death, or bodily functions, material designated as for adults only, material which promotes or advocates illegal activities, material which promotes the use of alcohol or tobacco, school cheating, or weapons, or material advocating participation in hate groups or other potentially dangerous groups.

If you mistakenly access inappropriate information through the School Internet system, you are required to immediately report this access in the manner specified by your school. This will protect you against a claim you have intentionally violated this policy.

The school has installed filtering software to attempt to prevent access to inappropriate material.

- If you feel filtering software is blocking your access to an appropriate site, report this to your teacher.

- You are not allowed to seek to bypass the filtering software by using a proxy site or some other technology.

## Privacy and Communication Safety Requirements

"Personal contact information" includes your full name, together with other information that would allow an individual to locate you, including your family name, your home address or location, your work address or location, or your phone number.

If you are an elementary or middle school student, you are not allowed to use the School Internet system to disclose your full name or any other personal contact information online for any reason.

If you are a high school student, you may disclose, through the School Internet system, personal contact information to educational institutions, companies or other entities for continuing education, professional or career development purposes with specific staff approval.

You are not allowed to disclose names, personal contact information, or any other private or personal contact information about other students. You are not allowed to forward a message sent to you privately without documented permission from the person who sent you the message.

You are required to promptly disclose to your teacher or other school staff member any message you receive through the School Internet system which is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a teacher or other staff member.

## Unlawful, Unauthorized, and Inappropriate Uses and Activities

Unlawful activities:

- You are not allowed to attempt to gain unauthorized access to the School Internet system or to any other computer system through the School Internet system or go beyond your authorized access. This prohibition includes attempting to log-in through another person's account or to access another person's files.
- You are not allowed to disrupt or attempt to disrupt the School Internet system or any other computer system or destroy data by spreading computer viruses, or by any other means, using the School Internet system.
- You are not allowed to use the School Internet system to engage in any unlawful act, including but not limited to arranging the sale or purchase of drugs or alcohol, engaging in criminal gang activity, or threatening the safety of any person.

Inappropriate language:

- Restrictions against inappropriate language apply to all speech communicated through the School Internet system, including public messages, private messages, and material posted on Web pages.

- You are not allowed to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on the School Internet system.
- You are not allowed to post information which could cause damage or a danger of disruption to your school or any other organization or person on the School Internet system.
- You are not allowed to engage in personal attacks, including prejudicial or discriminatory attacks on the School Internet system.
- You are not allowed to harass or bully another person on the School Internet system.
- You are not allowed to post false or defamatory information about a person or organization on the School Internet system.
- You are required to promptly disclose to your teacher or another school employee any message you receive on the School Internet system in violation of the restrictions on inappropriate language.

#### Plagiarism and copyright infringement:

- You are not allowed to plagiarize works you find on the Internet. Plagiarism is taking the ideas or writings of others, and presenting them as if they were yours, without proper attribution.
- You are required to respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.

#### Specific activities prohibited:

- Inappropriate activities subject to discipline under this policy include but are not limited to:
  - The transmission of material, information or software in violation of school policy, or local, state and federal law,
  - Changing of Windows/Mac platform settings (desktop, screensavers, etc.),
  - Downloading software or plug-ins into the School Internet system,
  - The use of web-based e-mail accounts,
  - Online chatting or any instant messaging,
  - Making purchases via the internet,
  - The installation of any software on the system by a student. Software can only be installed by the School, using software purchased by the School and appropriately licensed by law for use on School computers,
  - Violating copyright or other laws,
  - Accessing personal files belonging to others,
  - Accessing areas of the network which are not designated for your use.

#### Limited privacy:

- You are notified by reading and signing this document that you have only a limited expectation of privacy in your files on the School Internet system and in the records of your online activity. All student use of the School Internet system may be supervised

and is subject to being closely monitored at all times. You are notified that the school's monitoring of Internet usage can reveal all activities you engage in using the School Internet system.

- Routine maintenance and random monitoring of the School Internet system may disclose information indicating you have violated this policy, the student disciplinary code, or the law. A detailed search of your individual School Internet system account, and its historical activity, may be conducted if there is reasonable suspicion you have violated this policy, the student disciplinary code, or the law.

## System security and resource limits

System security:

- You are responsible for your School Internet system individual account and should take all reasonable precautions to prevent others from being able to use your account. You should not provide your password to another person.
- You are required to immediately notify a teacher or the system administrator if you have identified a possible security problem involving the School Internet system. However, you are not required to look for security problems; this may be construed as an unlawful attempt to gain access.
- You are required to avoid the inadvertent spread of computer viruses by following the school virus protection procedures.

Resource limits:

- You are required to use the School Internet system only for educational, professional or career development activities and limited, high-quality personal research.
- You are not allowed to download large files from or to any computer on the School Internet system unless absolutely necessary, and then only with approval of a teacher or another school employee. If necessary, and allowed, you may download large files when the system is not being heavily used; you are required to immediately remove the file from the School Internet system computer as soon as possible after appropriate copying or use.
- You are not allowed to use Diocesan, school, or personal distribution lists or discussion groups for sending irrelevant messages.

## Discipline

Violations of this Student Internet Use Policy can result in termination of the student's account, denial of access to the School Internet system, suspension, expulsion, or referral of matters to the appropriate law enforcement agency, depending on the severity of the actions. Such determination is within the sole discretion of the School and the Diocese.

## Limitation of Liability

Neither the Diocese nor school guarantees the functions or services provided through the School Internet system nor will its internet service provider be without error. The Diocese and/or school will not be responsible for any damage you may suffer, including but not limited

to loss of data, interruptions of service, or exposure to inappropriate material or people. The Diocese and/or school will not be responsible for the accuracy or quality of the information obtained through the School Internet system. The Diocese and/or school will not be responsible for financial obligations arising through the unauthorized use of the School Internet system. Your parents can be held financially responsible for any harm resulting from your use or misuse of the School Internet system. You may use the School Internet system only if your parents have signed a disclaimer of claims for damages against the school and Diocese.

### ***Cell Phones***

Cell phones must be turned off during the school day and given to the child's homeroom teacher. Students are not permitted to activate cell phones anywhere on campus, unless given permission by a teacher. The confiscated cell phone must be retrieved from the office by the student's parent/guardian. No cell phones may be used for picture taking. No harassment or threatening of persons via the cell phone is permitted. Cell phones may not be used for game playing, copying of schoolwork, internet or e-mail access, gambling or making purchases of any kind. The school is not responsible for loss or theft.

### ***eReaders***

eReaders, such as Kindles or Nooks, and tablets, such as iPads, are permitted on campus for students' academic use when approved by teachers. ICS is not responsible for the loss, theft or damage of any electronic device used on campus. Please be sure to clearly mark or engrave your student's name on the device. Teachers will closely monitor use of such technology. eReaders used for non-academic reasons are not permitted. Inappropriate use may result in disciplinary consequences.

### ***Social Media***

The postings of defamatory comments by parents or students on websites and social networks such as, but not limited to, Facebook, Skype, Twitter, You Tube, Instagram and Snapchat regarding the Diocese, school, administration, faculty/staff members or other students is strictly forbidden. There may be disciplinary consequences to a child, up to an including expulsion from the school, if students or any other family members make inappropriate comments listed above. Parents should use caution when taking pictures of school ceremonies and functions. Many parents do not desire their children's pictures published on web sites. Consideration, caution, and common sense are suggested.

“In Unity We are One in the Lord”



*A Code of Conduct  
for  
Parents, Guardians, Caregivers,  
Volunteers, and Visitors  
of Catholic Schools  
in the  
Diocese of St. Petersburg*

***“Search Me, O God, and Know My Heart”***

*-Psalm 139*

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of St. Petersburg. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of St. Petersburg.

## Code of Conduct for Catholic Schools in the Diocese of St. Petersburg

The school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in relationship! This beautiful doctrine inspires all of us in Catholic Schools, to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. “All rights have to be balanced by responsibilities because we are in relationship” (Putney, 2005).

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors model acceptable behavior always within the school setting, at school sponsored activities or when the school can be involved in any social or professional media. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (*The Code of Canon Law*, Canon 796, Para. 2).

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models within your child's life. “Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators” (*Gravissimum Educationis*, 1965, para. 3).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. All staff and students at our Catholic schools are guided by similar codes. The Code is written in line with the school's values and expectations. The Code stands beside, but does not of course exclude or replace, the rights and obligations of individuals under common law. All Catholic schools are private property owned by the Roman Catholic Diocese of St. Petersburg.

### **The Gospel and Our Values:**

We are called to emulate Jesus' call to love God and to love each other. We look to the values taught to us in scripture and the Christian belief to guide us, including: **Love** (1 John 4:7-19);

**Promoting Life in Abundance** (John 10:10); **Inclusion** (Luke 19: 1-10); **Reconciliation** (Luke 15: 11-32); **Compassion** (Luke 10: 30-37); **Justice** (Matthew 25: 31-460); **Liberation** (Luke 4: 16-21); **Community** (John 15); and **Hope** (Luke 24: 13-35).

### **In living out these Gospel values, we strive to develop the following:**

- An inclusive approach including a non-judgmental and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- Open, positive and honest communication
- The ability to work civilly with other people
- Reverence for Creation
- Trusting relationships
- Responsible actions

### **As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:**

- Support in words and actions the philosophy of Catholic Education
- Work in trust with the school for the common goal of achieving what is best for all
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Help your child/ren to discover that it is more the process that is experienced, rather than the end-product, that makes it all worthwhile
- Model flexibility – encourage healthy problem solving
- Respect the decisions made by the administration, even if you disagree with them.
- Help your child/ren to understand that ‘giving of your very best’ is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Validate that both parents and teachers work together for the benefit of the child/ren
- Observe the school’s policies, as outlined on the school webpage and/or the school’s handbook and endeavor to support them in the home
- Cooperate where your child’s behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members

- Support the school in its efforts to maintain a positive teaching and learning environment
- Cast off gossip and hearsay by communicating with the school and always model good manners for your child/ren
- Sustain a positive and co-operative attitude and interact positively with other parents and members of the school community
- Encourage community building with other parents in your year, level, and across the school
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises

### **Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised, usually within 24-48 hours
- To be treated with professionalism by all faculty/staff members

### **Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Respect teachers' preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front of them regarding the school
- On excursions, helping in class or on campus, parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues

- As valued members of the school community attend and participate appropriately in school liturgies or special events including athletics, concerts, academic and cultural events

## **Grievance Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

Our Catholic schools want to work in partnership with our families. If anyone has a **current complaint, criticism, or concern**, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, you may complete the online form found on the website of the Diocese of St. Petersburg - Office of Catholic Schools and Centers for further facilitation.

**It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.**

***Deliberate breaches and inability to respect the School and/or the Diocese of St. Petersburg – Office of Catholic Schools and Centers Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.***

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE ( 1-800-962-2873) and/or law enforcement.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of St. Petersburg Catholic School, are accepting of this Code of Conduct in its entirety.

## Handbook Contract Sheet

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The mission statement, belief statements, and regulations for Incarnation Catholic School are stated in the 2019-2020 Student and Family Handbook. The administration of Incarnation Catholic School, along with the leadership of Incarnation Catholic Church, reserve to the right to amend, edit or change any part of this handbook at any time. It is important that parents/guardians and students read the entire handbook. Upon completion of reading and discussing the handbook, please sign and return this form on or before Friday, August 16, 2019. Your signature indicates your agreement to support the policies described in this handbook. Each student is required to present the completed form to his or her homeroom teacher on or before August 16, 2019. Due to the importance of acknowledging these responsibilities, students who do not return the form by this deadline may receive a detention, and may continue to receive a detention, each day the form is not returned. These signed sheets will be kept in the family's file. (Students in Pre-K and kindergarten do not need to write their names.)

I/We have read and will abide by the mission statement, belief statements, and regulations as stated in the Incarnation Catholic School Student and Family 2019-2020 Handbook.

The school takes frequent photos of events on campus and uses them to spread the joy which is occurring, including on social media and in marketing material. *We will never include a child's full name along with the picture unless approved by parents prior to use.* If you do not wish to allow the school to use any image of your child, please send an email indicating your choice to opt out of photos to Maria Valdes by August 16, 2019.

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

\_\_\_\_\_  
Date

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Student Name or Signature

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Homeroom

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Student Name or Signature

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