

Incarnation Catholic School

"A National Blue Ribbon School of Excellence"



2017-2019
*Parent/Student
Handbook*



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Incarnation School Policies and Archdiocesan School Policies

Incarnation School's policies are in alignment and compliance with the Education Office of the Archdiocese of Cincinnati.
A copy of the Archdiocesan policies is available on the Archdiocesan web site and in the school office.

Incarnation Catholic School Parent/Student Handbook*
2017-2019

*“Live moment by moment, day by day and thank
God for
what you have been given.”*

Sr. Canice Werner, CPPS

Principal, 1963-1966

Incarnation Catholic School

Publication Date : August 2017

Incarnation Education Commission, School Division

The Incarnation School Administrative Team

*Information in this document is subject to change throughout the school year, and your signature indicates that you are aware that the changes will be sent to you and provided online.

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INCARNATION CATHOLIC SCHOOL

*A 1989, 1999, and 2013 National Blue Ribbon School of Excellence
A 2015 National Winner of the Innovations in Catholic Education Award*

From Our Pastor:

Dear Parishioners and School Families,

Welcome to Incarnation School. I am very proud of our school and believe that we have an opportunity to provide your children with an excellent Catholic Faith-based education.

At the baptism of each child, parents are reminded of their responsibility to provide for the faith education of their children. As the Baptismal Rite says, "You are the first teachers of your child in the ways of faith. May you be the best of teachers, bearing witness to the faith by what you say and do." We take very seriously our commitment to help you in the education of your children. We have an excellent faculty and staff who have committed themselves to support you in the education of your children.

I ask that you be involved in our parish and school as we work together in this process. Please see that you worship at Mass with us each week and help to teach your children that the source of our strength as Catholics comes from the Eucharist that we share each week.

I am grateful to each of you and all of our parishioners who have sacrificed so much through the years to provide us with the beautiful facilities and excellent resources that we have to educate our children.

May we have a great school year! I pray that this school year might be a year of growth for all of us as we journey through it together.

Sincerely,

*Fr. Stretch
Pastor*



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From Our Principal:

Dear Parents and Students,

Welcome to Incarnation Catholic School! Our mission is to “follow in the footsteps of Jesus,” and all that we are emanates from this ideal. Community and service are the hallmarks of our school, and you have the opportunity to understand why this is so by reading this handbook with your children. Please take the time to read our Vision, Mission and Belief statements on page five.

The purpose of our school handbook is to provide a safe Christian, learning environment and to enable all to be aware of the policies, procedures, and programs of Incarnation School. Since there is much information contained within this publication, I ask that all families read the information carefully.

I also encourage parents to become active participants in our school community by volunteering in some area. When parents become involved with their children’s school, the children as well as the school community benefit. May God’s blessings be with you.

Yours in Christ,

*Cheryl Reichel, Ph.D.
Principal*



INCARNATION CATHOLIC SCHOOL

Embracing the Catholic Traditions

*This is what God asks of you, only this:
To act justly, to love tenderly, and to walk humbly with your God.
Micah 6:8*

INTRODUCTION

The prophet Micah reminds us that we have been greatly blessed by a generous and loving God, a God who has gifted our school community with the talent to work together to develop a framework for Incarnation Catholic School's approach to our future and that of our Church. In return, our God asks us "to act justly, to love tenderly, and to walk humbly" with Him on our faith journey. As members of a strong Christian community, confident in our relationship with God and one another, we are able to rise to this challenge and become beacons of light for the world community. The following Vision, Mission, and Belief Statements of Incarnation Catholic School reflect our commitment to live up to these expectations, so simply stated by Micah many years ago.

VISION STATEMENT

Incarnation Catholic School will be a nationally recognized model program in faith formation and high academic standards and achievement for our children.

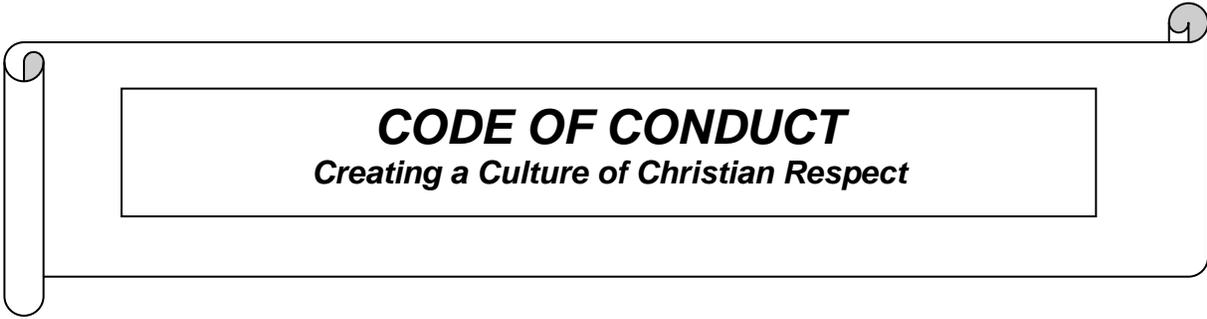
MISSION STATEMENT

Incarnation Catholic School provides a spiritually and academically rich environment in which all are encouraged to grow in faith as they follow in the footsteps of Jesus.

BELIEF STATEMENTS

We believe that the community of Incarnation Catholic School . . .

1. . . . exists as a nurturing, safe, learning environment, which is immersed in Catholic traditions, and where each child may grow closer to Jesus through living the Gospel values.
2. . . . maintains high academic expectations to prepare students to become productive and resourceful citizens who use their talents to better not only themselves, but also the global society.
3. . . . cooperates with families by extending and promoting opportunities for parental involvement in the religious and academic education of their children.
4. . . . encourages and models exemplary standards of conduct that reflect the moral values and teachings of our Catholic faith.
5. . . . fosters Catholic Christian ideals, and that the teachers and staff will be given the opportunity to fulfill these ideals through spiritual experiences, professional development, and community service.
6. . . . nurtures a culture where the parish and school communities will consciously work together to become contributing members of a global society through service and mission experiences.
7. . . . prepares students for academic and ethical responsibilities in the use of technology which will contribute to the improvement of the spirituality, health, and welfare of humanity.
8. . . . inspires students to take responsibility for their academics and behavior as they are encouraged to achieve their greatest potential.



CODE OF CONDUCT
Creating a Culture of Christian Respect

The Incarnation Catholic School Code of Conduct is based upon values derived from Catholic doctrine and the school's Mission Statement and Guiding Scriptural Passage (see page 5). Faculty and Staff will administer school policies and rules in a manner that is fair, firm, kind, and consistent. A strong, cooperative, positive relationship based on the following principles between home and school is essential for a successful program. Parents and students should read and discuss the following Code of Conduct in order to support and reinforce school policies and Incarnation's Faculty and Staff.

Incarnation Catholic School Code of Conduct

First General Precept

Mutual respect and honesty are the norm for behavior.

Second General Precept

All personal and school property will be respected.

Third General Precept

Proper conduct is expected at all times to ensure the educational and personal rights of all.

Fourth General Precept

A schoolwide dress code will be enforced.

Fifth General Precept

To ensure a safe environment, students, faculty, staff, and visitors will follow all safety rules.

INCARNATION CATHOLIC SCHOOL ADMISSION POLICIES & PROCEDURES

As a parish school, Incarnation must give first priority to children of Incarnation parishioners, using the priorities detailed below and presupposing available space. Students currently enrolled in the school will be admitted before any new admissions, provided they are officially registered during the re-enrollment period. While it is our goal to accommodate all interested families, be aware that registration does not guarantee entry into Incarnation School's program. New students registered and not admitted due to lack of space are placed on a wait list. Please review the *Admission Policy Guidelines* on the following page for more detailed information.

The Incarnation School admission process begins with submission of the following: Application for Admission form; Request for Information form (for students applying for grades 1-8); original birth certificate and Social Security Card (for verification purposes); copies of Baptismal, Reconciliation, and First Communion certificates (when applicable); and payment of the registration fee. All students applying for PreSchool 4's, Early Fives, Kindergarten or Grade 1 will be tested for placement purposes before admission approval. Students in other grade levels are tested for placement purposes at the discretion of the appropriate teachers and/or administration. All applications are reviewed by the Principal for final approval. All accepted students are admitted in accordance with this Admission Policy. Official acceptance letters and related documents are mailed upon admission approval.

ENROLLMENT PRIORITIES

First Priority Enrollment

Siblings of students currently enrolled in the school will have first priority – admitted in order by parents' parish or school registration date whichever is earlier **To be considered First Priority entering First Grade, siblings must have been registered for the Incarnation School Kindergarten Program.** See Section 6 of *Admission Policy Guidelines* for financial assistance information for Incarnation parishioners*.

Second Priority Enrollment

New students whose Catholic parents are parishioners* of Incarnation Parish will have second priority - admitted in order by parents' parish or school registration date, whichever is earlier. See Section 6 of *Admission Policy Guidelines* for financial assistance information for Incarnation parishioners*.

Third Priority Enrollment

New students whose parents are members of another local Catholic parish that does not have a school will have third priority – admitted in order by school registration date. Financial assistance is not available from Incarnation Parish, but may be sought from home parishes.

Fourth Priority Enrollment

New students who are not Catholic parishioners will have fourth priority – admitted in order by school registration date. While space may be limited, we welcome families from outside the Incarnation Parish community. Financial assistance is not available to non-parishioners.

*See Section 5 of Admission Policy Guidelines for definition of "Parishioner."

ADMISSION POLICY GUIDELINES

1. NOTICE OF NONDISCRIMINATION POLICY

We accept all students regardless of race, religion, sex, ancestry or national origin (Archdiocesan Admission Policies, 502.02).

Notwithstanding our open admission policy, it must be noted that the purpose of this parish school is to provide the opportunity to attend a Catholic school to Catholic children whose parents are parishioners of Incarnation Parish as defined in Section 5 below. Specific priorities and guidelines help to provide a fair acceptance. All families will be subject to an orientation process before final acceptance into the Incarnation School program.

2. PRIORITIES

In the event that all children registered within a given priority cannot be accepted due to class size limits, a wait list will be formed and the order of admission within each priority will be:

- ❖ Students registered during the previous year but not admitted due to lack of space or professional recommendations. *Families must re-register during registration week.*
- ❖ Students registered during open registration. Families vying for the same placement will be admitted in order by their parish or school registration date whichever is earlier.
- ❖ Students registered after open registration are admitted in order by school registration date until classes are filled.

3. WAIT LIST

A wait list for each grade level will be maintained for those children registered but not admitted due to space limitations. Students on the wait list must *re-register* for the next school year (during open registration) if they are not called during the wait list period of one year. A student will be dropped from the wait list and lose his or her priority if:

- ❖ An opportunity for enrollment is refused, or
- ❖ Families do not re-register during open registration. (Notice will be placed in the Incarnation Church Bulletin regarding exact dates for open registration each year.)

4. KINDERGARTEN, EARLY FIVES, and PRESCHOOL 4's PROGRAMS

Incarnation School's Kindergarten program prepares students for our first grade program, and as such it is preferred that students attend Incarnation's Kindergarten. Children admitted into the Incarnation School Kindergarten program must be 5 years of age on or before September 30. Per Archdiocesan Policy 401.02 and Ohio Revised Code 3321.01, children admitted into the Incarnation School Early Fives program must be 5 years of age on or before December 31. Children admitted into the Preschool 4's program must be 4 years of age on or before September 30th. Admission for these programs is determined on an individual basis. Students admitted into the Preschool 4's and Early Fives programs will be re-evaluated at Kindergarten screening for admittance into Incarnation School's Kindergarten program.

5. PARISH MEMBERS

To be considered a parishioner of Incarnation Parish, Catholics must live within the boundaries of the Incarnation Parish and must not be registered members of another Catholic parish. In order to receive the most benefits from parish membership, Catholics should register with the Incarnation Parish Office, participate in our weekly Mass celebration, provide talents that enhance the loving community of our church, and we ask that they contribute at least \$600 annually or \$50 per month as an average. When space is available, we welcome families from outside the Incarnation Parish community.

6. TUITION PAYMENTS / FINANCIAL ASSISTANCE

Timely tuition payments and support of the school community are expectations for continued enrollment at Incarnation School. Tuition is paid through the FACTS Program. All families must have an active FACTS tuition payment account before school begins to be considered registered for Incarnation School. Families have the option to pay in full by June 30th or choose the 10 month payment plan. A limited financial assistance fund is provided through the generosity of Incarnation Parish. Families who have been registered active parishioners for at least one year are eligible to apply for financial assistance if needed. Please contact our Pastor, Fr. Stretch, and he will guide you through our fair determination of tuition aid.

7. SPECIAL NEEDS STUDENTS

Incarnation School, through state funding, offers the following programs for students with special needs: School Counselor, Intervention Specialists, Speech/Language Pathologist, Reading Specialists, School Psychologist provided by the Centerville City Schools District, and School Nurse. While the goal at Incarnation School is to provide the best Catholic education for all of our students, restrictions may arise due to federal and state regulations as well as limited funding and personnel. If your child has a special need or has been placed on an IEP/ISP (Individualized Education/Service Program), any special needs must be indicated on the Admission Application and a copy of your child's IEP/ISP and ETR (Evaluation Team Report) must also be submitted at registration to determine if Incarnation School can provide the least restrictive environment for your child and for auxiliary service planning purposes.

FINAL DECISIONS FOR STUDENT ADMISSION WILL BE MADE BY THE PRINCIPAL

**INCARNATION CATHOLIC SCHOOL
PreSchool 4's through Eighth Grade
UNIFORM POLICY
2017-2018**

Why a uniform? Students' proclamation of self comes through actions and words rather than through clothing fads of the times. Also, this is the fourth general precept under Incarnation's Code of Conduct. The policy for uniforms at Incarnation School is developed and supported by the Incarnation Administrative Team, Teachers, the Commission on Education, and the PTO Board. Students in ALL grades (Preschool 4's through Eighth) are expected to follow the Incarnation School dress code policy and **parents are expected to provide the needed impetus for successful compliance**. A student who deliberately does not comply with the dress code will receive a detention and parents will be contacted. Continued disregard of the dress code policy could result in suspension or expulsion. **Final decisions will be made by the Administration.**

Where are uniforms purchased? Uniforms may be purchased from Lands' End (www.landsend.com) or from the PTO Spirit Wear program (www.incarnation-school.com). We ask that no replicas from other sources be worn. When ordering from Lands' End, please use Incarnation's Preferred School Code (# 9000-5690-4) to be sure only approved items / appropriate logos are ordered.

NOTE: UNIFORM POLICIES ARE REVIEWED BY THE COMMISSION OF EDUCATION SCHOOL DIVISION.

Note: All uniform items should be clean and in good condition before being worn with no rips, tears, holes or stains.

- JUMPERS / SKIRTS** Approved **plaid** jumper and skirt for grades Preschool 4's through 6 **only**. **(NO Navy blue skirts or jumpers. See "Skorts" below for navy blue options.)** Grades 7 & 8 girls do not wear jumpers or skirts. Plaid jumpers and skirts must be ordered from Lands' End and must be no more than six inches above the knee. Shorts or leggings should be worn under all jumpers and skirts. Navy blue uniform shorts or navy blue bicycle shorts may be worn under the jumper or skirt. Shorts may not be longer than the jumper or skirt. *From November 1 through April 1, girls wearing jumpers or skirts must wear leggings or tights under them for warmth.*
- PANTS** Navy blue uniform pants (purchased from Lands' End) are the **only** pants that may be worn for grades Preschool 4's through 6. Navy blue stretch pants (not tights or leggings) may be worn by girls in grades Preschool 4's through 3. **Grades 7 & 8** may wear navy or khaki **uniform** pants from approved uniform vendors only (see above). "Jeans styling" (such as top-stitching, patch pockets, low-rise waistline, etc.) are not approved uniform and are not acceptable uniform attire for any grade level. Belts are optional. Pant legs must not be tucked into any footwear.
- SHORTS / SKORTS** Navy blue uniform shorts and skorts (purchased from Lands' End) may be worn for grades Preschool 4's through 6. **Grades 7 & 8** may wear navy or khaki **uniform** shorts from Lands' End. (Skorts may not be worn in grades 7 & 8.) Shorts and skorts must be no more than 6 inches above the knee. **Shorts and skorts are not permitted from November 1 through April 1.**
- SHIRTS** Two types of shirts (without pullovers or sweatshirts) may be worn: 1) Solid white, pink or light chambray blue polo shirts with a collar, and 2) White oxford shirts (button down or not – through Lands' End only.) Both shirts must have the approved **Incarnation Bell Tower logo or the Blue Ribbon Schools logo on the left chest**. Polo shirts must be purchased from Lands' End or PTO Spirit Wear. **Logos MAY NOT be added to shirts after purchase by other vendors.** Girls may wear feminine fit style polo shirts. White "Peter Pan" collar blouses may be worn **ONLY** under jumpers. Turtlenecks are permitted **ONLY** under jumpers, sweaters, sweatshirts, approved pullovers, and vests. Undershirts and T-shirts worn under uniform shirts or PE shirts must be white without lettering or graphics. **Please remember that shirts must be tucked in at all times; even while wearing a sweatshirt, sweater, or vest.**
- SWEATSHIRTS** Green uniform sweatshirts or the approved green uniform fleece pullovers must have the Blue Ribbon Schools logo or the Incarnation Bell Tower logo embroidered on the left chest to be worn as part of the

uniform. These items are available from Lands' End. The green hooded Incarnation sweatshirts (available only through the PTO Spirit Wear program) may be purchased for grades P4-6 and may be worn as part of the uniform. Hoodies will no longer be sold for Grades 7 & 8, but may continue to be worn for 2017-18. Details about an alternative quarter-zip style for Grades 7 & 8 only will be announced at a later date. Collared uniform shirts or turtlenecks must be worn under all sweatshirts and fleece.

- SWEATERS** Solid navy blue cardigan, vest, or pullover may be worn over a uniform blouse, shirt, or turtleneck. All sweaters must have one of the approved logos (see above.) No other monograms, insignias or emblems are permitted. *Collared uniform shirts or turtlenecks must be worn under all sweaters.*
- SOCKS / TIGHTS** ***Only plain white socks are permitted. While we recommend that socks have no logos, socks with small logos less than 2" in length will be allowed.*** Socks **should** be visible above the shoe top. Navy blue full-legged tights may be worn only under the uniform jumper, skirt or skort. Socks sold by Spirit Wear with the "I" logo are permitted. On Mondays students are allowed to wear their favorite socks. Although they do not have to be white, they must be visible above the shoe top.
- SHOES** Rubber, non-marking soled tennis or gym type shoes with ties and/or Velcro closings may be worn. Sandals or flip-flops are not permitted (see "out of uniform" policy below regarding sandals.) No shoes with wheels are permitted in the building. "UGG" style fashion boots are not permitted. Snow boots may be worn outside during recess but need to be removed and replaced with approved shoes in the classroom.
- JEWELRY** Fashion necklaces, pins, rings and bracelets are often a distraction and are not permitted. Christian religious jewelry may be worn (crosses, Guardian Angel pins, etc.) Break-away necklaces are **STRONGLY RECOMMENDED** for safety reasons. One earring may be worn per ear to school. *For safety reasons, only post earrings may be worn. Cords or rope necklaces may not be worn around the neck as they can be hazardous on the playground and during PE classes.*
- COSMETICS** **No fingernail polish is permitted in any grade. Fake nails may not be worn.** No facial makeup may be worn in grades Preschool 4's through 6. Girls in grades 7 & 8 may wear **light** facial makeup. **Facial glitter and false eyelashes are not permitted.**
- HAIR** No extreme hair styles, cuts or coloring (including Mohawk styles or shaved shapes in hair.) Boys' hair should be above the collar.
- GUM** Gum chewing is not permitted on school property.
- P.E. CLASS** Only tennis or gym shoes with rubber, non-marking soles are permitted in the gym to avoid damage to the gym floor. **All students in grades six through eight** are required to wear the approved P.E. uniform. New uniforms are purchased online through Lands' End (www.landsend.com.) P.E. uniforms previously sold through the PTO Spirit Wear may still be worn as long as they are in good condition. T-shirts and undershirts worn under P.E. shirts must be white with no lettering or graphics.

DRESS UP DAYS / CASUAL DAYS / SPIRIT DAYS / SPECIAL CLUBS: Casual pants, including jeans and cargo pants, may be worn on Casual Day; however, skinny pants or other tight pants may not be worn- Shorts and skirts must be no more than six inches from the kneecap. Dress shoes and sandals (without socks) are permitted. For safety sake, students may not wear flip flops. Tank tops, crop tops, midriff tops, low cut tops, tops with spaghetti straps, no straps, or low slung pants are not acceptable attire for Dress up or Casual Days. If clothing worn to school is deemed inappropriate by the School Administration, parents may be called and/or used uniforms (washed and kept in the Nurse's office for this and other purposes!) may replace the inappropriate clothing.

SPIRIT DAYS: An Incarnation Spirit shirt may be worn on designated Spirit Days with uniform pants or shorts. Two types of shirts may be worn to show school pride: 1) Spirit Wear T-shirts with the Incarnation logo or Crusader logo; and 2) Any solid green or solid gold (or blend of both) short or long sleeved T-shirts. Students may wear their Incarnation sport jerseys only if it is labeled in some manner with Incarnation School or Incarnation Crusaders.

SPECIAL CLUBS AND TEAMS: Boy and Girl Scout Uniforms may be worn on the meeting days. Other Incarnation Club shirts, Incarnation Team shirts and Incarnation Sports shirts may be worn on designated days coinciding with Competitions or Special Events with advanced permission and approval of the Administration and Grade Level Teachers.

SCHOOL DAYS AND HOURS EMERGENCY CLOSINGS & SNOW DAYS

School Hours

PreSchool 4's – Eighth Grade

School starts 8:30 AM

Final Dismissal Bell 3:10 PM

School Doors Open 8:10 AM

PreSchool 4's & Early 5's Hours

AM - 8:30 - 11:15

PM - 12:15 - 3:15

(See lunch times on page 22.)

Please do not drop off children before 8:10 AM.

Please pick up children after school by 3:30 PM.

Note: Children dropped off early or not picked up by 3:30 will be cared for by the School's Morning Care or ACE Program, and families will be billed for the services.

Morning Care Program

A morning care program is available on school days.

Hours of operation are 7:00 a.m.- 8:10 a.m. in the Parish Center. Breakfast is available between 7:30 a.m. and 8:00 a.m. in the Morning Care room.

In the event of a two hour delay the morning care program will be cancelled.

Application forms are available in the school office.

ACE Program

(After School Care)

An after school child care program is available on school days. Hours of operation are 3:10 - 6:00 PM.

Application forms are available in the school office.

Emergency Closings: OneCall!

(See page 14 for Make-up Day Information)

While on occasion, Incarnation may be closed when Centerville City Schools are opened, **IF CENTERVILLE SCHOOLS are delayed or closed, Incarnation School will ALWAYS BE delayed or closed because of busses.** Announcements concerning school closing will be made through the **ONECALL (phone, email, text) program**, and families may set up how they will be contacted. Announcements will also be made on local radio and TV stations beginning at 6:30 a.m.

Emergency closings that occur during the school day will also utilize ONECALL as well as be announced over the local stations. Every effort will be made to assure that children dismissed from school will not be taken home unless there is someone available in the home. It is recommended that parents listen to the local stations (WDTN, WHIO, and WKEF) in the morning, especially during the winter months.

Two Hour Delay for Half-Day Programs:

Morning (AM) Early 5's and Preschool Fours will be cancelled **with the exception of those students in the Extended Day Program.** Upon arrival Early 5's students will go to the Extended Day (Parish Center) classroom, and Preschool Fours will go to the Early Childhood Department, PreSchool 4's classroom (lower level of school). Bus pick up time for all other students, grades 1 - 8 will be two hours later than normal. Dismissal will be at the regular 3:15 PM time.

TWO HOUR DELAY NOTICE: Do not drop children off at school before 10:10 AM since teachers will have the same two hour delay schedule.

AFTER SCHOOL ACTIVITIES LATE PICK UP

Students staying after school for any reason are to be picked up by the St. Elizabeth Ann Seton (NW Wing) doors, where they normally depart for afternoon buses. This alleviates the traffic flow problems on days when both Incarnation School and Incarnation PREP are in session. Teachers must remain with the children until they are picked up, so please be prompt!

Attendance/Absence

NOTE: See absence/tardy procedures on page 13.

1. EXCUSED ABSENCE

The Ohio Department of Education (RC § 2151.011) states that no child is to be excused from attending school unless sick, exposed to contagious disease, or, upon parental request, excused for a limited amount of time for medical examination or family emergency. **Excused absences are still noted on the child's records and report cards.** Unexcused absences may warrant a call and/or a conference by the administration.

2. UNEXCUSED ABSENCES

If a child is absent, and the absence is not from one of the categories listed above in "Excused Absence," the absence is recorded as an "Unexcused Absence." This would include vacations taken during the school year where "Notification of Travel" form (appendix A) has not been approved prior to travel dates. (See "Truancy" below.)

3. TRUANCY

Children with unexcused absences from school for **three or more consecutive days, five or more days in a month, or twelve or more school days in a school year** are considered "habitually truant" under the Ohio Department of Education code (ODE RC § 2151.011). Parents of children who are habitually truant will be required to meet with the Principal and/or the County Truancy Officer. The school is obliged by law to report unwarranted, habitual absences to the Montgomery County Truancy Officer.

4. VACATION ABSENCES, EIGHTH GRADE HIGH SCHOOL SHADOWING, AND OTHERS

Families should make every effort to have students in school for the 178 days required by the State of Ohio. **Vacations should be taken when school is normally on break.** Missing school due to vacations or other reasons not listed under "Excused Absences" are considered unexcused. Families who **need** to travel, must complete a "Notification of Travel" form (appendix A) prior to the absences.

Families who wish to have 8th grade students "shadow" the upcoming high school for ½ day or a full day, must complete a "High School Shadowing" form available in the school office. **There will be more information available on Shadow Days provided directly to the Eighth Grade families. While one high school shadowing day is preferred, no more than two are allowed.** The form must be completed and submitted to the school office 48 hours prior to the days 8th grade students are visiting high schools and must be returned the following school day with the high school verification completed.

If vacation time or shadowing time is taken during the 178 school days, it is the responsibility of the parents to help their children make up work when they return to school. **Teachers are not responsible for giving school work prior to extended leaves as the work is rarely completed, and the books and work are often left on the pick-up table in the St. Mary Lobby.**

5. MAKE UP WORK FOR ABSENCES DUE TO ILLNESS

Twenty-four hours must be given to teachers before homework is sent home. If your child is sick, parents may ask that homework be sent home, and it will come home on the following day. If a child returns to school the next day, he or she will bring home the missed work. Children will be given 24 hours or a reasonable amount of time to make up work missed during absences, as established by each grade level team. While most homework should be brought in on the day a child returns to school, a logical amount of time for those children with serious illnesses is ½ day for every day missed to make up homework, so that a child who missed three days, may be given 1 ½ days to complete the homework from the time they return. Teachers will work closely with families with seriously ill children. PlusPortals should be utilized as a resource for missed work during absences.

6. SCHOOL DAY ABSENCES THAT COINCIDE WITH EVENING EVENTS

Children who are absent during the school day should not attend evening events such as sporting events, school dances, or programs. *It is not a good policy to have children stay home during the school day to prepare for evening events.*

7. LATE ENTRANCE, EARLY EXIT, AND TARDY POLICY

Whether excused or unexcused, when children arrive to school late, there is a disruption of the educational program. Children are considered tardy when they are not in their homerooms by 8:30 a.m. **The only exception is if the student was on a late bus.** It is usually recommended that children who are sick in the morning remain home to recover during the day. Please do not send children to school who have fevers, are vomiting, or have a diagnosed communicable disease. Arriving at school after 8:30 for any other reason will be considered an unexcused tardy.

Children who come to school by car should be dropped off no later than 8:25 a.m. to allow time to report to class. Students who arrive at or after 8:30 must first report to the main office for a tardy slip before going to homerooms. Lunch must be received by 9:00 to be ordered, and families may call in the order if they know they will be late due to a medical appointment. Lunch orders are delayed until all busses arrive.

Students arriving after 10:30 AM will be marked absent for one half-day. Student leaving school before 1:00 will be marked absent for one half-day.

To be dismissed or not to be . . .

If for any reason a child must be excused to leave school, a note signed by a parent or guardian must be given to the homeroom teacher the day before, or (in an emergency ONLY please!) a phone call may be made to the office. All phone call dismissals must be made before 11:30 AM the morning of the absence or we cannot guarantee a smooth departure. **The child will be dismissed from the school office when a verified member of the family reports to the office and signs out the child.** Requests for release of another person's child will not be accepted. Parents are requested to make all doctor and dental appointments before or after school. **Leaving school early for athletics or local events (high school sports, etc.) is highly disruptive, discouraged, and considered unexcused.** Children leaving school before **1:00 PM** and not returning will be considered absent one-half day.

8. Absence and Tardy Procedures:

- ✓ All absences and tardies must be **reported to the school office by 9:00 AM** on the day of the absence by called 433-1051 or by utilizing the school App's absent reporting link.
- ✓ When calling the school office, please give your name, the name of the student, his/her homeroom, and the reason for the absence.
- ✓ Unreported absentees will be checked by placing a phone call to the home or work place.

- ✓ **Upon returning to school, all children must bring a written note signed by a parent or guardian stating the reason for the absence and the date(s) upon which the absences occurred.** The note is to be given to the homeroom teacher who will keep it on file.

Transfers / Change of Address

Change of address and/or phone numbers should be promptly reported to the school office. Sufficient notice should be given whenever possible on the occasion of a transfer from school. ALL records are sent by mail directly to the new school upon receipt of a written request from the proper school authorities with the signature of the parent or guardian. Records for high school are transferred by the registrar at the end of the school year. **No records will be transferred if there is a tuition balance or unpaid fees.**

INCLEMENT WEATHER/EMERGENCY CLOSING MAKE-UP DATES

See page 11 for Emergency Closings & One Call information.

CALAMITY DAYS: *The Ohio Revised Code as well as Archdiocesan policy requires schools to designate possible make-up dates for emergency days off that are not approved "calamity days" by the State of Ohio. The following are potential make-up days for the 2017-2018 school year: Friday 11/3/17, Monday 1/15/18, Friday 2/16/18, Monday 2/19/18, and Tuesday 5/29/18 through Friday 6/1/18. The Pastor and the Principal will announce which, if any, of these dates may be used as make-up days.*

While there are built-in cumulative days through longer school hours in Catholic schools, the above are proactive, potential make-up days that may be needed beyond those days that are approved and/or built-in.



DELAYS & EARLY DISMISSALS

MORNING DELAYS: Early morning inclement weather conditions may create the need for morning delays, which will be announced to all families through One Call. Most frequently there is a two hour delay, and school doors will open at 10:10. School will begin at 10:30 and end at the normal time of 3:15. Families of children who attend PreSchool 4's and Early 5's half-day morning programs and then attend the Extended Day Program, will also come to school at 10:30. Families of children who only attend the morning program may decide not to attend school. The afternoon program will begin at the normal time of 12:15.

EARLY DISMISSALS for Inclement Weather or Emergency Situations: Unscheduled Early Dismissals rarely occur, but if there is an emergency situation, parents will be contacted to be certain that there is someone at home before the child is dismissed.

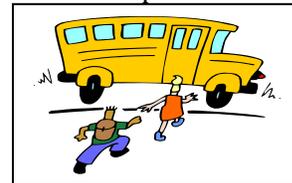
EARLY DISMISSALS for Teacher Conferences: *Teacher conferences and professional development may create the need for early dismissals, and these are listed on the school calendar (See Appendix B). CONTACT CALLS WILL NOT BE MADE FOR SCHEDULED EARLY DISMISSALS.*

Transportation

BUS SERVICES

- Centerville City Schools, Miamisburg Schools, Sugarcreek-Bellbrook, and Springboro Schools provide transportation to and from Incarnation School.**
 - Centerville City Schools** provide transportation **BOTH** to and from **Incarnation School** (morning, noon, and after school) for all students in Preschool Fours and Early Fives through eighth grade.
 - Springboro Schools** will provide transportation for students in Preschool Fours and Early Fives through eighth grade to and from **Incarnation School ONLY** in the morning and afternoon. *Midday service is not offered for Preschool Fours or Early Five's students.*
- CALAMITY DAYS NOTIFICATION: The One Call service will be utilized if Incarnation School is closed.** If Centerville Schools are closed, **Incarnation School** will be closed. However, if **Springboro, Sugarcreek, or Miamisburg Schools** are closed, parents in those districts will have to provide transportation to and from Incarnation. **On these days, the increased traffic for car riders will be carefully monitored, but we ask that drivers please be patient for the safety of our children!**
- Children may ride only their assigned buses.** Students will ride their assigned bus to and from school unless a written note signed by a parent, requests permission for the child **not** to ride the bus home. If a proper written request is not received, the child will be sent home on the bus, except in emergency situations. **Approval for a child to change buses or go home with a friend on a different bus can only be given by the transportation department of the school district providing busing. Incarnation School cannot give permission. Contact your district's transportation office to arrange for bus changes.** Students are not permitted to ride a bus from another school district.
- Once children have boarded the bus, only school officials may remove a child from the bus and only with the knowledge and consent of the bus driver. **No one (e.g. parents, children's friends, etc.) may ride a bus without permission from the respective school district.**
- Proper and safe conduct is expected and required at all times.** Violations of the bus safety code will be reported to the School's Administration. Misconduct may result in suspension or expulsion of the student from the bus and disciplinary actions from the school.

Centerville Transportation: 885-7776
Miamisburg Transportation 866-1283
Springboro Transportation: 748-4462
Sugarcreek Transportation: 848-5081



Violation of Bus Safety Rules

Each public school district's transportation department handles bus safety and disciplinary issues. The Incarnation School Administration supports and reinforces transportation department decisions, which can include bus suspensions and/or expulsions as well as in-school consequences for inappropriate behavior on school buses. The goal of all is the safe transportation of children on the busses.

SAFE ARRIVALS AND DEPARTURES!

KEEP OUR CHILDREN SAFE! NEVER DRIVE IN BUS ENTRANCES OR EXITS !

Morning Car Rider Drop-Off: All vehicles are to enter at the main church entrance from Far Hills Avenue/State Route 48. There are two lanes that may be used to drop off students. **Lane 1** will exit towards the Parish Center Parking lot which leads to the Park entrance and exit to Route 48. **Lane 2** will take drivers to the lane behind the Church and to Williamsburg Lane. There are “safety zone” parking areas where parents may park and walk their students to the building if needed. Please do not park directly in front of the school – this is a designated FIRE LANE. **Due to busses, there is no parking in the lot between the school and parish offices from 8:00-8:45AM and 2:45-3:20 PM.**

Afternoon Car Rider Pick-Up: All vehicles are to enter through the Parish Center/Activity Center parking lot. Proceed through the parking lot to the drive in front of the school in a zigzag pattern between the parked cars beginning in the Parish Center parking lot. **Do not park or block the park entrance street.** At 3:10, staff will begin dismissal. Please place a **sign with your family name** in the window to facilitate dismissal. Students will be escorted to your car. Parents picking up students should come to the north lobby entrance and give their names to the staff person on duty.

Walkers: Students who walk to school will be dismissed at 3:20 after the buses have left. Students who walk to school are expected to obey all pedestrian safety regulations.

Bike Riders: Bikes must be locked and chained for protection. Incarnation School will not be responsible for loss or damage to bikes. No bike riding during lunchtime. Motorized bikes are not permitted on school property during the school day. Students who ride bikes to school are expected to obey all traffic safety regulations.

After School Activities—Parent Pick-up Procedures

Students staying after school for a planned extracurricular activity will be picked up at the north doors of the St. Elizabeth Ann Seton wing, where they would normally board busses. Parent should arrive at the appropriate pick up time, and if there is a delay, the children may be sent to the ACE (after school) program, and families will be charged for the time.

Parent Schedule/Transportation Change

No child will be allowed to change his/her normal daily school routine without written permission from a parent or guardian received in the school office before 11:30 AM. Students who attend after school activities on a regular basis (such as Daisy Scouts, Girl/Cub Scouts, Peer Tutoring, Athletics) will only need one signed note for the year. Last minute changes of routine will not be permitted without written permission from the parent or guardian of the child, except in emergency situations. Students will be sent home by their regular means of transportation or remain at school until they can be picked up by a parent / guardian.

Academics/Curriculum



Incarnation School's curriculum meets and/or exceeds those standards required and suggested by both the Ohio Department of Education (ODE) and the Archdiocese of Cincinnati. All required subjects and suggested time allotments meet or exceed state standards. Religion, Reading, English, Writing, Math, Science/STEM, Social Studies, Physical Education, Art, and Music (general, choral, band, orchestra, guitar) are taught at all grade levels. Foreign languages (Spanish, French, or German) are taught in grades six, seven, and eight as graded curriculum. Students in grades Early Fives through 5 are taught either French or Spanish once or twice a week through the instruction of a certified foreign language teacher. Incarnation School is a nationally recognition School of Excellence for its superior curriculum and it has recently been acknowledged as an official STEM (Science, Technology, Engineering, and Math) School.

Graded Courses of Study

The Archdiocesan Graded Courses of Study are the state approved guide for all Catholic schools in the Archdiocese. The intent of the Graded Courses of Study is to provide the classroom teacher with identifiable and measurable objectives in each subject area. Objectives of the GCS are written in the teacher's lesson plan to conform with state standards and are available for review by parents in the school office. **Copies of a CD of the Archdiocesan Graded Course of Study may be borrowed from the front office.**

Religious Education & Weekly School Mass (Fridays)

Religion is taught in all grade levels according to the child's developmental level. Celebration of the Mass on Friday or on a holy day is part of the religion curriculum. Preparation for the sacraments of Reconciliation and First Communion is part of the second grade curriculum. Reconciliation is made on an individual basis. Reception of First Communion is made with the family at a time decided by the family. Preparation for Confirmation is part of the seventh and eighth grade curriculum.

Parent information meetings regarding the sacraments are scheduled each year. Information regarding the meetings is sent home with the children and published in both the school newsletter and the parish bulletin.

Students in grades 1 - 8 attend Mass as a school on Friday mornings at 9:00 a.m. During the second semester, the Kindergarten students will join the school community. Each grade level prepares liturgies on a rotating basis. Active participation is encouraged through planning, dancing, instrumental music, singing, reading, leading the petitions, and serving. Parents are invited to celebrate the liturgy with the children on Fridays. Adults are asked to sit in assigned pews behind the children. Special prayer services are conducted throughout the year for the children and parents may be invited.

Field Trips

ALL INCARNATION FIELD TRIPS HAVE EDUCATIONAL PURPOSES, WHICH ARE STATED ON THE PERMISSION SLIPS!

Curriculum-based field trips provide a wider experience for students. Service oriented field trips, which express our Catholic values, are a part of the curriculum. Written notification about field trips will be sent home to parents. Per Archdiocesan and State regulations, a written permission slip **MUST** be signed by a parent or guardian for a student to take part in a field trip. Parent participation is encouraged and needed especially for supervision. Bus transportation will be used for all field trips. A fee will be charged per child to cover the cost and is included in the School Activity Fee. **Field trips are a privilege, not a right. Forfeiture may occur due to a student's behavior and the fee may not be returned.**

Volunteers for Field Trips

Volunteers for ANY Field Trips - in-house or away from school, must have Virtus training through the Archdiocese as well as background checks!

Report Cards

Report cards are issued at the end of each quarter of the school year for students in grades **two through eight**. **First grade** students receive report cards at the end of the second, third, and fourth quarters. **Preschool fours, Early-5, and Kindergarten** students receive progress reports at the end of each semester. **Art, Music, Band, Foreign Language(1-6) and Physical Education** teachers report grades at the end of each semester.

Interim reports may be accessed through PlusPortals twice each quarter for students in **grades three through eight**. **Teachers in grade three through eight upload grades every Friday** to increase home-school communication.

Textbook Policies

The student who is assigned their use must take care of all textbooks, books, and related materials and equipment that are the property of Incarnation School or loaned to the school through State or Federal programs. **All books must be covered. A fine will be assessed for damaged books.** Students who lose a textbook or library book will be assessed the current replacement value. Non-payment of book fees will necessitate withholding of a student's report card or permanent records. If a student withdraws from the school, all books and materials belonging to the school must be returned or the current assessed value paid before permanent records are transferred to the new school.

Standardized Tests

Incarnation School participates in the Archdiocesan wide testing programs. In March, grades 2-7 are given the IOWA Test of Basic Skills (achievement) and the CogAT Test (ability). Results are sent home in late April.

Universal Screenings are conducted three times a year for grades K-8 to monitor progress in math computation, math word problems, reading fluency, and reading comprehension.

Results for both tests are mailed home to parents, and conferences may be requested for further explanation.

Homework Policy

Homework provides reinforcement for the curriculum a child learns in the classroom and helps a child develop responsibility through a "task completion" activity. Returning assignments on time and neatly completed helps a child develop good study and learning habits. Parents are encouraged to help children with their homework by taking an interest in what the child is doing and providing guidance in completion and correction of the assignment. Students will develop good study habits by having a set time and place to do homework, and or by reading quietly each night.

Daily homework, test dates, and projects may be found on PlusPortals. (See PlusPortals under Parent Communication.) Teachers upload grades every Friday to increase home-school communication. ***If there are problems viewing the grades, please contact the office.***

Students who are absent are required to make up missed assignments. Each department will establish its own make up policy. Please see the department handbook provided at Open House for details. Parents may call the school for assignments when the child has missed two days of school. *Many grade levels assign "buddies" to collect any homework assignments during a child's absence.*

If a child has a prolonged illness, it is recommended that the teacher and/or administrator be contacted to arrange for books and homework to be taken home on a regular basis. A tutor may also be required. Please make sure your child is well enough to do school work.

Homework questions?

Visit *PlusPortals*, the school data system for homework and notices.

Need more help? Your child's teacher or the School Office personnel will be glad to help!



Home to School Communications



Parent / Teacher Conferences

Conferences are scheduled for all students at the end of the first quarter. For the second and third quarters, conferences can be either parent or teacher initiated. Conference schedules are sent home with the first and second quarter report cards. Parents or teachers may ask for a conference at any time during the school year if the need arises. Conferences must be scheduled to allow for preparation, availability of the staff, and to maximize the effectiveness of the meeting. Telephone conferences, email, and the exchange of notes are other ways of reporting a child's progress.

Parental Concerns

Cooperation and communication between a parent and teacher is vital for the success of the child. Parents who have a concern should first bring the concern directly to the teacher through a phone call or by scheduling a meeting with the teacher(s) involved. If a concern cannot be resolved successfully, parents are invited to make an appointment with the principal. Please afford us the opportunity to discuss the situation by scheduling an appointment when the proper amount of time can be given to the consideration of your concerns.

Telephone Contact

The school office is opened from 8:00 a.m. through 4:00 p.m. If parents wish to contact or make an appointment with a teacher, please call the school office at 433-1051 and leave a voice mail message.

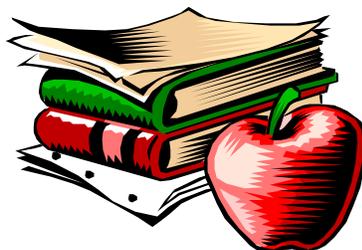
Students needing to contact a parent for a valid reason may be allowed to use the classroom phone with the approval of the teacher. Students should let the school office know if a message was left for a parent in this manner.

Faxing forgotten homework, unsigned tests, etc. will not be accepted or delivered to a student or teacher. Please do not fax or email notes for change of student's transportation. A personal phone call is necessary for such important information. Thank you!

Email Contact

Teacher email addresses are available on the school web site or from the teacher. **Please do not email time sensitive information such as changes in schedule or pick up after school.** Teachers are busy during the school day teaching your child and will not check email until after school. A phone call to the front office should always be the exception for early dismissals or for any change in schedule. While phone call changes are highly discouraged, occasionally, it is necessary; however, to assure smooth departure, in non-emergency situations, the phone call must be made before 11:30.

Expectations of civility in communications are the same for email and voice mail as for face-to-face communication. Respect for one another should be evident in tone and language, as well as content. Unfortunately, email does not convey tone and affect, and it may cause the message to seem abrupt or confrontational when used in haste or anger. Therefore, issues of significant concern are best left to a personal meeting, which the use of email or voice mail can facilitate.



NEWSLETTERS

The ***I-NEWS*** newsletter for families is posted weekly on the school webpage, and it is sent home via email to all families. It contains information on current happenings in the school featuring individual children, grade levels, or the total school. A monthly calendar of activities and a hot lunch menu for the coming month are also attached, but may be found on **PlusPortals** and the school webpage. www.incarnation-school.com. Each grade level will communicate the curriculum and individual student work uniquely. PlusPortals (online communication) is a primary factor in maintaining communication between home and school.

PlusPortals

PlusPortals is a safe, secure and easy way for teachers, parents, and students to share information. This communication is available for grades P4-8. You can check daily assignments, upcoming tests, classroom newsletters, the school calendar, classroom calendars, monthly menu, school club information, and much more.

Additionally, PlusPortals gives secure access to both parents and students to check their grades on line at various intervals throughout the quarter in grades 3-8, and Midterm reports will be posted in the PlusPortals. Screen names and passwords will remain the same next year for returning students and parents to Incarnation School.

Please activate your PlusPortals. For questions contact the Technology Coordinator:
deanne.mcneil@incarnation-school.com

EMERGENCY NOTIFICATIONS ARE SENT
THROUGH ONE CALL.

Rights of Non-Residential Parents

Both parents have the right of access to a child's grades and information unless one parent produces a legal (court certified) document to the contrary. The school will supply current grade information to the non-residential parent only upon receipt of a request, which must be in writing.

Parents are required to keep the school office informed of changes of address for both.

For the safety of our children, parents must supply the school with a copy of the most current court order, custody / parenting agreement.



Promotion – Retention – IAT

Promotion to the next grade is based upon a child's effort, cooperation, and ability. At times, students may be developmentally unprepared for a move to a higher grade level. Students who fail one major subject (cumulative average for the year) will be required to attend summer school. Students who fail two major subjects due to lack of effort will be required to attend and pass the courses in summer school before being promoted to the next grade level. Through PlusPortals, parent-teacher conferences, emails, and phone calls, parents are well informed of their children's progress. However, the potential for failing a grade level can be daunting, and communication as well as a home-school, team effort will be developed by March of the school year to closely monitor academic progress or lack of progress (see IAT below). The school will keep close documentation for review by all team members, including the child.

An IAT is an ***Intervention Assistance Team*** that is led by the School Counselor and includes parents, teachers, nurse, and administrators. Students experiencing difficulty in learning that is noted by parents or teachers who have already tried interventions, will be referred to the School Intervention Assistance Team. The purpose is to help the child. While it does not happen often, testing through Centerville City Schools by a designated school psychologist may be recommended. Parents will be involved throughout the process and will be asked to make the decision regarding placement after they have met with the school psychologist and the teachers. (*See Special/Auxiliary Services, page 21*)

Auxiliary Services



The following services are provided to the students of **Incarnation School** through **Centerville City Schools** and through Incarnation's participation in both **State and Federal programs**:

- ❖ **School Counselor:** Provides group and individual counseling; classroom instruction on pertinent social, behavioral, and academic topics; and information, in-services, and guidance to teachers and parents on social, behavioral, or academic areas of need. Parenting classes, student character education program, and a program to discourage a culture of bullying and promote a positive climate of kindness through classroom visits are also led by the school counselor.
- ❖ **Speech/Language Pathologist:** Provides screening, testing, remedial, and therapeutic speech and language services for grades K-4.
- ❖ **School Nurse:** Provides first aid and emergency care as needed. Provides screening in the areas of vision, hearing, and blood pressure. Maintains immunization records and is available for classroom teachings. Presents sexual differences discussions for grade 5.
- ❖ **Reading Specialists:** Provides early intervention and instruction for struggling readers in grades K-4; support classroom teachers.
- ❖ **Reading/Math Specialist:** Offers remedial reading and/or math support to students in grades K-4.
- ❖ **Intervention Specialists:** Provides specific instruction in language arts and/or math instruction for grades 1-8 students who qualify for the program. Intervention Specialists also provide math and language arts support for students as needed and who do not qualify for specific instruction.
- ❖ **School Psychologist:** Provides specific evaluations to determine the needs of individual children after meeting with an Intervention Assistance Team that has exhausted intervention strategies in the classroom.

Procedures for Intervention Considerations: 1) All requests for testing in any of the above areas must be made through the Classroom Teacher who will fill out a request that will be evaluated by an Intervention Assistance Team. 2) The Intervention Assistance Team will include one or both Parents, Administrators, Teachers, Counselor, Nurse, and School Psychologist. 3) Only after a classroom and home interventions have been tried without success will a child be scheduled for testing. 4) If the decision to test is made, the proper forms will be distributed to the parents and the teachers. 5) All forms should be returned to the School Counselor. 6) Testing is provided by a Centerville Schools Psychologist.



Lunch Time in the Crusader Cafeteria

Cafeteria Rules and Guidelines

POLITE BEHAVIOR AND GOOD MANNERS ARE AN EXPECTATION AND A REALITY IN THE CRUSADER CAFÉ!

WE ARE A FAMILY! AS SUCH, ALL CHILDREN IN GRADES TWO THROUGH EIGHT WILL BE ASSIGNED TIMES TO CLEAN TABLES AND SWEEP THE FLOOR FOR THEIR HOMEROOM OR CLASS.

1. Students are instructed, as they are during the school day and at home, to be respectful of all cafeteria workers, volunteers, teachers, administrators, and one another. If there is a problem, students should contact an administrator or their teachers at an appropriate time.
2. Walk into and out of the cafeteria. Running creates a hazardous situation.
3. Sit properly (facing the table with legs under the table) at assigned grade level tables.
4. Remain seated while dining unless permission is given to leave.
5. Be patient while waiting in the correct line when purchasing lunch or a snack.
6. Clean the table and floor where you sit. Deposit all trash in the proper containers, and do not throw trash into the containers.
7. Talk to friends in a conversational voice. Yelling, pounding on the tables, or other loud disturbances are not permitted.
8. Students may leave to use the restroom when necessary, although they should notify the cafeteria monitor. Sometimes students may be asked to wait if the restrooms are crowded.
9. Respectful behavior toward lunches, foods, drinks, utensils, etc. is an expectation.
10. NO throwing, tossing, flipping, flicking, shooting, etc. of any item in the cafeteria.
11. NO ball playing or handling in the cafeteria during lunch.
12. Observe dismissal procedures as explained on the first day of school.

Recess/Lunch Schedules:

Ext. Day- Kind/Preschool Fours:

Kindergarten 11:15 AM – 11:50PM

Grades 7 & 8 11:35 AM – 12:10 PM

Grades 5 & 6 12:00 PM – 12:35 PM

Grades 3 & 4 12:25 PM – 1:00 PM

Grades 1 & 2 12:50 PM – 1:25 PM

Birthday Treats

We welcome the celebration of birthdays with non-edible treats (pencils, stickers, novelty items, a classroom board game, a donation to a local charity, etc.) Treats should not be distributed in the cafeteria.

Homeroom teachers will assist in passing them out during homeroom time. Parents can help teachers by supplying enough gifts for each student in their child's homeroom.

Students should bring their birthday items to school and give them to the homeroom teacher for help and guidance. And then it's Happy Birthday!

Special Lunches & Lunch Visitors

We welcome parent/grandparents who bring special lunches for their children! While any type of lunch may be brought, visitors are asked to sit in the special guest area on the stage in the cafeteria and not with the classes of children at their tables. *Other children from classes may not join the families on the stage.* Parents who wish to purchase a school lunch need to notify the office 24 hours in advance. While joining children for lunch is a special treat, parents may not participate with outside recess unless they are designated and scheduled volunteers with proper background checks and Virtus training.

Nutrition Advisory Council

The Nutrition Advisory Council is made up of students in grades five through eight. This provides an opportunity for the students to learn about good nutrition and health. It also involves students in making the school food services program more responsive to their needs. The students serve as a communication bridge between the student body, administrators, school food service personnel, the faculty, and the community.

Incarnation Cafeteria School Lunch Program

Incarnation Cafeteria is now run by W.G. Grinders an independent lunch provider. The purpose of the school lunch program is to provide your child with a nutritious and well-balanced meal each day at minimum cost. Every effort is made to provide reasonable choices and still meet the constraints of budget and acceptability. If a student plans to eat from the school cafeteria menu, and has a food allergy, the cafeteria staff should be informed in writing at the beginning of the school year regarding the allergy. The Cafeteria Staff would also like to meet your child. ***Monthly lunch menus are posted on the school web site and the weekly I-NEWS letter.***

Students have a choice of a main entrees each day, Turkey Grinder, Italian Grinder, Buffalo Grinder, Veggie Grinder, Chef Salad, Peanut Butter and Jelly, and Turkey Wrap. There is also a separate gluten free menu. All meals include milk. Drinks available to purchase separately are milk, juice box, water and Sunny D.

The Incarnation Cafeteria also offers a variety of snacks each day for students in grades 5-8. Students have a choice of what they buy. Students are not permitted to purchase snacks unless they have either packed a lunch or purchased lunch in our lunchroom. Children that owe for a lunch charge are not permitted to buy snacks until all charges are paid.

The cafeteria has a computerized debit system that tracks every student coming through the line for lunch. The system uses a student ID pin number that stays with the student through their school years at Incarnation. Each student has his/her own account regardless of free, reduced, or paid status. The system will only work if students pre-pay for their lunches. All checks/cash should be sent to school with your child's name and pin number on the front of an envelope or money can also be placed on your child's account online at

www.spsezpay.com/Incarnation. Any money left at the end of the school year will transfer to the following year.

Please make checks payable to W. G. Grinders .

If your child forgets his/her lunch money or fails to bring in a packed lunch, he/she may charge a lunch. All charges are to be paid the following day. Students will only be permitted to charge two lunches. After the child has charged two lunches, they will no longer be able to charge and will receive a peanut butter and jelly sandwich. Parents will be notified when their child has an outstanding balance. Balances can be viewed at

www.spsezpay.com/Incarnation using your child's pin number.

Questions on the lunch program should be directed to cafeteria manager Mrs. Lee Snead at grinders@incarnation-school.com.

Forgotten or special lunches MUST be brought to the school office before the scheduled lunchtime of your child. Please have your child's name on the lunch. Do not take lunches directly to the classroom or cafeteria.



Ohio Department of Health Regulations

1. The cafeteria staff may not allow students or guests to store food in the kitchen or to heat food items in the microwave oven.
2. Students purchasing food from the cafeteria must take a minimum number of servings. Food that has been served may not be returned.



Playground/Recess Guidelines/Safety

OVERVIEW

Supervision of children during lunchtime will be facilitated by the assigned Teacher(s) and/or Classroom Aides. Rules of conduct and guidelines for play for inside recess and outside recess are reviewed with all students the first week of school. During good weather, students will be dismissed from lunch to the playground (the northwest area of the school). Playground equipment and hard and soft areas are provided for the children. Balls, jump ropes, and other approved equipment will be provided for use. **The access road (coming from the Parish Center) and any vehicle entrances are closed during the school day when children are outside.** During inclement weather, students will remain in their homerooms, and teachers or classroom aides are assigned to each room for supervision. *Toys or other equipment may not be used at school for indoor or outdoor recess unless there is specific permission from the child's homeroom teacher.*

Please note: Volunteers may not bring siblings during their volunteer time. Children brought to school must be supervised by their accompanying parents and may not be supervised by faculty or staff, who are caretakers for children attending Incarnation.

Outdoor Recess: Playground Rules, Policies and Guidelines

- Students may not leave the school grounds, playground, or the school building without permission from the office. **PARENTS ARE NOT TO TAKE CHILDREN DIRECTLY FROM THE PLAYGROUND OR OTHER SCHOOL LOCATIONS DURING SCHOOL HOURS AT ANY TIME.** All dismissals must go through the school office to have official notification of the child's dismissal. Parents should come to the front office, and the secretaries or administrators will call the child from his/her school location.
- Parents and other lunchtime guests are not permitted to join children on the playground unless they are assigned as Volunteers and they have all background checks and are Virtus trained.
- ***Grades PreSchool 4's through One may use the primary equipment, and Grades through Sixth Grade may use all other (not primary) playground equipment in the mulch area. Grades Seven and Eight are not permitted on the playground equipment.***
- Courtesy, respect, and safety are expected at all times, from all children and adults.
- Contact games such as tackle football are prohibited.
- Skate boards, roller skates, and roller blades are not permitted on school grounds.
- *For the safety of all of the children, no outside toys or equipment may be brought to school without permission from the homeroom teacher and the outside classroom aides.*
- For safety purposes, students may not play tag or keep-away on the play equipment.
- Slides are for going **down only** and not climbing up.
- Students may not block areas of play equipment by sitting or standing in groups.
- Tag ball or any type of keep-away games are prohibited.
- Students may not play any games which require pushing other students or pulling on their clothes.

Indoor Recess: Rules, Policies and Guidelines

- During inclement weather, students will remain in their homerooms after their lunches, and teachers or classroom aides are assigned to each room for supervision.
- Activities and games are available for student use during this time, and classroom aides and homeroom teachers are provided funding from the PTO for these games and activities.
- All of the above outdoor recess guidelines continue with inside recess, with the following extensions for differences from outside to inside play.
 - Children's inside play should be confined to board or card games.
 - Running within classes is not permitted.



School Safety

A School Safety Plan is on file with the Ohio Department of Education, the Centerville Fire Dept., and the School Office.

Visitors

We love having visitors, but there are State laws regulating visits to schools for the safety of the children. All visitors including parents, guardians, relatives and others, must use the buzzer to signal to the office personnel that they have a reason for entering the school. After entering, visitors must report to the main office, sign in, and wear a badge with names clearly indicated after they enter the building during the school day. (Ohio Revised Code) **Underage visitors (18 and younger) must follow the same procedures, and they may be in the school only when accompanied by an authorized adult.**

For the safety of our students and staff, all outside doors are kept locked throughout the day. Unscheduled parent visits to the classroom or playground during the day are not permitted. This includes walking your child to the classroom or going to the classroom to pick up your child. If it is necessary to bring an item to school for a student (such as medicine, books, etc.), label it with the child's name and homeroom and bring it to the office.

Student and Staff Name Badges

All students and staff are required to wear a name badge during the school day. Name badges have been recommended by the Archdiocesan Schools Office as another safety feature for our schools, and they are also used for the debit lunch system and library books. Students who lose or deface their name badge are responsible for purchasing a replacement for \$5 from the Media Center (room 101). Student Name Badges have a symbol to identify a student's allergies or health concerns. ***If you do not want your child's allergy identified, please notify the school nurse (also see page 26).***

Emergency Drills

Emergency Drills include **fire, tornado, and emergency evacuation drills**. Fire and Tornado drill procedures are posted in hallways and rooms near the exit doorways. Fire Drills are held monthly. Tornado drills are held in autumn and spring. Emergency evacuation drills play a large role in the safety plan for our school and the rationale for evacuations could stem from multiple sources. Environmental disturbances and intruder alerts are two reasons for emergency evacuations or "stay-put" procedures to occur. Emergency evacuation or stay-put drills are practiced by children and adults. ***Volunteers in the building must participate in all drills.***

Asbestos Hazard Emergency Response Act (AHERA)

In accordance with the EPA Incarnation School is required by law to notify parents of the availability of the Asbestos Management Plan and the response actions Incarnation is taking to maintain asbestos containing materials in our school. Appropriate response actions have been and will be taken to ensure the tiniest amount of asbestos is maintained in good condition and is encapsulated. Every six months since the original inspection of our school (1986), the school has been inspected. Formal re-inspections have been completed every three years since the original inspection. Copies of these reports are in the main office. Incarnation's Plant Manager has been instructed on the health effects of asbestos and the importance of maintaining this encapsulated material in good condition during the normal day to day activities, and he is vigilant about the safety and well-being of our children.

STUDENT HEALTH/SCHOOL NURSE

Accidents and First Aid: School personnel will take every precaution to avoid accidents or injury to any child. First aid is for immediate need of any slightly injured student. If serious injury occurs, parents will be notified immediately. Arrangements can then be made to take the child home or to a family doctor or dentist. If for any reason it is deemed in the best interest of the child, an ambulance will be called and the child removed to a hospital for observation and treatment.

Emergency Cards: Parents enrolling a child must supply emergency contact telephone numbers for work, doctor, and two additional people whom the school can contact if it is impossible to reach a parent. Emergency cards will be kept on file for each family. Emergency Medical Authorization forms are kept on file in case of a serious accident that results in a child having to be removed to a hospital. **It is strongly suggested that information relative to the emergency cards or emergency medical authorization forms be kept current by the parent. Please notify the school office of any changes in writing.**

Medication: State law prohibits dispensing of any medication to students unless the parent/legal guardian gives written permission to the school. The Administration of Medication form needs to be completed by the parent/guardian AND THE PHYSICIAN. These forms are available from the school office, the clinic, and on-line for both one-time or prolonged dispensing of medication. **All medication, INCLUDING OVER-THE-COUNTER MEDICATION, must be dispensed from the school clinic.** Students are not to keep medication on their person. If a child is on medication at home, please notify the school since teachers should be aware of any medication that may alter a child's normal routine. Medications that need to be administered during the school day need to be delivered to the school clinic in the original container. The student name badges will have a symbol to identify a student's allergy or health concern. *If you do not want your child's allergy identified please notify the school nurse.*

Communicable Disease: Incarnation School will follow the recommended guidelines from the Archdiocese of Cincinnati and the Ohio Department of Health regarding exclusion and admission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others.

The Ohio Department of Health and Archdiocese of Cincinnati guidelines will also be followed regarding communicable diseases not known to be spread by casual contact, i.e., Hepatitis B, Human Immunodeficiency Virus (HIV), and other diseases. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well being, and individual confidentiality and needs.

If at any time, a child comes in contact with a contagious disease, the parent will be immediately notified. All parents are requested to follow simple precautionary rules for the benefit of all of our children: **Do not send your child to school if you think he/she has been exposed to a contagious disease; call your doctor; then call the school.** Please keep your child at home if there is any doubt.

***Children who have fevers or are vomiting will be sent home.
Please do not send a sick child to school.***

Health: The school nurse is present during the school day. Health screenings are done routinely as required by the State, such as vision and hearing. Recommendations for follow up will be sent home to the parents. The school nurse will notify parents if immunizations are not up to date. **State law requires that each student must have evidence on file by the fifteenth (15th) day of entry to school that he/she has received or is in the process of receiving required immunizations. Noncompliance is reason for exclusion from school.**

Allergies: Contact the school nurse for allergy guidelines and to complete an emergency action plan. For the safety of each student, the name badge will have a symbol to identify the student's allergy or health concern. If you do not want your child's allergy identified please notify the school nurse (see above "medication" and page 25).

Behavior/Discipline Policies

Love your God as you love one another. . .

Behavior Violations and Appropriate Disciplinary Procedures

Minor behavioral problems may be handled through any or all of the following, though not in the order presented below:

- Verbal correction
- Written notification to parent
- Parent notification by phone
- Removal from class / class activities
- Detention
- Parent, student, teacher conference
- Counseling
- Suspension and/or removal from extra-curricular activities
- In or out of school suspension
- Special assignment related to the offense
- Referral to an outside agency

Continued unacceptable behavior will be reported to parents through the use of school **conduct codes**. Unacceptable behavior will be noted and parents will be required to acknowledge receipt of the conduct code by signing the form and returning the proper copy to the teacher who issued the conduct code. All conduct codes will be kept on file for one year, and then they are destroyed. ***These are not kept in a student's file.***

All school sponsored extra-curricular activities will abide by the Incarnation Code of Conduct. **A student's participation in extra-curricular activities sponsored by the parish or the school is regarded as a privilege and is primarily dependent upon a student's behavior and scholastic performance.** Effort, cooperation, and behavior, more than grades, will be the deciding factor for a student's continued participation. School officials can remove a child from participation in extra-curricular activities such as sports, dances, band, and field trips including the eighth grade trip.



What would Jesus do?

Minor violations, though not limited to the list below, are:

- Disruption of class / school activity
- Tardiness
- Violation of school safety rules
- Violation of school uniform code
- Misbehavior at church
- Damage to property (i.e. textbook)
- Verbal altercations

Please realize that, depending upon the circumstances, any of the above could be considered major violations.

Major violations, though not limited to the list below, are:

- Gossiping: A major source of pain
- Drug/Alcohol/Substance Abuse (see Substance Abuse Policy)
- Verbal, Physical, Sexual harassment / **bullying**
- Crude and/or profane language or gestures
- Defiance of school personnel, volunteers, or visitors
- Leaving school property without permission of school officials
- Vandalizing property
- Jeopardizing a person's safety, including self
- Truancy
- Stealing / Lying / Cheating
- Behavior contrary to the philosophy of the school

Any of the above may result in a parent conference, and could result in the student's suspension and/or expulsion.

CYBER-BULLYING

Cyber-bullying includes harassing and intimidation, both of which could result in verbal and physical bullying. All of these behaviors impact the faith lives of our children as well as their academics. While the central responsibility lies with parents who oversee students after they leave school, cyber-bullying impacts the school environment in a negative way and may result in a parent conference as well as a student's suspension and/or expulsion.



THE MISSION OF INCARNATION CATHOLIC SCHOOL
Incarnation Catholic School provides a spiritually and academically rich environment in which all are encouraged to grow in faith as they follow in the footsteps of Jesus.

Suspension/Expulsion

Gross violations of school policies or any action that continually disrupts the learning environment, endangers a student, a staff member, or the school will lead to suspension, immediate removal, or expulsion. The administration can apply any of these actions when deemed necessary. Written notification will be given or sent to the parent(s). A mandatory conference must be held between school personnel and the parents before a student is readmitted to the school. If outside counseling is required, a conference between the counselor and the principal must occur before the student is readmitted to the school. The pastor and Archdiocesan Superintendent will be notified when such action is taken.

When a student's presence constitutes a disruption or a threat, either school personnel or local authorities may immediately remove him/her from the classroom or school. A conference will be held between school personnel and the parent(s) before a student can be readmitted to the classroom or the school.

If a student's presence in the school is no longer of mutual benefit or there is a lack of willingness on the part of the parent(s), the parent(s) will be asked to formally withdraw the student from school. If the student is not withdrawn upon the school's request, the student will be immediately expelled from the school.

The school administrator, pastor, or those delegated the authority can immediately remove a child from the school if there is any **clear or present danger** to any person or persons in the school. Parents and local authorities will be notified immediately.

Disciplinary Procedures for Violent Activities

Incarnation School's mission calls for "a spiritually rich environment where children are encouraged to follow in the footsteps of Jesus." This mission leaves no room for physical, verbal, or subtle forms of violent behavior. Violent behavior that occurs may not fall in one of the following categories, but may still be deemed "violent" by the Administrative Team including one or more of the following: the pastor or the principal. The suggested activities listed below will result in suspension and may result in expulsion:

- ◆ Bringing weapons and look-alikes to school or to a school sponsored activity.
- ◆ Fighting and threatening physical behavior or harassment.
- ◆ **Verbal, written and/or menacing threats and expressions; e.g. "You die," "I'll kill you," or "I'll blow you away."**

Whether in jest or not, this type of phraseology is not acceptable.

The School Counselor and the Principal lead the children and families toward behavior that is not only appropriate, but is Christ-like as we continue to "follow in the footsteps of Jesus."

Pranking & Hazing Policies

Though it is not uncommon for students to engage in humorous joking with individuals and groups, **pranking or hazing activities do not have a place in an elementary school.** Good natured fun within the bounds of school rules and respect for children and adults in the community will occur; however, pranks or hazing that involves disrespectful activities will not be tolerated. Such behavior may cause physical or psychological pain, personal humiliation or damage to the school, parish, or personal property. The activities infringe on students' or adults' rights and students involved with pranking or hazing behavior will result in disciplinary action. Any action that gives rise to such behavior will be subject to possible suspension or expulsion from Incarnation School, and in extreme cases, prosecution under Ohio State Law.

Gang Related Activities

While we may feel isolated from gang related activities, the pervasive influence of media, especially television and music, has exposed many of our children to the harsh realities of this type of relationship. To some children, gangs or gang-related activities may appear mysterious or glamorous, and some may find appeal in their need for group identity. Children may not realize the dangers inherent in displaying gang colors or symbols in public places. The school environment must be a safe environment for learning to take place.

As a result, any student belonging to a gang, identified as a gang member, displaying gang activity, or displaying gang hand symbols or markings on their books or belongings will be summarily disciplined, which could include expulsion from Incarnation School.

Misconduct Away from School Premises and on Busses

- ◆ Incarnation School has authority over conduct that occurs off school property but is connected to activities / incidents on school property and is related to school employees or the property of those individuals.
- ◆ Harassment of school personnel or students during school and/or non-school hours is prohibited.
- ◆ The misconduct includes the participation in social networking sites, cell phone texting, e-mailing, etc. that harasses or threatens students or school employees.

Locker and Personal Property Searches

Student lockers and desks are the property of Incarnation School.

Lockers, desks, and their contents are subject to search at any time and for any reason. Students' personal belongings are also subject to search at any time and for any reason. (This includes cell phones and any other personal electronics.)



Archdiocesan Policy on Threats in the School Setting

If a threat is made from one student to another or from a student to a staff member or volunteer, the policy of the Archdiocese of Cincinnati requires that the following steps be taken:

1. Notify police.
2. Notify the parents of the student who made the threat and those of the victim.
3. Talk with the involved students separately, in the presence of the police and a parent.
4. File a written report with the police.
5. **Place the student who made the threat on immediate intervention suspension. The student will be required to see a mental health professional. A report with the mental health professional's recommendations must be provided to the school before the student can be readmitted.**
Note: The parent chooses the mental health professional. The school counselor or psychologist may not make recommendations and may not be utilized as the mental health professional due to liability issues. Family doctors are the recommended contacts for advice concerning the selection of a counselor or psychologist.
6. When readmitted, the student will be placed on a behavior plan devised by the school psychologist or counselor, principal, and teachers who work directly with the student. The plan will be reviewed every three weeks until the recommendations of the mental health professional and/or the consequences of actions from the school have been met.
7. **Although it is recommended that an intervention suspension and reinstatement in the school be used in most cases, the school can adopt an immediate expulsion policy if the situation warrants such action.**

Substance Abuse Policy

- Substance abuse is defined as the possession of, use of, or trafficking in any unauthorized, illegal drug, chemical, alcohol, or tobacco-like substance that can be introduced into the body through ingestion, inhalation, injection, or percutaneous means.
- Any student found in possession of an illegal or unauthorized substance on school property or at a school sponsored function will automatically be suspended from school for three days. A mandatory conference with the parent(s), student, principal, school counselor, and in some cases the pastor must be held before the student will be readmitted to the school. At the option of the principal, the counseling program outlined below can also be required for a student to remain in the school.
- Any student found using any illegal or unauthorized substance on school property or at a school-sponsored function will be suspended for three days. A conference with the parent(s), student, principal, school counselor, and in some cases the pastor is mandatory for readmittance. If deemed in the best interest of the student, the parent(s) will be required to immediately enroll the child in a drug counseling / family counseling program for a period of not less than nine weeks. Counseling sessions must be from a certified local agency or from a private source, such as a licensed psychiatrist, psychologist, or certified counselor. Parent(s) must be involved in at least two of the sessions and documentation verifying student attendance for nine weeks must be submitted to the school by the local agency or private certified source.

Non-compliance with the above will necessitate immediate withdrawal of the student from school or expulsion. Any student found in possession of or using an illegal, unauthorized substance a second time will be formally withdrawn from the school or expelled.



INCARNATION CATHOLIC SCHOOL GUIDING SCRIPTURAL PASSAGE

***This is what God asks of you, only this:
To act justly, to love tenderly, and to walk humbly with your God.
Micah 6:8***

***While we pray that none of our children are involved with trafficking illegal substances, it will be necessary, even for the first time, to formally expel participating students from school and the matter will have to be turned over to local police authorities.
(Policy adopted 3/18/85; revised 8/2013).***

STUDENT CONFIDENTIALITY

- **The administration, faculty, and staff** have a right and a duty to investigate all reports of student misconduct. Non-certified staff members (i.e. playground and cafeteria personnel, teacher aides, etc.) are asked to report incidents of serious misconduct to a certified teacher, or principal for further investigation.
- **Students involved in a misconduct investigation** will be instructed to discuss the incident, and their involvement in it, with their parents as soon as possible. A follow-up phone call or email to the parents will be made if the situation warrants this.
- **Students involved in a misconduct investigation** will be instructed NOT to discuss the incident, or their involvement in it, with peers or non-faculty adults in order to minimize gossip and innuendo that can occur after such incidents.
- **In a conference situation with a set of parents, the discussion that takes place will center ONLY on the child of those parents and his/her involvement in the situation.** The confidentiality of all students involved in any situation must be respected by all parties to the incident under discussion.



TECHNOLOGY



OVERVIEW OF POLICIES AND AVAILABLE TECHNOLOGY

- **Technology is integrated into the curriculum in a teaching / reinforcement / enrichment / investigative approach.** All students in grades PreSchool 4's to 8 have computer time in their weekly schedule. First through fourth grades have access to iPads for every child, and each child in grades five through eight is assigned a laptop. In addition, there is a **Library Computer Lab** and a **STEM lab** (Science, Technology, Engineering, and Math) in service in the school with computer access and wireless internet access throughout the campus. Additional available technology includes: Laser printers, 3D printers, SMART boards, Elmo's, document cameras, student response systems, and digital still and video cameras for teacher and student use. **A television studio is available in the Lower Level with the daily broadcast** news presented by the 8th grade news team, and includes the latest news, weather, and sports for the school community each morning.
- **The school library** has an on-line card catalog and circulation system. Each student uses his or her student ID for checking out materials.
- All students must have on file an Internet **Acceptable Use Policy** signed by the student and parent in order to have access to the school computers. This is distributed at the beginning of each school year, and may be found on the school web site.
- The **school technology committee** consists of volunteer parents, teachers, the principal, the technology coordinator, technology assistants, and the library computer coordinator. This committee provides expertise and direction for technology at Incarnation. The technology plan is updated every three years by the technology committee and is available upon request.

Incarnation has a school and church WEB SITE as well as a Parish APP and a newly developed SCHOOL APP. PlusPortals are maintained by teachers and staff under the gently guidance of the Technology Coordinator.

For current information, check out our school web site at:

<http://www.incarnation-school.com> or APP.

Add the Parish App to your homescreen by going to the Apple App Store and typing in "Incarnation" to search for the Incarnation Parish App. Or you can enter the following link from your iPhone or iPad:

<https://itunes.apple.com/us/app/Incarnation-catholic-parish/id690111298?mt+8&uo+4>.

SOCIAL MEDIA POLICY

Social Media has many forms, and may not be used by students during the school day. Students will have any technology removed from them if they are utilizing social media. The schools' computers will be taken away for a period of time, and the personal devices of students will be taken away, and parents must retrieve them from the front office. Families are asked to be aware of the transactions and comments made on any Social Media used by the children. These venues are often the source of inappropriate or abusive discussions.

PERSONAL ELECTRONICS POLICIES

- **The school's suggested policy for phones, tablets, "smart" watches (more??), is that they be kept at home. Any misuse (see items below) of these devices at school will result in disciplinary action. Items may be kept in lockers throughout the school day, although keeping them home is the safest!**
- **Kindles and eReaders may be used in grades 3-8** during silent reading time or during other academic activities as designated by the classroom teacher. Students' names should be clearly marked on the devices and protective cases are recommended. Games may not be played during reading time, and will result in the loss of permission to use the device during school hours.
- **Teachers may confiscate devices** not used for academic purposes, and parents will need to retrieve the confiscated items from the school office.
- **Pictures and videos may not be taken** of school personnel or other students without the express permission of the classroom teacher or the adult in charge of the students at the time.
- **No cell phones may be used without permission from school personnel while students are on the school grounds. Cell phones must be kept in the lockers during the school day.** Individual bus districts have different rules about this and families are asked to comply with their bus district.
- **The school is not responsible for lost or stolen personal electronic equipment brought to school.**

Building Security, Building Maintenance & Use of the School Building

To insure proper use of the building, all groups must adhere to the following regulations:

1. **The primary purpose of the building is religious and academic education. Therefore, activities or programs which interfere with the daily schedule or planned activities of the school will not be allowed.**
2. **Use of the school building must be scheduled** through the school office. Only parish activities will be allowed unless otherwise approved by the pastor.
3. **All activities must be planned in advance** and scheduled on the master calendar to avoid conflicts in use.
4. **Keys for the building are picked up and returned to the school office.** Duplication or retention of any key without proper authorization will result in that group being denied use of the building.
5. **Every group using the building is responsible** for security and maintenance.
6. **Signs/posters may not be hung in the school without permission of the Administration.**
7. **Areas of no admittance include:** the boiler rooms, school offices, computer labs, science lab, the school library, and the elevator.
8. **The area that is reserved is the only area that may be accessed, and all other areas are off limits for adults and children.** The restrooms closest to the event are the only restrooms to be used.



Building Security

1. Each group must designate one person (adult) who will be responsible for closing up (includes checking/locking all windows and doors).
2. Make sure all lights are off.
3. Use by all participants will be only those areas assigned to the group.
4. Report any damage or problems to the school office.

Building Maintenance

1. Clean up and dispose of all trash in the proper containers.
2. Collect and properly store all materials.
3. Replace or put away any furniture used – chairs, tables, etc.
4. Thermostatic controls are not to be touched.



STUDENT ORGANIZATIONS

My faith, mind, and body are the gifts from God!



All organizations, school and parish, are responsible to Fr. Stretch, our Pastor, or to whomever he delegates authority in this matter. All organizations must conform to both Archdiocesan and Parish policies. Unless otherwise informed by the Pastor, organizations are not autonomous in activities or operation.

Mass Attendants: Students in grades 6, 7, and 8 are recruited and trained each year to help serve at school and parish Masses. Sixth grade students are trained at the end of the year. One of the parish priests or pastoral assistants trains the students. Serving as a mass attendant is an honor and a privilege, and many students volunteer for this activity at Incarnation Parish.

Rosary Club: Students in grades 6-8 are invited to pray the Rosary with their peers, teachers and administrators.

Destination ImagiNation: Students in grades kindergarten through eight have the opportunity to join a Destination ImagiNation Team that meets after school to prepare for an annual DI tournament in the Dayton area. Two parent coaches are required to form teams of five to seven students. Students use their creativity to solve challenges while working cooperatively with the team.

Lego Robotics: Students have the opportunity to participate and compete as a member on a Lego Robotics team, and are only limited by the number of volunteer adults who are willing to coach. This program is sponsored by the PTO and must have parents of the participating teams as the coaches.

Hula Hoop Club: The PE teachers run this program, and they provide guidance for students before and after school or during lunch recess.

Chess Club: Students in grades 3-8 are welcome to participate in our recreational chess club. The club will foster strategy skills for chess players. The club meets Fridays after school in the Parish Center.

Writers' Club: Students in grades 6-7 are encouraged to take in the after school Writers' Club to extend their ability as writers and enjoy writing!

FINE ARTS:

Band Program – Students in grades 5-8 may participate in the Incarnation Band program. Band rehearsals are held during the school day during the students' regular music class period. Additional band rehearsals are scheduled during Liturgical Music class periods for each grade level.

Orchestra – Students in grades 4 through 8 may participate in the Incarnation Orchestra programs.

Performing Group – Fourth grade Incarnation School students have the opportunity to participate in this musical ensemble, which meets once each week during the students' recess period. The group performs for a variety of school, parish, and community occasions.

Children's Choir – Students in grades 7-8 may choose Choir for their Music choice. The parish also offers a Children's Choir for children in grades 2 through 8. Parish rehearsals are held on Thursdays from 4:30-5:30 in the church.

MUSE Machine – Incarnation School participates as a member of the MUSE Machine, a local performing arts organization. Students have opportunities to participate in small and large group activities with Dayton area professional performing arts groups.

JUNIOR HIGH ORGANIZATIONS:

Crusader Club Merit Society: The Incarnation Crusader Club exists to recognize students for their achievement and merit in the following areas: scholarship, academic effort, citizenship, service, leadership, and character. The organization is open to all 7th and 8th grade students who apply and then are evaluated according to the above mentioned criteria.

Crusader Connection: This monthly newsletter is published by and for the junior high students. Opportunities abound for publishers, editors, writers, photographers, cartoonists, and designers. Every junior high student has the opportunity to submit stories, editorials, and pictures for consideration.

Incarnation "Live" Morning News: This live broadcast is aired daily via closed circuit television. Students who participate have an opportunity to learn how to work behind the camera, to edit and write copy for broadcast, and to be a broadcaster. A sub-committee for the Morning News helps develop short commercials or interviews as well as short theater productions, and helping with teacher requested classroom productions. Meetings are held in the Foreign Language and News Room before school.

Junior Optimist International Club: This organization is supported by the Centerville Noon Optimist Club, which pays the national dues for each member and assists the group in its work. Students have an opportunity to participate, individually and collectively, in community service and to develop leadership skills and a sense of personal and community responsibility through a variety of projects. Annual elections are held to fill leadership positions in this organization.

Mass Coordinators: Eighth grade students are recruited and trained to facilitate the weekly School Mass as well as to help our younger children during Mass.

Peer Tutoring: This group is composed of students in grades 7 and 8 who volunteer their time after school to tutor peers and younger students who may need a little extra help in academic areas.

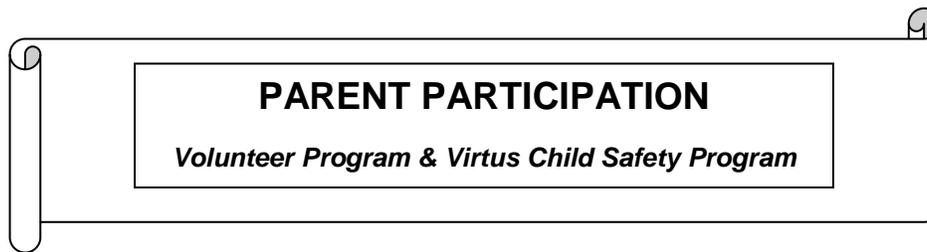
School Supply Store: The Crusader Club maintains and operates a School Supply Store for the benefit of the entire student body. The store is open on Tuesday and Thursday mornings before the school day begins.

Science Fair: The Jr. High Science Fair enables students to find answers, through experimentation, for a wide variety of topics. All Jr. High students take part. Volunteer judges evaluate projects and those students with qualifying scores participate in county, district, and state fairs.

TAP (Teacher Assistance Program): These student volunteers assist teachers with bulletin boards and similar projects before or after school and during lunch periods. Teachers may request this assistance on a regularly scheduled or as-needed basis.

Shakespeare Play: Eighth grade students work with a professional director from Dayton's Human Race Company to produce a Shakespeare play for the school and parish communities.

Yearbook Club: This group works closely throughout the year with the yearbook coordinator. Students are involved in the planning of the annual yearbook. They learn how to work with the yearbook software which gives students experience with page layout, design, and photography.



DOING GOD'S WORK THROUGH PARTICIPATION!

VOLUNTEERS AND STUDENT SAFETY: Parent volunteers are an essential part of the vitality of Incarnation School. The Parent Teacher Organization (PTO) sends out a form at the beginning of the year listing areas where volunteers are needed. Volunteering to help in the school, even one time, adds to the education of our children! All volunteers who volunteer **more than one hour per month** are required to take the one-time Archdiocesan Virtus Training and must have an Archdiocesan fingerprint background check. Contact Mrs. Terri Conroy at 433-1051 for more information and class times.

MASS: Students in grades 1 - 8 attend Mass as a school on Friday mornings at 9:00 a.m. During the second semester, the Kindergarten students will join the school community. Each grade level prepares liturgies on a rotating basis. Active participation is encouraged through planning, dancing, instrumental music, singing, reading, leading the petitions, and serving. Parents are invited to celebrate the liturgy with the children on Fridays. Adults are asked to sit in assigned pews behind the children. Special prayer services are conducted throughout the year for the children and parents may be invited.

COMMISSION ON EDUCATION: The Incarnation Parish Commission on Education's purpose is to review, make recommendations, and continually validate policies that govern all education programs in the parish. The policies should support the overall mission and objectives of the parish, which in turn support the mission and objectives of the Archdiocese of Cincinnati. As agents of the Church, we strive to "follow in the footsteps of Jesus." *Parents who wish to be members of the Commission on Education must go through a discernment process in April. Contact the Parish Offices for more information, 433-1188.*

PARENT-TEACHER ORGANIZATION: The Incarnation PTO supports the children and teachers by working closely with the school administration to identify and fund areas of need. Various PTO committees plan events throughout the year.

ATHLETIC ASSOCIATION: All parish sports, including cheerleading, are under the direction of the Incarnation Athletic Association. Governing members are elected each year.

BOY AND GIRL SCOUTS: The existence of this organization is dependent on volunteer parents. Parents work with the local organizations and guide children toward the basic tenets of scouting.

DESTINATION IMAGINATION: The existence of this organization is dependent on volunteer parent coaches. As a coach, parents guide students in applying their critical thinking and creativity to solve challenges for the local DI tournament.

LEGO LEAGUE COACHES: The existence of this organization is dependent on volunteer parent coaches. As coaches, parents guide students in applying their critical thinking and creativity to solve engineering challenges for the local Lego League tournament.

ADDITIONAL IMPORTANT INFORMATION

MAKE-UPS FOR EMERGENCY & SNOW DAYS: The Ohio Department of Education establishes the number of days that schools may be closed due to inclement weather or emergency cancellations of school. Schools may either send home hard copies of academic reinforcement for curricular content areas or they may place the information online for students to complete within a reasonable amount of time, if the days away from the school building becomes extensive (usually more than five days).

SCHOOL DIRECTORY: Each year the Incarnation School Directory is published by the PTO. The School Directory is available both on line at no cost or may be purchased in a booklet form. The directory contains class lists, children's names and phone numbers, email addresses and parents' names. Order forms are sent home at the beginning of the year. Families who do not want their phone number in the directory must indicate this on the form.

BIRTHDAY INVITATIONS: Birthday party invitations should be mailed, unless the entire class is invited to the party. Please consider the feelings of your child's classmates!

TWO OPEN HOUSE EVENTS: Open House is scheduled two times each year: at the beginning of each school year and in mid-winter (February or March). Both the date and the format are sent home for both Open House dates. The August Open House is an opportunity for parents to meet the teachers and obtain both written and verbal communication about the school. Written information (Grade Level Packets) regarding goals, objectives, classroom procedures, communication, and expectations are distributed and available on the PlusPortals. The Mid-winter Open House is an opportunity for families to see the curriculum of Incarnation School in action, and visitors are welcomed along with our current families.

NOTICES: All notices, informational handouts, etc. must be approved by the school office before distribution. Items are to be given to the school secretary in stacks of 30 for each homeroom. The notices / handouts will be given to the proper teachers for distribution.

Notices/posters must not be placed anywhere inside or outside the school building without Administration approval.

SCHOOL PICTURES: School pictures are taken in the fall and spring of each year. Purchase is optional. A school yearbook of students' pictures and activities is produced and may be ordered in late fall.

A graduation class picture is taken of the eighth grade students at the end of the year. In addition, the parish videotapes such events as First Communion, Confirmation, and graduation. These tapes are available upon order for a nominal fee.

PET VISITS: It is the policy of the school that all visiting pets are up-to-date on shots and that pets be free of all parasites (endoparasites or ectoparasites). Please consult the teacher before bringing any animal into the school.



Travel Notification Form

_____ will be traveling with his/her family. The

following school days will be missed: _____.

Student-Teacher Accountability

Students must check with each of their teachers regarding missed school work.
Teachers may provide missed work before the trip or after the student returns,
depending upon the curricular expectations.

*Teachers' signatures	Teachers' curriculum comments
Teacher: Subject:	

***Parent's statement:** I have received this form filled out in its entirety, and I understand that my child's absence from daily classroom activities could result in lowered grades. I am aware that I am responsible for helping my child complete missed class work and homework with the agreement of the teachers.

*

(Parent Signature)

KEY: * This completed form is to be signed by a parent after all teachers have responded. After the form is signed, it needs to be turned into the office at least one week prior to the travel dates.