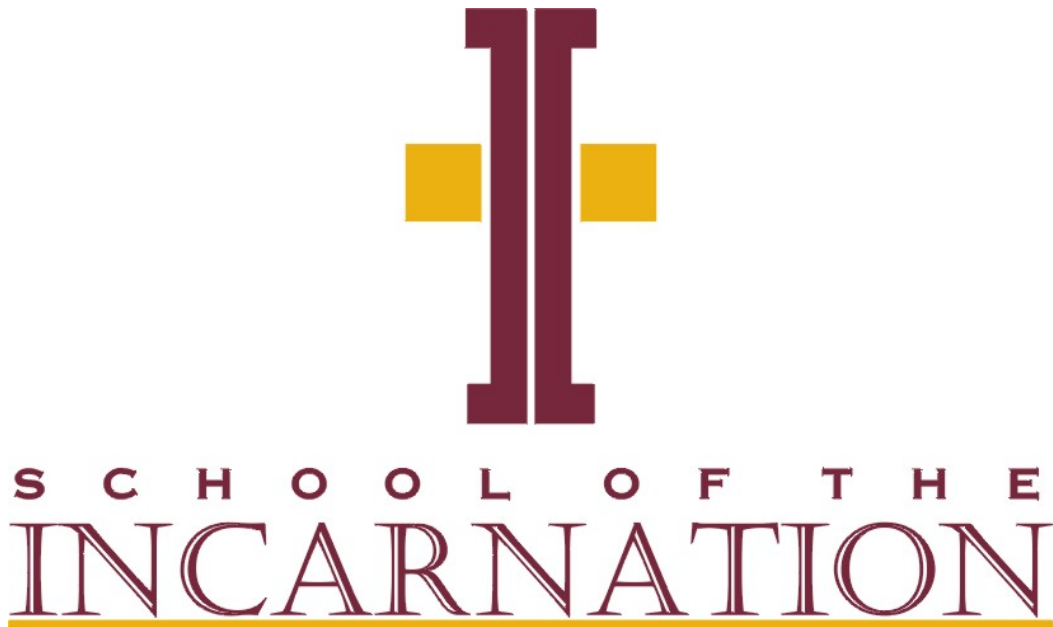




# Parent and Student Handbook 2025-2026

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

2601 Symphony Lane  
Gambrills, Maryland 21054  
410-519-2285  
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*\*Highlighted sections indicate changes from last school year\**  
*Italicized sections indicate policies universal to the AOB*

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*School of the Incarnation is a co-ed elementary school for grades PreK - 8. School of the Incarnation reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract. The online version is the official version of the handbook and it supersedes all printed copies.*

## **Overview**

### **Mission Statement**

School of the Incarnation provides a safe, academically challenging, inclusive, and innovative Catholic educational environment for students PreK through Grade Eight. Dedicated administration, faculty and staff, in partnership with parents and pastors, provide opportunities for students to grow within our school, to contribute to the greater community, and to strive to become faith-filled future leaders.

### **History of School**

The School of the Incarnation is a Catholic, Archdiocesan Collaborative School, affiliated with Holy Family Parish, Davidsonville; Our Lady of the Fields Parish, Millersville; Our Lady of Perpetual Help Parish, Edgewater, St. Elizabeth Ann Seton Parish, Crofton; and St. Joseph Catholic Church, Odenton and located in Gambrills, Maryland in the Archdiocese of Baltimore.

The school was founded in 2000 and for two years while the permanent school was under construction, nearby Our Lady of the Fields Parish was home to its classes. The school opened in its current location in 2002 and added an additional wing in 2004 to provide for increased enrollment. In 2012 the school proudly launched its first preschool program for four-year-olds. Appropriately, the program got its start in the same four rooms at Our Lady of the Fields Parish that hosted the very first Incarnation students while the school was under construction. After two years at that location, renovations to the main school building allowed the preschool classes to join the rest of the student body on the main campus at the start of the 2014-2015 school year. The school now serves approximately 750 students. Over 82% of its students are Catholic and minority students comprise approximately 24% of the student population. The school's staff is comprised of full and part time teachers, instructional assistants, full-time administrators, special educators, licensed school counselor, school nurse, and a technical and support staff.

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

The school embodies its purpose through a variety of program offerings, support for students' individual needs and high expectations for all students. Students receive instruction in Religion, mathematics, language arts (reading, writing, spelling, and grammar), social studies, science, art, music, technology, foreign language, and physical education. A resource department, including special

educators, two licensed school counselors and two registered nurses is in place to provide services for students with learning differences or health needs. Teachers and instructional assistants provide small group instruction at all grade levels and reading intervention programs in grades kindergarten through five. In addition to the school day offerings, the arts, athletics, and Beyond programs support student learning. These programs include activities such as: Band, Choir, Altar Servers, Environmental Club, Chess Club, Girls on the Run, Theater, Robotics, Peer Mediator, Destination Imagination, Wee Deliver, Summer Camp, and several club, clinic, and intramural sports, National Junior Honor Society, and Student Council. The school continuously monitors students' academic achievement as well as spiritual, social, emotional and physical well-being.

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

### **Accreditation**

*School of the Incarnation is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, School of the Incarnation met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.*

*School of the Incarnation is a member of the National Catholic Educational Association (NCEA).*

### **Administrative Team**

School of the Incarnation's administrative team includes the school principal, and assistant principals, as well as school counselors, business manager, enrollment management and marketing director, development director, campus operations manager, and other administrative personnel. They work in collaboration to handle the school's administrative duties.

### **Faculty and Staff**

| <u>Administration</u>      |                     |                                     |
|----------------------------|---------------------|-------------------------------------|
| Ms. Nancy Baker            | Principal           | nbaker@schooloftheincarnation.org   |
| Mrs. Kristin Jacobs        | Assistant Principal | kjacobs@schooloftheincarnation.org  |
| Ms. Christine Hinton       | Assistant Principal | chinton@schooloftheincarnation.org  |
| <u>Faculty &amp; Staff</u> |                     |                                     |
| Mrs. Rachel Seitler        | PreK Teacher        | rseitler@schooloftheincarnation.org |

|                        |                                      |                                         |
|------------------------|--------------------------------------|-----------------------------------------|
| Mrs. Lori Clark        | PreK Instructional Assistant         | lclark@schooloftheincarnation.org       |
| Mrs. Lauren Smith      | PreK Teacher                         | lsmith@schooloftheincarnation.org       |
| Mrs. Cristina Linton   | PreK Instructional Assistant         | mlinton@schooloftheincarnation.org      |
| Mrs. Betsy Von Hagen   | PreK Teacher                         | bvonhagen@schooloftheincarnation.org    |
| Mrs. Christina Padgett | PreK Instructional Assistant         | cpadgett@schooloftheincarnation.org     |
| Mrs. Janice Corrigan   | Kindergarten Teacher                 | jcorrigan@schooloftheincarnation.org    |
| Mrs. Michelle Kindness | Kindergarten Teacher                 | mkindness@schooloftheincarnation.org    |
| Mr. Jerry Rehanek      | Kindergarten Teacher                 | jrehanek@schooloftheincarnation.org     |
| Mrs. Antho Crowley     | Kindergarten Instructional Assistant | acrowley@schooloftheincarnation.org     |
| Ms. Molly Fitzmaurice  | Kindergarten Instructional Assistant | mfitzmaurice@schooloftheincarnation.org |
| Mrs. Marianne Morton   | Kindergarten Instructional Assistant | mmorton@schooloftheincarnation.org      |
| Mrs. Allison Clough    | 1st Grade Teacher                    | aclough@schooloftheincarnation.org      |
| Mrs. Heather Guillen   | 1st Grade Teacher                    | hguillen@schooloftheincarnation.org     |
| Mrs. Margaret Nappi    | 1st Grade Teacher                    | mnappi@schooloftheincarnation.org       |
| Mrs. Kathleen Ferony   | 1st Grade Instructional Assistant    | kferony@schooloftheincarnation.org      |
| Ms. Robin Colbert      | 1st Grade Instructional Assistant    | rcolbert@schooloftheincarnation.org     |

|                             |                                   |                                            |
|-----------------------------|-----------------------------------|--------------------------------------------|
| Mrs. Shannon Durling-Struse | 1st Grade Instructional Assistant | sdurling-struse@schooloftheincarnation.org |
| Ms. Jordan Weitzel          | 2nd Grade Teacher                 | jweitzel@schooloftheincarnation.org        |
| Mrs. Victoria Galster       | 2nd Grade Teacher                 | vgalster@schooloftheincarnation.org        |
| Ms. Amy Mautino             | 2nd Grade Teacher                 | amautino@schooloftheincarnation.org        |
| Mrs. Eileen Granzow         | 2nd Grade Instructional Assistant | egranzow@schooloftheincarnation.org        |
| Miss Rachel Price           | 2nd Grade Instructional Assistant | rprice@schooloftheincarnation.org          |
| Mrs. Audra Ruyter           | 2nd Grade Instructional Assistant | aruyter@schooloftheincarnation.org         |
| Ms. Kristin Bidinger        | 3rd Grade Teacher                 | kbidinger@schooloftheincarnation.org       |
| Mrs. Susan Hughes           | 3rd Grade Teacher                 | shughes@schooloftheincarnation.org         |
| Mrs. Brianne Flaherty       | 3rd Grade Teacher                 | bflaherty@schooloftheincarnation.org       |
| Miss Megan Dinsmore         | 3rd Grade Instructional Assistant | mdinsmore@schooloftheincarnation.org       |
| Mrs. Jenny Benedict         | 3rd Grade Instructional Assistant | jbenedict@schooloftheincarnation.org       |
| Mrs. Joann Schmorr          | 3rd Grade Instructional Assistant | jschmorr@schooloftheincarnation.org        |
| Mrs. Sandi Dlugonski        | 4th Grade Teacher                 | sdlugonski@schooloftheincarnation.org      |
| Mrs. Allison Kavanaugh      | 4th Grade Teacher                 | akavanaugh@schooloftheincarnation.org      |
| Mrs. Heather Ricardi        | 4th Grade Teacher                 | hricardi@schooloftheincarnation.org        |
| Mrs. Carin Ferrante         | 4th Grade Instructional Assistant | cferrante@schooloftheincarnation.org       |

|                         |                                                    |                                        |
|-------------------------|----------------------------------------------------|----------------------------------------|
|                         | Assistant                                          |                                        |
| Mrs. Klaudia Cramer     | 4th Grade Instructional Assistant                  | kcramer@schooloftheincarnation.org     |
| Ms. Teresa Dinsmore     | 5th Grade Teacher                                  | tdinsmore@schooloftheincarnation.org   |
| Mrs. Diane McGrady      | 5th Grade teacher                                  | dmcgrady@schooloftheincarnation.org    |
| Mrs. Trish Mulville     | 5th Grade Teacher                                  | tmulville@schooloftheincarnation.org   |
| Mrs. Jessica Gruner     | 5th Grade Instructional Assistant                  | jgruner@schooloftheincarnation.org     |
| Mrs. Katie Keough       | 5th Grade Instructional Assistant                  | kkeough@schooloftheincarnation.org     |
|                         | Middle School Math Teacher                         | @schooloftheincarnation.org            |
| Ms. Kitty Tse           | Middle School Math Teacher                         | ktse@schooloftheincarnation.org        |
| Ms. Maria Boretti       | Middle School Religion Teacher and Campus Minister | mboretti@schooloftheincarnation.org    |
| Mrs. Victoria Brundidge | Middle School Math Teacher                         | vbrundidge@schooloftheincarnation.org  |
| Miss Colleen Colclough  | Middle School Language Arts Teacher                | ccolclough@schooloftheincarnation.org  |
| Mr. Matthew Mellis      | Middle School Science Teacher                      | mmellis@schooloftheincarnation.org     |
| Mrs. Angela Paris       | Middle School Language Arts Teacher                | aparis@schooloftheincarnation.org      |
| Mrs. Amy Pietrowski     | Middle School Math and STEM Teacher                | apietrowski@schooloftheincarnation.org |

|                         |                                                                                   |                                        |
|-------------------------|-----------------------------------------------------------------------------------|----------------------------------------|
| Ms. Anna Rahim          | Middle School Language Arts and Science Teacher                                   | arahim@schooloftheincarnation.org      |
| Ms. Lisa Rich           | Librarian and Middle School Language Arts Teacher                                 | lrich@schooloftheincarnation.org       |
| Mr. Joe Saverino        | Middle School Religion and Social Studies Teacher                                 | jsaverino@schooloftheincarnation.org   |
| Mr. Ken Williams        | Middle School Social Studies Teacher                                              | kwilliams@schooloftheincarnation.org   |
| Mrs. Joanne Arnold      | Middle School Instructional Assistant                                             | jarnold@schooloftheincarnation.org     |
| Mr. Rich Metz           | Middle School Instructional Assistant                                             | rmetz@schooloftheincarnation.org       |
| Mrs. Marguerite Berard  | Art Teacher                                                                       | mberard@schooloftheincarnation.org     |
| Mrs. Marianne McGuire   | Technology and Resource Teacher                                                   | mmcguire@schooloftheincarnation.org    |
| Mrs. Sara Seidel        | Technology Teacher / Resource Teacher<br>Grades K-5<br>/Powerschool Administrator | sseidel@schooloftheincarnation.org     |
|                         |                                                                                   |                                        |
| Mrs. Shannon Cunningham | Library Assistant                                                                 | scunningham@schooloftheincarnation.org |
| Mrs. Ariella Bell       | Music Teacher                                                                     | abell@schooloftheincarnation.org       |
| Mr. Keith Smith         | Athletic Director and Physical Education                                          | kbsmith@schooloftheincarnation.org     |

|                       |                                                              |                                     |
|-----------------------|--------------------------------------------------------------|-------------------------------------|
|                       | Teacher Grade 6-8                                            |                                     |
| Mrs. Marcia Miller    | 6th, 7th & 8th Grade<br>Spanish Teacher                      | mmiller@schooloftheincarnation.org  |
| Mrs. Kristen Noll     | Physical Education<br>Teacher Grade K-5                      | knoll@schooloftheincarnation.org    |
| Mrs. Jennifer O'Leary | World Cultures Teacher                                       | joleary@schooloftheincarnation.org  |
| Mrs. Katy Compher     | St. Ignatius Resource<br>Program, Grades K-5                 | kcompher@schooloftheincarnation.org |
| Mrs. Rachel Polucha   | St. Ignatius Resource<br>Program, Grades K-5                 | rpolucha@schooloftheincarnation.org |
| Mrs. Hillary Sages    | St. Ignatius Resource<br>Program, Grades K-5                 | hsages@schooloftheincarnation.org   |
| Mrs. Gina Goodman     | St. Ignatius Resource<br>Program Coordinator                 | ggoodman@schooloftheincarnation.org |
| Mrs. Kate Sinnott     | St. Ignatius Resource<br>Program, Grades 6-8                 | ksinnott@schooloftheincarnation.org |
| Mrs. Angela Conti     | St. Ignatius Resource<br>Program, Instructional<br>Assistant | aconti@schooloftheincarnation.org   |
| Mrs. Michelle Garino  | RISE and Foundations<br>Teacher                              | mgarino@schooloftheincarnation.org  |
| Mrs. Kendra Navarro   | School Counselor                                             | knavarro@schooloftheincarnation.org |
| Mrs. Amy Colberg      | School Counselor                                             | acolberg@schooloftheincarnation.org |
| Mrs. Lisa Bucci       | ESP Director/Summer<br>Camp Director                         | lbucci@schooloftheincarnation.org   |
| Miss Amy Santini      | Auxiliary Services<br>Coordinator                            | asantini@schooloftheincarnation.org |

**Support Staff**

|                       |                                                           |                                        |
|-----------------------|-----------------------------------------------------------|----------------------------------------|
| Ms. Caroline Agresti  | Business Manager                                          | cagresti@schooloftheincarnation.org    |
| Mrs. Kellie DeMaio    | Bookkeeper                                                | kdemaio@schooloftheincarnation.org     |
| Mrs. Meghan Brown     | Advancement Director                                      | mbrown@schooloftheincarnation.org      |
| Mrs. Katie Carr       | Advancement Assistant                                     | kcarr@schooloftheincarnation.org       |
| Mr. Darius Richardson | Facilities Staff                                          | drichardson@schooloftheincarnation.org |
| Mr. Bill Kirby        | Assistant Facilities Staff                                |                                        |
| Mrs. Lisa Hanson      | Executive<br>Secretary/Volunteer<br>Screening Coordinator | lhanson@schooloftheincarnation.org     |
| Mr. Matthew Moyer     | Campus Operations<br>Manager                              | mmoyer@schooloftheincarnation.org      |
| Mrs. Casey Boswell    | Director of Enrollment<br>Management and<br>Marketing     | cboswell@schooloftheincarnation.org    |
|                       | Development Director                                      | @schooloftheincarnation.org            |
| Mrs. Jennifer RaVell  | Secretary                                                 | jravell@schooloftheincarnation.org     |
| Ms. Jane Marsh        | Receptionist                                              | jmarsh@schooloftheincarnation.org      |
| Mrs. Mylissa Kennedy  | Events Coordinator and<br>Administrative Assistant        | mkennedy@schooloftheincarnation.org    |
| Ms. Sue Toth          | School Nurse                                              | stoth@schooloftheincarnation.org       |
| Mrs. Morgan Fye       | Part Time School Nurse                                    | mfye@schooloftheincarnation.org        |

**School Board Members**

|             |           |
|-------------|-----------|
| Nancy Baker | Principal |
|-------------|-----------|

|                      |                          |
|----------------------|--------------------------|
| Rev. Michael Jendrek | Canonical Representative |
| Carolyn Gabelman     | Board Member             |
| Deb Asher            | Board Member             |
| Matt Baron           | Board Member             |
| Mike Thomas          | Board Member             |
| Mark Elliot          | Board Member             |
| Millie De Simone     | Board Member             |
| Nancy Lerch          | Board Member             |
| Michelle Dougherty   | Board Member             |
| Michelle Wissman     | Board Member             |

## **Catholic Identity**

*The official teachings of the Roman Catholic Church are taught in School of the Incarnation. The faith formation program is under the jurisdiction of the Archbishop. The curriculum integrates the six tasks of catechesis and is developed in accord with the Archdiocesan faith formation curriculum guidelines published by the Institute for Evangelization. Students attend religion classes, participate in liturgical celebrations, and participate in the religious activities of the school. Parents receive information about the faith formation program in the school and the school's expectations of their child(ren) with regard to religion both as an academic discipline and as a lived faith.*

## **Prayer and Liturgy**

The students and staff gather each morning in Marian Hall for prayer, the Pledge of Allegiance, and the day's announcements. Students share a blessing before lunch and snack as well as each afternoon as they prepare for dismissal. School-wide liturgies, particularly the Holy Sacrifice of the Mass, and prayer services will be celebrated throughout the year as noted on the calendar. Children will also have the opportunity to participate in Adoration of the Blessed Sacrament and special prayer services to be held in the chapel. School of the Incarnation follows the Archdiocese-wide *Growing with God Family Life Program* in Kindergarten through 8th grade. This comprehensive child safety and Catholic family living program offers a practical, systematic approach to social-emotional development and child protection, grounded in the belief that safeguarding children is a shared mission of families, parishes, schools, and communities. Central themes include social-emotional learning, child protection, human development and reproduction, and morality.

## **Religion Class**

Our school follows the Archdiocese of Baltimore's religion curriculum, *Bringing Good News*. This

standards-based program is built around the Six Tasks of Catechesis: Knowledge of the Faith, Liturgical Education, Moral Formation, Teaching to Pray, Education for Community Life, and Missionary Initiation. The curriculum uses the *Christ Our Life* series by Loyola Press and is aligned with the Assessment of Catholic Religious Education (IFG: ACRE). Its goal is to foster a love of God, deepen understanding of the Catholic faith, and inspire students to live as young disciples of Christ.

We use Archdiocese-recommended workbooks, including *Christ Our Life* by Loyola Press. In Pre-K, students use *Blessed Are We* by Benziger. Second grade students also use *Blessed First Holy Communion* and *Blessed First Reconciliation* by Dynamic Catholic. While we study the sacraments in class, children prepare to receive them through their individual parish programs.

### **Growing with God**

School of the Incarnation follows the Archdiocese-wide *Growing with God Family Life Program* in Kindergarten through 8th grade. This comprehensive child safety and Catholic family living program offers a practical, systematic approach to social-emotional development and child protection, grounded in the belief that safeguarding children is a shared mission of families, parishes, schools, and communities. Central themes include social-emotional learning, child protection, human development and reproduction, and morality.

### **Family Faith Formation**

We invite families to grow in faith alongside our students through opportunities such as our Daily Morning Prayer gathering, weekly Rosary (open to all), Parent Lenten Studies, and other parish-based activities. Our school maintains a strong connection with our five supporting parishes, fostering a vibrant partnership between home, school, and church.

### **School Calendar 2025-2026**

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

*School of the Incarnation has identified three inclement weather days into the calendar: April 2nd, May 22nd, and April 1. Please note that for each inclement weather day we need to use to close school from August-April, we will take away one of the inclement weather (days off) identified in April-May.*

*There are two asynchronous half days for students. Students will be responsible for completion of work posted to SOTI Studies/Google classroom, so that teachers will be given the time to input final grades for the trimester. These are two full day in-person days for teachers.*

### **Campus Map: Directions for Arrival and Dismissal**

#### **Arrival**

#### **IF YOU HAVE A CHILD IN PK-1**

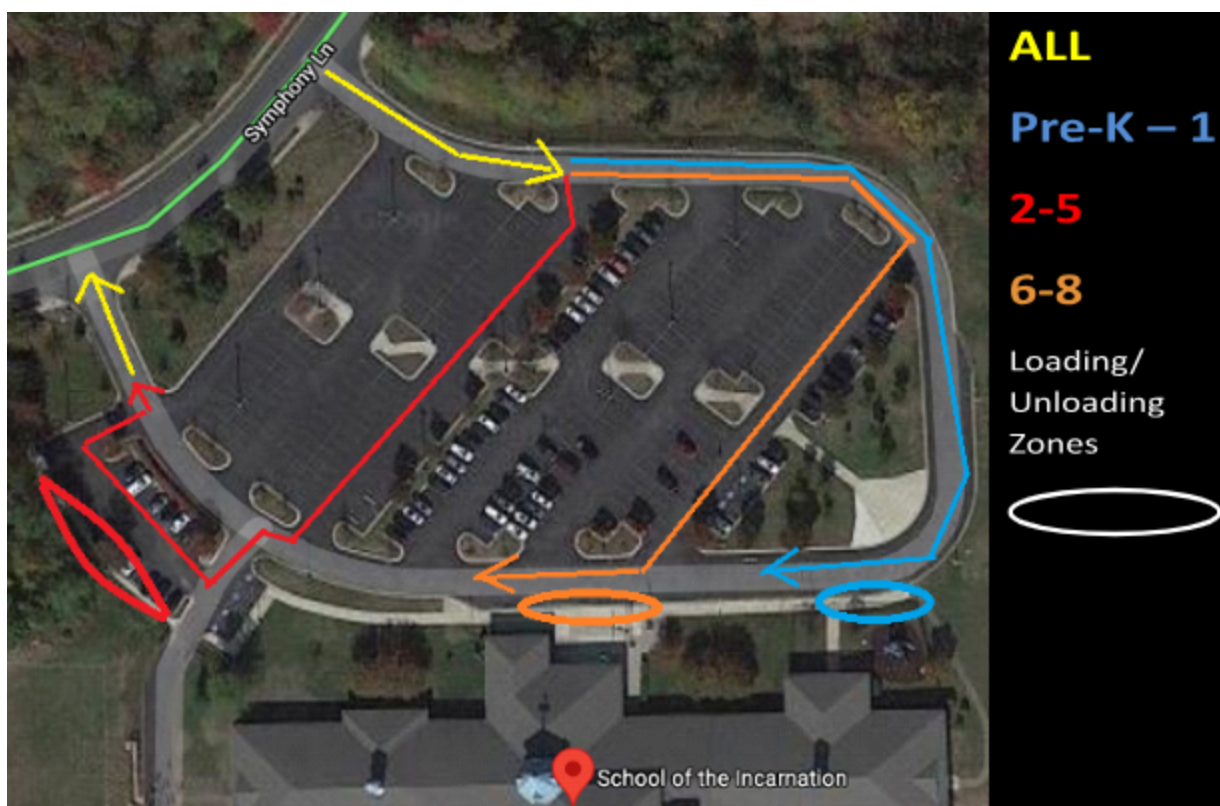
You will enter at the bottom of the lot staying to the left. Follow the firelane around the perimeter of the parking lot. When directed, pull ALL THE WAY UP as far as possible to the loading/unloading zone. This loading zone extends from the East Wing sidewalk all the way up almost to the flagpole in front of the school. When you have come to a stop in the loading/unloading zone, ALL students in your vehicle should exit (on the left side). Parents should NOT exit the car. If your PK or K child needs assistance, someone will come to the car to assist you. PK-1 will enter at the East Wing/PK entrances. Any 2-8th

grade students disembarking in this area will walk along the curb and enter the school via the front door. When directed, you will pull into the thru lane and exit the parking lot.

### **IF YOU DO NOT HAVE A CHILD IN PK-1**

**If your youngest child is in grades 2-5.** You will enter at the bottom of the lot staying to the right. You will turn right at the signage indicating the 3-5th loading zone. Follow the lane as it snakes through that area allowing as many cars as possible to enter the lot. When directed by a staff member, you will enter the “late lot” pulling all the way through. When you have come to a stop in the loading/unloading zone, ALL students in your vehicle should exit (on the left side). Second grade students will walk up the sidewalk along the front of the school and enter the school by the main entrance. Students in grades 3-5 will enter the school via the West Wing door. Parents should NOT exit the car. When directed, you will pull into the thru lane and exit the parking lot. The bus will also load and unload in this area.

**If your youngest child is in middle school,** you will enter at the bottom of the lot staying to the right and turn right just before the curve at the signage indicating the 6-8th loading zone. At this point, the line divides into two lanes which will alternately enter the loading zone. When directed, pull ALL THE WAY UP as far as possible to the loading/unloading zone. This loading zone extends from the cone in the grassy area in front of the school to the area right in front of the main entrance. When you have come to a stop in the loading/unloading zone, ALL students in your vehicle should exit (on the left side). Parents should NOT exit the car. Students will enter via the front doors including any 2-5th grade students who have also disembarked in this area. When directed, you will pull into the thru lane and exit the parking lot.



Students must always exit the car on the side closest to the curb. Parents may not park or drop off students in any other area other than the designated drop-off zone. Parents who need to visit the school office should park in the center parking lot after dropping off their children and enter school through the main entrance.

Arrival-zones are as follows:

- East Wing/PK Porch - Gr. PK-1
- Main Entrance - Middle School (Gr. 6-8) & Bus Riders
- West Wing/Late Lot - Gr. 2-5

## **Dismissal**

In the afternoon, parents may begin to enter the parking lot to begin dismissal parking no earlier than 2:40 PM. Vehicles entering the lot when afternoon prayers are over (at approximately 2:50 PM) or later will be directed to the “late lot” and will wait until the dismissal process is over before being directed to the front of the school to pick up their children. Anyone picking up their children after 3:15 PM will be assessed according to the fee schedule found in the handbook.

After parking, parents are required to turn off vehicles and walk to the fire lane that runs in front of the school before 3:00 PM and remain standing on the parking lot side of the drive.

Bus riders and HOV riders will be called at 2:50 PM and ESP shortly after that.

Students in grades K-5 will be walked out onto the sidewalk in front of the school and stand in front of their respective lots, arranged by grade. PK students with siblings will be buddied with their oldest sibling and standing at that sibling’s grade station. PK students who do not have a sibling at SOTI will be stationed at the PK entrance/playground. Middle School students will be dismissed shortly after the others have lined up along the sidewalk and will proceed into the parking lots to meet up with their pickup vehicle.

Once all students have lined up on the sidewalk (approximately 3:00 PM), A SIGNAL WILL BE GIVEN, and parents will cross the drive to pick up their children from the sidewalk and proceed back to their vehicles to await further direction. No vehicle may leave until directed to do so by a staff member.

Parents may not park on Symphony Lane or the neighborhood and walk onto the school property to escort students off of campus during dismissal. All students walking/bike riding off of campus will be dismissed at the end of dismissal with the middle school. The cooperation of parents at dismissal is imperative to ensure the safety of all children and faculty members. Please refer to the diagrams with Dismissal Procedures found below.



**Maroon Lot Parking  
(Last Names A-L)**



**Gold Lot Parking  
Last Names (M-Z)**

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

Students will be dismissed only to their parents, designated driver (as indicated on the emergency contact form), or approved carpool at dismissal. *Students will only be released to custodial parents or those adults listed on emergency contact forms. Students should never be allowed to leave school in an UBER, Lift or any private transportation company.*

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

Students must be picked up by 3:15 in the dismissal lots. The school does not provide supervision of students after 3:15 PM outside of ESP and school sponsored clubs and athletics. Parents/guardians are now required to "sign out" student(s) if pick up is after the times listed above. Parents/guardians are required to park their vehicle and fill out the sign out form via your smartphone. Once the sign out is

completed, the student(s) will be dismissed. Parents who are consistently late in arriving to pick up their children will be assessed an aftercare fee in their next scheduled FACTS payment. The fee structure is laid out below:

| Number of late pickups per school year (after 3:15, 12:20 on Early Dismissal Days) | Fee per child late (pick up between 3:15 - 3:45) | Fee per child per additional half hour (3:45 - 6:00) |
|------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------|
| 1-3                                                                                | \$0                                              | \$20                                                 |
| 4-6                                                                                | \$10                                             | \$25                                                 |
| 7+                                                                                 | \$15                                             | \$30                                                 |

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before the drop-off time and after the pick-up time, as listed above. The school is not liable for any injuries or accidents which may occur before the drop-off time or after the pick-up time, as stated above.

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

**Transportation Bus**

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

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

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**Academics**

**Curriculum**

School of the Incarnation follows the Archdiocese Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis every 5 years.

The instructional program and curriculum are delivered in concert with the Archdiocesan Course of Studies and the regulations of the Maryland State Department of Education for non-public schools. The curriculum offers instruction in religion, language arts and reading, math, science and social studies, art, library, technology, music, physical education, STEM (gr. 4-8) and Spanish or world cultures. The curriculum is based on national standards.

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

styles. Instruction should challenge their thinking and creative problem solving.

### **Textbooks**

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

### **St. Ignatius Program (SIP)**

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

Highlights of our services include:

- Small group instructional strategies incorporated in a variety of content areas and grade levels.
- Special educators who provide supplemental instruction for students with documented learning differences.
- Resource team members who work closely with teachers to implement accommodations and develop instructional plans to best support students with learning needs.
- Special educators who collaborate with private tutors to facilitate individualized learning.
- Resource team members who advocate for students and families when psychoeducational evaluations are necessary.
- Resource team members who serve as liaisons between classroom teachers and outside service providers.
- Counseling staff and resource team members who provide organizational support as needed for students.
- Counseling services that include small group and individual support for concerns such as social skills, anxiety, study skills, and conflict resolution.
- Speech and language therapy services that are provided onsite for students with documented needs through a cooperative arrangement with Anne Arundel County Public Schools.

### **Individualized Education Plan (IEP) and St. Ignatius Program(SIP) Referral Process**

The St. Ignatius Program is available to children who may need further academic assistance. The St. Ignatius Program referral process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws.

*If a child is not progressing academically, the school may ask the parents to initiate, or the parents may initiate on their own, the process to request professional assistance from the local public school system. The evaluative process is generally called the IEP Process (Individualized Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular, the child's teacher, are a vital part of the process. **(School of the Incarnation should also be invited to participate in this meeting.)** If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.*

*If such a plan is developed and the test results determine that there is a need for accommodations or modifications within a student's learning environment, the school administrator/St. Ignatius Program Coordinator will consult with the parents to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School. Please see full St. Ignatius Program details on the school website.*

### **Field Trips**

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

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

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

*All chaperones are required to complete Virtus training.*

*Students must travel to and from the school and field trip location on the bus/school provided means of transportation.*

### **Promotion Requirements**

*Students are promoted to the next grade upon successful completion of all subjects in a given year. Parents/guardians will be notified in writing by the mid-point of the third trimester of any requirement for summer tutoring.*

### **Retention**

*Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below:*

*Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February the teacher, principal (or designee), parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.*

## **Graduation Requirements**

*Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities.*

## **Grading Policy**

*All archdiocesan K-8 schools shall follow this grading policy to ensure consistent, transparent, and fair grading of students' academic performance. The purpose is to ensure consistent, transparent grading practices that accurately reflect students' academic performance and mastery of the curriculum.*

## **Overview of Grading and Reporting**

*Grades serve as a tool to measure and communicate a student's academic performance and mastery of the curriculum. They provide valuable feedback to students, parents, and educators about the student's understanding of the material, areas of strength, and areas needing improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the educational process. By reflecting academic achievement, grades aim to motivate students to strive for excellence and foster a culture of continuous learning and growth.*

## **Honor Roll for Students in Grades 6-8**

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

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

## **Report Cards and Interim Reports**

*Archdiocese of Baltimore report cards will be sent home 3 times a year at the conclusion of each trimester. In addition, the school will send interim reports home for grades PK -8 at the middle of each trimester. It is also the responsibility of parents to obtain their passwords for PowerSchool and monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.*

*Students in pre-kindergarten through grade 8 will receive Report Cards each trimester. Marks are based on actual achievement of the student according to his/her grade level of instruction. These grades are based on the student's daily performance, homework assignments, weekly tests, unit tests, projects, and papers.*

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

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

For students in Grades 3 - 8, parents will be notified of the date of the "interim" each trimester and are encouraged to check their child/ren's progress via PowerSchool Parent Access. A paper interim will be issued to parents in grades 3-8 in the case of academic concern. Students in grades PK-2 also receive paper interim reports.

### **Kindergarten – Grade 2**

*In Kindergarten through Grade 2, grading is standards-based and reflects students' developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. (Consistently Developing, Making Progress, Support Needed, and Not Assessed at this time).*

### **Assessment Practices**

*Assessment methods may include: teacher observation, classwork and student discussions, work samples and portfolios, checklists and rubrics aligned to standards, formal quizzes and tests.*

*Formal quizzes and tests may be administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K-2, assessment results are used to inform instructional decisions and report progress toward grade-level students.*

### **Homework**

*Homework is used to reinforce skills already taught and may be graded when appropriate.*

### **Special Subjects**

*Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, and Physical Education.*

### **Behavior**

*Behavior is reported separately and is not factored into academic performance indicators.*

## **Grades 3-8**

### **Components of Grading**

Grades should primarily reflect the student's academic mastery of the subject content. Schools will determine the category weighting within these ranges and will communicate school-specific grading practices.

#### **Content Knowledge (50%)**

This category will represent the student's mastery of core subject content.

- *Classwork: Assignments completed during class that show understanding of the material. These assignments should be graded for accuracy, comprehension, and depth of thought.*
- *Practice Activities: These include tasks that help reinforce learning, such as drills, exercises, and review activities. These activities should be integrated with class content and help students solidify their understanding.*
- *Tests and Quizzes: Frequent quizzes and formal tests will assess student retention and comprehension of key concepts. Quizzes assess smaller chunks of content, while tests cover larger units or major concepts. Tests will weigh heavily in this category, given their comprehensive nature.*

#### **Assessment of Learning (25%)**

This category includes more formal assessments such as larger tests and projects that evaluate how well students have mastered the material.

- *Projects: Assignments that require students to apply learned concepts in more complex, real-world situations. These projects should be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).*
- *Major Tests: These will account for a significant portion of this category, reflecting a student's overall understanding of unit content.*

#### **Skills Application and Critical Thinking (15%)**

This category assesses how students apply their learning in complex or real-world contexts. It encourages critical thinking and problem-solving, going beyond simple recall of facts.

- *Problem-Solving Assignments: These include tasks where students need to analyze, synthesize, and apply learned concepts to new or unfamiliar situations. Examples include science experiments, math problems requiring creative solutions, or essay questions that ask students to analyze a situation.*
- *Critical Thinking Projects: These might include essays, presentations, or research projects that require students to demonstrate higher-order thinking skills, such as analysis, evaluation, and synthesis of information.*

**Homework and Practice (10%)**

Homework and in-class activities should provide students with opportunities to reinforce and apply skills and concepts that have already been taught. Homework completed outside of school should be purposeful, developmentally appropriate, and should not introduce new content.

Practice activities, completed during the school day, such as exit tickets, fluency drills, or review exercises, support ongoing learning and skill development. Both contribute to a deeper understanding of the material.

Homework: Homework assignments will be graded for completion and may be graded for accuracy if the learning concepts are previously taught concepts. These assignments should provide students with opportunities to practice and review the content discussed in class.

Practice Assignments: Practice assignments structured tasks completed during class that reinforce previously taught concepts. These may include exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

**Behavior**

Behavior should not be included in academic grades. It is essential that grades accurately reflect a student's academic performance, rather than their behavior.

**Subjects and Activities Requiring Participation**

There are courses and activities in which demonstration of mastery through participation is the only way to assess skills and application. These include, but are not limited to:

- Music: Participation in performances, rehearsals, and practice sessions is essential to demonstrate mastery of musical skills.
- Art: Active participation in art projects, critiques, and exhibitions is necessary to showcase artistic abilities.
- Class Discussion: Engaging in class discussions helps demonstrate understanding and the ability to articulate thoughts clearly.
- Physical Education: Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

Participation in these activities may be graded according to expectations for the course or activity. This ensures that students are actively engaged and effectively demonstrate their level of mastery.

**Trimester Report Card Grade Keys**

|                   |                   |
|-------------------|-------------------|
| <b>Grades K-2</b> | <b>Grades 3-8</b> |
|-------------------|-------------------|

|                                |                                  |           |                     |
|--------------------------------|----------------------------------|-----------|---------------------|
| <b>Consistently Developing</b> | <b>93-100</b>                    | <b>A+</b> | <b>97-100</b>       |
| <b>Making Progress</b>         | <b>75-92</b>                     | <b>A</b>  | <b>93-96</b>        |
| <b>Support Needed</b>          | <b>74 and below</b>              | <b>B+</b> | <b>89-92</b>        |
| <b>NA</b>                      | <b>Not Assessed at this time</b> | <b>B</b>  | <b>85-88</b>        |
|                                |                                  | <b>C+</b> | <b>80-84</b>        |
|                                |                                  | <b>C</b>  | <b>75-79</b>        |
|                                |                                  | <b>D</b>  | <b>70-74</b>        |
|                                |                                  | <b>E</b>  | <b>69 and below</b> |

| <b>Trimester Grade Key<br/>Special 3-8</b> |                                  |
|--------------------------------------------|----------------------------------|
| <b>Consistently Developing</b>             | <b>93-100</b>                    |
| <b>Making Progress</b>                     | <b>75-92</b>                     |
| <b>Needs Improvement</b>                   | <b>74 and below</b>              |
| <b>NA</b>                                  | <b>Not Assessed at this time</b> |

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

## Admissions

*Students must be in good standing (financial, academic, and behavioral) to be accepted into a Catholic school. Parents or guardians must provide pertinent information, including required forms for admission as well as additional information that may assist the school staff with your child(ren).*

### **Application Process**

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

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

Each family will be asked to complete a parish verification form at the time of initial registration in order to qualify for School of the Incarnation's tuition rate for worshipping Catholic families. This form should be signed by the pastor of the parish in which you are registered or regularly worship. This original form must be returned to the school office during the enrollment process. The principal, in consultation with the student support staff carefully reviews the records of students seeking admission to School of the Incarnation to be certain that the school has the resources to best meet each student's needs. Students whose records indicate that placement may pose academic, attendance, social or behavioral challenges may be accepted on a probationary basis at the discretion of the principal.

### Admission Requirements

#### Pre-K Requirements

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

#### Kindergarten Requirements

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

#### Grades 1-8 Requirements

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

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

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

The priorities listed above are for admissions purposes only, not tuition determination. Families who

worship at any Catholic parish and have the completed Parish Verification form on file will pay the “Catholic tuition rate,” as worshipping Catholics support Catholic education through parish giving. Families who worship elsewhere will pay the “Other Faiths tuition rate.” Tuition rates for the upcoming school year will be posted online as soon as they are approved by our School Board and the Archdiocese of Baltimore.

### Placement

*Students are initially placed using the results of the following:*

- *School administered placement test*
- *Teacher recommendation (from sending school)*
- *Report cards*
- *Standardized test results*

*In order to make sure that the school is a good fit for the student, all new students are given a one year probationary period. Parents will be notified throughout the year if the student’s actions and academics are not meeting expectations.*

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

*Eighth grade students are allowed up to 3 days for shadow visits to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building.*

Participation in shadow days is encouraged to help students make a choice about high school attendance. Students shadowing are provided with an excused absence, however, they must have the official shadow form completed and returned to the School of the Incarnation office. The High School Shadow form can be found on our school website by clicking on Resources in the upper right corner and then clicking on Forms & Documents.

### **High School Application Process**

1. In order to be considered for admission to any participating Catholic high school, eighth-grade students must take the high school admissions/placement test (HSPT) given in early December at SOTI. Test results can be sent to three schools in the Archdiocese of Baltimore and one school in the Archdiocese of Washington.
2. Catholic elementary school students and their parents complete a high school information form that the school uses to complete a common recommendation form accepted by all Archdiocese of Baltimore Catholic high schools (see below). The school submits these recommendation forms to the high schools listed on the HSPT registration on the student’s behalf.
3. All Catholic high schools require an individual application. These applications, completed by the students and parents, are requested directly from the high school by the student or parents. These individual applications are not processed by the elementary school and must be mailed directly to the high school by the required date published by the high school.
4. Admission decisions for applying eighth graders are announced by letter in late February.
5. Accepted students must adhere to the registration deadline provided by the high school.
6. Students are encouraged to attend open houses held at all Catholic high schools during the fall.
7. Students applying outside the Archdiocese of Baltimore should contact the high school directly.

### **Archdiocese of Baltimore Catholic High School Information/Recommendation Form**

1. This form will be completed by School of the Incarnation with information (address, phone number, email, parish, etc.) provided by parents in SchoolAdmin.
2. Students, along with their parents, can select up to four schools (three in the Archdiocese of Baltimore and one school in the Archdiocese of Washington) on their HSPT registration to receive test results. This selection gives School of the Incarnation permission to release the student records to the designated schools.
3. The recommendation form is completed by a team of middle school teachers, the principal and assistant principals. Recommendations are confidential and not released to parents or students, but sent directly to the high school.
4. The School of the Incarnation makes copies of the completed form to send directly to the selective schools with a copy of the student's standardized testing results and the student's academic records. School of the Incarnation retains the original form.

### **Non-Discrimination Statement**

*The State of Maryland requires the following statement in the Student Handbook:*

*"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:*

*(1) Title VI of the Federal Civil Rights Act of 1964; and*

*(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:*

*(i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;*

*(ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or*

*(iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."*

*The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.*

School of the Incarnation is not required to adopt any rule, regulation, policy or personal

accommodation that conflicts with its religious or moral teachings, and we will always teach and act consistent with the tenets of the Catholic Church.

*Requests for reasonable accommodations for a student with a disability may be directed to the Principal or Assistant Principal*

*Religion is required for each year a student attends School of the Incarnation. All students enrolled in School of the Incarnation must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.*

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**Assessment Program**

**Standardized Testing**

*All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.*

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

**Brigance Screening**

*Pre-kindergarten 3, Pre-kindergarten 4, and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring to assess their current level of development.*

**Elementary Students**

*Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Grades 3, 5 and 7 also take the Science Assessment each Spring. Parents are given feedback as to how their child is scoring at the end of the year.*

**Assessment of Child/Youth Religious Education (ACRE)**

*All students in grades 5, 8, 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment, and no individual student scores are given.*

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

**HSPT and Pre-HSPT**

8th grade students applying to Catholic high schools have the opportunity to take the High School Placement Test (HSPT) during the regular school day, and students have an opportunity to register for an optional HSPT prep course that is offered through the Baltimore Archdiocese for a fee. 7th grade students have the opportunity to take the Pre-HSPT in the spring at school in preparation for the actual exam to be taken in 8th grade.

## Algebra Readiness Exam

Students in grades 6-7 take the Algebra Readiness Exam in the spring as part of the determination process for math placement.

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

Students in grades 7 and 8 may have a cumulative assessment in religion, language arts, math, science, and social studies according to a published schedule. These assessments are at the teacher's discretion but may not receive more weight than the highest assessment of that trimester in any given subcategory. Study guides will be provided at least seven days prior to the test date. The middle school instructional team, in collaboration with the administration, will determine and publish the guidelines regarding the exam schedule.

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## Attendance and Student's Records

### **Absences**

*Regular attendance is considered essential for learning at School of the Incarnation. Students need to develop the work habits and responsibilities required of all of us as we go through life.*

When a student is absent from school, a parent/legal guardian must email [attendance@schooloftheincarnation.org](mailto:attendance@schooloftheincarnation.org) by 8:15 AM or call the school's main office by 8:15 AM to report the reason for absence. If the parent makes no contact, the school will contact the parent to confirm the absence. If a child is absent for three or more consecutive days, a physician's note must be obtained before returning to school.

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

*There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents. Prolonged unauthorized absences can and does affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. Personal instruction delivered by the teacher cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students.*

*Tardiness (coming to school late or leaving school early) is another action that affects a student's readiness to learn. Coming in and/or leaving, not only disrupts the educational learning for your child, but also those of other students in the class. Parents will be notified in writing for 5 or more tardies and a conference may be requested by the administrative team to address the issue and consequences.*

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

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

*After an absence and he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities, including recess.*

*If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.*

*Per the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of students with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.*

### **Truancy**

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

### **Lateness & Assignments**

#### **Lateness**

*Drop-off begins daily at 7:45 AM. Students may enter their homerooms at 7:45 AM. The school day begins at 8:15 AM. Any student arriving after 8:15 AM is considered late and must report to the office for a late slip. After 8:15 AM, all students must report to the main entrance, and parents must first sign their student in using the Late Arrivals/Early Dismissal QR Code at the front entrance. After completion, the student will receive a late slip to give to his/her teacher upon arrival in the classroom. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.*

#### **Work Due to Absence**

It is the responsibility of the student, under the supervision of the parent, to work with teacher(s) to develop a plan to make up work missed due to absence. If requesting assignments when a student is absent, parents should email their child's teachers directly to request work or refer to the SOTI Studies website and/or Google Classroom. Work and books requested by 9:00 AM will be delivered to the school receptionist, where it may be picked up between 3:00 and 6:00 PM. Typically, students have one day per day absent due to illness to make up work. Missed work related to extended absences not related to illness are subject to policies listed in the above absence policy.

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

*The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.*

Individual students leaving early must be picked up by 2:30 PM. Individual students may not be dismissed between 2:30 PM and 3:15 PM. On early dismissal days, students leaving early must be picked up by 11:30 AM. Individual students may not be dismissed between 11:30 AM and 12:20 PM.

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

If a parent needs to pick up their child prior to dismissal, they should notify the child's teacher and the front office in writing no later than 10:00 AM. Parents should report to the main entrance and scan the Late Arrivals/Early Dismissal QR code. Once this form is complete, the child will be dismissed to the parent.

### **Regular Dismissal**

Please see dismissal instructions above

### **Early Dismissal Days**

The process for dismissal is the same as on a full day with the exception of the pick-up times. Please see the policy above.

The timing for an early dismissal is as follows:

- The lot will open for cars to begin parking at 11:30 AM
- Afternoon prayers begin at 12:02 PM. Bus and HOV dismiss immediately after prayers
- General dismissal begins at approximately 12:10 PM
- Access to the Gold and Maroon lots will close at approximately 12:10 PM (or one or two minutes earlier if the students have begun to exit the building - we close access when we have students on the move for safety reasons). Cars arriving after this time will be directed to the late lot.
- All students must be picked up by 12:30 PM
- Parents of registered walkers/bike riders may wait for their children at the pedestrian gate. The walkers/bike riders are escorted by a staff member to this gate when middle school is dismissed.
- Afternoon ESP is in session for those students who have registered.
- Any students being picked up early/prior to regular dismissal must be picked up before 11:30 AM. No student will be released between 11:30 AM and regular dismissal.

### **Location and Access to Student's Records**

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

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

*School of the Incarnation complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under*

*FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of School of the Incarnation are as follows:*

*Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the principal or, in the principal's absence, to the assistant principal, a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.*

*Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal or Assistant Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.*

*Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:*

*To school officials who have a legitimate educational interest. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.*

- o To other schools to which a student is transferring.*
- o In connection with financial aid under certain circumstances.*
- o To specified officials for audit or evaluation purposes.*
- o To organizations conducting certain studies for or on behalf of the school.*
- o To accrediting organizations.*
- o In order to comply with a judicial order or lawfully issued subpoena.*
- o To appropriate officials in cases of health and safety emergencies.*

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

*The School has designated the following as directory information ("directory information" is a category of information and is distinct from the "school directory" which is a specific publication of the school. We only publish names, addresses, and phone numbers in the "school directory"):*

- o Student's name*
- o Parents' name(s)*
- o Address*
- o Telephone listing*
- o Participation in officially recognized activities and sports*
- o Weight and height of members of athletic teams*

- o Electronic mail address
- o Photograph
- o Honors and awards received
- o Date and place of birth
- o Dates of attendance
- o Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the principal in writing by **October 31, 2025 or date indicated in school communications.**

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School of the Incarnation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

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## **Discipline**

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

*School of the Incarnation strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community. Students are expected to uphold Christian values and the school's values code: As a child of God, I have integrity, I take initiative, I show inclusion.*

*Students may be disciplined for conduct that occurs on school premises, or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.*

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

*The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive and supportive learning environments.*

*Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every*

student.

At School of the Incarnation, we pledge every morning, "As a child of God, I have Integrity, I take Initiative, and I show Inclusion." We pre-teach expectations for every area of the school, and reward students for showing the values. Likewise, when a student needs redirection, care is taken to re-teach expectations and include our values code in reflection and redirection.

### **Behavior**

As parents and educators of young children and adolescents it is important to understand behavior in the context of the child's developmental age. The response to such behavior should be seen as a teachable moment for the child. The school and the family will work together to redirect and resolve any behavioral concerns that may arise. The assistant principal(s) and/or principal will work to develop a plan of positive reinforcement and/or meaningful consequences for the child and communicate with the teacher and parent. The final recourse for resolving behavioral concerns and assigning consequences belongs to the principal.

*To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. (Listed below are some behaviors that are unacceptable:*

- *Disrespect in manner and/or language to each other, including peers, teachers, faculty and staff*
- *Rowdiness*
- *Using the property of others without permission*
- *Dishonesty*
- *Disruptive Behavior*
- *Failure to have necessary supplies for class work*
- *Dangerous Play*
- *Rudeness*
- *Vulgarity*
- *Dress code violations*
- *Gum*
- *Harassment of any kind by word or action including but not limited to digital harassment*
- *Possession or consumption of any drug or look-alike drug while at school or while attending a school function*
- *Possession or consumption of alcohol while at school or while attending a school function*
- *Possession of knives/weapons or look-alike knives/weapons*
- *Possession of pornographic material(s) including distribution of both physical and digital*
- *Smoking/using matches/vaping/gummies*
- *Willful destruction of school property*
- *Leaving school property without permission*
- *Theft or extortion*
- *Fighting or threats of violence*
- *Public displays of affection*
- *Harassment*

*After school activities, while riding on buses to sports games or other school or parish sponsored*

*activities are included in the definition of on-campus conduct.*

*When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action to support the school environment.*

School of the Incarnation follows a progressive discipline policy for behavior infractions. Steps in this progressive discipline process include:

- Teachers will redirect the student and reteach the behavioral expectation
- Teachers will remind the students of appropriate behavior and potential consequences
- Teachers will provide an additional reminder of appropriate behavior and issue appropriate consequences
- Teachers will notify parents of the behavioral concern and may implement strategies to support the student in changing the behavior
- If behavior continues, student will be referred to the assistant principal, guidance counselor or principal who communicates with the parents
- If the student's behavior remains unchanged, the parents are again informed by the administration that the student's behavior is threatening his/her place in school
- The student continues to receive necessary assistance
- The student is informed that he/she will or will not be dismissed

\*Note: This process does not prevail in “extreme situations” which call for immediate dismissal

Some behaviors will be managed in the classroom, directly by the teacher and may result in disciplinary action such as loss of privileges, parent contact or detention. Should these behaviors become consistent or chronic in nature, the matter will be referred to the assistant principal(s) or principal. These behaviors include, but are not limited to:

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

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

1. Fighting, violent or excessive physical contact
2. Threatening language or behavior directed at faculty, staff, visitors or other students
3. Vandalism – destroying or damaging the property of the school or of other persons
4. Dishonest actions such as stealing or lying

5. Smoking/using matches, or vaping on school property
6. Possession or consumption of any drug or look-alike drug while at school or while attending a school function
7. Leaving school grounds
8. Academic dishonesty
9. Physical displays of affection
10. Repeated infractions of the Student Code of Conduct

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

1. The use and/or possession of alcohol or drugs on school property
2. The use and/or possession of a dangerous implement
3. Arson or use of any type of explosive materials
4. Physical assault or harassment
5. The initiation of false emergency such as a fire alarm or bomb threat
6. Non-Consensual physical contact of a sexual nature AND/OR Sexual Harassment
7. Repeated infractions of the Student Code of Conduct

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

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

If a student is suspended for behavioral reasons, he/she may not participate in extracurricular activities on the day of the suspension and the two subsequent school days. Students are responsible for all work and assessments missed during suspensions. If a project is due that day, parents may be expected to bring the project to the school office on the morning it is due. There will be no extension of due dates for suspended students. A student who repeatedly violates the Student Code of Conduct may be placed on disciplinary probation. Students who are on probation may not participate in extracurricular activities or non-curricular special school events.

*Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is outlined in Policy SS 2.0; SS 2.1; SS 2.2 in the Archdiocese of Baltimore Policy Manual. The principal will exercise his/her discretion whether the suspension should be served in-school or at home.*

*While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the*

*parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.*

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

*The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school, or whose behavior and attitude is disruptive to the functioning of the student body.*

### **Academic Dishonesty**

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

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

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

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

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

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

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

*Students in grades Pre-K through 8th grade are not permitted to use Generative Artificial Intelligence (including, but not limited to the use of ChatGPT).*

*\*Generative artificial intelligence (AI) describes algorithms (such as ChatGPT, Stable Diffusion, Midj Journey, etc) that can be used to create new content, including audio, code, images, text, simulations, and videos.*

Students in grades 4-8 and parents will sign an Academic Integrity Acknowledgement at the beginning of each school year.

### **Search and Seizure**

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

### **Conflict Situations**

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

### **Care of Textbooks**

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

### **Care of School Property**

School of the Incarnation prides itself with a well-maintained physical plant. Students should not mark school furniture, walls, ceilings, floors or equipment. Anyone who willfully destroys school property through vandalism will make restitution for damages and provide service hours to the school as determined by the principal. Suspension or expulsion may result. All students have the opportunity to use a locker/cubby for their coats and books. It is the student's responsibility to keep the contents of the locker/cubby in order. Appropriate pictures may be displayed in the lockers with the use of a magnet (no tape). Locks on the lockers are optional. Students may use a lock of their choice but must give their homeroom teacher the combination and understand the school has the right to cut the lock off if needed.

### **Bullying Policy**

*Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.*

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

*"Bullying, harassment, or intimidation" means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:*

a. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:

i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or

ii. Is sexual in nature; or

iii. Is threatening or seriously intimidating; and

b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

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

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

*The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported*

*Reporting forms are located in the main office and on the school's website. <http://www.schooloftheincarnation.org/assets/files/Bullying-Reporting-Form.pdf>. Refer to the bullying policy here [Bullying Policy SS 6.0](#)*

## **Harassment Policy**

*It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.*

### ***I. Scope***

*This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of*

*employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.*

## *II. Prohibited Conduct*

*A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity, that:*

- (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;*
- (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or*
- (iii) Otherwise adversely affects an individual's educational opportunities.*

*B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.*

## *III. Procedure*

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

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

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

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

## **Articles Prohibited in School**

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

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## **Financial Obligations**

### **Tuition**

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

- Arrange for single payment-Due on or before July 21, 2025
- Arrange for monthly payments-Payments beginning July 2025-April 2026. FACTS does charge an annual fee of \$50.00 to administer the payment plan and an optional \$22.50 for their Peace of Mind insurance if opted in.

FACTS e-Cashier will allow you to make payment(s) by: • Check • Automatic checking or savings account deductions (U.S. Banks Only) • Credit Card (a merchant fee of 2.95% will apply to monthly payment plans when using a credit card)

By signing the tuition contract, the Parent understands that the Student is being enrolled for the 2025-2026 school year and is committing to 100% of the 2025-2026 tuition and fees. Therefore, once this Contract has been submitted to the School with the non-refundable Tuition Deposit, the Parent becomes liable for the entire year’s tuition and fees as liquidated damages (and not a penalty) even if the Student is withdrawn, absent, or is involuntarily separated from School UNLESS the Parent terminates this Contract by the dates below in writing to the school (or the School rejects, in its sole discretion, Student’s application and unilaterally terminates this Contract). If Student is withdrawn, absent, or involuntarily separated for any reason, including without limitation, change of residence, health, withdrawal, or expulsion, after the withdrawal dates set forth below, there will be no refund or reduction of fees or tuition, (except with military orders that are effective during the school year, proof of orders will need to be submitted.)

The full tuition will be due if the student is withdrawn, absent, or involuntarily separated for any reason on or after the 1st day of school. The school reserves the right to withhold all student records (with the exception of Health Records) until accounts have been paid in full. Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family (If an out-going student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full.) No enrollment will be permitted in any other Archdiocesan school while there are tuition and/or fees outstanding. Upon acceptance of a student and execution of a contract, the full year's tuition shall be considered payable. If a student should leave the school for any reason after the completion of the contract the following schedule is in effect.

% of Tuition immediately due:

Upon signing of contract and withdrawal prior to May 1st 10% (less any collection fees)

Between May 1st and May 31st 25% (less any collection fees)

Between June 1st and July 15th 50% (less any collection fees)

Between July 15th and prior to the 1st day of school. 75% (less any collection fees)

On or after the 1st day of school. 100% (less any collection fees)

**Tuition Rates**

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

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

| 2025-2026 rates | Full-day PreK4-Grade 8 | Half-day PreK4 |
|-----------------|------------------------|----------------|
| Catholic        | \$9,250.00             | \$6,250.00     |
| Other Faiths    | \$10,00.00             | \$7,000.00     |

**Tuition Assistance, Tuition Grants & Aid**

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

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

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

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

**Fees 25-26**

Application Fee: \$115.00 (non-refundable)

Registration Fee: \$120.00 (non-refundable)

8th Grade Graduation Fee: \$210.00. This fee helps to defray the cost of graduation activities and items such as a class tee shirt, cap and gown, and class graduation photo. Unless all balances are paid in full, final progress reports will not be received and transcripts will not be forwarded to the child's high school.

### **Library Fees**

If a library book is not returned within 30 days an invoice will be sent home to be paid. If the book is eventually found after payment has been received by the Business Office, the book may be kept or donated back to the School Library.

### **Delinquent Tuition**

*If a student transfers without having fulfilled all financial obligations, the school is only required to release health records and grade level to the new school. Copies of academic records will be released once all financial obligations are met.*

### **Withdrawal from School**

To withdraw a student from School of the Incarnation, the family must initiate this process by first communicating their intention to withdraw using the school's withdrawal form.

*A family with outstanding financial obligations to the current school is not to be accepted at another Catholic school within the Archdiocese of Baltimore.*

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## **Health**

### **Maryland School Immunization Requirements**

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

### **Dispensing of Medication**

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

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

*be consulted. All medication must be delivered to school by a parent/guardian.*

### **Communicable Diseases**

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

- ❖ *Measles - regular or German (Rubella)*
- ❖ *Meningitis*
- ❖ *Whooping Cough (Pertussis)*
- ❖ *Hepatitis*
- ❖ *Rocky Mountain Spotted Fever*
- ❖ *Mumps*
- ❖ *Tuberculosis*
- ❖ *Lyme Disease*
- ❖ *Chicken Pox (varicella)*
- ❖ *Influenza*
- ❖ *Food Poisoning*
- ❖ *Human Immune Deficiency*
- ❖ *Virus Infection (AIDS and all other symptomatic infections)*
- ❖ *Adverse reactions to Pertussis Vaccine*
- ❖ *Animal bites/Rabies*
- ❖ *COVID-19*
- ❖ *Monkey Pox*

If an increased number of students are reported with a communicable disease, a notice will be sent home.

### **Conjunctivitis (Pink Eye)**

*Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school.*

### **Varicella (Chicken Pox)**

*Students who have chicken pox are excluded from school until all lesions are scabbed over.*

### **Lice**

Children with lice may not attend school. A child may return to school when he/she is free of lice. School personnel (usually the nurse) must examine a child to ensure the child is lice and nit-free before the child returns to class.

### **Streptococcus (Strep Throat)**

Children with a positive strep throat culture must be on an antibiotic for a full 24-48 hours and be fever and symptom free (without fever reducing medicine) for 24-48 hours before returning to school. Remember, a child may be symptom-free and still have a positive strep culture if he/she is a "carrier."

### **Other Health-related Issues**

Children who are ill in the morning, including a fever, should not be sent to school. A student must be

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

### **Health Records**

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

### **Head Injury**

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

### **Allergies**

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

### **Bloodborne Pathogens**

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

### **Vision/Hearing Screening**

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

*This testing is usually done for:*

- 1.) All new students who have not provided documentation for screening in the past year;*
- 2.) All students the year they enter the school in Grades PreK, kindergarten, 1, and 8 or 9;*
- 3.) Grade 3 or Grade 4 if funding is available;*
- 4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.*

### **General Use Epi Pens**

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

## **Naloxone (Narcan)**

*School of the Incarnation has adopted a policy allowing the availability of Naloxone through the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the “Start Talking Maryland Act” a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources:*

*[https://youtu.be/p9hYzykHs\\_o](https://youtu.be/p9hYzykHs_o) and [Pages - Home \(maryland.gov\)](#).*

## **Federal Drug-Free Workplace Act’s Applicability to Cannabis Use in Schools**

*There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule 1 controlled substance under federal law, and its use remains illegal under federal law.*

*The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities.*

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## **Partnership and Communication with Parents**

### **Responsibilities**

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

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

- 1. to be a partner with the school in the education of your child*
- 2. to understand and support the Catholic mission and identity of the school*
- 3. to read all communications from the school and to request clarification when necessary*
- 4. to know who your child’s teachers are and to observe parent-teacher conference dates*

- and any special requests for meetings*
- 5. to discuss concerns and problems with the person(s) most directly involved*
  - 6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible*
  - 7. to promote your school and to speak well of it to others in words that are spoken, written, or transmitted electronically*
  - 8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible*
  - 9. to appreciate that Catholic education is a privilege that many persons do not have*
  - 10. to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party sites, and including sporting events.*
  - 11. to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.*
  - 12. To demonstrate appropriate behavior and respect to all teachers, staff and administrators, this includes verbal, written or electronic exchanges.*

### **Support, Partnership and Compliance by Families**

*In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parents or other family members may be prohibited from entering the campus.*

### **Communication with Parents**

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

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

*Our teachers' primary focus during the school day is on their students, so they are not expected to check email or phone calls while teaching. They generally check messages at the start and end of the day and will respond within 24 hours. While some teachers may choose to work in the evenings or on weekends, they are not required to respond during those times.*

### **Non-Custodial Parent**

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

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

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

### **Change of Name, Family Status, Custody**

*If there is a change in the family status/or the change of a child's name, or a change in custody arrangement, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school. The parent also needs to notify the principal.*

### **Change in Address, Telephone Number and Email Address**

*When there is a change in address, phone number or email address, parents need to update school admin immediately.*

### **Family Directory**

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

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

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

### **Parent Teacher Conferences**

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

### **Parent Advisory Council (PAC)**

The purpose of the PAC shall be to promote open communication and cooperation among parents, faculty, and administration of the School of the Incarnation in order to create and sustain a sense of school community. It shall direct and coordinate parental support through social and limited fundraising functions. See the school website for [more information and PAC Bylaws](#).

- The PAC consists of a small leadership team, which affords opportunities for parents to volunteer for activity/event based committees that require a focused and manageable time commitment.
- With the creation of the dedicated Advancement Office and the support of the School Board, the PAC will not carry the responsibility for or any expectation of fundraising for the school. Any funds they collect would be those needed to cover the expenses of an event/activity and the PAC's operation.
- An established PAC framework ensures continuity from one year to the next, even given a change in leadership.

### **Capital Federal Campaign**

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

### **Incarnation Fund**

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

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## **Safety**

### **Emergency Plan/ Fire and Safety Drills**

Regular emergency drills are conducted throughout the year. Any person in the building during an alarm must follow the protocol of the drill with the children and faculty. Evacuation routes are posted in each classroom. School of the Incarnation's emergency and crisis response plan is reviewed and updated annually.

The school has a relocation plan. In the event that students are relocated in an emergency, parents will be notified via Bright Arrow to pick up their children at a reunification site. Students will be dismissed in an orderly fashion so that there is accountability for every child.

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

In accordance with Archdiocesan policy, the School of the Incarnation follows Anne Arundel County Public School System's decision for school closing, late opening, and early dismissal. Announcements regarding these county decisions are made on WBAL, local television and radio stations. A message will be sent to parents via the communication system and posted on the school's Facebook page and website. Announcements regarding the cancellation of AM Kindergarten sessions do not apply to our kindergarten or full-day pre-K students, since these announcements only refer to half-day programs, but they do apply to our half-day pre-K students.

If school opening is delayed, the Extended School Program (ESP) Morning Care will begin at 8:00 AM

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

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

### **Asbestos Hazard Emergency Response Act (AHERA)**

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

### **Child and Youth Protection**

*School of the Incarnation follows the policies and procedures as outlined by the Office of Child and Youth Protection.*

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

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

### **Student's Cell Phones**

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

### **Phone Calls for Students**

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

## **Visitors**

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

## **Volunteers – Requirement for VIRTUS**

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

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

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

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

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

## **Playground/School Supervision Provisions**

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

## **Restricted Areas**

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

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

The school doors open at 7:45 AM for students' arrival and dismissal ends at 3:15 PM. Please see policy regarding late pick up under "Dismissal." *Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above.*

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

*established by the program for drop-off and pick-up.*

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

### **Transportation Procedures**

*Students are only to be released to custodial parents or those adults listed on emergency contact forms. Students should never be allowed to leave school in an UBER, Lift, or any private transportation company.*

### **Use of School Grounds**

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

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## **Student Services**

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

A licensed morning (6:30 AM- 8:00 AM) and afternoon (3:00-6:00 PM) Extended School Program (ESP) is offered to assist parents with their work schedule. Any child who participates in the program must be registered and have emergency information on file with the Extended School Program. The afternoon program is also offered for early dismissals (12:15 PM- 6:00 PM) unless otherwise noted on the school calendar. The fee structure is available on the school website. Please contact the office if you have questions about the program. Please see the school website for more information.

### **Lunch and Cafeteria**

Every child is to bring lunch or buy lunch from the cafeteria except on early dismissal days. There is no lunch on early dismissal days. A menu will be sent home monthly. Lunches cannot be refrigerated or heated. Lunches from outside restaurants may not be brought into the cafeteria with the exception of the child's birthday. Students are not permitted to have lunches delivered to school by Door Dash or similar services. Parents may provide a special lunch for their child, not the child's classmates, on the child's birthday. Volunteer certified parents may join their child for lunch that day and sit with the child at their designated table. Soda and energy drinks may not be sent to school for a student's lunch. Students may purchase items from the cafeteria only during their grade level's assigned lunch period.

Children enrolled in morning extended care may bring breakfast to school. Those enrolled in the afternoon ESP program should bring a snack for late afternoon.

### **Cafeteria Services**

The school's cafeteria is operated by an independent vendor. Meals and/or milk and other a la carte items may be purchased from food service each full day of school. When a child enters School of the Incarnation, a debit account is established for each student. In order to lock an account, the parents must reach out directly to the vendor. Parents fund these accounts in advance. The cost of lunch is withdrawn daily. Parents have online access to their child's account at any time. A written notice will be forwarded if the account is low. Accounts with greater than a \$10 deficit at any time will be suspended until the account is replenished. Nutritional content of cafeteria items can be found on the school's website.

### **Mid-morning or Early-afternoon Snack**

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

### **Peanut-free Campus**

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

### **Birthdays**

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

### **Student Photographs**

Each year both individual and group photos will be taken by a professional photography company. These photographs will be used in the school yearbook. Parents will receive information a week prior to the picture day. The purchase of these photographs is optional.

### **School Activities/Organizations**

#### **Extra-curricular Activities**

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

## **Athletics**

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

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

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

**The Knight Honor Behavior System** fosters a positive and respectful school environment by encouraging responsible decision-making, promoting accountability, and reinforcing good behavior. This system aims to guide students in **grades 5–8** to reflect on their actions, cultivate integrity, and build a supportive school community.

### **Purpose:**

The Knight Honor Behavior System fosters a positive and respectful school environment by encouraging responsible decision-making, promoting accountability, and reinforcing good behavior. This system aims to guide students in grades 5–8 to reflect on their actions, cultivate integrity, and build a supportive school community.

### **Behavior Expectations:**

Follow behavior expectations as outlined in the student and athletic handbooks.

## **Infractions and Consequences**

### **Minor Infractions**

Minor infractions include behaviors that disrupt the learning environment or violate school policies.

### **Tracking and Interventions:**

Minor infractions are documented and tracked.

Parents and students will be notified after 5, 7, and 10 minor infractions. Following that, they will be notified after each additional infraction.

### **Progressive Consequences:**

#### **5 Infractions**

- Infractions reviewed for confirmation.
- Parent notification.
- Assignment of lunch and recess detention.
- Placement on the probation list for extracurricular activities.

#### **7 Infractions**

- Infractions reviewed for confirmation.
- Parent notification.
- \*Parents will also be notified at 9th minor infraction.
- Student will miss the next extracurricular activity.
- If not in an extracurricular activity, the student will receive 3 lunch/recess detentions

## **10 Infractions**

- Infractions reviewed for confirmation.
- Removal from all extracurricular activities for the remainder of the season or activity period.
- If not in an extracurricular activity, the student will receive 5 lunch/recess detentions.

## **Rejoining After Removal**

Students removed from extracurricular activities may rejoin during the next season/activity under the following conditions:

### **Non-Refundable Fees:**

- Fees already paid for participation remain non-refundable.
- Opportunity for Future Involvement: Removal does not prevent participation in future seasons/activities but does come with the following accountability.
- Continued Accountability: Additional infractions in the next season/activity will result in:
  - 1 Infraction: Verbal warning.
  - 2 Infractions: Miss the next extracurricular event.
  - 3 Infractions: Removal from the activity for the remainder of the season.

## **Major Infractions**

Major infractions are addressed on a case-by-case basis by the school administration and are handled independently of the Knight Honor Behavior System.

This system balances accountability with opportunities for improvement, aligning with the values of the School of the Incarnation. By encouraging students to reflect on their actions, the program aims to cultivate integrity, responsibility, and respect throughout the school and extra curricular experience.

## **Extracurricular Activities include, but are not limited to:**

Athletics

Beyond Program (Clubs)

Theater or Drama

Safety Patrols

Student Council

National Junior Honor Society

Altar Servers and sacristans

Peer Mediators

Safety Patrol

Concert Choir

Liturgy Choir

## **Grades PK-4**

Participation in extracurricular activities is a wonderful opportunity and a privilege. Student participation in activities is contingent upon demonstration of commitment, positive behavior during school hours and the extracurricular activities as well as consistent effort in academic pursuits. It is also the expectation that families pay any associated fees and pick up students at the designated time. The administration reserves the right to remove any student from extracurricular activities due to failure to comply with school and activity expectations. All extracurricular fees are non-refundable.

## **Guidance & Counselor**

Please refer to the above section for more information.

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## **Technology**

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

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

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

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

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

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

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

- *Respect the privacy and property rights of others and the well-being of the School*
- *Are consistent with Roman Catholic values and morals*
- *Treat technology tools and computer equipment with respect.*

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

- *Violating the rights or privacy of others, including by photographing or filming an individual without consent*

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

*Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School’s policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately*

to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

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

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

### **Generative Artificial Intelligence (AI)**

Artificial intelligence (AI) refers to computer systems designed to perform tasks that usually require human intelligence, such as reasoning, problem solving, learning, and decision-making. As stewards of creation, we are called to use AI to enhance teaching and learning while preserving human judgment and dignity, ethical responsibility, personal interaction, and the common good. AI should serve as a complement to traditional education, rather than a replacement. Generative AI is a type of artificial intelligence that creates new content, such as text, images, videos, or music, based on patterns it has learned from existing data. Examples include chatbots that write responses, or tools that generate pictures or videos.

### **Student Use**

Students are not permitted to use generative artificial intelligence (AI) at this time.

### **Privacy and Safety**

- Any user of generative artificial intelligence (AI) must protect student, parent, teacher, and school data by never sharing private information, including but not limited to student names, grades, SAP (Student Accommodation Plan) details, or any other personally identifiable information (PII).

### **Misinformation and Potential Bias**

- Staff and students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.
- All staff must carefully review AI-generated content before using it in lessons, parent communications, or content generation.

### **Web-based Services**

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment

*status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.*

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## **Uniforms**

### **School Brand**

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

### **Student Uniforms**

Students should be proud to wear the School of the Incarnation uniform. Uniforms should be neat and in compliance with all uniform expectations detailed below. Repeated failure to comply with the school uniform is considered a behavioral infraction and will result in disciplinary consequences. If a student persists in violating the uniform requirements after receiving warnings, and not taking action within the specified time frame, they and the parents will be asked to conference with administration.

Parents/Guardians are expected to cooperate with the school to address the issue and help the student to comply with the guidelines.

### **Uniform Company**

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

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

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

School Shoes-for all students:

- Option 1: (Students in kindergarten through 8th grade)--tan nubuck oxford/ dirty buck. Bucks must be laced and tied.
- Option 2 (required for pre-K and available to students in kindergarten through 8 as well)--tan Merrell slip-on shoe.
- Option 3: From April -June, 8th grade students may wear a solid brown (Sahara/light) authentic original sperry boat shoe. [Click here for sample.](#)

- Athletic shoes are worn on P.E. day only.
- No slippers, moccasin-style shoes, boat shoes, boots, or Crocs are permitted.
- If a medical condition requires students to wear a non-uniform shoe, a doctor's note should be submitted to the school nurse who processes the request for approval. Upon approval by administration, individual students with medical exemption for shoes should wear solid black athletic shoes (sneakers).
- Only the administration can grant approval for any accommodation/change to the uniform.

### **Girls' Uniforms**

#### **Pre-K Girls**

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

#### **K - 5th Grade Girls**

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

## 6th - 8th Grade Girls

- School shoes (see options above)
- Maroon v-neck sweater or sweater vest with School of the Incarnation logo (optional)
- Gray or maroon knee socks or tights
- Solid white ankle socks (summer option only)
- Plain black or brown leather belt are worn with gray pants or walking shorts (Required for grades 6-8).
- *Option 1:* Plaid kilt no shorter than 2" above the knee with white oxford blouse (long or short sleeve). Maroon or black bike shorts should be worn under the kilt.
- *Option 2:* Plaid skirt no shorter than 2" above the knee with white oxford blouse (long or short sleeve). Maroon or black bike shorts should be worn under the skirt.
- *Option 3:* Gray slacks worn with white oxford blouse (long or short sleeve) - Winter option.
- *Summer Option:* Short-sleeve maroon or white knit polo shirt with School of the Incarnation logo with above-mentioned kilt, skirt, slacks, or gray walking shorts.
- *Winter and summer uniforms are not interchangeable/ mix and match. For example, tights (winter uniform) may not be worn under shorts (summer uniform).*

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

## **Boys' Uniform**

### Pre-K Boys

- School shoes (see above)
- (optional) Maroon v-neck sweater or sweater vest with School of the Incarnation logo
- Solid gray or solid white crew socks.
- Gray pants (winter option) or gray walking shorts (summer option) with with knit polo in maroon or white with School of the Incarnation logo (short sleeve or long sleeve)

### K - 5th Grade Boys

- School shoes (See above)
- Winter option-Gray slacks worn with maroon or white knit polo shirt with School of the Incarnation logo (short sleeve or long sleeve).
- Summer option-Gray walking shorts and short-sleeve maroon or white knit polo shirt with School of the Incarnation logo (short sleeve or long sleeve).
- Solid gray or solid white crew socks.
- V-neck sweater or vest with School of the Incarnation logo (optional)\*
- Plain black or brown leather belts are to be worn with gray slacks (Pre-K, K & 1 optional)

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

### Boys Gr. 6-8

- School shoes (See above)
- Winter option-Gray slacks with monogrammed white oxford shirt tucked in, school necktie or bowtie, plain brown or black leather belt. Shirt must be tucked in.
- Summer option-Gray walking shorts or slacks and short or long sleeved knit polo shirt with School of the Incarnation logo and plain brown or black leather belt. Shirt must be tucked in.

- Gray or white crew socks.
- V-neck sweater or sweater vest with School of the Incarnation logo. (optional)\*

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

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

- Summer Option: Gym shirt and maroon gym shorts with School of the Incarnation logo, appropriately sized; solid white ankle socks; athletic shoes (velcro closure recommended for younger students)
- Winter Option: Gray P.E. sweatpants, P.E. shirt and P.E. sweatshirt with School of the Incarnation logo; white ankle socks; athletic shoes (Velcro closure recommended for younger students); P.E. shirt with School of the Incarnation logo is worn under sweatshirt. P.E. shirts may be worn untucked but can be no longer than the hip length. Shorts should be about 2" above the knee.

### **Hair**

*Hairstyles are to be neatly groomed. School of the Incarnation recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices or adopted for protective purposes. In those cases, it is the policy of School of the Incarnation to permit individual families to receive an exception from this policy so that they may choose the appropriate cared-for hairstyle for their child. Should a parent have a question about a hairstyle or wish to request an exemption, they should contact the administration before getting their child's hair cut or styled.*

- All students' hair should be neat and professional.
- Hairstyles must be conservative. No trendy or unusual hairstyles or cuts (such as partially shaved/designs, mohawks or spiked hair) are permitted.
- Hair must be kept away from the face.
- Boys' hair must be above the uniform shirt collar. When at rest, hair should be above the eyebrows and remain above the eyebrows without the need for tucking or tossing. The entirety of the earlobes must be visible.
- Hair must be the student's natural color. Hair extensions should be a student's natural color.
- Hair accessories should be simple and not provide a distraction. Hair tinsel is not permitted.

### **Permitted**

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

### **Prohibited**

- Smartwatches, fitness trackers, and GPS "watches"
- Nail polish
- Make-up
- Scarves/scarf headbands, headbands with large flowers or other adornments

- Hats (inside)
- Tattoos
- Jewelry (except mentioned above)
- Any accessory or clothing item bearing an inappropriate message or picture

### **Uniform Violation**

Teachers will work with parents to rectify any uniform violations for students in preschool through grade three. Students in grades 4-8 who are in violation of the uniform code will be issued a uniform infraction for a Uniform Violation. Parents will be notified via email of the violation. Please see above for more information regarding uniform regulations and expectations.

### **Spirit Wear Uniform**

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

- Students should wear an official School of the Incarnation spirit wear shirt\* which is one of the following acceptable school colors: maroon, gold/yellow, gray, white, or black.
- Any other School of the Incarnation spirit wear can be worn on these days with the exception of hats which may not be worn inside the building.
- Spirit wear that is defaced, torn, altered or written on is not permissible.
- Dresses and skirts must be of reasonable length (no more than 3 inches above the knee) and not too tight. No thin straps or bare shoulders.
- Pants - Presentable jeans or pants are acceptable, but not pants that are tight. Sweatpants and joggers are acceptable. Opaque leggings or spandex are allowed only with an accompanying top which covers to mid-thigh. Pajama pants are not permitted. No rips, tears, or shear sections.
- Shorts may be worn from August-October 31st and April 1st-June.
- Hair may not be dyed or combed in an unusual fashion.
- When wearing shorts or skirts, these must be visible below the shirt. i.e. the shorts must be a modest length and should be long enough to be seen below the bottom of an oversized t-shirt or hoodie.
- Bike/spandex shorts for students in grades 3-8 are not permitted unless accompanied by a top which covers to mid-thigh. The shorts must be visible below the top.
- When the weather turns cold, spirit wear must be visible. For example: it would be unacceptable to be wearing a SOTI t-shirt which was completely covered by a Spalding sweatshirt.
- For students who have PE on Friday's, they are permitted to wear athletic Spirit Wear, and must also wear athletic shoes. (For example, they may wear a SOTI t-shirt with PE shorts/sweatpants, or other athletic shorts/sweatpants). Students are not permitted to wear jeans or other non-athletic apparel. Opaque leggings or spandex are allowed only with an accompanying top which covers to mid-thigh. No rips, tears, or shear sections. When wearing shorts or athletic skorts/skirts, these must be visible below the shirt. i.e. the shorts should be long enough to be seen below the bottom of an oversized t-shirt or hoodie. If non compliant, students will be asked to change into the PE uniform and issued a uniform infraction.
- If a student is improperly dressed, they will be given alternate clothing to wear or their parents

will be called to take them home or bring a change of clothes.

- No hats are to be worn in school unless specified within the themes.
- Any shoes may be worn, except open-toed sandals, flip flops, clogs, thick-soled or high-heeled shoes. Crocs may be worn, but only in sport mode (strap around the back ankle)
- Earrings: Boys are not allowed to wear earrings at any time. Earrings for girls should be small posts or hoops.

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

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

- Each out of uniform day follows a special theme or color as determined by the school's Student Council. These themes will be announced in advance. Many out of uniform days are coordinated with an outreach activity or benefit a particular charity. Students are asked to follow the theme for the designated day. Regardless of theme, each student's attire should be safe and appropriate for wear throughout the school day as determined by the school's administration. Clothing and shoes may not be torn or ripped. The following guidelines apply:
- Dresses and skirts must be of reasonable length (no more than 3 inches above the knee) and not too tight. No thin straps or bare shoulders.
- Pants - Presentable jeans or pants are acceptable, but not pants that are tight. Leggings or spandex are not allowed for students in grades 3-8. No rips, tears, or shear sections.
- Shorts may be worn from August-October 31st and April-1st-June.
- Shirts: T-shirts with acceptable writing and images are permitted. No tank tops, sleeveless, mesh or tight shirts are allowed. Low, midriff, or crop tops are not to be worn.
- *Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.*
- When wearing shorts or skirts, these must be visible below the shirt. i.e. the shorts should be long enough to be seen below the bottom of an oversized t-shirt or hoodie.
- Hair may not be dyed or combed in an unusual fashion.
- No hats are to be worn in school unless specified within the themes.
- Any shoes may be worn, except open-toed sandals, flip flops, clogs, thick-soled or high-heeled shoes.
- Earrings: Boys are not allowed to wear earrings at any time. Earrings for girls should be small posts or hoops.

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

### **Used Uniform Sale**

The school holds used uniform sales, which are announced periodically throughout the year and during the summer.

### **Backpacks**

Backpacks may be any color or design, however, there should be no character, team, or celebrity backpacks used. Rolling backpacks are not permitted unless for medical reasons. A doctor's note should be submitted to the school nurse who processes the request for approval. Only the administration can grant approval for any accommodation.

### **Labeling Clothes & Belongings**

Please put your child's name in all uniform components so, if an item is lost, it can be returned to its owner.

### **Lost and Found**

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

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