

Incarnation Elementary School

Welcome

PARENT-STUDENT HANDBOOK



Parent-Student Handbook

123 W. Glenoaks Blvd.
Glendale, CA 91202
818-241-2269

incaschool.org

Fr. Rodel Balagtas, Pastor
Dr. Colby Boysen, Principal

Mascot: Eagle
Colors: Blue and Gold

*We are a Catholic school ministry, learning together to:
know, love, and serve God;
be capable, competent, healthy, and resilient;
act with integrity, kindness, charity, and justice;
thrive in and contribute to family, parish, and community.*

Chapter-1

INTRODUCTION TO THE HANDBOOK

Welcome to Incarnation Parish School

The administration, faculty, and staff of Incarnation Parish School welcome you and your family to our school community. The teachers and staff are dedicated and committed to the philosophy, mission, and schoolwide learning expectations. Our fundamental objective is to provide your child with a solid education in a Catholic environment. We strive to help develop responsible and caring individuals who use Jesus as their model for life.

Chapter-2

GENERAL INFORMATION

Section-2-01

Mission Statement and Philosophy

Mission Statement

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Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

Schoolwide Learning Expectations (SLEs)

- **Know**

Christ and the Church

- Students will extend that same dignity and respect to themselves through a focus on physical and mental well-being, self care, and healthy choices.

Students will demonstrate respect, integrity, responsibility, empathy and good manners. They will resolve conflicts peacefully, embrace diversity, and treat all with dignity and kindness.

Serve

- Students will thrive in and contribute to their families, parishes, communities and the planet. They will be advocates for peace and social justice, serving through charity, citizenship, leadership, and environmental protection.

- ♠ Students will be actively involved in faith formation; participate in prayer, Sacraments, and liturgy; learn and appreciate the history and beliefs of the Catholic Church, regularly read and reflect on scripture.

- **Academics**

- ♠ Students will be engaged in a holistic, rigorous, and meaningful course of studies. They will be academically prepared as demonstrated by meeting standards in all subjects, developing organizational and study skills, thinking critically and independently, and by applying learning to real-world situations.

- ♠ Students will be able to express, communicate, and share ideas by reading, writing, speaking, and listening effectively.

- ♠ Students will demonstrate resilience, ownership, and value growth.

- **Enrichment and Co-curricular**

- ♠ Students will be well balanced, nourished and enriched by a variety of extra and co-curricular activities including the arts, athletics, and service to others.

- **Digital Citizenship**

- ♠ Students will be informed digital citizens, demonstrating technical competency as well as responsible, ethical, and safe use.

Love

Section-2-03

History of the School

History of the School

On September 20, 1937, eight Sisters of Charity of the Blessed Virgin Mary opened the doors of Incarnation Parish School with 170 students, grades one through eight. In its 70 year history, Incarnation Parish School has maintained its Catholic identity, both in practice and in the perception of the community, while changing in just about every other aspect that characterizes a school. Originally the school had six classrooms, a music room, and a teachers' room. Since 1937 there have been three major alterations of the school plant--a new wing in 1949, a six-classroom addition in 1962, and a playground expansion in 1963 which brought the elementary school to its current K-8 configuration. In September 2008, Incarnation opened its first preschool at the Incarnation Community Center. In 2019 the school started its TK program and in August of 2023 the preschool moved to its current location on the main campus.

Section-2-04

Accreditation

Accreditation

Incarnation Parish School is fully accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

Section-2-06

School Personnel Lists

School Personnel Lists

Roles and Responsibilities

Pastor/Administrator

The pastor/administrator is ex officio the chief administrative officer of the school. He implements the policies of the Catholic School Board and, on points not covered by Archdiocesan policy, he determines policies consistent with Board policy and appropriate to the needs of the school. The pastor/administrator has administrative, personnel, finance, and spiritual responsibilities in relation to the school.

Principal

The principal, as delegate of the pastor, has immediate responsibility for implementing the philosophy of the school in its regular operation including administering the entire school program as well as supervising the staff and the instructional program.

Vice Principal(s)

The vice principals, as appointed by the principal, assist the principal in fulfilling his/her responsibilities. While the principal remains the person in charge, the vice principal is given the necessary authority to carry out some of the principal's duties, specifically in the area of student safety, order and discipline, and student support. The vice principals are the administrative officers who, in the absence of the principal, makes decisions necessary to maintain the operation of the school.

Administrative Staff

The administrative staff assists the principal in the operation of the school.

Instructional Staff

The instructional staff is responsible for the daily instruction of the students in accordance with curriculum guidelines and time allotments as established by the Archdiocese. The instructional staff is also responsible for the evaluation of student progress and the communication of such progress with the parents/guardians.

Instructional Assistants

The instructional assistant's role is to enhance teacher effectiveness and improve student learning.

After School Care Personnel

After School Care personnel are responsible for the general supervision and management of the children in the program in accordance with school policies and procedures.

Facilities Manager and Maintenance Staff

The custodian(s) maintains the school plant in a safe, clean, and attractive condition in compliance with all pertinent regulations of the health and safety code.

2025 - 2026 School Personnel

Administration

Section-2-07

School Schedule and Calendar

School Schedule and Calendar

Office Hours

Regular office hours are Monday – Friday from 7:30 a.m. – 3:30 p.m.

Daily Schedule Transitional Kindergarten (TK)

- 7:50 am First bell (students are signed in at classroom)
- 7:55 Tardy bell (morning instruction begins after prayer)
- 9:00-9:30 am Recess
- 11:00-11:45 am Lunch
- 12:00-1:15 pm Rest/Quiet Time
- 2:45 pm Dismissal* (Tuesdays 1:30 pm for faculty meetings; occasionally there will be noon dismissal, they are marked on the calendar).

*Supervision ends 15 minutes after dismissal time. Students not picked up within 15 minutes of dismissal will be signed in to ASP and family will be billed accordingly.

Daily Schedule Kindergarten –Fifth grade

- 7:50 am First bell
- 7:55-8:00 am Morning prayer and announcements
- 8:00 am Morning instruction begins
- 10:15-10:30am Recess (10:00-10:30 for Kinder and 1st)
- 12:15-12:45pm Lunch
- 2:45 pm Dismissal* (Tuesdays 1:30 pm for faculty meetings; occasionally there will be noon dismissal, they are marked on the calendar).

*Supervision ends 15 minutes after dismissal time. Students not picked up within 15 minutes of dismissal will be signed in to ASP and family will be billed accordingly.

Daily Schedule Sixth-Eighth Grade (Junior High)

- 7:50 am First bell
- 7:55-8:00 am Morning prayer and announcements
- 8:00 am Morning instruction begins
- 10:00-10:15 am Recess - Grades 6 – 8
- 12:15-12:45 pm Lunch
- 3:00 pm Dismissal* (Tuesdays 1:30 pm for faculty meetings; occasionally there will be noon dismissal, they are marked on the calendar).

*Supervision ends 10 minutes after dismissal time. Students not picked up within 10 minutes of dismissal will be signed in to ASP and family will be billed accordingly.

Calendar

Can be found on the School's website: www.incaschool.org

Section-2-09

School website and social media

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish.

personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.

School Website and Social Media

Website: <http://www.incaschool.org/>

Facebook: <https://www.facebook.com/Incarnation-Parish-School>

Instagram: <https://www.instagram.com/incaschool/>

Section-2-14

Dress/Uniform Code

Dress/Uniform Code

School uniforms must be worn on all school days unless otherwise specified. A student who comes to school out of uniform must bring a note of explanation from his/her parent or guardian. Students may wear only **plain** white T-shirts under the uniform shirt or blouse.

Parents will be notified of all uniform/general appearance violations via an out of uniform notice. Detention will be assigned after three (3) uniform violations. Students may be sent to the office or sent home until appropriately dressed.

Please mark your child's name clearly on all items of clothing which may be removed during school hours, including boys' shirts and girls' jumpers. Lost items will be placed in the school's lost and found located in the Resource Room. Unclaimed and unlabeled items will be given away or sold in December, March, and June.

Section-2-15

Relationship of School to Parish

Incarnation Parish School is a ministry of Incarnation Catholic Church.

Topic-2-16-4

School Boards

School Boards

The Parent-Teacher Organization (PTO) and the Consultative School Board (CSB), exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

Consultative School Board

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities. The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998). The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

Topic-2-16-5

Parent or Parent-Teacher Organizations

Parent or Parent-Teacher Organizations

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable. Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Sacraments (First Reconciliation and First Communion)

Sacramental preparation for baptized children assumes that the children have begun a journey of discipleship: coming to know, believe, and become the person of Jesus in the world. This relationship is strengthened by celebrating God's mercy and forgiveness and the gift of Jesus in the Eucharist.

With a strong belief in lifelong faith formation, a minimum of two consecutive years of catechetical formation is required for the reception of the sacraments of reconciliation and the Eucharist. Although the sacraments of reconciliation and the Eucharist usually occur during elementary school faith formation, readiness, not chronological age or school grade, will determine a child's preparedness to encounter Christ in a sacramental celebration. This decision of readiness rests with the parents/guardians and the child in dialogue with the catechist, the parish priest, and the catechetical leadership of the parish. This process affirms the fact that the child celebrating the sacraments is involved communally as well as individually.

Parents/guardians have a right and duty to be intimately involved in the preparation of their children for the sacraments. It is the role of the parish and the school to help parents/guardians grow in their understanding and appreciation of the sacraments in order to be able to participate readily in catechizing their children.

The Church must affirm the role of parents/guardians as primary religious educators and include the whole parish and school community in the initiation of members into the fullness of the Catholic tradition. The Church must meet people where they are and provide opportunities for conversation and conversion and thus make connections between life and faith. All sacraments are parish-centered celebrations.

Preparation Specific to the Sacrament of Reconciliation

Christ's healing and reconciling ministry is carried on in the church. God's unconditional love and mercy is offered through the sacrament of reconciliation. By the sacrament of reconciliation, the faithful express the desire to be at peace with God and with their brothers and sisters. "Catechesis for the Sacrament of Reconciliation is to precede First Communion and must be kept distinct by a clear and unhurried separation" (National Directory for Catechesis, 36.B.2).

Catechesis for the first reception of the sacrament of reconciliation should help children to:

- Acknowledge God's unconditional love and mercy
- Turn to Christ and the Church for sacramental forgiveness and reconciliation at any time on their faith journey
- Recognize the presence of good and evil in the world, recognize their personal capacity for both, and develop skill for the discernment of good moral choices
- Recognize their need for forgiveness, not only from parents/guardians and others close to them, but from God
- Explore the meaning of the symbols, gestures, prayers, and scriptures of the sacrament of reconciliation
- Understand how to celebrate the sacrament of reconciliation

"Parents and the parish catechetical leader, together with the pastor, are responsible for determining when children are ready to receive First Penance and Reconciliation. Readiness for reception of this sacrament includes knowledge of the person of Jesus and the Gospel message of forgiveness, knowledge of sin and its effect, and understanding and experience of sorrow, forgiveness and conversion....Parents should be involved in the preparation of their children for this sacrament so that they can affirm and reinforce frequent participation in the sacraments. They orient the child toward God and encourage continual growth in the understanding of God's mercy and love....Since conversion is a lifelong process, catechesis for the Sacrament of Penance and Reconciliation is ongoing. Children have a right to a fuller catechesis each year" (National Directory for Catechesis, 36.B.2).

Preparation Specific to the Sacrament of Eucharist

"Since the Eucharist is the source and summit of Christian life, catechesis for the Eucharist recognizes it as the

heart of Christian life for the whole church" (National Directory for Catechesis, 36).

Catechesis in preparation for the first reception of the Eucharist should:

- Teach that the Eucharist is the living memorial of Christ's sacrifice for the salvation of all and the commemoration of his last meal with his disciples
- Teach not only the truths of faith regarding the Eucharist but also how from first Communion on, they as full members of Christ's body can take part actively with the people of God in the Eucharist, sharing in the Lord's table and the community of their brothers and sisters
- Ensure that the baptized have been prepared, according to their capacity for the sacrament of penance prior to their first Communion
- Develop in children an understanding of the Father's love, their participation in the sacrifice of Christ, and the gift of the Holy Spirit
- Teach that essential signs of the eucharistic sacrament are bread and wine, on which the power of the Holy Spirit is invoked and over which the priest pronounces the words of consecration spoken first by Jesus during the Last Supper
- Teach that the Holy Eucharist is the real body and blood of Christ and that what appear to be bread and wine are actually his living body
- Teach the difference between the Eucharist and ordinary bread
- Teach the meaning of reception of the Holy Eucharist under both species of bread and wine
- Help children to participate actively and consciously in the Mass
- Help children to receive Christ's body and blood in an informed and reverent manner

As with the sacrament of reconciliation, parents/guardians and the parish catechetical leader, together with the pastor, are responsible for determining when children have attained the age of reason and are ready to receive first Communion. "Parents have the right and duty to be involved in preparing their children for first Communion. The catechesis offered should help parents grow in their own understanding and appreciation of the Eucharist and enable them to catechize their children more effectively" (National Directory for Catechesis, 36).

Children need to be prepared for first Communion with an understanding that they will eat and drink the body and blood of Christ under the forms of bread and wine.

Section-3-4

Campus Ministry

Campus Ministry

"Community is at the heart of Christian Education not simply as a concept to be taught but as a reality to be lived" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 23).

Although the responsibility for spiritual and moral leadership rests with the principal and, where applicable, other school ministry leaders, these administrators must be able to rely on a unity of conviction and purpose in the entire faculty if a genuine community of faith is to be achieved. Religious activities at the elementary school level are paramount in fostering this community climate in schools, in the gospel spirit of freedom and love.

Every elementary school designates a religion coordinator. The [elementary school religion coordinator](#), appointed and supported by the principal, helps create, promote, and oversee multiple opportunities for prayer, liturgy, celebration of sacraments, retreats, peer ministry, and Christian service programs. The active involvement and cooperation of faculty and students support these endeavors.

Section-3-5

Christian Service Program

Christian Service Program

"The experience of Christian community leads naturally to service" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 28).

Through the Christian service program, junior high students give service beyond the school setting in ways that further their faith, engender hope, and witness love. Christian service should foster an understanding of the essential connection between the Eucharist and Christian service.

Catholic educators work to form young people who will lead happy and meaningful Christian lives of faith and service. Catholic schools provide students with the tools—intellectual growth, doctrine, piety, an understanding of the roots of societal problems, and the practice of the virtues—to become productive and transformative members of society.

A eucharistic spirituality that propels students into Christian service will help them not only to meet any crisis of values and meaning in their lives but also to be transformative agents in the world. The Eucharist is lived daily as the faithful take Christ to others.

Religious formation and Christian service should inspire young people to have a vision of their mission in society and the Church. This service should inspire young people to aspire to fulfill the vocation and mission to which God calls them. It is not good enough for them to think that they will just try to be good. Christ asks them to be the salt and light of the earth. Religious formation and the Christian service programs should transmit this vision to them.

As students complete service hours, they must record the hours by completing the "Service Hours Log" form. Students must also complete one "Service Hours Reflection Form" per trimester. Because service is a direct expression of religious conviction, accountability for service projects is maintained through Religion class. All students will receive a grade for this service each trimester. Students must complete the required hours and forms within the dates of each trimester. If deadlines are not met, service hours will not be honored. Please note the final deadline for 3rd trimester service hours is June 1.

1st Trimester
2nd Trimester
3rd Trimester
TOTAL HOURS

8th grade students who complete 30 hours or more of service will receive a special commendation at graduation.

Since students belong to several communities, the Christian Service Program is directed toward the needs of the school, parish, and local communities, thereby providing students a variety of opportunities through which they may be of service to others. Some of the suggested activities and opportunities include: altar society, neighborhood cleanup, Boy and Girl Scout service projects, volunteering time to assist a teacher or a staff member (not during school hours), assisting during special school or parish functions.

Students must diversify their hours. A maximum of $\frac{1}{3}$ of total hours is allowed per charity/institute/entity.

If a student has a question regarding what activities are acceptable for service, they must contact his/her religion teacher or the principal.

Parameters for Christian Service Hours:

- Time spent must not be rewarded with payment or trade.
- Service Hours should be altruistic and not related to family members.
- Projects/hours may be daily, weekly or monthly.
- Girl and Boy Scout service hours may be used, September through May.
- Community, neighborhood, and church related are preferred.

Section-3-6

Retreats

Retreats

The retreat experience is intended as an effective means of evangelization and spiritual development of both faculty and students. The principal or elementary school religion coordinator, as applicable, determines the type and number of retreat experiences that best meet the needs of the school community.

At least one full-day [retreat for the faculty](#) is scheduled each year in a location conducive to prayer and reflection. The school plans and implements annual retreats for second graders and eighth graders. There may be other retreat experiences provided for students and parents throughout the year.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

Inoculation Requirements of the CA Department of Health

Incarnation Parish School follows the inoculation requirements of the CA Department of Health detailed here: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/tk-12-immunizations.aspx>

Section-4-04

Absence, Tardiness, and Truancy

Absence, Tardiness, and Truancy

Attendance and punctuality matter. Research has shown time and again that poor attendance, chronic absenteeism and frequent tardies affect grade performance, is detrimental to learning, is disruptive to students and teachers, and causes anxiety.

Unless your student is sick, It is important to attend school, on time, every day.

To learn more about School Attendance and how to build healthy habits, click on the links below:

- [School Attendance Matters Infographic](#)
- [Build the Habit of Good Attendance Early – Elementary](#)
- [Build the Habit of Good Attendance Early – Preschool and Kindergarten](#)
- [Preschool/Kindergarten Get Ready for School](#)
- [Is Your Child Missing School due to Anxiety?](#)
- [Attendance in the Early Grades Infographic](#)
- [Pay Attention to Attendance: Middle School and High School](#)

- [Healthy Children: School Attendance, Truancy & Chronic Absenteeism: What Parents Need to Know](#)

Topic-4-04-1

Absence

Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.

Topic-4-04-2

Absences with Acceptable Excuse

Absences with Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

Topic-4-04-3

Extended Absences

Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for 15 days or more, official grades may be withheld.

If a student will be absent for an extended period of time, assignments can be completed upon the student's return to school with prior approval from the Principal. The student is responsible for all missed class work/homework assignments during his/her absence. Requests for missing homework should be made in writing directly to the teacher and will typically be provided after (not before) the extended absence. Please allow ample time for the teacher to receive and respond to the request.

Topic-4-04-4

Leaving School Early

Leaving School Early

If a student becomes ill during the day, parents will be contacted. It is essential that current emergency information be on file for each student at the beginning of the year, and that the office is notified of any changes to that contact information. A student who becomes ill must go to the office to call home. A personal cell phone may not be used to call home (see Use of Electronic Devices).

Topic-4-04-5

Tardiness

Tardiness

A student is tardy if he or she arrives after 7:55 a.m. A record of all tardiness is kept in the attendance register and records.

Students who are tardy must report directly to the office with their parent to obtain a pass to present to the teacher before reporting to the classroom.

Parents must be present in the office to sign their student in tardy.

If a student leaves school before 12:00 or arrives after 12:00, he/she is marked as having a half-day absence.

FAMILIES WILL RECEIVE AN EXTRA SERVICE HOUR FOR EVERY THREE TIMES THE STUDENT IS TARDY PER TRIMESTER. (So, if a student is tardy 3-5 times, the family will accrue one extra service hour. If the student is tardy 6-8 times the family will accrue two extra service hours, and so on.) There will be no exceptions for rainy day tardies. Please make sure that your child arrives on time each day. Late arrival can be disruptive to class routines.

Topic-4-04-6

Truancy

Truancy

A student is considered truant when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. The school shall report the student to the local public school district's attendance office or the public school district's superintendent.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school level have been exhausted, the school principal should notify the local Child Welfare and Attendance authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school should again report the student as truant to the local public school district's attendance office or the public school district's superintendent. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parents/guardians or designated emergency contacts within 4 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, Child Protective Services, or all of those agencies.

Section-4-05

Communications Procedures

Communication Procedures

Parents are the primary educators of their children, our students' first and most important teachers. Teachers and staff at Incarnation Parish school seek to partner with our parents, a partnership that in many cases lasts over 10 years. Effective communication between the school, teachers, parents, and students is centrally important to that partnership.

School-Parent Communication

A "HomeMessenger" is emailed to parents and guardians weekly (includes a note from the principal, announcements, reminders, fliers and other schoolwide information). Parents can expect to hear from teachers regarding events, trips, assignments, and grades regularly. The Student Information System (SIS) called Gradelink. Gradelink provides parent and student access to the gradebook (3rd-8th), keeps attendance records, sends emails and texts, and is a landing pad for other information. Parents should receive login information in mid-August via email.

Parents/guardians are responsible for checking student progress in Gradelink regularly, and are expected to read emails sent from the school and teachers. Timely response to phone calls (especially urgent ones dealing with health or discipline) is also expected. On occasion an automated phone/texting system will be used to relay important information. It is imperative that families notify the office immediately of any changes in contact information.

Anonymous Letters

The administration and faculty of Incarnation Parish School welcome parent and student input regarding school matters. However, parents are asked to follow the established channels of communication as published in the Parent-Student Handbook. School personnel will not acknowledge or address any issues made known through an anonymous letter, phone call, or any other means of anonymous communication.

Topic-4-05-1

Parent Teacher Conferences

Conferences

CONFERENCES

Parent-teacher conferences are held in the fall and spring at which time parents of students in grades 1-8 will receive their child's first trimester report card. Other conferences may be scheduled at the request of the parent, teacher, or administrator.

Topic-4-05-3

Parent to School Communication

Parent-School Communication

Incarnation Parish School's faculty strives to establish cooperative relationships with parents. Parents are welcomed and encouraged to speak with teachers about progress and concerns related specifically to their children. Frequent communication to clarify matters should take place as often as necessary. If you come to see the teacher for any reason, please check into the office first, then the office staff will see if they are available for a conference. Please don't go to the classroom to speak to the teacher. They are busy with the children.

If a parent wishes to meet with a teacher, he/she should first contact that teacher by email or written notice and schedule an appointment. If a matter is not resolved after having attempted to address the concern with the teacher, the parent may then contact the principal. The principal will endeavor to mediate and resolve the matter. Please note that the principal should not be contacted about a teacher until the parent has first met with the teacher to discuss the concern. Parents should expect a reasonable response time of 24 hours after a message is sent (Please note that some teachers are on campus part-time and may take additional time to respond). Mornings before class begins are not appropriate times for conferences (unless an appointment has been confirmed) since teachers are preparing for the day ahead. Teachers should not be approached during afternoon carpool since their responsibility is to supervise students at that time.

Section-4-07

Safety and Security Procedures

Safety and Security Procedures

Visitors to Campus

All visitors to campus, regardless of length of time spent on campus, must sign in at the front office. If a visitor will remain on campus outside of the office area, a visitor's pass to be worn at all times while on campus. Visitors must sign out before leaving campus. Visits must be for school purposes only.

Volunteers in Classrooms

Parents should not be in classrooms. At times a teacher may request parent volunteers for special projects. In these cases volunteers shall have prior permission from the principal, have proof of fingerprinting and have completed VIRTUS training.

Release of Students

For the safety of all students, no student will be allowed to leave the school during the day without being signed out by a parent/guardian or other authorized adult listed on the student's Emergency Card. We recommend listing as many names as possible of people authorized to pick up your child.

Emergency Procedures

The following information is provided so that parents will become familiar with safety procedures:

Fire

In the event of a fire, students will be immediately evacuated to a safe area until fire officials declare school buildings safe for reentry. In the event of minor injuries, students will be treated by staff certified in first aid. In the event of more serious injuries, students will be transported by the fire department ambulance to the nearest facility for medical treatment. If you hear that there has been a fire at school, do not call the school! Phone lines must be left open for emergency calls, and it is not likely that staff will be available to answer phones. The school will send all families information via school messenger as it is available.

In accordance with fire regulations, students may not sit on the stairs or landings. No books, bags, or other items may be left or stored in the hallways, stairways, or landings during the school days. Drills are held monthly.

Earthquake

In the event of an earthquake, students will follow the drop, cover, and hold procedure and then exit the building after the teacher has determined it is safe to do so. Do not call the school. If telephone lines are functioning, they may be needed for emergency calls. The staff will be occupied and will not be available to handle phone calls. If local public schools decide to dismiss students, Incarnation will do the same. If phone lines are available, an automated phone message will be sent.

If students are dismissed, pickup locations will vary depending on damage, if any. Students will be checked out one at a time, and we ask for your patience as we ensure proper release of each child. A student will not be allowed to leave the school premises except to those persons identified on the student's emergency release card. A photo ID will be required for release. It is the parents' responsibility to ensure that the information on the emergency card is current and correct.

If there are any injuries, students will be taken to the nearest facility. Parents will be notified as soon as phone lines permit if their child is injured.

In the event of a major earthquake, children will be supervised until parents are able to reach the school grounds. Earthquake drills are conducted at least once per trimester.

Air Pollution Conditions

The school follows the directives of the Southern California Air Quality Management District (SCAQMD) based on health advisories issued by that agency.

Animals on Campus

With the exception of service animals, Incarnation Parish School generally prohibits pets on the campus (exception: Blessing of the Animals) unless under certain circumstances you receive prior approval from the principal.

No Smoking

Incarnation Parish School is a non-smoking facility. By order of the County of Los Angeles and the City of Glendale Health Office, there is no smoking on the premises.

Glass

Drinks or other food in glass bottles or containers are not allowed on campus.

Skateboards/Rollerblades/Wheelies

Skateboards, rollerblades, scooters, or shoes with wheels may not be brought to school or used on the school grounds. Violations will result in the confiscations of such items and will be held for parent pick-up.

Section-4-08

Arrival/Dismissal Procedures

Arrival/Dismissal Procedures

Arrival

A student may not be on campus before 7:30 a.m. unless he/she has an appointment with a teacher. If a student must be dropped off earlier, he/she may check in to the ASP room for morning supervision beginning at 7:00 a.m. Morning care is offered to parents from 7:00 a.m. to 7:30 a.m. at the rate of \$2.00 per day. Students may not be left on the school campus before 7:00 a.m. For your child(ren)'s safety, all students dropped off between 7:00 – 7:30 a.m. must be signed in. Parents who do not sign their child(ren) in risk not being able to continue in this program. Please note that Incarnation Parish School is responsible for providing a safe environment for its students. Therefore, parents may not elect to have their children wait outside of the ASP room between 7:00 – 7:30 to avoid being charged. All students will be asked to come into the ASP room and the family will be billed accordingly.

Students arriving after 7:30 a.m. must be dropped off using the carpool lane. Vehicles enter the campus via the Dryden Ave. gate and exit through the Central Avenue gates. Parent volunteers are available to assist the students and keep morning carpool safe. Parents are expected to follow the directions of the carpool volunteers. For the safety of all students, please do not park your car and walk your child across the parking lot. If you have business in the school office, use the carpool lane to drop your child off first, then park and proceed to the school office. All campus gates will close at 7:55 a.m. If you expect to be on campus after that time, please park your car in the church parking lot or use street parking to avoid being locked in. Preschool and TK parents are asked to park in the church lot, enter campus through the staffed pedestrian gate (if there is no staff at the pedestrian gate please proceed to the front office) and walk their student directly to the classroom.

Students must wait outside the school building until the teacher brings the class into the room. Students may not wait for their teachers inside the building.

Once a student has arrived on school premises, he/she may not leave the grounds without being signed out by a parent/guardian listed on the emergency card.

Dismissal

Students must be picked up from the carpool lane at dismissal time (except for Preschool, Kindergarten, and TK who are dismissed through the pedestrian gate). As a safety precaution, the side gate from the church parking cannot be unlocked during carpool. For safety, parents may not walk or drive in through the Central Avenue gate.

Carpool ends 10 minutes after dismissal. Students/parents may not use the main entrance on Glenoaks Blvd. for dismissal unless they are being released to a parent/guardian during school hours.

As a service to parents who are unable to pick up their children at dismissal time, the After School Program (ASP) is available. Students not picked up within 10 minutes of dismissal time will be checked in to ASP and the families will be billed accordingly. ASP is open until 6:00 p.m. A \$10 fee is charged for late pick-ups (after 6:00 p.m.) for each 10 minutes or fraction thereof.

Only students participating in school-supervised activities may remain on the grounds after dismissal time. Students participating in after-school sports or other school-related activities must be under the supervision of a teacher, coach, or another designated adult. Siblings of students participating in after-school activities must be picked up or be checked in to ASP unless he/she has permission to walk home on file. Parents must pick up their children at the end of practice or activity time. Any student not picked up promptly at the end of the activity will attend ASP and parents will be charged accordingly.

Carpool Procedures

Carpool lanes are to be used by the parents who are driving their children to school. Enter at Dryden and exit at Central only. The carpool lanes are used to ensure your child's safety. Please observe the following carpool lane guidelines:

- The speed limit is 5 m. p. h. in the parking lot at all times.
- No cell phone use
- Never park your car in the school lot and walk your child to line. If your child has a project or some other school assignment that requires your help, drop off your child first, then park your car and carry that project to your child or his/her classroom.
- Always pull as far forward as possible (toward the fence on Central Avenue) before stopping to let out your child.
- Do not stop near the black wrought iron gate that separates the church and school parking lots. Wait to turn the corner and pull forward.
- Parents may not use the church parking lot for dropping off or picking up their child if carpool is running. The gates between the church and school will be locked from 7:30 a. m. until the end of carpool at the end of the day.
- Do not get out of your car! Carpool volunteers are available to help open/close car doors. Do not have your child put his / her backpack, etc. in the trunk. If you need to adjust your child into a car seat, please pull over and help them.
- Never back up. Remember that the person stopped behind you is letting his / her children walk in front of his/her car.
- Never pass cars in the carpool lane unless directed to do so by a carpool volunteer.
- To ensure that the carpool lane runs smoothly and safely, teachers may not use carpool time for discussions with parents. If you have any questions for the teacher, please contact to the teacher through email or written notice to schedule an appointment.
- Please be patient and kind to the carpool lane volunteers. They are there for the safety of your children.

Permission to Walk Form

If a student is to walk home from school, the "Permission to Walk" form must be signed and on file in the school

office. For your convenience, this can be found in the "Forms" section of this Handbook. Students who walk home after school must sign out at the front office. A new form must be filled out for each school year.

Rainy Day Carpool

For the safety of our students and teachers, if it is raining at dismissal time, parents/guardians must park in marked parking spaces in the school parking lot and go directly to the building to pick up students.

On-Demand Transportation Services

Parents/guardians who wish to use an on-demand transportation service to transport their child(ren) are solely responsible for determining if the service allows its drivers to transport unaccompanied minors. Note that, for example, currently neither Uber nor Lyft permits drivers to pick up children under the age of 18 unless accompanied by an adult account holder.

Parents/guardians must sign the Minor Pickup Permission Form and Release for Parishes and Schools, giving permission for their child(ren) to be picked up by a transportation service and absolving Incarnation Parish School and the archdiocese of any liability.

Parents/guardians who have submitted a signed permission form must call the school each day of pickup and inform the school that the transportation service is picking up the child(ren). If possible, the parents/guardians must give the name of the driver who will be picking up the child(ren).

At time of release, the transportation service driver must identify himself or herself to the main office, showing a valid driver license and proof of his or her relationship to the transportation service. The driver must sign the child(ren) out. Drivers must be instructed by the parents/guardians that transportation service drivers may not pick up students in the car line of the location.

The child(ren) are then released to the driver.

Section-4-09

Automobiles/Parking Lot

Automobiles / Parking Lots

Parents and other authorized visitors are welcome to park in the church parking lot while visiting campus. Parents are asked to only park in marked stalls.

Parents may not park in parish staff/clergy stalls, or in the handicap stalls (unless legally permitted to do so).

No car is ever permitted to park in the fire lanes or by the garage, not even for a quick pick-up at dismissal or ASP. This poses a significant safety concern.

Parents and visitors are asked to drive slowly and carefully in the church and school lots, and refrain from using their phones while driving through carpool and/or pulling in and out of the church and school parking lots.

All carpool rules and requests need to be followed at all times.

Students who wish to ride their bike to school should speak with the principal

Students who wish to ride their bike to school should speak with the principal.

Topic-4-11-04

School Procedures for Immunization and Screenings

School Procedures for Immunization and Screenings

Incarnation Parish School follows the immunization requirements of the CA Department of Health detailed here:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/tk-12-immunizations.aspx>

Topic-4-11-09

Allergies

Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

Parents are responsible for informing the teacher and principal of all allergies, and for including any and all allergy information on the Student Emergency Card and on the Health Questionnaire.

Topic-4-11-12

Accident Procedures

Accident Procedures

If a student becomes ill at school he/she should report to the teacher. The student will receive a note to take to the Main Office. At that time, the school Secretary may call and notify the parent.

Depending on the severity of the illness (fever, suspected contagious disease/illness, vomiting, diarrhea, undiagnosed rash, uncontrolled coughing, etc.), the parent might be instructed to pick up their child to be taken for further attention. If your child should show any of the above symptoms prior to coming to school, please keep him/her at home. Unusual illnesses will be reported to the Department of Catholic Schools.

Section-4-14

International Students

International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form and the school is bound by federal regulation to collect the specified amount.

For more information about international students see:

<http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

Topic-5-01-1

Religion Curriculum

Religion Curriculum

<https://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13>

The religion program consists of instruction in the areas of scripture/Christian life, sacraments/worship, morality/social justice, and Christian faith and practice. Religion courses are considered to be academic courses. Grades in religion courses are based on academic achievement and not on a student's religious affiliation,

personal belief, or practice. The religion grade indicates comprehension of subject matter. All students will attend a weekly class Mass as well as monthly all-school Masses as part of the religion program. Junior high students are required to participate in the Christian service program.

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

Honors

Students in grades five (5) through eight (8) are eligible for the Honor Roll. The following criteria are required for inclusion in the Honor Roll:

- High Honors – GPA of 3.76 and above (cumulative Math, Religion, Language Arts- includes Reading/Literature, Spelling, Vocabulary, Grammar, Language and Writing - Science, Social Studies and Spanish)
- Honors – GPA of 3.5 – 3.75 (cumulative Math, Religion, Language Arts- includes Reading/Literature, Spelling, Vocabulary, Grammar, Language and Writing - Science, Social Studies and Spanish)

Students must have behavior and work habits grades of "G" or better (this includes Art, P.E., Music, Computer, and playground behavior). Students must not have any NI or NP marks for any subject. Members of the Honor Roll will be recognized at an awards assembly following each grading period. Students will not be eligible for Honor Roll if they: have been issued 3 or more Student Behavior Reports in a trimester, or if they are on disciplinary probation, engaged in academic dishonesty, or if they have been put on a behavior contract.

Topic-5-01-3

Homework

Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Each teacher determines the homework procedures for his/her classroom.

The following time allotments represent the average time that should be spent on homework per day. These time allotments do not include daily reading and preparing for exams.

- TK and Kindergarten - Optional; not to exceed 20 minutes per day
- Grades 1-2 - Not to exceed 45 minutes per day

- Grades 3-5 - Not to exceed 1 hour per day
- Grades 6-8 - Not to exceed two 2 hours per day

If your child is working hard and spends considerably more time than this on a regular basis, please inform the teacher. Parents are responsible for supervising homework and signing any tests, assignments, or homework books as required by teachers. Students are responsible for writing down their homework assignments.

Topic-5-01-4

Graduation Requirements

Graduation Requirements

Students must complete their coursework and remain in good academic standing through the end of 8th Grade in order to graduate from Incarnation. Students who satisfactorily complete the eighth grade courses and remain in good standing with the school may participate in a graduation ceremony.

All financial obligations must be clear for students to be eligible to participate in the graduation activities (class trip, dinner dance, Farewell Mass, etc.) and to receive his/her final report card and diploma. Students on disciplinary or academic probation may have participation in graduation activities withheld. Students with major disciplinary violations in their 8th grade year may also have their participation in graduation activities withheld.

Topic-5-02-1

Assessments

Assessments

Assessment of student learning is a critical component of the educational program. Assessment

is on-going, integrated into teaching and learning, and is formal and informal. The purpose of assessment is to both measure student learning and to adjust teaching to meet the needs of the students. Assessment goals are met through standardized testing, together with curriculum-based assessment and evaluation.

Topic-5-02-2

Grading Scale

Grading Scale

The following scale is used at Incarnation Parish School in accordance with the Department of Catholic Schools directives for grades 3-8:

A = 93-100%

B+ = 90-92%

B = 87-89%

The following scale is used at Incarnation Parish School in accordance with the Department of Catholic Schools directives for grades 1-2. This scale is also used for conduct/behavior grades:

O = Outstanding

G = Good

The following scale is used at Incarnation Parish School in accordance with the Department of Catholic Schools directives for kindergarten:

M = Demonstrates expected development

X = Demonstrates emerging skill

Topic-5-02-3

Elementary School Grade Reporting

Grade Reporting

Topic-5-02-5

Make-Up Work/Absences

Make-up Work

A student absent from school for an excused reason shall be allowed to complete all assignments and tests missed during the absence. Each teacher will establish a reasonable time period for completion of the missed assignments.

Topic-5-02-6

Course Deficiency/Failure

Course Deficiency/Failure

Students are expected to maintain a grade point average of 2.0 or above in order to remain in good academic standing. Students who fall below that mark are considered deficient. Students with Ds and Fs (or NI's) are not considered to be adequately achieving the expected learning objectives and are in danger of being placed on academic probation and/or asked to withdraw from school.

academic probation and/or asked to withdraw from school.

Topic-5-02-7

Conduct/Citizenship Grades

Conduct/Citizenship Grades

Homeroom teachers give marks for behavior and work habits.

This scale is used for conduct/behavior grades:

Section-5-03

Standardized Testing

Standardized Testing

Standardized test results are only one indicator of the students' overall academic achievement. Teachers use standardized test results to identify students' relative academic strengths and weaknesses, design curriculum, and plan for instruction, and principals use the results to evaluate curriculum in order to set instructional priorities and plan appropriate professional development.

The principal and teachers will instruct parents/guardians on how to interpret their children's test scores and evaluate these in light of the overall school program.

Section-5-04

Recess and Lunch/Nutrition

Recess and Lunch / Nutrition

Students have regularly scheduled recess and lunch breaks throughout the day in order to rest, eat and play. The school does not provide snacks or lunch to students. Parents are expected to provide students with healthy snacks and lunches daily. Parents may elect to pack and send snacks and lunches and/or purchase snacks and lunches from the third party food vendor.

Packing Snacks and Lunches

Section-5-05

Supplies and Textbooks

Supplies and Textbooks

Section-5-06

Honors and Awards

Honors and Awards

Section-5-08

Academic Probation, Retention/Transfer

Academic Probation

A student who receives two Ds or one F in any academic subject on his/her report card will be placed on academic probation for one trimester. The principal will send a letter to the student's parents informing them of this status. Academic probation restricts the student's participation in school-sponsored extracurricular activities. If grades are not improved at the end of the probationary period, a student may be asked to withdraw from the school. Students in Grades 1 and 2 with more than one NI on their report card will also be placed on Academic Probation.

Retention

The decision to promote a student to the next grade or to retain him/her in the present grade shall be based upon a consideration of the overall welfare of the student, i.e. made by carefully weighing academic, emotional, and social factors. The principal, in consultation with the parents and faculty, shall make the final decision regarding retention

Transfer

Students may be advised to transfer for grounds other than class or school discipline (e.g. academics, special needs). The following procedure is followed for transferring students whose needs cannot be met by the school:

- It has been determined (by the principal in consultation with the classroom teacher(s) and/or other education specialists) that other schools, programs, or agencies have better resources to assist the student.
- Ongoing conferencing with the parents regarding the needs of the student and alternative options have taken place.
- The principal, in consultation with the pastor, makes the final decision regarding the need for transfer.

Section-5-09

Counseling

Counseling

<http://handbook.la-archdiocese.org/chapter-12/section-12-7>

The mission and purpose of the school is education. The school does not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to do so.

In addition to providing classroom instruction, the school may engage in the following limited counseling activities:

- Provide advice and counseling regarding academic subjects, class selection for high school students, and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide students with referrals to marriage and family therapists, child psychologists, licensed educational psychologists, psychiatrists, and similar professionals for diagnosis and treatment; if the school provides referrals to parents/guardians, the list must include at least three names of qualified people or entities
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions
- Retain, where necessary, appropriate professionals to provide psychological counseling services for the school or include educational testing to assess a student's academic ability, learning patterns, achievement motivation, and personality factors that are directly related to academic learning problems (prior to a contractual relationship, the principal will ensure that the professional is credentialed, licensed, insured, or otherwise properly qualified); as appropriate, the school may refer a student for specific or additional testing, generally at the expense of the parents/guardians
- Provide high school and college counseling, sharing information with parents/guardians and students about application procedures, entrance exams, scholarships, and [financial aid](#); schools may also provide catalogs and information sessions

In cases of actual or suspected cases of child abuse or neglect, please see [Legal Responsibility to Immediately Report Suspected Child Abuse or Neglect](#).

Section-5-11

Summer School

Summer School

The school's summer program runs for five to six weeks. It offers a mix of academic and enrichment activities.

Please see the [website](#) for more information on the school's summer camp and summer school activities.

Section-6-01

Before & After School Policies and Programs

Before & After School Policies and Programs

After School Prgogram (ASP)

Section-6-02

School Field Trips and Excursions

Field Trip and Excursion Policy

Field trips are for educational or cultural value and are to be directly related to the curriculum. All field trips

require prior approval by the principal. To be able to participate in field trips, a signed and dated [Student Youth and Activity Permission Form](#) from parents is required. In general, parents are responsible for paying the cost of the field trip (admission, transportation, lunch, etc.).

Field trips are a privilege and students may be kept at school if they do not meet behavioral expectations. Teachers may require a parent to accompany a child if there are concerns about the child's health or behavior.

Generally, transportation for field trips is provided by bus. With prior approval from the principal, transportation may be provided by parent/guardian volunteers. Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file in the school.

Chaperones

If you have been designated by the teacher as a chaperone on a school field trip:

- Please arrive promptly at the designated time and check in at the front office.
- Wear comfortable and appropriate clothing for the particular destination.
- Remember that you are an authority figure responsible for a group of students, not just your own child.
- Chaperones may not take students off the destination grounds.
- Do not use this time to socialize with other parents on the trip.
- Do inform the teacher of problems involving students or others.
- No siblings or visitors are allowed on the trip; the students need your undivided attention.
- All chaperones must have received LiveScan fingerprint clearance, completed VIRTUS training with verification of completion submitted to the office, and must have read and signed the Guidelines for Interacting with Youth form which is also kept on file in the school office.
- Adult participants should fill out and sign the [Archdiocese of Los Angeles Adult Consent and Release Form](#).

Non-school Sponsored Trips

All school sponsored trips must be in compliance with the school/ADLA policies and procedures, and must be approved by the principal. Non-school sponsored trips may not use the school name, school facilities, school directories, school related fundraising or funds to promote or organize the trip.

Section-6-04

Student Government

Student Government

Each year the rising junior high students (5th-7th graders) hold an election to select their student council representatives. Student Council and student council elections are supervised by the Student Council moderator. Student government provides important opportunities for all students to explore and reflect on democratic values, representation, advocacy, voice, and the role of Christian leadership in our communities.

There are 11 positions that qualifying students may apply and run for. Student council candidates and members are required to be in good academic and citizenship standing with the school.

Candidacy steps include successfully completing and submitting the following by the designated times announced

Candidacy steps include successfully completing and submitting the following by the designated times announced by the Student Council Moderator:

1. attendance at all candidacy meetings
2. qualification (gpa/behavior and work habits marks)
3. application
4. parental permission
5. teacher recommendation
6. speech submission

Student Council Positions

- President (entering grade 8)
- Vice-President (entering grade 7 or 8)
- Secretary (entering grade 7 or 8)
- Treasurer (entering grade 7 or 8)
- Commissioner of Religious Affairs (entering grade 6-8)
- Commissioner of Publicity (entering grade 6-8)
- Commissioner of Spirit (entering grade 6-8)
- Commissioner of Boys or Girls Athletics (entering grade 6-8)
- Commissioner of Spirit (entering grade 6-8)
- Commissioner of Ecology and Safety (entering grade 6-8)
- Commissioner of Health and Nutrition (entering grade 6-8)

Topic-6-04-1

Election rules

Election Rules

All candidates and members of student council are held to the highest standards and are expected to model Christian leadership, embody the spirit of the parish and school's mission and SLEs, and comply with the behavioral expectations outlined in this handbook (before, during and after elections). Campaigning and elections are expected to remain positive, fair, honest, and realistic.

- All campaign slogans and sayings must be appropriate and pertain to Student Council elections. Be short, sweet, and to the point.
- No inappropriate memes.
- Appropriate language and pictures may be used.
- No inappropriate jokes.
- Students may not use photos of other students.
- Students failing to demonstrate decency, charity, and common sense with campaign slogans, posters, speeches may be asked to withdraw from their race.

Campaign Poster

- ALL campaign slogans and sayings must be appropriate and pertain to Student Council elections.
- It is recommended that students receive pre-approval for their posters and fliers.
- 2-Poster boards no bigger than 24X36 are permitted to be hung in designated areas.
- 4 Small flyers, 8.5x11, can be taped (blue tape) outside or inside buildings.
- ANY stickers, fliers, etc. lying around school grounds MUST be cleaned up by the candidate or campaign manager/team throughout campaign week.
- NO defacing of campaign materials.
- NO campaign materials are allowed on the junior high fence area.
- NO 'give-away' items, ie. pencils, candy, etc. Appropriate campaign stickers are okay to hand out.
- ALL campaigning posters, fliers, etc. MUST be cleaned off school grounds by end of Election Day.

Speech

- Speeches must be at least one minute in duration, but NO longer than 2 minutes.
- Keep speeches simple and appropriate. No props, music or special effects.
- Speeches must focus on the office and related concerns.
- Statements about opponents or past student council members are not allowed.
- Promises that are outside of the scope of the student council are not allowed.
- Speeches must be professionally presented and geared toward 3rd – 7th grade.
- A hard copy of the speech must be given to the Student Council Moderator by the published deadline, NO EXCEPTIONS WILL BE MADE.

Voting

- Voting is overseen by the Student Council Moderator.
- Students are not permitted to campaign during voting.
- Votes are tallied by the Student Council Moderator and confirmed by the principal.
- Election results are typically announced the same day as voting.

FAILURE TO ABIDE BY THESE RULES WILL BE GROUNDS FOR DISQUALIFICATION.

Authority

Authority

The Student Council Moderator is responsible for overseeing all student council activities, meetings, and projects. All authority relating to student government ultimately rests with the principal and student council moderator. Students on academic or disciplinary probation may not run for office. Officers placed on probation during their term will be removed from office. They may appeal to principal and student council moderator to be reinstated once their probation ends.

All members of Student Council shall:

- Foster harmony and promote community spirit in the school.
- Organize student body assemblies and activities. This includes arriving at school in a timely manner for morning announcements.
- Foster virtues of mutual respect and cooperation between students and faculty.
- Model behavior in accordance with the school rules including uniform guidelines.
- Model characteristics of the quality student academically.
- Promote community service.
- Know and live the Schoolwide Learning Expectations (SLEs)
- Be a student representative during all school functions- including but not limited to Open House, Catechetical Sunday, Sports Banquets, School Dances.

Section-6-06

Dances

Dances

Student Council hosts 3 to 4 junior high dances each year.

Dances are only open to Incarnation students in good standing.

Students in attendance are expected to follow all school rules (including attire, phone, and electronic device policies) while on campus and at the dance.

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

Publication of the Image, Name, Voice, or Work of a Student or Minor

Without the written permission of the parents/guardians of a student or minor, a location may not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor. This policy includes but is not limited to publicity, exhibits, printed or electronic media, student publications, marketing, or research. The location must obtain the signature on the Parent/Guardian Release for Student or Minor (Noncommercial) ([English version](#) and [Spanish version](#)) before any such publication or use.

For additional information, please see the [Archdiocese of Los Angeles Privacy Policy](#) in [Electronic Communications, Copyright, and Acceptable Use Policies](#)

8-12-21

Section-6-11

Yearbook

Yearbook

The Yearbook Chair and Committee (composed of parent volunteers) publishes a yearbook annually. The yearbook is available for purchase and parents are invited to purchase and create ads.

Section-6-12

Athletics

Athletics

Eligible students in grades five (5) through eight (8) may participate in the after-school CYO sports program. These activities include football, volleyball, basketball, soccer, golf, track (exact sports vary from year to year). Some CYO sports allow for students as young as 3rd grade to participate (i.e. golf and track). Qualifying students in grades K-8 may participate on the swim team. Qualifying students in 1st-8th may participate in Dance. A sports fee will apply and varies per sport/level.

Eligibility Requirements

Students on sports teams must have at least an overall 2.0 GPA (C average) and at least an S in conduct. Any child with disciplinary issues will be removed from the team. Participants and their parents are required to sign an agreement regarding these expectations. In order for students to participate in after-school sports, the student must be in attendance that day. Fees for each sport/season/level vary.

Transportation

Parent/Guardians are responsible for transporting their student to/from athletic practices and events.


Coach/Trainer Certification

All Coaches must be certified by the Catholic Youth Organization (CYO). In order to be certified and receive a coaching card, coaches must participate in CYO's Play Like a Champion (PLC) program, have fingerprints on file with the ADLA and stay current with VIRTUS.

Section-7-1

Tuition and General Fees

Tuition and General Fees

 [2025-2026 Tuition and Fees Schedule \(2\).pdf](#)

Annual Tuition	Number of Children			
	1	2	3	4+
Participating Parishioners (see criteria below*)	\$7,250		\$16,250	
Non-participating Families				

*To qualify as a participating parishioner, your family must worship at Incarnation Parish. You must be involved in the liturgical life of this parish. At the very least, this means attending Mass every Sunday. This participation must be indicated by registration in the parish from January 1st of the previous school year and making a \$750.00 contribution. A statement from the church must accompany the registration form.

General Fees

- A \$150.00 registration fee per family is due at the time of registration. Student fees of \$300.00 per child for each additional child are due in the late spring. These are paid directly to Incarnation Parish School.
- Participation in the SCRIP program is required by all school families. Each family must pay the \$250.00 mandatory fee in the fall (dates are on the re-registration form). The \$250.00 may also be redeemed by purchasing SCRIP through the school and/or by registering with e-SCRIP. Once \$250.00 in profit has been generated, the mandatory \$250.00 fee will be refunded, plus any profit over \$250.00 will be split 50/50 between the school and the family. You may also opt to donate your portion of the profits back to the school.
- Additionally, families are required to participate in the Jog-a-Thon and Auction Dinner fundraisers.
- The school partners with FACTS and requires parents to use FACTS for tuition collection and for incidental billing.
- Any balance remaining unpaid after the due date shall incur a late fee of \$25.00 per month.
- Payments returned by your financial institution will be assessed a \$25.00 FACTS returned payment fee.

Section-7-2

Tuition Collection

Tuition Collection, Payment Plan, Automatic Deductions

Annual tuition is due and payable at the beginning of the school year. All tuition is to be paid through FACTS Tuition Management Co. The following options for payment are provided:

- 11 monthly payments beginning in July to the FACTS Tuition Management Co. This is an automatic payment plan through your checking or savings account. Those choosing this plan will authorize their bank to make automatic monthly payments on either the 5th, 10th, 20th, or 25th of each month.
- 10 monthly payments beginning in August to the FACTS Tuition Management Co. This is an automatic payment plan through your checking or savings account. Those choosing this plan will authorize their bank to make automatic monthly payments on either the 5th, 10th, 20th, or 25th of each month.
- Students will not be eligible to register for the following school year if school accounts are delinquent.
- Payment of tuition is part of the Incarnation Parish School Parent contract and should be paid on time**.
- The full tuition amount may be paid directly to the school. A three (3) percent discount for full payment will be given if paid in full by August 1. After that date, no discount will be given.

Delinquent Tuition and Fees Payments Policy

The success of Incarnation Parish School relies upon the commitment of our families to:

- Make Catholic education a financial priority.
- Be involved in their student(s) education.
- Make their tuition and fees payment(s) on a timely basis.

Our school relies upon the tuition and fees for a large portion of the budget to operate our excellent spiritual and educational programs. Therefore, when tuition and fees payments become delinquent it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the administration as soon as possible.

When payments are not made in the manner described by a parent/guardian's tuition agreement, the following steps will take place:

When an account becomes 30 days past due under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive notification from FACTS and/or the school that their account is past due. It is the responsibility of the family to contact the administration upon receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.

60 Days Past Due

When an account becomes 60 days past due under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive notification that their account

is past due. Additionally:

- Student(s) will be asked to remain home until tuition and fees are paid and the account is brought back to good standing.
- The pastor will be informed of family account balance and activity
- Report cards and transcripts will be withheld until payment in full is received
- Students will not be permitted to participate in athletic activities.
-
- Students will not be permitted to participate in extended school, club, or field trips
- Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place.

When an account becomes 90 days past due under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive notification that their account is past due. Additionally:

-
- Report cards and transcripts will be withheld until payment in full is received
- Student(s) will be withdrawn from Incarnation Parish School

Section-7-3

Tuition Assistance

Negotiated Tuition

All applications for tuition assistance are confidential. The principal will consult with the Pastor and members of the parish's finance council when making negotiated tuition decisions.

Section-7-4

Parent Service and Fundraising Requirements

Participation Hours and Fundraising Requirements

a. Parent Participation Hours Program

The main goal of the participation hours program is parent involvement! Our parents provide the building blocks for the Incarnation family spirit. Each school family is required to contribute 40 hours of participation each year to the school or parish. Families wishing to opt out of the participation hours program may pay \$1000 (40 hours at a rate of \$25 per hour). A family may also opt to pay a discounted early bird rate of \$750 by November 15. Parents may sign up for activities to earn service hours at the first general PTO meeting of the year. Opportunities will be regularly announced through Home Messenger and Gradelink. If an activity is not listed, prior approval from the principal is required in order to receive credit.

Duration of the Program

Hours must be completed May 1st in order to receive credit for the current school year. These dates have been chosen for accounting purposes. It allows the school an opportunity to communicate with the families who have not met the 40 hours requirement and collect the balance due, which must be paid by May 30th.

All hours performed after the deadline will be credited to your account for the following school year.

Reporting your Hours

Each family will receive a Family Participation Hours Program booklet. When performing participation hours, complete a slip, have it signed by the chairperson of that event and return it to the school office in person or via Home Messenger as soon as possible. Please submit hours as they are worked (not all at once at the end of the year).

The slips must have the description of work done. Please submit separate slips for the different committees/services. Please clearly print your family name (child's last name if different from yours), date of service, child's grade level, and signature of your chairperson. Retain the attached stubs of each slip for your records.

Participation hours may not be "donated" to other school families, as this undermines the purpose/goals of the program. Students may not earn hours towards this program.

Important note

Any hours not submitted by May 1st will be billed at \$25.00 per hour. It is each parent's responsibility to submit service hour slips. Records can only be as accurate as they are received. If you have completed your 40 hours by May 1st, but failed to submit your slips you will be billed \$25.00 per hour. All families who have agreed to participate in this program are required to submit their slips to the front office. There are no exceptions to this rule.

Volunteer Requirements

To comply with the Archdiocese of Los Angeles's Safe Environment Program, all adult volunteers working on campus must have the following on file in the school office:

- Certificate of VIRTUS completion (VIRTUS training expires after four (4) years and may be renewed by attending another live session, a shortened renewal course, or by completing online training updates. For VIRTUS class information, visit www.virtus.org.)
- Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events form read and signed

Parents who are working directly with children (playground supervision, classroom helpers, field trip chaperones) must meet the above requirements as well as the following additional requirement:

- LiveScan fingerprint clearance
 - Provided at Archdiocesan locations free of charge – information available in the school office and on SchoolSpeak.

b. Fundraising Requirements

The two (2) mandatory fundraisers are the annual Jog-A-Thon and the annual Auction.

- Mandatory participation in the annual Jog-A-Thon at \$150.00 for 1 child, \$300.00 for 2 children and \$450.00 for 3 or more children. Families may defray the donation by soliciting one (1) \$250.00 business sponsorship per child.
- Participation in the annual Auction with the purchase of \$100.00 in raffle tickets per family and a \$180.00 event donation (admittance of two attendees to the event).

Section-7-5

Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

Other Fees

Field Trips

Generally, the cost of field trips, including transportation, is the parents' responsibility. Costs for field trips depend on destination.

Labs/Supplies/Projects

It may be necessary for students to purchase additional materials throughout the school year for labs or other

It may be necessary for students to purchase additional materials throughout the school year for labs or other class projects.

Sports

Students participating in after school sports will be required to pay the sports fee prior to beginning practices. Fees are listed below and are subject to change.

- "A" level teams: \$100 per season
- "B" and "C" level teams: \$80 per season
- Uniform deposit, if applicable: \$50 (refunded upon return of uniform)

The swim and dance teams have separate fee schedules. This information is made available at swim and dance team meetings.

Topic-8-1-01

Discipline and Procedures

Discipline and Procedures

School Rules

The directives in this Handbook, together with the additional school, classroom, and playground rules which are not given here, are intended to aid in the achievement of the goals stated in our Mission/Core Beliefs and to ensure order and safety. We encourage the development of self-discipline to the degree that Christian conduct will become normal behavior so that all may profit from an environment of mutual respect.

The following rules must be observed and enforced:

- Students will show respect to all adults in charge whether in the classroom or on the playground, or while engaged in any school-sponsored function (e.g. after school sports, ASP, etc.).
- Students will respect one another by not fighting, calling each other names, teasing, using obscenities, or inappropriate gestures.
- Students may not engage in inappropriate forms of public displays of affection.
- Students will respect school property by keeping it clean and in good repair. This includes books, desks, walls, classrooms, and bathrooms.
- Students will follow rules set forth by the teacher in matters of behavior, assignments, and homework.
- Students may eat only at their designated lunch tables and must clean their area before being dismissed from the lunch area.
- Students will be in complete uniform at all times unless excused for a special occasion.
- Students may not chew gum on school grounds.
- Students may not bring personal play equipment or toys to school (exception: rainy days or at the teacher's request).
- Students may not bring inappropriate magazines, books, videos, etc. to school.
- Students may not bring iPods, hand-held video games, or other electronics to school, unless written

- Students may not bring iPods, handheld video games, or other electronics to school, unless written permission has been given by the parent; students must abide by the electronics policy stated in the Parent Student Handbook.
- Students are not permitted to use cell phones during school hours or during ASP. Please see "Use of Electronic Devices" and the ADLA "Acceptable Use Policy" below.
- Students may not take or destroy property belonging to anyone else.
- Students may not be in the classrooms, auditorium, or anywhere on school premises without direct adult supervision. This includes going to and from special classes.
- Students may not go to the office without a written note from a teacher or other supervising adult.
- Students may not be in possession of drug paraphernalia, obscene pictures, literature, or other unacceptable objects.
- Students must be on time for all classes.

Consequences

The teacher is responsible for maintaining discipline in the classroom and he/she has the authority to address problems as they arise and give appropriate consequences. Should any serious or consistent discipline issues arise, parents will be contacted and a parent-teacher or parent-teacher-principal conference will be arranged.

Maintenance of Effective Discipline

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

Topic-8-1-07

Academic Dishonesty Policy

Academic Integrity

Incarnation Parish School is committed to pursuing faith, excellence, and community. Violations of academic integrity directly contradict all three of these pillars. All members of the Incarnation community are expected to uphold school values and demonstrate responsible and ethical conduct whether it be in the hallways, in the classroom, during a test, in an athletic competition, or at home doing homework. Any attempt to submit or receive credit for work that was not honestly originated and completed by the student is a violation of academic integrity.

Positive and trusting relationships between student, teacher and parent are at the heart of the school community. All are expected to live by the principles of honesty and mutual trust. As the primary educators, parents are encouraged to appropriately assist students with concepts and skills, but are also supposed to model integrity in all forms. Generally speaking, homework is intended to allow a student opportunities to independently practice skills and knowledge learned earlier in the day. If a student cannot complete the homework independently then the parent should inform the teacher. This kind of feedback is important for teachers to hear. Similarly, project based learning is an opportunity for students to explore, investigate, problem solve, and create. Projects offer authentic and alternative assessment opportunities. All of these learning goals are subverted, however, when

authentic and alternative assessment opportunities. All of these learning goals are subverted, however, when students do not do the work themselves. Concerns about a student's ability to independently complete homework or projects should be directly addressed with the teacher. A good rule of thumb: parents can help with, but not touch their student's work.

Cheating and other forms of academic dishonesty, will have both academic and disciplinary consequences. Cheating implies intent to deceive. It includes all actions, devices, and/or deceptions involved in committing the act. Examples include, but are not limited to

- Utilizing crib notes/cheat sheet on an exam and copying answers directly from another student's exam (or knowingly allowing another student to copy one's answers).
- Copying someone else's work, homework, quizzes, other graded work or tests, or knowingly giving one's own work to someone else to copy/use;
- Plagiarizing (see below).
- Using unauthorized aids, including unauthorized technology
- Asking, receiving, or giving information about the contents of an exam to another student
- Submitting work that is not your own (term papers, AR tests, homework, project, etc.)

Plagiarism: Learners are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. Examples:

- Presenting the work of another as one's own (i.e., failing to credit author/sources used in a work product).
- Carelessly, knowingly or Intentionally using another's exact wording without indicating the information as a quote.
- Changing a few words in a sentence to disguise or hide the intent to plagiarize.
- Inadequately paraphrasing or summarizing ideas from a source in a way that still uses the original author's exact words, phrases, sentence structure, or organization of ideas without appropriate citation or quotation marks.
- Failing to cite electronic or others resources if they are utilized in any way as resource material in an academic exercise.
- Inadequately citing work that does not clearly indicate what ideas or words were taken from another source.

Incarnation Parish School serves students preschool age through 8th grade. Consequences for academic dishonesty depend largely on the level of academic and moral development expected from students at different age/grade levels.

When a teacher or school administrator determines that a violation of academic integrity has occurred there are both academic and disciplinary consequences. Student and teacher will meet to make sure that there is an adequate understanding of the act in question and to discuss alternative academic behavior would have been more honest and appropriate. Students will receive an "F" on the assignment, parents will be contacted, and a Student Behavior Report will be issued. Students may be precluded from academic distinction (i.e. honor roll and CJSF), extra and co-curricular activities (i.e. sports and student council), suspended, or even expelled.

Chapter-10

ELECTRONIC USAGE POLICIES

Electronic Usage Policies

ELECTRONICS Usage Policies

"[T]here exists a Christian way of being present in the digital world: this takes the form of a communication which is honest and open, responsible and respectful of others. To proclaim the Gospel through the new media means not only to insert expressly religious content into different media platforms, but also to witness consistently, in one's own digital profile and in the way one communicates choices, preferences and judgements that are fully consistent with the Gospel, even when it is not spoken of specifically. Furthermore, it is also true in the digital world that a message cannot be proclaimed without a consistent witness on the part of the one who proclaims it. In these new circumstances and with these new forms of expression, Christians are once again called to offer a response to anyone who asks for a reason for the hope that is within them (cf. 1 Pt 3:15)" (Pope Benedict XVI, [Truth, Proclamation and Authenticity of Life in the Digital Age](#), World Communications Day 2011, Vatican).

The mission of the [Archdiocese of Los Angeles](#) is to continue the redemptive work of Jesus Christ. All archdiocesan communities are dedicated to that mission, and to further it, communications with and among the faith community are vital. Archbishop Gomez has incorporated communications as one of his four pastoral values for the archdiocese.

As the virtual world has become the dominant means of communication, the archdiocese endeavors to take full advantage of that world's resources while assuring itself, as well as those who are served, that the proper use of such means of communication and the boundaries of appropriate relationships are well understood and respected by all.

The Church, especially as represented in this large and diverse archdiocese, must embrace modern technologies, but must also balance that effort with an equal commitment to safe and appropriate use and respect for individuals that reflects God's loving nature. Each year the Pope issues a [letter for World Communications Day](#) emphasizing the importance of Christian communication and integrating the effective use of modern technology into our journey of faith.

The [Spiritual Framework](#) has suggestions, including the Prayer before Logging onto the Internet and information on the life of St. Isidore (c. 560–636), the as-yet-unofficial patron saint of the Internet.

"Critical thinking and ethical choices about the content and impact on oneself, others, and one's community of what one sees, says, and produces with media, devices, and technologies."

Anne Collier, [NetFamilyNews.org](#)

The school recognizes the growing need to help students and families develop responsible and ethical relationships with media and technology. The school's digital citizenship goals are consistent with and interdependent on the school's Mission, Core Beliefs, and SLE's. Typically, digital citizenship involves the following topics: access, commerce, communication, literacy, etiquette, law, rights & responsibilities, health & wellness, and security. [ISTE](#) standards for Digital Citizenship along with Catholic Social thought form the basis for the school's digital citizenship approach.

[ITSE Digital Citizenship Standard](#)

2. Digital Citizen: Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

2a: Students cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world.

2b: Students engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.

2c: Students demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.

2d: Students manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online.

We want our students to be competent, happy, healthy, loving, and safe offline as well as online. As Educational Technology continues to grow on campus so will the school's formal digital citizenship instruction (in the Technology Curriculum, but also woven throughout the entire course of study).

See the [10.6 Frequently Asked Questions](#) in the ADLA's Administrative Handbook for many resources related to schools, the Church, and the digital citizenship.

Please carefully review the Acceptable Use Policy (AUP) starting with [section-10-1-Electronic Devices](#)

-  [Acceptable Use Policy for Technology in our Classroom.pdf](#)

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

 [Incarnation parent student policies agreement form.pdf](#)

