

**INCARNATION OF OUR LORD SCHOOL**  
**425 W. Lindley Ave.**  
**Philadelphia, PA 19120**

**PHONE NUMBERS**

School - (215) 457-2779  
School Fax No. - (215) 457-1328  
Rectory - (215) 329-2320  
Web Site - incarnationofourlord.org

**MISSION STATEMENT**

**“the Word became flesh and dwelt among us”**

Incarnation of Our Lord School is an educational community founded on the Catholic doctrine of the Incarnation. The faculty and staff strive to make Christ present in the lives of each student through spiritual and academic endeavors. Incarnation of Our Lord School is committed to preparing students to be rooted in the mission Jesus Christ and living out the Gospel message. Incarnation of Our Lord School community strives to bring Christ’s presence into the world by developing the talents and gifts of each student and preparing him/her to meet the challenges of an ever-changing world.

**STUDENT PLEDGE**

I am a special person created and loved by God unconditionally. In Incarnation School I learn to grow spiritually, academically and socially. I value myself and others as Christ has taught us. I respect the different races and creeds in my school and in the world.

**SCHOOL TIMETABLE**

8:00 A.M. FIRST BELL  
8:05 A.M. SECOND BELL  
12:00 P.M. LUNCH/RECESS BEGINS  
12:40 P.M. LUNCH/RECESS ENDS  
2:40 P.M. DISMISSAL BELL

**STUDENT SERVICES**

**CARES PROGRAM**

Provision for students before and after the regular school day is offered by the Staff of Incarnation School. These services are available at the following times:

**PLAN A:** Pre-Kindergarten Students who are dropped off between 7:45 and 8:45 AM are supervised until 9:00 AM, then taken to their Pre-Kindergarten Class.  
**COST: \$25.00 per week**

**PLAN B:** Students are supervised after school until **6:00 PM.** During this time play and snacks are provided. Homework is begun.  
**COST: \$70.00 per week per child**

**Please note:** These fees are flat rates and cannot be altered. A director is hired to be present every day. Deductions are not made if the student is absent. ADJUSTMENTS ARE MADE FOR HOLIDAYS.

CARES payment must be current in order for a student to remain in the program. Your child will not be permitted to stay if the CARES payments are not kept up to date.

A late fee will be charged if a student is picked up after 3:15 PM unless the School Office is notified for a serious reason.

Students in CARES picked up after 6:00 PM will be charged a separate late fee.

**HEALTH** The Department of Health provides a school nurse one day a week according to State scheduling. It is necessary that the parents keep the school informed of any situation that would affect the health and welfare of the student. Immunization shots must be up to date in order for your child to remain in school. This is in compliance with state laws.

**TITLE 1** Computer-aided instruction as well as remedial assistance are provided for Math and Reading.

**COUNSELING**  
A Parent Involvement School Counselor as well as a Student Counselor are available for students and their families.

**CORA** Educational testing is provided for eligible students. Speech services and additional remedial help are available.

**SHALOM DARE** Prevention programs are utilized in our school when they are made available by the providing agencies.

## **GENERAL INFORMATION**

### **PARENT/TEACHER CONFERENCES**

Interaction between parents and teacher is necessary for the well-being and academic success of each student. Parents desiring a conference with the teacher are asked to make this request in writing.

Misunderstandings may occur in any area of communication. It is best to contact the persons directly involved and discuss the problem in a timely manner.

Parents wishing to speak with the principal about a student may only do so after **first conferring with the student's teacher.**

All appointments will be **scheduled** by the teachers. These conferences may not be held when teachers report to their morning lines or while they are monitoring the school yard.

### **LUNCH PERIOD**

Students who go home for lunch should not return to school before 12:35. Since this is not possible for many, students are welcome to stay for lunch for a fee that covers the cost of supervision in the cafeteria and yard. Students will not be permitted to stay for lunch if the fee is not paid.

Those students who stay for lunch may not leave the school property during lunchtime. **Lunch may not be dropped off or delivered at any time.**

If a child forgets his/her lunch a peanut butter or jelly sandwich can be obtained through the Office. If this is repeated, a 25¢ fee will be charged to help defray the cost of the sandwich.

**Students who continually violate the regulations of the lunch program will be dropped from the program and their lunch time arrangements will then become the responsibility of the parents/guardians.**

**DUE TO THE NEED FOR SAFETY, NO CHILD IS PERMITTED TO GO TO A STORE IN THE NEIGHBORHOOD FOR LUNCH.**

### **SCHOOL YARD SAFETY**

Children have been assigned specific places to wait for their teachers. They have been instructed to respond to the bell with silence so that the teachers can conduct them quickly and safely to their rooms.

No child should be dropped off in the school yard too early (before 7:45 AM) for their own safety. Running or ball playing are not permitted in the morning. Play space is limited, unfortunately, and we must watch carefully so that they do not run into one another and injure themselves or others.

### **REGISTRATION – ALL ARE WELCOME!**

**Our parish school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities offered by the school.**

Re-registration forms are sent home with current students. The Registration Fee is \$100.00. This fee is NON-REFUNDABLE. Registration of New Students takes place in the Spring. The dates are announced in the Church Bulletin. The Registration Fee is \$100.00. This fee is NON-REFUNDABLE.

### **TUITION**

Tuition charges vary.

- Parents or Guardians who are practicing, active, and contributing members of Incarnation Parish pay parishioner rate.
- All others pay non-parishioner rate.

PRE-KINDERGARTEN AND KINDERGARTEN TUITION is a separate tuition and includes the lunch fee for the year.

Tuition is collected through the school office. School tuition is on a 10-month payment plan beginning in July and ending in April. Tuition must be paid by check, money order or credit card. Tuition is due the 20<sup>th</sup> of each month. After the 30<sup>th</sup> of the month a \$15 late fee is added. There is a \$30 service fee for each returned check.

All accounts (tuition, lunch, CARES) must be up to date before any student can participate in any extra-curricular activities (class trip, graduation, picnic, or receive a report card, etc. *After two months, if tuition is late, a child will be excluded from class.* Admission Cards will be issued in August after current tuition fees are paid. **NO CHILD WILL BE ADMITTED INTO CLASS IN SEPTEMBER WITHOUT AN ADMISSION CARD.**

## **POLICIES**

### **ATTENDANCE**

Please **call** school to inform us if your child will be absent by 8:30 AM. This assures us that your child is safe and supervised.

When a student is absent **a written excuse note must be sent to the school on the first day that the student returns, in addition to the phone call.** The day or dates and the reason for the student's absence must be included. The note is signed by a parent or guardian. A doctor's note is required after an absence of three days or more. Without this note, a student's absence is unexcused. Absentee notes are required by law. You may also fax absentee notes to school but please be sure your child's name and grade are written clearly.

### **LATENESS**

We expect students to report to school on time. Students who report after the 8:05 bell are considered late and the lateness will go on their record. Excessive (3 times) lateness will result in a weekly detention.

### **COMMUNICATION**

The primary means of official, general communication to parents or guardians is the monthly calendar or newsletters and other memos sent home usually on Monday or Wednesday.

### **CHANGE OF FAMILY STATUS**

Parents are asked to notify the school of any change of family information. It is necessary that we have current phone numbers. Records and emergency numbers are only changed with appropriate documentation, so **PLEASE SEND ANY NEW CONTACT INFORMATION TO THE OFFICE ASAP.**

## **APPOINTMENTS**

It is advised that all medical and dental appointments be scheduled after school hours. A note is required any time a student has an early dismissal for any reason. All children must be picked up and signed out at the school office.

### **BOOKS**

Each student is expected to have books covered and to carry them to and from school in a sturdy book bag. Students will be charged the replacement cost of any book that is lost or damaged.

### **HOMEWORK**

Homework is an essential part of education. Homework provides the opportunity for practice, reinforcement and independent work study. Homework assignments must be completed and on time. Homework includes both written and study assignments.

### **DRESS CODE**

Students should be NEAT and WELL-GROOMED at all times.

#### **HAIR**

- Must be a single, natural color
- No colored hair extensions or unusual hairstyles  
ETC. are permitted
- No inappropriate hair adornments are permitted
- Boys' hair length must be
  - above the collar
  - above eye brows
- No shaved designs, mohawks or other fad hair cuts are allowed
- No facial hair e.g. beards or mustaches

## **JEWELRY AND MAKE-UP**

- No tattoos (even temporary) or body piercing are allowed
- No make-up at any time is permitted
- One pair of small post earrings (girls only), one simple finger ring and a simple watch only are permitted. **NO HOOP EARRINGS**
- Chains should be worn under uniform blouse or shirt
- No fingernail polish, designer nails, or French manicures are permitted

## **UNIFORMS**

All students are required to wear uniforms purchased at Flynn and O'Hara. Students should possess a sense of pride in their uniform and keep it clean and wear it modestly and appropriately, e.g. shirts and blouses tucked in at all times.

## **SOME GENERAL REGULATIONS**

- "Winter" Uniforms are usually worn from November to April
- No "layered looks", either with 2 different colored socks or colored undershirt with golf shirt
- During the winter a sleeveless vest may be worn instead of the navy blue or red regulation sweater
- No black sneakers or athletic shoes of any kind are a part of the regular school uniform (for boys or girls)

## **GIRLS**

Grades PK-4

Plaid jumper and Peter Pan collar blouse, red sweater and red knee socks or red tights or navy blue sweater and navy blue knee socks or navy blue tights and a sturdy navy blue shoe. Shoes with Velcro closing are also permitted; **not ballerina style.**

Grades 5-8

Golf shirt with school monogram, **knee length** plaid skirt or navy pants, navy blue sweater and navy blue knee socks or navy blue tights and sturdy navy blue shoe. Shoes can be purchased at Phil's Shoe Store or Carousel Shoes.

## **BOYS**

Grades PK-8

Golf shirt with school monogram, navy slacks **with belt**, (without extra side pockets) navy sweaters, navy or white socks, black sturdy tie dress shoe.

***Incarnation gym uniforms are mandatory for all students.*** These must be purchased in the school office. Gym uniforms are to be worn on the day assigned as Gym day. Sneakers are a part of this uniform and may only be worn on gym days. Only sneakers **without wheels or flashing lights** are permitted and no other jerseys are permitted.

**Students will not be permitted to participate in Gym class if they are not in proper uniform.**

## **SAFETY AT ARRIVAL AND DISMISSAL**

Due to the large amount of traffic in the neighborhood, the safety of the children at arrival and dismissal is a great concern.

There are three dismissal lines: Fifth Street, Fourth Street and Duncannon Avenue.

### **Fifth Street**

Students are dismissed at Lindley Ave. and 5<sup>th</sup> Street.

### **Fourth Street**

Students are dismissed at the Annex Driveway on Fourth Street.

### **Duncannon Avenue**

Students are dismissed at the end of the driveway. They are to be picked up on the sidewalk next to the driveway.

Keeping safety in mind, children are instructed to cross at the corner and not to cross in the middle of any street, and not to wait on the corners, etc.

## **MORNING ARRIVAL**

If you drop your student off in the parking lot in the morning, please enter carefully and at a speed that does not exceed 5 M.P.H. because there are 2 entrances and students will be walking across the lot.

Parents do not accompany students into the school building.

**Students are not permitted to leave the school yard for any reason once they have arrived at school.**

## **AFTERNOON ARRIVAL**

Students must be picked up on 5<sup>th</sup> Street, Duncannon Avenue or 4<sup>th</sup> Street. **Cars may not enter the parking lot at dismissal.**

## **DISCIPLINE**

Because God has created each person in His image and likeness, each student is expected to grow in wisdom, maturity, and grace. These are evidenced by self-discipline which shows respect toward all charged with authority over them and toward their fellow students. It is also shown in the maturity to make appropriate choices and to accept the consequences of those choices.

In order to provide the best possible learning environment for all students and to uphold the philosophy of Incarnation of Our Lord School, detention will be held weekly; ordinarily on Thursday afternoon at 3 to 4 pm.

Demerits will be issued after a verbal warning and will serve as a communication to both student and parent that a student's conduct is unacceptable and needs to be improved.

Three demerits will warrant a detention. Demerits are accumulated during each Trimester and are not carried over onto the next Report Card Period.

More serious infractions will warrant an automatic detention, suspension, and/or expulsion according to the severity of the situation. Repeated offenses will be examined for further review by the Administration. Demerits are given for, but not limited to the following:

### One Demerit

- Repeated lack of written homework (two days in a week)
- Repeated lack of preparation of class
- Deliberate failure to return a parent notice

- Dress Code Violation after two warnings
- Chewing Gum
- Continual talking in class
- Continual disruptive behavior in class, lunch room, or school yard, or other school function
- Doodling, drawing, scribbling on workbooks, copybook, textbooks, and pencil cases

### Two Demerits

- Deliberate disrespect towards teachers, administrators, or persons in authority
- Cheating (in any form)
- Deliberate disrespect towards another student
- Use of inappropriate language (written or spoken)
- Use of cell phone, camera, ipod, or other electronic devices
- Unexcused absence from class
- Disruptive behavior in church or field trips
- Forgery
- Lying

### Automatic Detention

Detention will be automatically issued for but not limited to the following reasons:

- Blatant, public disrespect to Faculty, Staff, Volunteers
- Deliberate public disobedience to Authority
- Fighting
- Deliberate destruction of classroom furniture and materials (this will necessitate reimbursement also)
- Three latenesses

### Suspension and/or Expulsion

Formal Suspension and Expulsion are serious disciplinary actions taken by the school authorities against a student whose actions constitute a major disciplinary infraction. Major infractions include but are not limited to the following:

- Truancy
- Drugs, alcohol, tobacco products (possession/usage)
- Presence of Pornography in any form
- Possession of weapons of any kind
- Striking a Faculty or Staff Member
- Vandalism (to school property or another individual's property). Students will also be required to reimburse the cost of the item or repair in full.
- Immoral acts committed to a person or through any form of communication
- Any mention of a threat, even in jest to harm Faculty, Staff, Volunteer, or another student
- Use of obscene or threatening language in word or action

The decision for suspension or expulsion will be made by the Principal in consultation with the Pastor. Depending on the severity of an incident, the School may also report incidents to law enforcement if appropriate.

## CELL PHONES

Students are permitted to bring cell phones to school; however, they are to remain turned off in their schoolbag during the day and are not to be used on school property. They may NOT be in their pockets or desks. If a student has his/her cell in his/her possession, or uses it at an inappropriate place or time, it will be sent to the office where **parents/guardians** must pick it up.

## BULLYING

Bullying involves repeated actions or words against another person for the purpose of inflicting physical or emotional harm or discomfort. Bullying can be intimidating or threatening and can damage a person's reputation. Bullying disrupts the overall learning environment and brings discredit to the school. If a bully has threatened or inflicted harm, the following process needs to be followed:

-The student victim should **REPORT the incident** to the teacher, a responsible adult working in the school, the Counselor, or the Principal.

-After the incident is reported, an **INVESTIGATION** will take place. All parties involved will be questioned thoroughly and a statement of facts will be compiled. The School Counselor will also be consulted.

-If necessary, a student or students may be removed from class for safety reasons during the period of investigation.

-Once the truth has been procured, the school will initiate **COMMUNICATION** with the parents/guardians of those students directly involved (victim/s and offender/s)

-Appropriate **CONSEQUENCES** will be enacted

which may include suspension, expulsion, or notification of law enforcement. School counseling services will always be required.

## TECHNOLOGY

### PURPOSE

Technology is a valuable educational tool. Incarnation School is committed to teaching its students to work and learn effectively with technology and to ensure the responsible use of technology. Our goal is to also prepare our students for life in a digital, global community.

### GUIDELINES

All technology use and Internet access at Incarnation School is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under Teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.

### UNACCEPTABLE USE

Students must not use any electronic equipment or communication device to harass, threaten, deceive, intimidate, offend, or embarrass any individual. Users must not post, publish, or display any defamatory, inaccurate, false, violent, abusive, profane, or sexually-oriented material/information. All Privacy and Copyright laws must be honored at all times.

### ADMINISTRATIVE RESPONSIBILITIES

The school has the right to monitor both student and employee use of school computers and computer accessed content. Violation of any of

the technology rules and guidelines may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, suspension, dismissal and/or legal action by the school, civil authorities, or other involved parties.

**PLEASE NOTE:**

From time to time, the school will inform parents/guardians formally or informally of various changes in School or Archdiocesan policy. Incarnation of Our Lord School and/or the Archdiocese of Philadelphia reserve the right to change policies at any time with/without advanced notice.

**THANK YOU**

*The purpose of this handbook is that we all work together for the good of each child. Working together and with the help of God, we will all have a happy, productive and safe school year. Thank you for entrusting your children to our care. It is a privilege for us to work with you in preparing your children to become the persons that God has meant them to be. They are truly a blessing.*