

Welcome Back Guide 2023-2024

Dear Saints families,

As we begin another school year, let me thank you, our Catholic school families, for your commitment to Catholic education. We will be starting the 23-24 school year with over 200 students, which has been an ICS enrollment goal for years. I look forward to seeing the classrooms filled with students exemplifying the values, traditions and beliefs that promote our Catholic school culture.

Please allow this to be a guide to remind you of our best practices and inform our new families of our protocols. With just a few more weeks left in your summer vacation, take the time together, as a family, to celebrate all of God's blessings. I want to thank you for choosing ICS and trusting us with your precious children.

We look forward to continuing to grow in faith, knowledge and love of God.

Peace and Blessings, Amy Yager Principal



Mission Statement

Incarnation Catholic School exists to provide an education of excellence while fostering within the community the mission of Jesus Christ for all to grow in faith, knowledge, and love of God.

- ❖ We believe all God's children are uniquely gifted and are to be valued and nurtured in faith, knowledge and love of God. Our programs and curriculum are accredited by The Florida Catholic Conference and follow the guidelines set forth by the Diocese of Venice.
- ❖ We believe that Catholic education proclaims the Gospel of Jesus, celebrates liturgy, builds community, strengthens values, and serves others without distinction. Our school has served the community since 1961.
- We believe that Parents/Guardians are the primary educators and role models for their children.
- We believe faculty, staff and the parish community are vital to the formation of the students through instruction and example. Our faculty members are educated, dedicated, and experienced with Florida certifications.
- We believe all students have the capacity and right to learn in an environment that fosters academic excellence through diversified instructional approaches.
- We believe respect for all people and property among students, staff, and families create a safe and wholesome learning environment.

Dress Code

Uniform clothing items can be obtained online or during a pop-up sale from R.C. <u>Uniforms</u>. As this is a transition year with our school uniform, we will allow students to wear the gray or hunter green polo still. Students are expected to take pride in their personal appearance and to be clean and well-groomed at all times. All school uniforms need to have the student's name written in indelible black marker on the inside tag so forgotten or misplaced items can be easily identified.

R.C. Uniform Pop-Up Sales scheduled for:

Sunday, July 30, 2023, 10:00 A.M. to 2:00 P.M. Friday, February 2, 2024, 11:00 A.M. to 2:00 P.M.

Girls and Boys:

Grade: Preschool and Prekindergarten

Kelly green polo and navy pull on shorts or pants

Girls:

Grade: K-5

Peter pan blouse with Plaid 80 jumper, or Kelly green polo with Paid 80 skort/skirt

Grade: 6-8

Kelly green polo with navy skort/skirt

Boys: Grade: K-8

Kelly green polo with navy shorts or pants with a black belt

Shoes and Socks, all grades:

Shoes = Plain solid black. Shoes must have a non-marking sole. They can be lace-up, Velcro, buckled or a closed dress shoe. Non-school athletic shoes are only allowed in P.E. classes, during recess, and on Spirit Days.

Socks = Socks must be visible, knee highs or tights, colors accepted are black and navy

Physical Education Uniform:

The uniform is the same for both boys and girls. Grey logo T-shirt with navy logo shorts or navy sweatpants with black or navy socks. Any non-cleated athletic shoe is allowed for PE, without color restrictions. No light up shoes of any kind for PE. Grades K-5 have P.E. one time a week and wear their PE clothes to school. Grades 6-8 have P.E. three times a week and change into their P.E. clothes.

Please refer to the Family and Student Handbook for the entire Uniform Policy

<u>Attendance</u>

Students are expected to be in school all day, every day and in class on time in order to receive the full benefit from the instructional programs of Incarnation Catholic School. A student who arrives after 8:15 A.M. must be walked to the main office by their parent/guardian and obtain a tardy slip from the office before entering the classroom. Parents must notify the school office by 8:00 A.M. by calling 941-924-8588 if their child will be absent.

Please see the entire Attendance Policy in the Parent Student Handbook.

Arrival Procedures:

Grades K-8

- The gate at Theresa Lane will be opened by a staff member for car line drop-off at 7:45 A.M.
- Pull all the way up to allow your child to exit the car and walk through the center courtyard gate.

Dismissal Procedures:

Grades K-8

- Dismissal gates on Theresa Lane will open at 3:00 P.M.
- Students will be in designated coned areas for pick-up.
- Car tags should hang from the rearview mirror until all riders are in your car.
- All cars need to proceed in line and wait their turn for student pickup.
- Remain in your vehicle during car line for your safety and the safety of others.
 Children/riders will come to you.
- If students need help with safety seats or placing backpacks in the back, please pull to the side in the Church parking lot.

Arrival and Dismissal for PK3 and PK4 students:

- The gate closest to the Church Hall will open at 8:00 A.M. for arrival. Parents are asked to pull into the circle to allow a staff member to help your child out of the car and will give you the sign-in sheet. Please drop off your older children first as detailed above.
- Students that leave at 11:15 A.M. will be dismissed at the main office gate. Park and walk over to pick up your child at that gate.
- Students that leave at 3:00 P.M. will be led to their car at the morning arrival/dismissal gate.
- If you have older children that attend ICS, all children will be picked up at the PK gate.

ICS staff will direct both cars and students in a safe fashion. The entire car line dismissal process takes less than fifteen minutes.

Students will be dismissed at noon on the first day of school

Lunch

Students bring their own lunch; however, we ask that parents follow nutritional guidelines when packing a lunch. Students are not permitted to bring soda, candy, or caffeinated energy drinks. Chick-fil-A and Pizza lunches are scheduled for Monday and Fridays. You can order your child(ren) lunch in your FACTS Family Portal. Students should arrive at school with their packed lunch. We will not regularly accept, deliver or provide lunch to students when it is forgotten.

Health Services & Medication Policy

Emergency medical forms and authorization slips for each child must be on file in our school. It is imperative that all medical concerns and medications administered be listed on the appropriate forms. Forms must be completed with contact information. Any changes to address or telephone must be reported. Medication can be dropped off by the parent from 9:00 A.M. - 12:00 P.M. on either August 2nd, 3rd or 4th to the main office.

Extended Day Enrichment Program

The Extended Day Enrichment Program and Incarnation Catholic School is available to students enrolled in grades PK3 through Eighth. It is designed to provide a safe and nurturing environment with enrichment activities. The hours are 3:15 P.M. to 5:30 P.M. Registration is online at Aftercare Adventure Club | Pureimagination (pureimaginationonline.com) * This program will begin in September. Please register to reserve a spot and get up-to-date information on the start date and enrichment programs.

Parent Volunteers

We ask that you take an active role in your child's education and to volunteer at least 10 hours a year at Incarnation Catholic School. To volunteer at the school, parents must have completed fingerprinting and Safe Environment Training. The fingerprinting and Safe Environment training information can be found on the DOV website linked here: Safe Environment - Diocese of Venice We will also send you an electronic sign-up form to select the events/activities that you want to help with. It is mandatory for you to sign in and out in the office when you come to the school and track your hours in the Family Portal.

Supply Lists

Being well prepared is one of the keys to success. Outfitting your child and/or helping supply your Saints' class is one of the ways you set them up to RISE! The supply lists have been sent home and are in Resource Documents in the Family Portal. Supplies can be dropped off in your child's classroom on Monday, August 7th between 3:00 P.M. and 5:00 P.M.

Calendar

The calendar will continue to be updated on the Family Portal in FACTS and the website as various events are scheduled. Important dates are listed at the end of this document.

INCARNATION CATHOLIC SCHOOL | 2023-2024 (DRAFT) CALENDAR

1 Teacher's 1st Day 7 Meet the Teachers 8 K-8th grade, 1st Day – Noon Dismissal 10 PK3 & PK4 1st Day

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2 Lunch with Loved Ones
 15-16 Teacher PD
 19 Presidents' Day – School Closed

 Teacher PD Day
 Labor Day – School Closed

Closea

5 Teacher DOV PD Day

SEPTEMBER '23						
S	М	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH *24

S M T W Th F S

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

8 Teacher PD Day27 Teacher DOV PD Day28-29 Easter Break

6 Noon Dismissal 9 Columbus Day – School Closed

	OCTOBER '23						
S	М	T	W	Th	F	S	
1	2	3	4	5	6	7	
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22	23	24	25	26	27	28	
29	30	31					
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APRIL '24

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7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30

1-7 Easter Break

20-24 Thanksgiving Break

NOVEMBER '23						
S	М	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '24

S M T W Th F S 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

Noon Dismissal
 Last Day Students –
 Noon Dismissal
 Last Day Teachers

20 Noon Dismissal 21-31 Christmas Break

DECEMBER '23						
S	M	T	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

03 Teachers Back

08 Students Back

15 M.L. King Day – School Closed

28 Catholic Schools Week

JANUARY '24							
S	М	T	W	Th	F	S	
	1	2	3	4	5	6	
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14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

JULY '24						
S	М	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Faculty Directory

Name:	Position:	Room Number:	Email Address (@incarnationsc hool.edu)
Adams, Ben	Physical Education & Athletic Director	113 (STREAM Lab)	badams
Bach, Andrea	Kindergarten Teacher	115	abach
Boyette, Marie	6-8, Science, Technology Teacher & 6th grade Homeroom	201	mboyette
Burke, Theresa	Pre-K 3 Teacher & VPK Director	107	tburke
DeFelice, Irene	1st grade Teacher	117	idefelice
Eidel, Diana	5th grade Teacher	110	deidel
Gallagher, Patricia	Teacher Assistant	117	pgallagher
Gurcan, Melissa	Art & Library Teacher	103	mgurcan
Hiller, Lucy	Spanish Teacher	207	Ihiller
Hoffman, Rosanny	Pre-K 4 Teacher	116	rhoffman
Kaminski, Lexy	4th grade Teacher	111	Ikaminski
Lyons, Jacob	6-8, Theology, History Teacher & 7th grade Homeroom	208	jlyons
Lyons, Robert	6-8, Mathematics	207	rlyons
McAuliffe, Lisa	School Counselor	103B	Imcauliffe
McGibben, Tara	Administrative Assistant	Main Office	tmcgibben
Munoz, Andrea	Administrative Assistant	Main Office	amunoz
Pugliares, Roberto	6-8, Language Arts & 8th grade Homeroom	209	rpugliares
Raridon, Sherri	Teacher Assistant	115	sraridon
Scholl, Yvonne	Business Manager	Main Office	yscholl
Schwartz, Joan	3rd grade Teacher	112	schwartz
Smith, Madison	2nd grade Teacher	109	msmith
Traynor, Megan	Teacher Assistant	116	mtraynor
Yager, Amy	Principal	Main Office	ayager