

Immaculate Conception Cathedral School

2017 – 2018 Handbook

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Immaculate Conception Cathedral School 2017–2018 Handbook

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Immaculate Conception Cathedral School

Mission Statement

Cathedral of the Immaculate Conception:
As the Mother Church—
Serving Jesus in our Worship and Witness
Educating in our Catholic Faith
Uniting in our Diversity

The Suscipe

My God, I am yours for time and eternity.
Teach me to cast myself entirely into the arms of your loving providence with the most lively,
unlimited confidence in your compassionate, tender pity.
Grant, O most merciful Redeemer that whatever you ordain or permit may be acceptable to me.
Take from my heart all painful anxiety, suffer nothing to sadden me but sin,
nothing to delight me but the hope of coming to the possession of you,
my God and my All, in your everlasting kingdom.
Amen.

by Mother Catherine McAuley, the foundress of the Mercy Order

Upper School Alma Mater

Immaculate Mary keep our hearts forever true.
Eternally guide us 'neath your banner white and blue,
Our hearts will always wander
to our Alma Mater fair,
With faith for tomorrow and love shining ever there.

Preface

The purpose of this handbook is to convey to each parent and/or guardian:

1. The educational philosophy which governs ICCS;
2. The behavioral guidelines set down to enable each student to develop his/her potential; and
3. The everyday operational procedures of the school.

Admissions

ICCS accepts all students regardless of their religion, gender, or race. New students must have passing grades, positive teacher recommendations, and average or above average standardized test scores from the previous school. The principal has the right to accept a student deficient in one of the above areas only if she feels ICCS can meet the student's need.

Goals for ICCS Students

1. To believe in Christ, to develop Christian character, and to learn the Catholic traditions.
2. To respect one another.
3. To think critically, objectively, honestly and creatively.
4. To express oneself well in speech and writing.
5. To develop the skills and concepts needed in math, reading, language arts, science, social studies, computer, music, art, and library/research.
6. To prepare for leadership by accepting responsibility.
7. To learn health and safety rules through participation in physical education, fire drills, and other forms of safety instruction.
8. To learn to use leisure time to the best advantage.

Religious Education

The primary task of the religious education program at ICCS is to enable students to develop a relationship with God. The students learn to appreciate the Catholic liturgical tradition, the Bible, church teachings, forms of prayer, and reverence and respect for the presence of God in every human being and in the mystery of one's own personal life experience.

Contact Information

Lower/Middle School Office 725-2710
Lower/Middle School Fax 25-2715

Upper School Office 725-2705
Upper School Fax 725-2701
Upper School Student Attendance Line 435-5329

Admissions
Lower, Middle and Upper School 435-5344

Church Office 725-2700
Church Fax 725-2709

Website: <http://www.myiccs.org>
PowerSchool: <http://iccs.powerschool.com>

Preschool

Grades Pre-K and JK

The Preschool Program offered at Immaculate Conception Cathedral School is structured around age-appropriate activities carefully planned to foster positive intellectual, social, emotional, physical, and spiritual development. The daily schedule includes lessons and activities for both small and large groups, free play, outside play, rest time, snack time, and lunch. In addition, these students attend special classes such as PE, Music, Religion, Spanish, Library, and Art.

The School Day

The normal school day for PreK and JK students as follows:

Mon.	Tue.	Wed.	Thu.	Fri.
8:00 am– 2:45 pm	8:00 am– 2:45 pm	8:00 am– 2:45 pm	8:00 am– 1:45 pm	8:00 am– 2:45 pm
Recess: 11:30 am	Recess: 11:30 am	Recess: 11:30 am	Recess: 10:45 am	Recess: 11:30 am
Lunch: 12:05 pm	Lunch: 12:05 pm	Lunch: 12:05 pm	Lunch: 12:05 pm	Lunch: 12:05 pm

Note: When a noon dismissal is scheduled, PreK and JK students will dismiss at 11:45 a.m.

Student Drop-off and Pick-up

At ICCS we use a carpool drop-off and pick-up system for students. *Please see page 17 for a detailed map.* A teacher will escort each Pre-K and JK student to the morning care or classroom door.

Arrival

Between 7:30-8 am parents of preschool children will drop off students at the tower of the Cathedral Center. A teacher will escort each Pre-K and JK student to the morning care or classroom door.

For an easier start to the day we ask that parents try to drop children off by 7:50 a.m. For those children that may experience some separation anxiety we ask that you say goodbye outside the school door; long goodbyes intensify some students' separation anxiety and make for a difficult start to their day.

Dismissal

A teacher will escort each PreK and JK student to his or her driver's car at the Cathedral Center tower at 2:45 pm.

The *driver* is responsible for making sure the PreK and JK student is securely fastened into their car seat or booster seat and that the vehicle door is securely closed. We will not release a student without a properly installed car seat.

Students not picked-up after 15 minutes following dismissal will be escorted to the after school care program under the direction of ICCS. Parents/guardians are responsible for any fees charged for this service.

ICCS will only release students to the individuals listed on the student's Authorized Pick-up document filed with the student's registration paperwork. Any modifications to this list must be made in writing by the student's parent or guardian to the child's teacher and copied to the main school office. If your child will be going home with someone other than the individual who normally picks him or her up the student's teacher must be notified in writing prior to the child's dismissal. ICCS will not release a student to an adult unless this person is authorized to pick up the

student. *Note: an authentic email from the parent/guardian may serve to fulfill the “in writing” requirement.* Please ask the person authorized to pick up your child to have an ID ready to present.

Immunizations

Prior to a student entering Pre-K and JK, parents must provide proof of immunizations to the school on the required State of Tennessee Health Department Immunization Record (Temporary or Permanent). ICCS is required to file a report with the State of those students who do not meet this requirement. This record is available from your child’s personal physicians’ office or from the Health Department provided you can supply them with your child’s shot records. The original record must be on file in the school office or you may be asked to withdraw your child from our school.

Health

ICCS does everything possible to ensure a safe, healthy environment for our students and teachers. In order to keep our students and staff healthy, students *must* be healthy prior to arriving at school. Students with a cold, fever, rash, deep cough, runny nose, diarrhea, or vomiting within the last 24 hours may not attend classes. **Your child must be symptom free for 24 hours before being allowed to return to school.** If a student exhibits symptoms of illness a parent/guardian will be called to take the child home and they must remain at home for at least 24 hours. Students with consistently runny noses due to allergies will need a doctor’s note stating that the symptoms are not contagious.

It is imperative that the school monitor contagious illnesses. Please report any communicable illness such as Chicken Pox, Measles, Mumps, Strep Throat, Head Lice, etc. to your child’s teacher and the school office immediately.

Medications

The Diocese will not permit teachers to dispense medications to students for any reason. Additionally, medications may not be kept in the classroom or in a child’s backpack. If your child must take medication during the school day:

1. A parent/guardian must complete the school’s Authorization to Dispense Medication form.
2. A parent/guardian must supply the medication in the original container to the school office. Students on the lower school campus are not permitted to carry medications onto or from school grounds.

No child is allowed to administer or carry medications on the ICCS campus.

Toilet Training

Students must be completely toilet trained to be admitted to our Preschool; no pull-ups or diapers may be used by the child on the school property during the school day or during after school care. Each child’s class will go to the bathroom several times during the school day, and students will be allowed to go the bathroom at other times throughout the day as needed.

Although we realize that accidents happen, a meeting will be requested after the following:

PreK: accidents 3 times within 10 attended school days

JK: accidents 2 times within 10 attended school days

The student’s parent/guardian, teacher, and school counselor or administrator will evaluate the reason for the difficulty and create an action plan to help the student achieve success in a timely manner.

Lunch

Parents are encouraged to enroll their child in the hot lunch program from our school caterer Delectable D&W Food Service, which provides a variety of healthful foods. Parents also have the option to provide a sack lunch for their child.

Please notify your child's teacher and the school secretary if your child has a food-related allergy. We also recommend that you complete the Authorization to Dispense Medication form and provide the medication to counteract the reaction to the school office the child's first day of school.

Snacks

Parents are required to provide a nutritious, non-messy morning snack for their child each day.

Clothing

Uniforms are required and can be purchased at Parker Uniforms. Please write your child's name (first and last) in all clothing and shoes.

Outdoor play is an important part of PreK and JK students' daily routine. The students should be properly prepared with outerwear (jackets, sweaters, coats, hats, scarves, and gloves) to play outside everyday, with the exception of inclement weather. Students must wear tennis shoes.

Each Pre-K and JK student should have a change of season-appropriate clothing. Additionally they should wear tennis shoes or sneakers. Sandals, flip-flops, boots and rain boots, and dress shoes are not appropriate or safe for playtime. Clothing should be comfortable and easy to handle. The children should be able to take care of their own needs, such as restroom use, as independently as possible. Please do not send your child to school with belts, suspenders, or snap-button body suits.

Textbook and Supplies Fee

A \$150 fee for supplies, textbooks, and materials is due prior to the first day of school.

Conferences

Our teachers will have conferences at the end of the first nine weeks when the first *Progress Report* of the year is sent home. However, if any problem arises with your child, the teacher will contact you for a conference. If at any time you would like to schedule a conference with a teacher, feel free to contact the teacher by email, voicemail, note, or through the school office. It is our intention that parents and teachers keep open lines of communication throughout the school year.

Service Hours

Each family is required to complete 20 service hours per school year. Some ways that families can earn service hours are lunch duty, recess duty, going on field trips, working in the library, donating items for class parties, or by attending monthly HSA meetings.

VIRTUS Training

In order for parents/guardians to be actively involved on campus (coaching, field trips, recess duty, helping in the classroom, etc.) they must complete a VIRTUS training course through the Diocese of Memphis. A listing of class offerings can be found at: www.virtusonline.org. A copy of your certificate must be filed in the school office.

Preschool Discipline Policy

Social/emotional, physical, cognitive and language are the four predominant areas of development for preschool aged children. These four categories are closely intertwined, and each area directly influences all others, which requires the teacher to pay attention to every aspect when guiding children's learning. This disciplinary policy stems from the need to create an environment that promotes a strong social/emotional platform upon which to build a sense of self, taking responsibility for self and others, and behaving in a prosocial way with confidence, courtesy and respect within their peer group. It is imperative for school readiness that any shortcomings in the predominant aspects of social/emotional development be addressed so that the physical, cognitive and language concepts are more easily and readily grasped.

Our staff promotes a positive, proactive approach to classroom management with the use of techniques that include coaching, role-playing, redirection, American Sign Language, and positive praise as tools to encourage good behavior.

Classroom Rules

- I will be a first-time listener.
- I will put things away.
- I will keep my hands and my feet to myself.
- I will share.
- I will take turns.
- I will raise my hand to speak.

Each student is expected to follow the classroom rules each day and parents will be notified of their child's conduct in their communication folder daily. Children will receive positive reinforcement, such as praise and stickers, for making good choices. We encourage parents to check the communication sheet in their child's folder daily to extend praise at home for good behavior at school.

However, as children discover their own personalities, responsibilities, and independence, they may occasionally have difficulties with other children or following the rules. When rules are broken, methodologies are in place to help the child understand the consequences of negative behavior.

Procedure for dealing with persistent difficult behavior that inhibits normal classroom instruction:

- If a child continues exhibiting non-compliant, disruptive or physically aggressive behavior, the school will send a note home to the parent detailing the issue. We may also inform parents by email and communication folder that additional steps must be implemented to encourage good behavior.
- Should the negative behavior persist above and beyond the limits of the preceding corrective measures, a parent, teacher, guidance counselor and /or principal conference will be requested to meet as a team to develop a positive action plan to help redirect the child's behavior.
- Should non-cooperative, disruptive or physically aggressive behavior continue after cooperative efforts by the parents and teachers are implemented, a conference will be scheduled with school's guidance counselor.
- After (and only after) all possible attempts have been made to allow the child to comfortably assimilate into a nurturing preschool environment and no acceptable solution can be mutually achieved, termination of care will result until the child is deemed developmentally ready for the social experience of preschool.

Biting Policy

Procedure for dealing with persistent difficult behavior that inhibits normal classroom instruction:

- *First Incidence:* Administration will be notified, and parents will be informed by email and communication folder that additional steps must be implemented to encourage good behavior. The child will be placed in time out for one minute per year of age.
- *Second Incidence:* Administration will be notified, and parents will be contacted. Depending on the severity of the incident (such as a bite breaking skin, etc.), the parents may be asked to take the child home for the remainder of the day. A parent, teacher, school counselor, and principal conference will be requested to meet as a team to develop a positive action plan to help redirect the child's behavior.
- *Third Incidence:* Administration will be notified, and parents will be contacted to take the child home for a 1-day suspension. A conference will be scheduled with the school counselor.
- *Fourth Incidence:* A meeting will be scheduled with the principal to discuss admission status.

After (and only after) all possible attempts have been made to allow the child to comfortably assimilate into a nurturing preschool environment and no acceptable solution can be mutually achieved, termination of care will result until the child is deemed developmentally ready for the social experience of preschool.

Lower/Middle School Campus *Grades K-8*

Academic Requirements for Participation in Athletics

Academic Eligibility

Lower School students must maintain a “C” or better in all academic classes and an “S” or higher in all special classes and all areas of conduct.

All students are assessed at progress report time and at the end of each grading period in grades 5-8.

Mid-Quarter Progress Report

All grade 6–8 school students must earn a “C” or better in all academic classes and an “S” or higher in all special classes and all areas of conduct. Those that do not will be allowed to practice but NOT PLAY in scheduled games. Students will not be allowed to attend games if they are banned from practice. Grade 6–8 students with a “D” or “F” must arrange additional tutoring time with teachers. Students may resume eligibility at the end of the grading period, if the grades on the report card are in good standing. If the student fails to follow policies, he or she may be asked to withdraw from the team.

Report Card Assessment of Progress

All students must earn a “C” or better in all academic classes and an “S” or higher in all special classes and all areas of conduct. Failure to do so will result in the student being ineligible from both practice and games until the next progress report is issued.

Attendance on Game Days

A student must attend five sequential class periods on the day of a scheduled or make-up athletic event.

Arrival and Departure Procedures

We ask that you read and follow these procedures carefully to ensure the safety of those on campus and those being dropped off or picked up.

Grades K–5

Morning

Parents should enter the parking lot at the east driveway on York Avenue and will exit onto Rozelle Street (right turn only). Students in grades K–5 who arrive between 7:30–7:55 will go to their classrooms.

Students who arrive after 7:55 am are tardy and will check in at the Lower School Office.

Afternoon

Students will be dismissed from the covered walkway adjacent to the Cathedral Center courtyard.

At 3:15, teachers will escort any students not yet collected to the cafeteria, where they will go to extended school care until their parents arrive.

Morning

Parents should enter the parking lot at the east driveway on York Avenue and will exit through the west driveway.

When exiting onto York Avenue, parents will only be allowed to turn left. Students arriving before 7:55 will go to their homeroom. Students who arrive after 7:55 are tardy and will check in at the lower school office..

Afternoon

At dismissal, students may be picked up at the Cathedral Center Courtyard.

At 3:35, teachers will escort any students remaining to the cafeteria, where they will go to extended-school care until their parents arrive.

Daily Dismissal for Grades K–8

School will dismiss for students in grades K–8 as follows:

	Mon.	Tue.	Wed.	Thur.	Fri.
K–5	3 pm	3 pm	3 pm	2 pm	3 pm
6–8	3:19 pm	3:19 pm	3:19 pm	2:06 pm	3:19 pm

All other early dismissals are announced or published in school correspondence, calendars, and on the website.

The following are important Arrival and Departure notices and reminders:

- Students may not be picked up by their ride from Central Avenue.
- Students walking home from school should have a pre-determined route with their parent, guardian, or caregiver.
- Students needing to cross Central Avenue should do so only at the intersection of Central and Belvedere. Students must use the crosswalk.
- **Parents should not park in the campus parking lot at anytime. All spaces are reserved for faculty and staff.**
- Parents should not leave their vehicle at any time while on campus. This is for the safety of the students, the Dismissal Attendant, and the parents. Dismissal is not a time to have discussions with teachers.
- The East-side of Rozelle is a No Parking area.

Asbestos Policy

As required by the US Environmental Protection Agency, our school is inspected every six months for changes in condition of asbestos-containing building material. Our last inspection showed no discrepancies. Our asbestos is covered by floor tile and carpet. A copy of the Asbestos Management Plan for the school is on file in the school office. You are welcome to review it.

Attendance and Tardiness

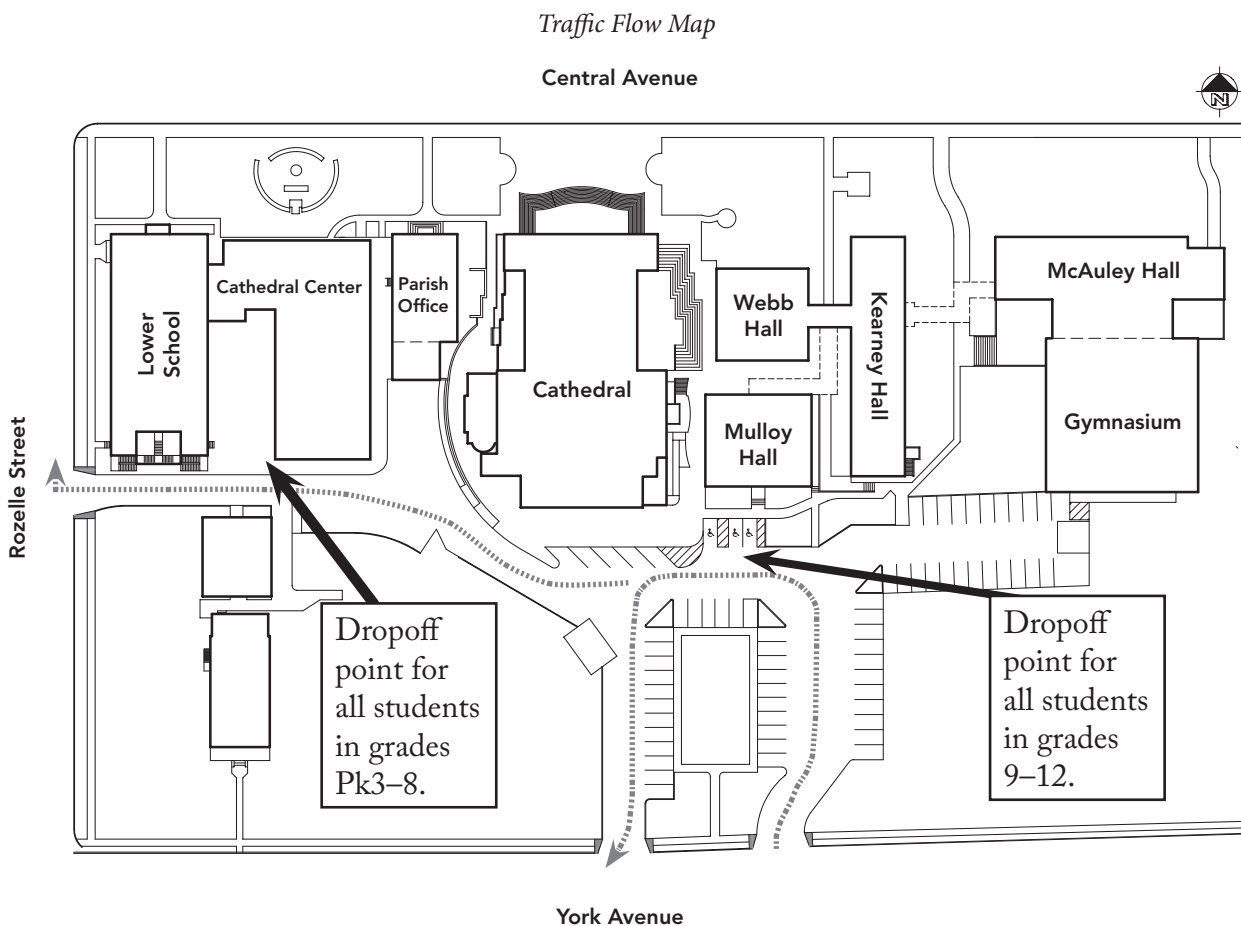
Regular and prompt attendance is a school requirement and is essential for students’ academic success and promotion. A student must have a pattern of regular attendance and must arrive on time in order to obtain the full benefit of the academic program. Excessive absences or repeated tardiness handicaps the individual student and has a negative effect on those who make the effort to be on time for school. A student is considered tardy if he/she is not unpacked and seated in their homeroom or class by 7:55 am.

Appropriate reasons for a student’s absence or tardiness include illness, emergency, bereavement for a family member, religious observance, medical or legal appointment that cannot be rescheduled. Absences or tardiness for reasons other than those listed above will be excused at the discretion of the administration. Any absence or

tardiness affects the Perfect Attendance Award. All lower school students must maintain a zero absence, early check out and tardy (excused or unexcused) status to obtain a “Perfect Attendance” award.

The following policy outlines procedures to ensure efficiency and convenience for the administration and faculty to monitor daily attendance:

- Parents of students in grades K-8 must notify the school by 8:00 a.m. if their child will be absent, late, or required to leave school early.
- Parents/Guardians must provide written notice (such as a doctor’s note or parent note) to the teacher acknowledging a student’s absence upon the student’s return to school. The teacher will keep these notes on file. This document is necessary for the school to confirm an excused absence and address any discrepancy in the student’s attendance record that might arise during the school year. The documentation will be destroyed at the end of the school year.
- Class work must be requested in conjunction with the attendance notice. Class work or homework assignments and books may be picked up in the school office at the end of the day. Books and assignments for students in grade 6–8 should be picked up from their homeroom teacher at the end of the day.
- A parent or guardian must notify the school in writing of a planned absence. These absences will be excused at the discretion of the administration based on the reason and length of the absence as well as the student’s academic and attendance records. Students who are absent for unexcused reasons will be given make-up work only upon their return.



Tardiness

- o K to 8th Grade
- o After the fifth tardy, parents will be contacted, and a conference will be scheduled with the school counselor.
- o After the second set of four tardies, parents will be contacted, and a conference will be scheduled with the parents, principal, and school counselor to develop a positive action plan to help the student get to school on time and detention will be assigned.
- o Excessive tardiness may result in further disciplinary actions.

Absences

- o If a student has four (4) unexcused absences (*vacations taken during school days, any absence without a note*), the principal or assistant principal will contact the parent or guardian to discuss the absences.

The principal and assistant principal shall review attendance records and initiate appropriate actions in accordance with the school-wide Discipline Policy to address student absences and tardiness.

Bullying/Cyberbullying/Discrimination/Harassment/Hazing

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion. Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited.

Physical aggression, verbal, written or graphic expression, social isolation and alienation or other behaviors targeting individuals are forms of violence that are not acceptable. These behaviors may:

- Physically harm a student or damage a student's property;
- Knowingly place a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Cause emotional distress to a student or students; or,
- Create a hostile educational environment.

Students who engage in such behaviors will be subject to mandatory counseling, suspensions from school activities and/or expulsion at the discretion of the principal. The school may discipline students for off-campus behavior if such behavior creates a hostile, intimidating or threatening environment for one or more students or if such behavior substantially disrupts the orderly operation of the school.

Students who feel victimized by or who have knowledge of such behavior toward a student or students should report that to the school counselor or principal. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school. Retaliation against those who report or who participate in an investigation is strictly prohibited. Students who deliberately submit false reports will be subject to appropriate disciplinary consequences.

When appropriate, such behavior will be reported to law enforcement. Parents are encouraged to report threats of violence or harm to their children to law enforcement, particularly if perpetrated electronically.

Cafeteria Service

Parents are encouraged to enroll their child in our daily hot lunch program provided by our campus caterer Delectable D & W Food Service. Parents may also elect to provide a sack lunch each day for their child. Parents are welcome to eat lunch with their child after checking in at the office.

Cheating

Cheating of any type—including, but not limited to plagiarism—will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion. In grade 6–9 the student is given a zero on the assignment, a detention (Level II), and the parent is contacted.

Child Abuse Laws

ICCS abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Cell Phones and Electronic Devices

If electronic devices must be brought to school, ICCS and its faculty and staff are not responsible for devices that are lost, damaged or stolen.

Students in grades K–5 may keep cell phones and electronic devices in their backpacks during the day. All devices must be turned off and may not be accessed during the day. Failure to follow policy will result in a demerit for the student and the device will be taken to the office and must be picked up by the student's parent.

Students in grades 6–8 must sign in their cell phones and Apple Watches to their homeroom teacher upon entering the school building. Devices must be turned off and may not be accessed during the day unless given permission by the teacher. Students may have their devices back at the end of the school day. The teacher will lock up electronic devices left overnight.

E-readers (Kindle, Nook, etc) and Laptop/Tablet computers

E-readers and laptop/tablet computers are allowed at designated times to access electronic textbooks and reading materials and to facilitate completion of assigned academic exercises. They may not be used to play games or for casual internet usage. Classroom teachers reserve the right to take up or ask students to put them away if they become a distraction or are used inappropriately. Failure to follow policy will result in disciplinary actions. ICCS also reserves the right to ask specific students not to bring devices to school if they cause a repeated disturbance in the classroom.

Other electronic devices

Students are strongly discouraged from bringing unneeded electronic devices to school. However, should the student need to bring it to school, they should put it away before entering the building. In grade 6–9, students should turn these devices in to their homeroom teacher upon entering the classroom in accordance with cell phone policy. Other devices include but are not limited to hand-held gaming devices (Nintendos, Playstation etc), music devices (iPods, mp3 players etc), and cameras. All devices should be turned off when given to the teacher. *ICCS administration, faculty and staff are not responsible for any electronic devices brought to school by students and will not be accountable if the devices are lost, stolen or damaged.*

Miscellaneous

Field trips – use of electronic devices on field trips is at the discretion of the organizing teacher(s).

Headphones – Headphones are provided in the lab if students are instructed to use them.

Other personal items – Classroom teachers reserve the right to 'hold on to' for safe keeping other personal items brought from home that are not needed during the school day. These will be returned at the end of the day. Personal items include but are not limited to musical instruments (except for music class), skateboards and scooters, athletic equipment, clothing or overnight bags and materials for projects in other classes. ICCS personnel are not responsible for personal items if they are lost, stolen, or damaged.

Communication between Parents and Teachers

It is our objective to be accessible to parents in an effective and efficient manner. There are a number of avenues to maintain communication between home and school including:

1. Report cards (*PreK-K*)
2. Agenda books
3. Conferences
4. HSA
5. Wildcat Wire
6. Calendars
7. Voicemail
8. Progress reports (*MS*)
Weekly folders (*ES*)
9. E-mail
10. PowerSchool
11. MyICCS.org website/
Haiku

ICCS requires a parent-teacher conference at the conclusion of the first grading period (Quarter 1). The teacher, parent, counselor, or principal may request additional conferences. Parents requesting a conference should contact the student's teacher. The teacher will respond to emails and phone calls within one business day.

Contact Information

Parents are requested to notify the school office in writing of any changes of email address, telephone numbers, addresses and emergency contacts so that office records may be accurate, complete, and up to date.

Custody Records

The school office should be provided with current custody papers if these papers pertain to visitation or pick-up authorization of a parent or individual. The school must have a copy of custody papers in order to enforce.

Discipline

The main objective of the school is to create a positive, structured atmosphere in which each student can thrive academically and exhibit proper behavior and self-control. In order to provide a successful learning experience it is important to establish consistent classroom procedures and guidelines for behavioral expectations. The following are campus-wide discipline procedures for grades K-8 that will ensure students are able to learn in a safe and nurturing environment.

Building and Playground –General Conduct

Each person is asked to keep the school and the grounds clean and in good condition. Rules of the building and playground include:

- Students should not play in the front yard or behind or between parked cars.
- If the students need to leave their class or playground, they will walk in pairs at all times on campus.
- No one is allowed to leave the playground without permission from an authorized adult.
- Respect and good sportsmanship must be displayed to all on campus.
- Bicycles are to be locked to the bicycle stand. No child is to take another's bicycle from the bicycle stand. Cyclists should wear a proper safety helmet.
- Gum chewing is not permitted on school grounds. Students caught chewing gum during the school day will be issued a demerit.

Discipline Policy

Depending on the infractions, students who choose not to follow the rules of the ICCS campus will face detention, ISS (In-School Suspension), and OSS (Out-of-School Suspension). Kindergarten and first grade students who choose to engage in serious offences will be immediately referred to the administration. Depending on the severity of the offense, students may be asked to stay home for a day or more. Students who bite or leave a mark on another child will be sent home for the day. This will not be considered an OSS; instead, it is an alternative consequence for our younger students. Student will be expected to complete assignments during this time away from school. Repeated behaviors may result in students being placed on Disciplinary Probation.

Other options available to the K–5 teachers include, but are not limited to loss of recess time, silent lunch, or additional written assignments.

Students in grades K–5 have the following scale for citizenship grades:

E - Exemplary

S - Satisfactory

N - Needs Improvement

Disciplinary Probation

Disciplinary Probation is a serious consequence that may be assigned to any students in any grade. Disciplinary Probation is a time for students to focus on making better choices in regard to their conduct. While on Disciplinary Probation, students will meet with the school counselor to work on skills that will allow them to better contribute to the learning environment of their school community. If during the Disciplinary Probation period a student earns additional demerits, additional consequences will be at the discretion of the administration. **Terms of Disciplinary Probation will be determined by the administration.**

Referrals

When a student continues to struggle with his/her conduct choices, a conference with the family and the school counselor will be scheduled. In order to best serve the student and to protect the learning environment in every classroom, an evaluation may be recommended. If the evaluation recommends counseling or an intervention program, a student's continued enrollment will be contingent upon following said recommendations. Parents will be notified by the school counselor.

Dismissal and Expulsion

A student will be asked to withdraw from school if his/her conduct is such that the learning community at ICCS is no longer beneficial to the child, if the student continues to be disruptive to the learning community, or if the student poses a possible threat of harm to self or other students.

Off Campus Behavior

Students will remember that they are representatives of ICCS at all times, even when they are off campus or on-line. If a student's conduct and choices reflect detrimentally on the school, disciplinary actions may be taken by the administration.

ICCS reserves the right of the administration to waive and/or deviate from the disciplinary regulations for just cause.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function will face suspension or expulsion.

Eligibility for Activities

Academic eligibility

All students must be in good academic standing before they can sign up for a club, team, dramatic or musical presentation, or any other school sponsored activity.

Maintaining academic eligibility

Students must maintain a "76/C" average in classes in order to remain eligible for sports or other extra-curricular activities. Assessment of student progress is as follows: Students with an "F" at the quarter may not play for two weeks but may practice. At the end of a two-week period, the student's grade will be assessed. A student may return

to full status in athletics or club activity when she meets the academic eligibility requirements. After the two-week period, if a student still has an “F” in any subject, the student may not play or practice, or participate in the club activity. Re-assessment will follow every two weeks.

Students with more than one detention also may not participate in school-sponsored activities. Enforcement of the academic policy will be handled by the Athletic Director or sponsor of the extra-curricular activity/activities, and by the administration.

Emergency Drills

State Law requires that fire drills be held monthly and tornado and earthquake drills held periodically. All safety drill procedures are reviewed with students prior to the actual drill. Students must remain silent and follow all directions during an emergency drill.

Extended School Program / Student Supervision

Lower school students will not be allowed to wait unsupervised on school property, outside the school, or in the hallways or the gym after dismissal for their ride. **The school is not liable for any harmful action that occurs after school hours if a child is not in the extended school program.**

An after-school program is available on campus under the direction of ICCS.

Any student in grades K–5 who is not picked up by 3:15 pm will go immediately to the extended school program. Those in grades 6–8 will be taken at 3:35 pm. On Thursdays the pick up time is 2 pm, students in grades K–8 not picked up by 2:15 pm will go immediately to the extended school program. Parents/guardians are responsible for the fees charged. Students who are not picked up on time consistently will be required by the principal to register for the extended school program. ICCS reserves the right to dismiss any student from the ESP for disruptive behavior.

Upper school students may pick-up lower school students at dismissal from their assigned dismissal location. The parent/guardian of the upper school student and lower school student(s) must submit acknowledgement and permission for the student to be picked up by the upper school student to the lower school student’s teacher. The teacher will take it to the office where it will be placed in the student’s file along with their Pick-up Authorization Form. Upper school students participating in this dismissal procedure will be responsible for the supervision of the student entrusted to their care. If this student is found unsupervised on the school campus the school may revoke the privilege of this dismissal provision and require the student to be placed in the extended school program directed by ICCS. The parent/guardian will be responsible for the fees charged. Students who participate in sports or other school related activities must be picked up at the designated time and place.

Field Trips

School field trips must have the approval of the school principal and are to be of an educational nature. Students must turn in a signed permission form provided by the school. A note or email from the parent will not take the place of the form. As well as the items listed below, all students must wear a seatbelt or provide an appropriate booster seat and must not share a seatbelt. Parent drivers are not permitted to take side trips from the designated destinations. Participation on a field trip is a privilege, not a right.

In compliance with policies set by the Catholic Diocese of Memphis, ICCS observes the following restrictions for volunteer field trip drivers:

- Volunteer drivers must be 21 or older.
- Volunteer drivers must have VIRTUS certification.
- Volunteer drivers must pass a police background check.
- Volunteer drivers must complete and pass a 20-minute online defensive driving training, available on the Catholic Mutual Insurance Company's website.
- Volunteer drivers must present proof of insurance.
- Volunteer drivers must sign a volunteer driver form, available in the LS/MS office.
- Unless travelling with their own parents or guardians, at least two adults must accompany any students in any vehicle used for trips related to school activities or events.

Grading

Parents/guardians have constant access to their child's grades and progress through PowerSchool, a username and password protected on-line site. Teachers are required to update student grades weekly. PowerSchool provides parents/guardians the option to receive weekly emails on their child's progress and attendance and school bulletins.

Academic Grade Scale

A	=	93-100
B	=	85-92
C	=	76-84
D	=	70-75
F	=	Below 70
I	=	Incomplete
NG	=	Not Graded

Non-Academic Grade Scale

S	=	Satisfies Expectations
N	=	Needs Improvement

Grievance Policy

This policy ensures that issues and concerns are addressed in a timely manner. Our end goal is to reach a resolution to a concern or issue in a timely manner so that the student's academic success is not compromised and that the line of communication remains open.

In order to provide the best line of communication, we ask that parents who have a classroom concern or issue follow the protocol below:

- Because most issues and concerns can be immediately addressed and rectified by talking directly with your student's teacher, parents should first contact the teacher by phone or email to notify him or her of your concern. The teacher will then have one business day to contact the parent either by phone or email to address the concern or to schedule a meeting.
- If the parent feels that the teacher did not appropriately address the concern, he or she may then take the concern to an Administrator (Vice-Principal, Principal). The Administrator will have one business day to respond and will then have up to two business days to research/investigate the issue. The Administrator will then contact the parent to schedule a meeting.

Handbook Amendments/Issues Not in Handbook

The school reserves the right to amend the policies in this handbook at the discretion of the principal. Any changes to the handbook will be communicated to parents/guardians. If an issue should arise which is not expressly discussed in the handbook, the principal will handle the situation using his/her professional judgment and the guiding principles of the school.

Health

ICCS does everything possible to ensure a safe, healthy environment for students and teachers. In order to keep our students and staff healthy, students *must* be healthy prior to arriving at school.

Parents are required to pick up their child if the child's temperature reaches 100 degrees. Children cannot return to school until free of an elevated temperature for 24 hours. ICCS will not distribute temperature-reducing medicines and will not allow the child to return to the classroom.

Students with a fever, rash, deep cough, diarrhea, or vomiting within the last 24 hours may not attend classes. Students must be symptom free for 24 hours before being allowed to return to school.

If a student exhibits symptoms of illness, a parent/guardian will be called to take the child home and they must remain at home for at least 24 hours. Students with consistently runny noses due to allergies will need a doctor's note stating that the symptoms are not contagious.

In addition it is imperative that the school monitor contagious illnesses. Please report any communicable illness such as chicken pox, measles, mumps, pink eye, strep throat, head lice, etc. to your child's teacher and the school office immediately.

If lice or lice eggs (nits) are found on a child or a child has any other contagious illness, the child will need to leave immediately and provide proof of treatment and be nit free before being allowed to return to school.

Homework

Homework is a necessary part of a child's education, usually started under the supervision of the teacher and completed by the student. Homework may include class work that was not completed during the school day. The amount of study time and effort will vary depending on the individual student. Cooperation between home and school will ensure fulfillment of this requirement.

Weekly folders go home for students in grades K–5. Parents are to review the student's work and return the folder with their signatures. For students in grades 6–8, parents should check PowerSchool, Haiku and student agendas to review student progress.

Honor Roll

At the end of each grading period, students will be recognized for their accomplishments.

To be eligible for first or second honors, a student must meet the following conduct requirements:

- 3rd-8th grade: S in citizenship in all academic and specialty classes

First honors are awarded to students in grades 4-8 who have all A's in all subjects and have met the citizenship requirements. Grade 3 students who meet the all A's and citizenship requirements will receive a First honors award for Quarters 3 and 4 (the second semester of the school year).

Second honors are awarded to students in grades 4-8 who have all A's and B's in all subjects and have met the citizenship requirements. Grade 3 students who meet the all A's and B's and citizenship requirements will receive a Second honors award for Quarters 3 and 4 (the second semester of the school year).

Items Not Allowed at School

For all students, items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, toys, laser lights, gum, or anything that will detract from a learning environment are not

allowed at school. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Any items that are taken away from students will be returned to the parents/guardians.

Immunizations

All students entering school at ICCS must provide proof of immunizations to the school. Students entering Kindergarten must provide proof of immunizations on the State required State of Tennessee Health Department Immunization Record (Temporary or Permanent). ICCS is required to file a report with the state of those students who do not meet this requirement. This record is available from the child's personal physician's office or from the Health Department provided you can supply them with your child's shot records. Without this original record on file in the school office you may be asked to withdraw your child from our school.

Make-up Work

Following an absence or missed class, it is essential that the student consult his/her teacher/s in order to arrange for make-up work. This is the responsibility of the student. The student will be expected to complete all missed assignments. Students will be given one day for each day missed to make up assignments. Work not turned in within the allotted time will be given the grade of a zero.

Tests and make-up work must be arranged with the teacher.

Medications

Prescription drugs and over-the-counter (OTC) medicine should be dispensed by a parent or guardian and should be taken at home. Only when the medicine must be dispensed more often than three times a day or with lunch should the school be involved. Medicine must be brought in the original container and left in the school office.

The Prescription and Over-the-Counter Medicine Authorization form must be completed before any prescription or OTC medication will be dispensed by the school.

If a doctor prescribes an OTC medication that must be taken at school, the following procedure should be followed:

1. A physician's authorization written on a prescription pad is required for each medication. The authorization must include the name of the medicine, amount of dosage, times to be given, and how long this particular medicine is to be administered to the student. The school will accept no verbal authorizations from the parent, guardian, or physician.
2. The parent should bring the over-the-counter medication to the office in the original, labeled container. The container must display the student's name.
3. Students may not distribute or receive medications or OTC drugs from each other.
4. Parents may come to school to administer medication.

Phone Use

The school office phone is to be used for school business. Students may use the phone for urgent cases only, and a written note from the teacher is required before a student will be allowed to use the office phone. Students may only use the classroom phone with teacher permission. Students may not use their personal cell phone during school hours.

Record Keeping

Teachers take attendance at the beginning of the school day. Tardy students must check in with the school secretary. Students must check out with the school secretary when leaving school early. The secretary will amend student's

attendance record for Tardy and Early Out in the school's permanent attendance files. Students check in and out of the LS office (PreK–5) or the US office (6–8).

Report Cards

A report card is provided at the end of the terms (Quarters 1, 2, 3, and 4) for PreK, JK and Kindergarten students. PowerSchool Quick Lookups are provided at the end of Quarter 1, during the Parent-Teacher Conference, for students in grades 1–8. Grades are available to parents, guardians, and students in grades 1–8 electronically through PowerSchool with the exception of the one-week period following the end of each term: Quarters 1, 2, 3, and 4, during which time administrative processes are performed and term grades are stored to the student's file.

Request for Paperwork

At least one week's notice should be given in writing for any requests for letters of recommendation, transcript requests, or evaluation forms for doctors, etc. This will give the administration and faculty enough time to properly prepare paperwork. Transcripts cannot be processed if there are any unfulfilled financial obligations to the school.

Retention

After assessing first semester grades, parents of students who are in danger of retention will meet with teachers and administration in January with frequent follow-ups afterwards for the rest of the school year. Students on Academic Probation will meet more frequently, and their parents will receive a formal letter from the administration. Students who fail Language Arts or Math will be required to attend summer school that has been approved by the administration. A student who fails Language Arts and Math will be retained. A student who fails three or more subjects, regardless of subject, will be retained or asked to withdraw from ICCS.

School Safety/Harassment

Verbal, written, or online threats made against the physical or emotional well being of any individual are taken seriously. Students making such threats seriously or in jest will be sent to the principal and face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behaviors face detention, suspension, and/or expulsion.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks belonging to the school that are used by the student must be properly covered. The parent is responsible for replacement of damaged or lost textbooks.

Parent Service Hours: Grades Pre-K – 8th Grade

ICCS families are encouraged to contribute a minimum of 20 service hours to the school; these are per-family hours, not per-student hours. Service hour forms are available from the school office or online. You are responsible for completing the service hour form to reflect your activities and for filing this form with the school office. The

intention of the service hour program is to encourage the participation and involvement of all ICCS families in the activities on and around the campus. Through the fulfillment of service hours, we hope to promote a sense of community on the campus. Service hours are earned by participating in any of the school's activities and events. Service hours are awarded for events/activities such as: Home and School Association (HSA) Officers or Committee Chairpersons, VIRTUS Training, Coaches, Assistant Coaches, Advisory Council Members, Scout Leaders, Homeroom Parents, etc. Service hours can also add up by volunteering at school in various ways such as helping with a field trip, attending a HSA meeting, helping in the school library, lunch duty, recess duty, clean-up days, helping in school office, etc.

Service Hours: Grades 6–8

All student in grades 6–8 are required to complete service hours as part of their Religion education. These hours may be performed in their church, school or community. It is the student's responsibility to keep up with their service hour status and file the appropriate service hour forms with school administration. Eighth grade students must complete 24 hours of service in order to participate in end ofyear activities.

6th graders are required to complete 9 hours divided over the first three quarters of the school year—3 by the end of Q1, 3 by the end of Q2, and 3 by the end of Q3.

7th graders must complete 15 hours divided over the first three quarters of the school year—5 by then end of Q1, 5 by the end of Q2, and 5 by the end of Q3

8th graders must complete 24 hours divided over the first three quarters of the school year—8 by the end of Q1, 8 by the end of Q2, and 8 by the end of Q3.

Snow Days

The Superintendent of the Catholic School System will make the final decision on postponing classes in the event of inclement weather. Postponement of school and/or early dismissal due to inclement weather is announced on television and radio stations.

Social Networking

While students are not prohibited from enrolling in social networking sites at home, these sites may not be accessed on school property as per the technology use agreement.

ICCS administration and faculty reserve the right to act on information gained from social media sites if:

- The student makes disrespectful or threatening statements about ICCS, its administration, faculty or staff.
- The student makes disrespectful or threatening statements to or about other students (includes threats and bullying).
- It is felt that students are a danger to themselves or to others.

Faculty and administration may not be aware of all events that take place outside of school or online but should threats or bullying occur, school personnel should be notified by the parents or student so that it may be monitored on school property and stopped should it occur. **Parents are encouraged to address these problems directly with the other student's parents first.**

Parents are also encouraged to talk with their children about social networking sites and their dangers. Parents should monitor their child's online activities.

Pre-teen online guidelines (adapted from Safekids.com):

1. Do not give out personal information online (address, phone number, location, etc).
2. Tell parents if someone makes you feel uncomfortable online.
3. Never agree to meet someone in person that you met online.
4. Never send pictures of yourself online or through cell phones.
5. Parents and children should agree on times and limits for online usage.
6. Do not give out passwords to accounts (except to parents).
7. Parents may want to keep the passwords secret from their children to monitor social networking usage.
8. Check with parents before downloading software.
9. Be a good online citizen and do not engage in illegal activities or hurt others' feelings.

Sports Program

Grades K-8 participate in the Parochial Athletic Association (PAA) through the Diocese of Memphis. For more information or to speak with the Athletic Director, contact the school office. For additional information on eligibility for participation, see the section, "Eligibility for Activities."

Suspensions

Students given an in-school suspension will be required to report to school each day. Students may not participate in any school-sponsored activities during a suspension.

Testing

Standardized testing is performed annually in accordance with Diocesan directives for grades 1–8. The date of the Iowa Assessment is set by the Diocese and is usually during the month of April. Test results are kept in the students' permanent records. A copy of the test results is provided to the parents/guardians.

The CogAT tests are administered to students in grades 2, 4 and 7. The Acred Religion test is administered to students in grades 5 and 8.

Tuition and Fees

Fees and appropriate monthly tuition must be paid prior to the student attending classes.

Those financially responsible for a student's tuition and fees have the following options for fulfillment of these obligations:

1. Tuition may be paid in full and a 5% discount will be offered.
2. Tuition may be paid in two payments: one-half on June 1 (or the student's registration date), and one-half on December 1.
3. Tuition paid in monthly installments must be through an electronic funds transfer from a savings or checking account.

Parents are held responsible for any book that is damaged or lost. All athletic uniforms are the property of the school and must be returned in good condition at the conclusion of the season. Unpaid tuition will jeopardize the student's continued enrollment and class attendance at ICCS. The business office may be reached at (901) 435-5333.

In accordance with Diocesan policy, the school withholds report cards and PowerSchool access will be restricted if tuition or other school fees are not current. This includes any fines owed: library, athletic uniforms returned and textbooks returned at the end of the year, fees payable to vendors supplying services to ICCS families and students such as Taylor Catering (the contracted lunch provider at ICCS).

This does not affect student awards, but does jeopardize a graduating student's (8th grade) ability to participate in graduation or recognition (K) ceremonies or receive diplomas.

Academic records are held until financial responsibilities are fulfilled.

Uniform/Dress Code

ICCS contracted with Parker School Uniforms to provide the official ICCS school uniforms for our students. Grades K-8 are required to wear school uniforms daily, unless an out-of-uniform day has been announced.

Students who are not in proper uniform will be sent to the office to call home so that the correct uniform may be brought to school. Following are the uniform guidelines by grade-level groups:

K-4th Grade

Boys: Every K-4th grade boy must have a uniform consisting of: navy pants, blue or white pique knit shirt, tan suede Buc shoes or tan Merrell "Jungle Mocs". All clothing is available at Parker School Uniforms. The shoes, provided they are the tan suede Buc, may come from the parent/guardian's shopping choice. Boys may also wear the navy shorts during the warmer months. These are available from Parker School Uniforms.

Girls: Every K-4th girl must have a uniform consisting of: blue and white plaid jumper, white round collar blouse, white crew socks, and black and white Saddle Oxford shoes. These items are available at Parker School Uniforms. The shoes may be purchased from any location provided they are the black and white Saddle Oxfords.

Note: The white or blue over-blouse may not be worn with the blue and white plaid jumper.

Girls may also wear the navy shorts during the warmer months or navy pants during the cooler months with the white or blue over-blouse. They may also wear black tights/leggings with their jumper; however they must wear white crew socks with the black leggings. These are available from Parker School Uniforms.

Boys & Girls: Boys & girls will need to have at least one complete PE Uniform with ICCS logo consisting of: gray gym shirt, navy gym shorts, navy sweatshirt, and navy sweatpants. 4th grade may have a navy mesh or cotton shorts for P.E. These items are available at Parker School Uniforms. Any type of comfortable tennis shoe-type shoe may be worn.

Boys and girls may wear the navy sweatshirt with ICCS logo in the classroom during cold weather.

5th Grade

Boys: 5th grade boys must have a uniform consisting of: navy pants, blue or white pique knit shirt, tan suede Buc shoes or tan Merrell "Jungle Mocs." The clothing is available at Parker School Uniforms. The shoes, provided they are the tan suede Buc, may come from the parent/guardian's shopping choice.

Boys may also wear the navy shorts during the warmer months. These are available from Parker School Uniforms.

Girls: 5th grade girls must have a uniform consisting of: blue and white plaid skirt, white or blue over-blouse, white crew socks, black and white Saddle Oxford shoes. These items are available at Parker School Uniforms. The shoes may be purchased from any location provided they are the black and white Saddle Oxfords. A navy sweatshirt with the ICCS logo may be worn in the classroom during cold weather.

Girls may wear black leggings/tights with their skirts; however they must wear white crew socks with the black leggings. These are available from Parker School Uniforms.

Boys & Girls: Boys & Girls will need to have at least one complete PE Uniform with ICCS logo consisting of: gray gym shirt, navy mesh or cotton shorts, navy sweatshirt, and navy sweatpants. These items are available at Parker School Uniforms. Any type of comfortable tennis shoe-type shoe may be worn.

Boys & girls may wear the navy sweatshirt with ICCS logo in the classroom during cold weather.

6-8th Grade

Boys: All 6-8th grade boys must have a dress uniform consisting of: khaki dress pants, white button-down oxford shirt with a uniform navy tie with white stripes, Parker's navy blazer or sweater vest, tan suede Buc shoes or tan Merrell "Jungle Mocs". Shorts may not be worn. The clothing is available at Parker School Uniforms. The shoes, provided they are the tan suede Buc, may come from the parent/guardian's shopping choice.

On days when dress uniform is not required, boys should wear the white or blue knit ICCS polo with the khaki pants. These are available from Parker School Uniforms. Only white T-shirts may be worn under uniform shirts. Black crew socks must be worn.

Girls: All 6-8th grade girls must have a uniform consisting of: blue and white plaid skirt, white or blue over-b blouse, Parker's navy blazer or sweater vest, white crew socks, black and white Saddle Oxford Shoes. These items are available at Parker School Uniforms. The shoes may be purchased from any location provided they are the black and white Saddle Oxfords. The skirt must be one inch above the knee or longer. Only white undergarments may be worn under the blouse. On Mass days or other dress occasions, a sleeveless vest or long sleeve sweater or blazer must be worn.

Girls may wear white knee socks with their skirts. Shorts must be worn underneath skirts. These are available from Parker School Uniforms.

Boys & Girls: Boys & Girls will need to have at least one complete PE Uniform with ICCS logo consisting of: gray gym shirt, navy mesh shorts. These items are available at Parker School Uniforms. Any type of comfortable tennis shoe-type shoe may be worn. A navy sweatshirt with ICCS logo may be worn in the classroom during cold weather.

Additional optional Items are available at Parker School Uniforms for the comfort of your student while on the ICCS campus.

K-8th Grade

Navy Sweater Vest

Navy Sweater

Navy sweatshirt w/ ICCS logo

Note: Jackets, sweaters, and sweatshirts other than those from Parker School Uniforms will not be permitted on campus. Sweatshirts and other items purchased from the ICCS spirit shop are not part of the school uniform.

GENERAL UNIFORM RULES

- Boys' haircuts must be above eyebrows, ears, and off the collar. A notice may be sent home for hair that is too long.
- Hair accessories must be uniform color, blue, or white.
- Students may not wear nail polish, artificial nails, makeup or lip gloss.
- Tattoos of any kind and hologram contact lenses are not permitted.
- Extremes of hair are not allowed for boys or girls. Extremes of hair are defined as:
 - Boys may not have spikes, tails, mohawks, and shaved designs in hair, ponytails, hair coloring or bleaching.
 - Girls may not have hair over the eyes, hair coloring or bleaching.
- Only girls may wear earrings. Girls may wear stud or small earrings in the ear lobe. No hoop earrings or dangling earrings are permitted. One earring per ear only. No other body piercing is permitted. Any jewelry worn by girls must be limited and in good taste. If jewelry becomes a distraction to the class, it will be surrendered to the teacher.
- No anklets, bracelets or chokers of any kind.
- No watches with games or calculators. Alarms on watches should not be set to go off during the school day.
- All uniform items must be labeled with the student's name.
- Girls may wear navy sweat pants on cold days to and from school and during recess on cold days. Pants under the uniform skirt or dress are not permitted at other times during the school day. Shorts or leggings must always be worn under skirts.
- The uniform should be clean and pressed with all buttons attached and the hem intact. Shirtsleeves should remain buttoned during the school day.
- Only single, white shoelaces may be worn with saddle oxfords and tan for boy's shoes.
- Purses must be kept in their locker or backpack.
- Shoes must be well maintained—no writing allowed.
- Only prescription glasses may be worn.

On out-of-uniform days modest, tasteful clothing is required. Short-shorts, halters, tattered clothing, pajama pants, sandals, or flip-flops are unacceptable for school. Shorts may be no more than one inch above the knee. On "jeans days" students must wear an ICCS shirt and appropriate jeans or blue bottoms—no holes or tears.

Use of School Grounds

The playground, gym, and field are not to be used after school hours by students or parents without the principal or pastor's permission. Parents should not allow their children to play on the playground, in the gym or on the field without proper adult supervision. Pets are never allowed on the playground or field.

The cafeteria may be used for special events when scheduled and approved by the school administration (i.e. Scouts).

VIRTUS Training

For parents/guardians to be actively involved on campus (coaching, field trips, recess duty, helping in the classroom, etc.) they must complete a VIRTUS training course through the Diocese of Memphis. A listing of class offerings can be found at: <http://www.cdom.org>. A copy of your certificate must be filed in the school office.

Visitors During the School Day

All school visitors (parents and guests) are requested to report to the school office upon entering the school. Visitors are asked to sign in and wear a visitor's badge while on the premises and sign out when leaving. In the event of an emergency, the visitor's badge is critical to ensuring everyone's safety.

Should you need to contact a teacher during school hours, it is recommended that email be used. Calls to the teacher's phone during the day will be answered by voicemail and will be checked during non-class time by the teacher. Conferences should be arranged by making an appointment with the teacher.

No child is to leave the school without permission from the office. Students must be signed-out through the school office by an adult if they are leaving early.

Students will remain in their classrooms until the secretary calls for them after an adult has signed them out. If you are picking up your child early, please allow 5–10 minutes for the secretary to contact the child's classroom and for the child to pack up his/her books.

The school office is open from 7:30 am to 3:30 pm Monday–Friday. Tuition issues can *only be handled* through the school business office located in the parish office building.

Schedule of Class Periods— Grades 6–8

MONDAY–TUESDAY–WEDNESDAY SCHEDULE

8:15 – 9:04.....First Period
9:08 – 9:57Second Period
10:00 – 10:17Break
10:20 – 11:14Third Period
11:18 – 12:07Fourth Period
12:10 – 12:58Fifth Period
1:00 – 1:32.....Lunch
1:37 – 2:26.....Sixth Period
2:30 – 3:19.....Seventh period

THURSDAY SCHEDULE

8:15 – 9:04.....First Period
9:08 – 9:57Second Period
10:00 – 10:17Break
10:20 – 11:14Third Period
11:18 – 12:07Fourth Period
12:10 – 12:40Fifth Period
12:44 – 1:10.....Lunch
1:12 – 1:37.....Sixth Period
1:40 – 2:06.....Seventh period

Extended School Program

Grades PreK–8

The ICCS Extended School Program (ESP) will be an extension of the school day and will help nurture students intellectually, socially and physically. Each day, students will have a snack and engage in activities including crafts and outside play. Ample time will be carved into the afternoon for students to complete homework.

Accident/Illness Policy

We encourage you to maintain medical insurance on your child and cannot assume responsibility for accidents. If you have questions or concerns regarding this policy, please feel free to contact us.

ICCS does everything possible to ensure a safe, healthy environment for our students and our staff. To keep students and staff healthy, students must be healthy prior to arriving to ESP. Children with a cold, fever, rash, deep cough, runny nose, diarrhea or vomiting within the last 24 hours may not attend ESP. Your child must be symptom-free for 24 hours before allowed to return to ESP. Children with head lice must be nit-free before returning to ESP. If student exhibits symptoms of illness, a parent/guardian will be notified to take the child home, and the child must remain at home for at least 24 hours. If your child has a runny nose due to allergies, we require a doctor's note stating that the symptoms are not contagious.

In addition, it is imperative that ICCS monitor contagious illnesses. Please report any communicable illness, such as Chicken Pox, Measles, Mumps, Strep Throat, Head Lice, etc... to the ESP Staff immediately.

Attendance Taking Procedures

As students arrive in ESP, the staff member will write down their name and their time of arrival. If their name is already on the sheet from a previous day, the staff member will just write their time of arrival. As a student is picked up, the teacher will write down their time of departure.

Daily Policies

There will be a balance between adult-directed activities and free-choice activities daily as well as a balance between quiet activities and vigorous play.

On a regular school day, each child will be provided one snack. On a full day, children must bring their own lunches and a morning and afternoon snack will be provided.

Food will never be forced or withheld from a child or used as reward or punishment.

Any food allergies will be in writing in each child's registration packet and will be noted in the medical information files in the ESP office.

All caregivers and children will wash hands before eating or handling food.

The floor under the tables will be swept after meals. The tables will be cleaned with a disinfectant after each meal.

A napkin or paper towel will be provided for the child's snack. Snack will never be served directly on the table.

Each child will work on homework daily. The goal is to have them complete their homework. The ESP Staff will help

to make sure as much homework is complete as possible upon the parent/guardian's arrival. If a parent would rather their child work on homework at home, please notify the director in writing. Students should also have a book, or other quiet activity readily available to work on as other students finish their homework.

All children will be taken outside daily, weather permitting. On full days, they will be taken outside twice, once in the morning and once in the afternoon. Parents should provide appropriate outerwear for outside play. In the event of inclement weather, children will be taken to the gymnasium for active play, if it is available. Also, a movie may be shown from the approved and signed list parents were provided in the beginning of the school year.

All discipline will be handled in as positive a way as possible. There will be NO physical punishment of ANY kind. Positive redirection will be the first course of a staff member in a situation where a child is having difficulty. Positive reinforcement will be used for the children who are behaving appropriately in order to try to get the non-compliant child in line. If neither of these is working, a child may be asked to sit in time out. The staff member will discuss the infraction with the child explaining why the action was wrong. Time outs will not exceed 10 minutes. ESP will follow the discipline policy found in the handbook for students 6th-8th grade.

Parents will be notified if a child has to sit in time out for any reason. Good behavior will always be praised as well as encouraged. Punishment will never be associated with food, rest or toileting. If a child is consistently misbehaving and no form of discipline seems to be working, a conference will be called with the director, the principal and the child's parents. A result of the conference may or may not be that the child is put on a 2-week probationary period. If the behavior does not improve during that time, the parents will be asked to find alternative care for the child.

Dress Code

1. Students in ESP should stay in uniform during ESP.
2. Students going to an extra curricular activity requiring changing will be given time to do so.

Electronics

1. Students are not allowed to use their personal cell phones in ESP. They will be allowed to use school phones for emergencies.
2. NO hand held video games are allowed.
3. ESP follows the same policy regarding electronics as found in the handbook.

Medication

The Diocese does not permit staff to dispense medications to students for any reason. Additionally, medications may not be kept in a classroom or in a child's backpack. If your child takes medication during after school hours:

1. A parent/guardian must complete the school's Authorization to Dispense Medication form.
2. A parent/guardian must supply the medication in the original container to the ESP staff. Students are not permitted to carry or administer medications on school grounds.

Schedule of Fees

Registration Fee	\$40
Part time	\$15 per day
Full time	\$60 per week
Activity	\$5 per hour

Descriptions of payment options

1. Part time: This option is for families that need care 1-2 days per week. Fees are charged for the days used. Any additional day needed during the week will be \$15, and notification will need to be given to the director.
2. Full time: This option is for families that need care for 3-5 days per week. Fees are charged per week. Parents are obligated to pay for each week regardless of attendance. One vacation week will be given, provided the student is absent from ESP for the entire week.
3. Activity: This option is for those families needing care prior to extra curricular activities a few days a week. Students must be picked up from the extra curricular activity. Failure to do so will result in a \$15 daily charge.

ESP will be open on scheduled half days throughout the school year, but the cafeteria will not be open, so please send a sack lunch.

Registration and payment can be processed online thru the school website.

Pickup Procedures

Parents must sign out their child each afternoon in the sign out binder provided. When you arrive, please go to the sign-out table. Only individuals authorized on your registration form will be allowed to sign your child out. You must notify us in writing if someone not on your authorized list will pick up your child.

For your child's safety, all individuals (including family members) checking out a child for the first time will be asked to show identification. Because various staff members may check students out on different days, it is possible that an individual may have to show his or her identification more than once. While this may be an inconvenience, please remember that it is for your child's safety.

Children are not allowed to walk home from ESP under any circumstances. All children must be picked up from ESP either in the cafeteria or on the playground. We will not allow children to go to another area of the school to wait for their rides.

Privacy Policy

At no time will any ESP staff member discuss a child or his/her family with any other child or families. Confidentiality is extremely important and will be maintained at all times. Only the parent/ guardian of a child will be notified if there is an emergency or problem. In the event of one child showing aggression to another child, neither parent will be told the name of the other child involved by a staff member. If there is a problem with a particular child, the staff member will discuss it only with the director of the program or, if she is unavailable, the principal of the school. This policy is applicable both during operating hours of the program as well as when the program is not open.

Contact Information

McKenzie Martin, ESP Director
Office: 901-435-5252/ Cell: 901-828-6061
E-mail: mckenzie.martin@ic.cdom.org

Upper School Campus

Grades 9-12

Mission Statement

Cathedral of the Immaculate Conception
As the Mother Church—
Serving Jesus in our Worship and Witness
Educating in our Catholic Faith
Uniting in our Diversity

Philosophy of Education

The curriculum at ICCS is anchored in the Roman Catholic tradition, encouraging students to grow both academically and spiritually. The college preparatory curriculum at the upper school level is designed to challenge students academically while preparing them for life. Different levels of classes allow each student to reach her own potential, whether she is academically gifted or a struggling student.

The dedicated faculty and small class size enable individualized attention and support. Twenty-six credits are required for graduation. Most ICCS students choose to maximize their school experience to earn college credits before graduating. Advanced Placement® and Dual-Enrollment classes provide the student an opportunity to enter college with credit.

Academic Course Levels

Advanced Placement® (AP®) Program

The Advanced Placement® Program is designed to challenge intellectually gifted students. Students are selected for this program based on standardized test scores, performance in class, grade point average (A or B average within the specific discipline), teacher recommendations, and student commitment. A student enrolled in an AP® course is required to take the AP® exam and pay the appropriate test fee.

Dual-Enrollment

Dual-Enrollment courses are available to ICCS students who qualify academically. Dual-enrollment classes may be held on the ICCS campus or at Christian Brothers University. Upon successful course completion, students earn credits toward ICCS graduation requirements as well as college credit. This credit can, depending on the requirements set by the college of the student's college of choice, be transferred to that college. Students must satisfy the Tennessee Hope Lottery Dual-Enrollment Grant requirements, the University's admission requirements, and ICCS requirements for eligibility to take dual-enrollment classes. Dual-enrollment offerings vary each year.

Honors

Honors-level coursework demands that the student demonstrate a higher degree of self-direction and performance. Honors students will read more outside of class and be assigned more challenging projects. These classes are faster paced, and students will be expected to demonstrate higher-level thinking and problem-solving skills. In most cases, students who are admitted to ICCS's College Prep/traditional track may only be considered for honors level classes during a subsequent school year by earning an A or B average within the discipline, the recommendation of English and Mathematics faculty, and as the ICCS schedule permits to accommodate graduation requirements. Students who do not maintain at least a B average in an honors class may not be recommended for honors courses the next year.

College Prep

College prep-level coursework prepares students for college academics. These classes offer and require a variety of study skills and learning habits. Students must demonstrate motivation to complete a task, independence in completing assignments, and the readiness to seek help when necessary.

Academic Warning

Students whose academic grades in any course fall below 75/D at any time during a quarter must spend a study period with that teacher after school during the teacher's office hours. Students may not skip these sessions for any reason other than illness verified by a doctor's note; families should arrange to pick up the student after this important tutoring. Individual teachers will decide how many after-school sessions will be necessary to make up the student's deficiency in a subject. Students on academic probation because of a grade deficiency will not be allowed to take part in extra-curricular activities (sports, dramatics, clubs, etc.) until the grade is once again over 78/C and the teacher has cleared her to return to the activity. Students with a grade of D must attend a roundtable discussion with their parents, teacher and administrator to address the issues.

Admissions

Students are admitted to ICCS based on standardized test scores, grades, recommendations, interview, and their ability to perform successfully in a college preparatory program. Transfer students are additionally evaluated on their ability to conform to an established program of study and to an existing class. **All admissions are considered probationary for the student's first year at ICCS.** Transfers at the senior level may be accepted only when entering from out of town or by exception of the Admissions Committee.

A student admitted to the school on probation will be evaluated every four weeks in academics, attitude, and behavior. Insufficient progress will result in the student's removal from the school.

Students are readmitted annually based on academic achievement and support of school policy.

ICCS does not discriminate by race, color, national or ethnic origin, or religious persuasion in admitting students.

Advisory Council

The Advisory Council serves to determine student discipline in situations involving serious infractions of school policy such as but not limited to, plagiarism, other forms of cheating, defiance of school rules and policies, and truancy. Students have the opportunity to appear before the council to discuss the circumstances and resulting discipline. The Advisory Council consists of the principal, academic dean, and academic/administrative department heads.

Attendance Policy

Consistent, prompt class attendance is required for a student's academic success. The following policy outlines procedures to ensure efficiency and convenience for the administration and faculty to monitor daily attendance. Absences in which the student represents the school for academics, sports, or public relations will not be counted against a student for total absences during a semester.

If a student will be late or absent, a parent or guardian must notify the school through the Student Attendance Line at (901) 435-5329 by 7:45 am. An absence not verified by a call to the Attendance Line will be considered an "unexcused absence," and it is at the teacher's discretion whether missed work can be made up. Student tardy regulations apply to all class periods and disciplinary action will apply.

Tardy students must check in to the Guidance Office before returning to class. Absences will be reported to the Guidance Office once the student returns to campus.

Student absences over five days in a semester will be reviewed by the administration and parents will be called in for a guidance meeting. The school has a legal obligation under Tennessee law to notify the authorities of truancy. Absences over 10 in a semester will result in a report of possible truancy being filed with the Catholic Schools Office, and then reported to legal authorities. Should a student have a chronic and ongoing diagnosed medical condition that subjects her to frequent absences, a full physician statement of the illness must be on file with the school.

Checking out early: Parents should only check their daughters out early for documented medical or family **emergencies**. Students may not, under any circumstances, check themselves out early without prior telephone or written notification from a legal parent or guardian. A student who has received appropriate permission to check out must complete a notification form to all teachers whose classes she will miss for the remainder of the school day. She must have the form initialed by each teacher and return it to the school secretary before she will be allowed to leave campus. The student must arrive the next morning with a note from a physician for the early dismissal to count as an excused medical absence.

Excused absences: With appropriate written information from parents and in advance, student absences will be excused for the following reasons: illness, emergency, bereavement for a family member, or an approved college visit. If a student is out for three or more days in succession, a doctor's note is required before the student may receive permission to make up missed work. Family vacations, club sports tournaments and other non-medical appointments are not excused. The administration may make exceptions for extraordinary circumstances.

Excessive absences: If a student accumulates more than five absences in a course per semester, whether excused or unexcused, the parents will be called in for conference. Habitually absent students are subject to being reported as truant to state attendance officers, regardless of whether absences are sequential or scattered throughout the school year. The principal or academic dean has the discretion to make exceptions to this policy.

Excessive tardiness: Three "tardies" in any course, per semester, will equal one full period of unexcused absence in that course. After the third tardy, the student will receive a detention. A student's arrival in a class more than 15 minutes after the beginning of the class period will count as a full unexcused absence rather than a tardy. Each teacher has the discretion to implement this policy.

Leaving campus without permission: ICCS has a legal obligation to guarantee the personal safety of our students. Any student who leaves campus without checking out in the office, however briefly, will receive an out-of-school suspension (missed class work cannot be made up). Repeated violations will result in a recommendation of expulsion. Students are required to stay on campus during a school activity and must submit proof of parent authorization to the teacher or adviser to leave before a campus activity is concluded.

Make-up work: Only those students returning from excused absences will be allowed to make up missed work. Students are expected to make up all work missed due to an excused absence. Tests missed during a one-day absence will be made up at the teacher's discretion. See specific class policies in each teacher syllabus, posted to the MyICCS.org website, for details. Students must submit proof of parent authorization to the teacher or advisor if leaving campus for a school activity.

Planned absences: A parent or guardian must notify the school in writing of a planned absence. These absences will be excused at the discretion of the administration based on the reason and length of the absence and the student's academic and attendance records.

Automobiles on campus

ICCS does not offer on-campus parking. Students park on York Avenue.

Bullying/Cyberbullying/Discrimination/Harassment/Hazing

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion. Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited.

Physical aggression, verbal, written or graphic expression, social isolation and alienation or other behaviors targeting individuals are forms of violence that are not acceptable. These behaviors may:

- Physically harm a student or damage a student’s property;
- Knowingly place a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
- Cause emotional distress to a student or students; or,
- Create a hostile educational environment.

Students who engage in such behaviors will be subject to mandatory counseling, suspensions from school activities and/or expulsion at the discretion of the principal. The school may discipline students for off-campus behavior if such behavior creates a hostile, intimidating or threatening environment for one or more students or if such behavior substantially disrupts the orderly operation of the school.

Students who feel victimized by or who have knowledge of such behavior toward a student or students should report this to the school counselor or principal. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school. Retaliation against those who report or who participate in an investigation is strictly prohibited. Students who deliberately submit false reports will be subject to appropriate disciplinary consequences.

When appropriate, such behavior will be reported to law enforcement. Parents are encouraged to report threats of violence or harm to their children to law enforcement, particularly if perpetrated electronically.

Code of Ethics

ICCS students are expected to be honest, concerned for others, responsible, and dependable. They are to display loyalty to other students, the faculty, the staff, and the school. Any behavior—whether before, during, or after school hours—that indicates a lack of respect for any member of the school community, including the student herself, will be deemed unacceptable and will necessitate disciplinary action. In addition, the use of alcohol or drugs, or any forms of dishonesty, cheating, plagiarism (student’s submission of work as her own when that work was actually created by any other person) physical or verbal abuse, written or verbal threats to the safety of another, any form of harassment and any other behavior that indicates disrespect for the school, the staff, the students, or the premises are unacceptable and will result in disciplinary measures. Unacceptable behavior will be reviewed and disciplined by the Advisory Council.

College Visits

Seniors and juniors are allowed two days excused absence from school to visit colleges. Students must file a college visit form **three days prior to** the absence and submit it to the school registrar. For the absence to be excused, the student must provide documentation that an interview appointment has been made with the college. Students on academic probation are not excused for college visits. Families may arrange additional College Days in advance at the discretion of the director of Guidance and College Counseling.

A letter from the college admissions office is required upon return to school. Letters are to be given to the school registrar. No college days may be taken the week before exams or after May 1. College days are the privilege of students in good standing, without excessive absences, and not on suspension. An absence the day before or the day following a college day is not excused.

Students are encouraged to use the fall break for scheduling college visits.

Community Service

The ICCS Mission Statement challenges each student to “serve Jesus through our worship and witness,” reflecting the call of Catholic Social Teaching to build a just and peaceful society through service to the poor and vulnerable.

Upon graduation, each four-year student must have completed a minimum of 70 hours of community service, according to the following requirements:

- Freshmen and sophomores: a minimum 15 hours per school year; 7.5 hours per semester
- Juniors and seniors: a minimum 20 hours per school year; 10 hours per semester.
- Community service must be performed for a local non-profit service organization (listed in the Community Service folder at www.MyICCS.org).
- Service performed at agencies other than those listed on the website must be approved by the student's religion teacher in advance.
- Each year, one-half of the community service hours must be performed in **DIRECT CONTACT** with persons in need—the poor, the elderly, the disenfranchised, the sick, and the vulnerable.
- **All students must turn in verification of at least half of required hours by December 1.**
- **Seniors must turn in verification of final service hours by April 15.**
- **Juniors, sophomores, and freshmen must turn in verification of final service hours by May 1.**
- Failure to submit verification by semester deadlines will result in a grade of Incomplete for the theology semester grade. The grade of Incomplete will be changed upon receipt of verification by the close of the grading period and no later. The semester grade will be changed to a grade no higher than a 75/D.
- Service hours must be performed between May 2, 2017 and April 15, 2018 for seniors; May 2, 2017 and May 1, 2018 for 9–11th grade students.
- Non-four-year student requirements will be prorated according to year of entry to ICCS.

Conduct

Assemblies: Courtesy and propriety are expected at assemblies. Students seated anywhere on campus for an activity, or at a sponsored activity off campus, shall be seated no more than one per chair. Complete uniform is worn to all assemblies.

Cafeteria: Courtesy and etiquette are required in the cafeteria. Each student is responsible for cleaning her own place after lunch and for helping others. Food and drink **may not** be taken out of the cafeteria. All students in grades 9–11 must eat in the cafeteria. Eating in the break area is a privilege reserved for seniors. Seniors who exhibit poor behavior will be sent to the cafeteria. Laptops are not allowed in the cafeteria.

Cell Phones/Electronic readers/other electronics: Students with cell phones or any other electronic devices must keep them turned completely off and **stored in the student's locker** on the shelf during school hours, with the exception of electronic readers and school-issued laptops. Electronic readers may be used in the classroom or during study periods with the instructor's permission; Internet-accessible electronic readers will be confiscated if students use the Internet function during school hours for social or entertainment purposes. Use of laptops are at the discretion of the teacher. Students are not allowed to have cell phones, cameras, or music devices on their person during school hours; such items are to be locked in the student's locker or left at home. Students who violate these regulations will be fined \$25 and the device will be confiscated until the fine is paid at the school office. For each subsequent violation, the fine will be doubled from the previous penalty. Students are solely responsible for the security of their electronic devices. Additionally, use of cell phones or laptops during class for purposes of seeking or exchanging information on a class assignment or test will be considered an Honor Code violation. Parents who need to contact their daughters during school hours should call the school secretary at (901) 725-2705 and the student will be summoned to the office immediately.

Cathedral: The Cathedral is a sacred place and requires exemplary conduct from every student. For safety reasons, students should not go into the Cathedral before, during, or after school hours except for a specific religious function.

Classroom Discipline: Teachers are responsible for ordinary classroom discipline, and classroom policies are part of the syllabus issued to each student at the beginning of the school year. Teachers will assess, at the minimum, the following penalties for classroom misbehavior:

- Tardy to class – counts as an unexcused absence, in all but the most extreme situations. Missed work may not be made up. Three tardies will count as a full period of unexcused absence from that class. Refer to the attendance policy in the handbook.
- Uniform code violation – results in immediate referral to office, during which time the absence from class will be counted as unexcused. Students will be directed to telephone home or make other arrangements for delivery of the appropriate uniform and may not return to class until they are in the appropriate uniform.
- Insubordinate behavior – results in detention; for extreme or repeated behavior, ISS or OSS.
- Smoking on- or off-campus, while wearing the ICCS uniform or at any ICCS-sponsored event: OSS. ICCS will support Tennessee laws regarding use of tobacco by minors.
- Cheating or Plagiarism – results in 0 on the assignment. For extreme or repeated offenses, an administrator or the Honor Council may assess ISS, OSS, or recommend expulsion from school.
- Classroom disruption – results in detention. For repeated offenses, an administrator may assess ISS, OSS, or recommend expulsion from school.
- Fighting– an administrator will assess ISS, OSS, or recommend expulsion from school.

The following will subject an ICCS student to immediate expulsion, as the school has a “zero tolerance” policy for these behaviors:

- Bringing or possessing a weapon at school.
- Possession and/or distribution of an illegal drug or medication, tobacco, or alcohol.
- An attempt on the ICCS campus to sell prescription medication, prescribed to a student or to a student’s family member, to a person who is not named on the prescription.
- Possession and/or distribution of a mind-altering chemical or natural substance, regardless of the legal status of the substance at the time of detection. This includes but is not limited to substances such as “Spice,” “K-2 Incense,” etc.
- Intentional physical contact, or threat of intentional contact, that results or would result in injury to a person on campus.

Detention: Detention is reserved for serious infractions of school policies. Offenses for which a detention will be issued include, but are not limited to: disrespect to a person or property; lying to an authority figure; violation of the Honor Code (cheating, plagiarism); repeated class tardies over three in any course, per semester. Detention will be held on designated Fridays from 3:30 – 4:30 pm. A student who receives a detention slip before Wednesday of any must report to detention on Friday of that week. Detentions issued on a Wednesday, Thursday or a Friday must be served the following Friday. After students have been assigned two detentions in any one semester, further violations, whether for the same or different infraction/s will result in ISS (see below). If a student is an SGA member or holds another position of leadership, that student may be removed from office.

Failure to report to detention will result in an ISS on the day immediately following the missed detention. As with all ISS penalties, any missed work will not be made up for credit.

Drug Testing: ICCS maintains responsibility for the safety and well being of each student and the student body. ICCS does not permit illegal drug or alcohol use. The school reserves the right to test a student at any time for illegal drug or alcohol use. All such drug testing is at the parents’ or guardian’s expense. The parents/guardians of a student who tests positive will be called in for a meeting. That student must participate in counseling by a licensed professional.

Drug testing is done on-site with Drug Free Schools. Students’ names will be drawn at random. Drug test results are reported to the school within 72 hours of testing, and the results will be conveyed to the student and her family. Initial drug testing costs are covered by the drug-testing fee paid at registration. A required re-test after a student tests positive will be borne by the student’s family.

A student testing positive will be randomly tested by the administration at a time 90 days or later from the first testing. A student testing positive a second time will be expelled.

Faculty Authority: The administration and each faculty member will encourage behavior conducive to learning and consistent with the school's goals of developing and fostering responsible citizens and a Catholic community. The teacher's responsibility and authority extends to classroom and non-classroom activities and applies to any student in the school.

Food Items at School: Food and drinks are allowed only in the break area or on the patios during lunch time as a senior privilege or for special events. Seniors who have earned privileges may eat lunch in the break area. Students are not allowed to eat in classrooms or in hallways other than the break area; violations will result in detention and/or confiscation of food items. Open packages of food items may not be stored in the student's locker, nor may perishable food items except for the student's lunch. Open food items and spoiled perishable food will be removed from the student's locker for health reasons, and the student will be issued a detention. Food and snack items at school may be sold only from the Spirit Shop.

Gum Chewing: Gum chewing is not allowed at school. Students caught chewing gum will receive a detention.

Money at school: Students are strongly encouraged NOT to bring large sums of money to school. Students bringing tuition payments to school should turn the payment in to the school office upon arrival at school. A student who needs to bring a large sum of money to school for personal use after school is required to leave it with the school secretary for safekeeping in the office safe, until the student leaves school in the afternoon. The school will not be responsible for loss of money kept by the student outside of these guidelines.

In-School Suspension (ISS): In-school suspension will be assessed for serious infractions of school rules and policies. The student in ISS will be isolated on campus from other students; she will complete all course work assigned in her classes on that day but will receive no credit for the work. Repeated serious violations may be punished with Out of School Suspension (OSS).

Off-Campus Conduct: Students will be held accountable according to the rules and policies of ICCS for any off-campus conduct that reflects negatively on the school at any time when the student is representing the school, using the name of the school, or wearing the uniform of the school. This will include but is not limited to school dances on- or off-campus, field trips, sports activities whether "at home" or "away," and any photos or remarks posted to Internet web sites or social media where the student is identifiable by name or by the uniform as an ICCS student.

Out of School Suspension (OSS): OSS is a serious penalty, one step removed from absolute expulsion from school. Students serving OSS are not allowed on campus for the specified period of time; the absence(s) is(are) recorded as unexcused, and the student's transcript will note days absent as "on suspension." Students assigned OSS must attend a guidance meeting with a legal parent or guardian before returning to school.

Personal Property on Campus: Students are **not** allowed to carry purses or book bags during the school day unless a doctor's note is provided explaining the need for a student to carry a backpack. Students should carry only those items needed for class work (text, notebook, pencil/pen case, laptop calculator, etc.) A small coin purse is acceptable provided it fits into the student's shirt pocket. All other personal items including cell phones and electronic entertainment devices and cameras should be locked in the student's locker or left at home. Electronic educational devices such as electronic readers, spellers, calculators, etc., will be allowed in a classroom only with the prior approval of the teacher. Students should not assume that one teacher's approval of such a device in his/her classroom equals campus-wide permission to use that device. Permission to use a personal Internet-accessible device will be revoked if the student uses the device on campus for social or entertainment purposes during the school day. ICCS is not responsible for loss of or damage to any such items, even if they are used with permission of the teacher. When not in use, such devices should be secured in the student's locker. Students are at all times

responsible for the security of their personal property on campus.

Counseling Department

The Counseling Office offers individual as well as group guidance to students. The counselor manages academic guidance and personal growth within the scope of the school setting. Additional special counseling needs are referred to outside agencies. Neither the counselor nor classroom teachers are available to provide individualized learning programs or individualized private psychological services.

The Counseling Office maintains current materials available to students and parents for occupational, career, and college counseling. Each student receives guidance in choosing a career or college. The Counseling Office arranges for college representatives to visit the campus and address students. Information sessions regarding college and academics are offered to parents throughout the course of the year. College applications, college financial aid information, and admissions requirements for colleges and universities are available in the Counseling Office. Students are responsible for verifying that the high school has all ACT scores on file if they want ICCS to send them. Some universities will not accept ACT/SAT scores from the school. Students should research this for college/university for which they apply. Students and parents or legal guardians are responsible for requesting official copies of ACT or SAT test scores to the colleges and universities they are making application to. The student and parent or legal guardian is also responsible for any fees associated with sending these scores and are responsible for making sure these scores are received on time.

Curriculum Map

Courses are offered as interest and enrollment warrant.

CP = college-prep level classes

H = honors level classes

AP® = Advanced Placement® college-level classes

D/E = dual enrollment class through Christian Brothers University (admission requirements apply)

Course offerings recommended for graduation exceed TN graduation requirements. Offerings vary each year depending upon the schedule.

Discipline	9	10	11	12
Math	Algebra I (CP) Algebra I (H) Geometry (H)	Geometry (CP) Geometry (H) Algebra II (H)	Algebra 2 (CP) Trigonometry Pre-Calculus (H)	Trigonometry CP AP® Calculus AB Pre-Calculus (H)
Science	IPC (CP) Biology (H)	Biology (CP) Chemistry (H)	Chemistry (CP) Physics (H) Environmental Science (CP/AP®)	Anatomy & Physiology (CP/H) Environmental Science (CP/AP) Physics (H)
English	English I (CP/H)	English II (CP/H) World Literature ACT Prep English	English III (CP/AP®) American Literature	English IV (CP/AP®) British Literature
Theology	Theology I— Catholic Faith	Theology II— Scripture Studies	Theology III— Church History	Theology IV— Social Justice /Vocations
Social Science	(none)	World History (H/CP) Personal Finance Economics AP® Psychology AP World History	Current Issues AP® American History American History History of Film AP US History	Current Issues Economics Sociology AP® Psychology US Government AP® US Government
Modern Language	French I Spanish I	French II Spanish II	French III (H) Spanish III AP Spanish	French IV (H) Spanish IV (AP®)
Fine Arts	Studio Art Music Appreciation	Speech Debate Art II AP Art	Theater Art II AP Art	Theater Art II AP Art
Wellness	Health/Wellness	(none)	PE II	PE II

Dances

The school sponsors two annual dances: Silver Bells, and the Junior-Senior Prom. Semi-formal or formal dress is expected. Students must arrive within 30 minutes of the start time and may not leave until 30 minutes before the end time. All dances are restricted to ICCS students and their dates, unless otherwise noted. A student or date may be tested for drug or alcohol use at the dance. The student is responsible for her guest's behavior, and conduct violations will be handled according to conduct guidelines in this handbook. Inappropriate conduct at dances includes but is not limited to "public display of affection" or PDA, immodesty in dress or in dancing, and occupation by two persons of a piece of furniture designed for one person only.

Dress code for ICCS dances is as follows: girls may not wear strapless dresses, backless dresses, or any dress cut in such a way as to expose cleavage or bare midriff. Dresses may not be shorter than fingertip length, and a street-length dress may not have a slit skirt. Floor length dresses may not have a slit higher than the knee. Males must attend in coat and tie (tuxedo is optional). Students not dressed appropriately will be given a sweater to wear at the door, or will be asked to leave the dance. If a student is late past the curfew time, the student will not be admitted to the dance and the parents will be notified.

To attend a dance or event held on a school day, the student must have attended school that day. School administration may make exceptions for extreme circumstances.

Early Dismissal

School is dismissed at 2:06 pm every Thursday. Students are encouraged to use this time to schedule non-emergency appointments.

Eligibility for Activities

Academic eligibility

All students must be in good academic standing before they can sign up for a club, team, dramatic or musical presentation, or any other school sponsored activity.

Maintaining academic eligibility

Students must maintain a "78/C" average in classes in order to remain eligible for sports or other extra-curricular activities. Assessment of student progress is as follows: Students with an "F" at the quarter may not play for two weeks but may practice. At the end of a two-week period, the student's grade will be assessed. A student may return to full status in athletics or club activity when she meets the academic eligibility requirements. After the two-week period, if a student still has an "F" in any subject, the student may not play or practice, or participate in the club activity. Re-assessment will follow every two weeks.

Students with more than one detention also may not participate in school-sponsored activities. Enforcement of the academic policy will be handled by the Athletic Director or sponsor of the extra-curricular activity/activities, and by the administration.

Exam Exemptions

Semester exams are required for grades 9 through 12. Seniors who have an A average (93 or higher) and no more than three excused absences or tardies per semester may be considered for exemption for end of the year exams. The teacher will have sole discretion in granting the exemption. A student who receives a detention during the year is no longer eligible for exam exemptions. Students must stay on campus for the full day unless we receive prior parental permission.

Teachers may choose to add further qualifications to this list, or may choose not to encourage exam exemptions altogether.

Grade Reporting

A paper grade report will be sent home to parents to be signed. The report will be given to the student and must be brought home by the student. Parents must sign and return within 48 hours. Failure to return the signed report will result in a call to the parents from the school guidance counselor. A student with a D or an F will be called in along with their parent(s) for a meeting with the teacher, counselor, student and principal to review tutoring expectations and plan a course of action to address academic issues.

Official grade reporting will occur on a quarterly basis and can be viewed by students and parents from PowerSchool. See teacher syllabus for details on any teacher’s grading system, posted to the teacher web page at www.MyICCS.org.

Grading Scale

The following values constitute the ICCS grading scale:

Letter	Numerical	Grade Point	Letter	Numerical	Grade Point
A+	98-100	4	C	78-81	2
A	95-97	3.75	C-	76-77	1.75
A-	93-94	3.5	D+	74-75	1.5
B+	90-92	3.4	D	72-73	1.2
B	87-89	3	D-	70-71	1
B-	85-86	2.75	F	69 or below	No credit
C+	82-84	2.5			

One quality point will be added for Honors, Advanced Placement®, and Dual-Enrollment Courses.

Graduation Requirements

Students must fulfill the following academic requirements for graduation from ICCS:

- English..... 4 units
- Mathematics..... 4 units
- Science..... 4 units
- Social Science 3 units
- Modern Language 2 units; Students that wish to be named “Honors Scholar” must take 3 years of a language
- Health/Wellness 1.5 units
- Personal Finance..... 0.5 unit
- Economics 0.5 unit
- Theology 4 units
- Fine Arts 1 unit
- Electives 1.5 units
- Total 26 units**

Once enrolled at ICCS, students must complete their required graduation credits at ICCS or at one of its recognized dual-enrollment partners. Transfer credits for students already enrolled at ICCS will not be accepted for a class that is available to a student in the course of the regular school year. Summer school grade recovery credits will be accepted from an accredited institution acceptable to ICCS. Students may not accumulate non-recovery summer or evening credits for classes required for graduation and offered at ICCS during the regular school year.

Students may enroll in Study Hall when available. This will not earn course credit. Students enrolled in Study Hall will still need to be present on campus for the entire school day—they may not leave school early or arrive late. Exceptions may only be granted by the Upper School Principal.

Students who have not completed all 26 required units at the end of senior year will not be allowed to participate in Baccalaureate or in the Graduation ceremony. Students whose financial obligations are not current at the time of the graduation will not be allowed to participate in Baccalaureate or Graduation.

Mathematics: Students admitted to ICCS freshman year must complete Math through Advanced Algebra/Trigonometry as a minimum. Summer classes or online classes may be necessary for a transfer student to complete math requirements.

Modern Language: Two units of the same language are required for graduation. Summer classes or on-line classes may be necessary for a transfer student to complete foreign language requirements. If this is required, the parents are responsible for paying for the online class.

Science: Students must complete science courses in Introduction to Physics and Chemistry (IPC), Biology, and Chemistry. Senior year the student may choose her Science class from among the science department offerings. Summer classes or on-line classes may be necessary for a transfer student to complete science requirements

Wellness Credit: The State of Tennessee requires 1.5 units of health/wellness/physical education classes for graduation. Per state law, this credit may not be earned through participation in after school sports.

Students may not retake a course during a subsequent school year. Should a student fail a required course, a summer school course or tutorial for credit recovery must be completed to restore credit in the failed course. To maintain enrollment and advance to the next grade level, a student must earn a minimum of five credits during the academic year. No more than two courses may be made up in summer school. Courses for which credit has been restored through summer work will be assigned a passing grade of 70/D. Students must earn 26 credits to graduate that include the core graduation requirements. Special circumstances may be considered at the discretion of the academic dean or principal.

Students must take the ACT or the SAT before graduation.

Students who have not completed enough academic credits by the end of Junior year to secure the prospect of graduation by the end of Senior year will not be re-admitted for senior year.

Grievance Policy

This policy ensures that issues and concerns are addressed in a timely manner. Our end goal is to reach a resolution to a concern or issue in a timely manner so that the student's academic success is not compromised and that the line of communication remains open.

To provide the best line of communication, we ask that parents who have a classroom concern or issue follow the protocol below:

- Most issues and concerns can be addressed and rectified by talking directly with a student's teacher. Parents should first contact the teacher by phone or email to notify him or her of a concern. The teacher will then have one business day to respond either by phone or email to address the concern or to schedule a meeting.
- If the parent feels that the teacher did not appropriately address the concern, he or she may then take the concern to an administrator (principal or academic dean). The administrator will have one business day to respond and will then have up to two business days to research/investigate the issue. The administrator will then contact the parent to schedule a meeting.
- If a resolution is not met with the administrator, the parent may take the issue to the parochial administrator, who will contact the parent within one business day after receiving the request. Within two business days after gathering all pertinent information, the parochial administrator will contact the parent to schedule a meeting.

Guests on Campus

For security reasons, students are not allowed to entertain student guests from off-campus on the ICCS campus. Students may request permission to entertain a guest relative on campus for lunch with 24 hours advance notice to the school administration. Guests must register in the administrative office and wear a “Visitor” badge during lunch.

Homework

Teachers assign relevant and meaningful homework to direct and strengthen students’ learning techniques and academic discipline. Homework should be completed outside academic hours unless teacher permission is provided for a student to work in the library, computer lab, or classroom during a break or lunch. Homework must be turned in to the teacher of assignment according to the course syllabus. If the student establishes a history of non-compliance with course policy, she is subject to be withdrawn from advanced classes and deemed ineligible for school activities.

Honor Code

The Honor Code of ICCS promotes campus integrity, specifically in the areas of lying, cheating, stealing and plagiarizing. All students are bound by the Honor Code in all school matters. The Faculty Advisory Council will act as final authority on all matters involving student breach of the Honor Code.

Honor Roll

Honor Roll is determined by letter grades earned, regardless of whether the grades are earned in college prep classes or in honors classes. The Honor Roll is posted after the close of each academic quarter. Honor Roll requirements are as follows:

SUMMA CUM LAUDE (“with highest praise”) All A’s

MAGNA CUM LAUDE (“with great praise”) A’s and not more than one B.

CUM LAUDE (“with praise”) All A’s and B’s.

Library Policies

Checkout duration:

Books (Fiction and Nonfiction) – two weeks

Lost books: If materials are lost, the loss should be reported to the librarian immediately. There is a \$20 replacement fee per book.

Lockers

Lockers and combination locks are provided for student use. Personal property including cell phones, personal entertainment electronic devices, cameras, and any other valuable article not for the student’s academic progress are to be locked in the locker during the day, or left at home. **ICCS is not responsible for loss of a student’s personal property.** Students must keep valuable academic articles (e.g., calculators) locked in the student locker when not in use. Student’s should not go into another student’s locker for any reason. The administration reserves the right to inspect the lockers and their contents at any time. There is a \$10 fine for the failure to clean out lockers and return the assigned lock at the end of the school year. For campus health reasons, students should not store open packages of food or any perishable items (other than the day’s lunch) in their lockers. Such items will be discarded if detected, and the student will be issued a detention.

Medications

Prescription drugs and over-the-counter (OTC) medicine should be dispensed by a parent or guardian, whenever possible, and should be taken at home. Only when the medicine must be dispensed more often than three times a day or with lunch should the school be involved. Medicine must be brought to school in the original container; prescription medications must be in the original container, with the prescription information label intact and clearly showing the student’s name. ICCS is not allowed by law to administer medication that is brought to school in any

other container. A Prescription and Over-the-Counter Medicine Authorization form must be completed before any prescription medication will be dispensed from the office.

Medications are dispensed by the office, and may not be in a student's possession during the school day. If a doctor prescribes a prescription medication that must be taken at school, the following procedure should be followed:

1. A physician's authorization written on a prescription pad must be on record. The authorization must include the name of the medicine, amount of dosage, times to be given, and how long this particular medicine is to be administered to the student. The school will not accept verbal authorizations from the parent, guardian, or physician.
2. The parent should bring the over-the-counter medication to the office in the original, labeled container. The container must display the student's name. The medicine in the container must match the name and description on the container label.
3. Students may not distribute or receive medications or OTC drugs to or from each other.
4. Students may not, by Tennessee law, have prescription or non-prescription medicine in their personal possession during the school day. All medication must be locked in the school medicine cabinet and must be distributed by a school adult.
5. Parents may come to school to administer medication.

National Honor Society

The National Honor Society is a national organization that promotes scholarship, character, leadership, and service. The requirements for the Marian Chapter of the National Honor Society, the chapter chartered to ICCS, are:

- Only juniors and seniors are eligible for membership.
- Candidates for the National Honor Society must exhibit strong qualities of leadership, service, and character according to the national guidelines.
- Students who have been suspended from school for any reason, including positive drug test, will not be eligible for NHS membership.
- To attain membership, a student must have a 3.7 cumulative GPA at the end of the first semester junior year. Students must also be enrolled in at least three Honors or AP® classes.

Religious Education

ICCS exists as one step in the formation of the student's religious foundation. Students attend daily religion class. ICCS students pray at the beginning and end of each school day, and each class begins with prayer. Students worship as a community at weekly liturgies or para-liturgical services. The school also provides a faith-day retreat for each grade. Students are strongly encouraged to participate in programs sponsored by the Catholic Diocese of Memphis, such as SEARCH and QUEST.

Round Table Meetings

Round Table Meetings are opportunities to help a student who is struggling in academics, attitude, or behavior, and may be scheduled at the request of school administration or parents. The meetings will involve the student, Counselor, Principal, and current teachers of the student, and parents if requested. Together the participants discuss solutions and strategies to help the student recover her grades, improve her attitude, and polish her behavior. This meeting may begin a probationary period, determined by the participants. Students on probation will be evaluated every two weeks in academics, attitude, and behavior. Insufficient progress will subject the student to removal from the school.

Smoking

Smoking is not permitted on the school campus or while in school uniform. Students who leave the campus for classes, workshops, or other school-sanctioned events are not permitted to smoke. It is a violation of Tennessee law for students to have tobacco products on campus, and students found to be in possession of tobacco products are subject to expulsion.

Sororities

ICCS does not support involvement in sororities. Sorority activity or pledging is not allowed at school.

School Hours

The school assumes no responsibility for students arriving before 7:30 am. or staying after 3:45 pm., except for those taking part in designated school-sponsored activities (play or sports practice, academic study hall, detention, etc.). Students whose transportation home cannot arrive by 3:45 pm will be asked to remain in Mulloy Hall (one-story building facing the south parking lot) until they are picked up. The other upper school buildings are locked at 4pm.

Senior Privileges

Senior privileges are given to seniors who have demonstrated their cooperation and full support of the school and its policies. Seniors on academic probation are not eligible for senior privileges.

Sports and Athletics

ICCS is a member of the Tennessee Secondary Schools Athletic Association (TSSAA) and the Tennessee Interscholastic Swim Coaches Association (TISCA).

Sports

Depending on sufficient student interest, Upper School sports include bowling, golf, soccer, cross-country, volleyball, basketball, swimming, tennis, softball, ultimate frisbee, cheerleading, and track. ICCS students are eligible to try out for the cheerleading squad at CBHS. Students involved in sports must attend school a minimum of four hours or four class periods in order to participate in a sporting event on that date and must meet the Eligibility for Activities requirements on page 44 of the student handbook.

School Clubs and Organizations

Art Club is open to all students who have an interest in art. The club aims to promote interest in art, to improve the school's art department, and to give students an opportunity to appreciate art in the community.

The **Asian Culture Appreciation Club** is open to all students who would like to learn more about the arts and culture of various Asian countries.

Beta Club, a national service organization, is open to students who exhibit character, leadership, and service involvement. The Beta Club develops peer mentors to tutor and to assist with orientation for transfers and freshmen, and student ambassadors.

The **Campus Ministry Team** includes student faith day leaders, liturgical ministers and all interested students. The Campus Ministry Team seeks to build the kingdom of God by encouraging the personal and spiritual growth of each ICCS student through prayer, liturgy, retreats, and service to those in need.

Environmental Club provides activities and programs to enhance interest in the environment and in environmental issues.

The **French Club** is open to students interested in learning about France, its language and culture.

The **Immaculata** is the school newspaper published each quarter for distribution to upper school students, faculty and staff.

The **Marian** is the school yearbook. All students are eligible to join the yearbook staff through Yearbook class.

Mu Alpha Theta is a National Honorary math club that has been granted the Charter of the National High Schools

Mathematics Club.

Mock Trial is an annual competition sponsored by the Young Lawyers section of the Tennessee Bar Association. Students learn law procedure and take part in courtroom contests based on actual legal cases.

National Honor Society, Marian Chapter, is open to students who meet the standards of scholarship, service, character, and leadership required by the organization.

The **Pierian Spring** is the ICCS literary magazine which is published by the students. Any student may submit written work, original art, or original photographs.

Student Government Association (SGA) consists of elected representatives of each class and the student body. SGA sponsors several projects, events and dances throughout the year.

Students Against Destructive Decisions (SADD) provides education and activities that promote sober and healthful living.

The **Spanish Club** is open to students interested in learning about Spain, its language and culture.

The **Teens for Life** club is open to all students who wish to learn about and promote life issues.

School-Sponsored Trips

School-sponsored trips are authorized for educational purposes only. When a student is excused from school for a school-sponsored trip, she may be required to complete the schoolwork missed. Students will not be marked absent and will be allowed to make up all work. School-sponsored trips are directed and supervised by appointed faculty members only. Field trip participation requires approval of the teacher and the principal. If a student does not meet the Eligibility for Activities requirement on page 44 of the handbook, any current teacher of the student can object to her participation in the school trip. Official permission slips must be signed by a parent or guardian. Faxed forms are not acceptable. Students participating in off-campus or out-of-town trips are bound by all school rules. Failure to abide by these rules will result in disciplinary action, loss of privilege, and loss of future field trip privilege as determined by the Advisory Board.

The Diocese of Memphis has placed strict guidelines regarding the eligibility of adults who wish to act as drivers for field trips; see “Volunteer Drivers” below.

Social Activities

Baccalaureate Dinner is sponsored by the faculty and follows the Baccalaureate Liturgy. The graduating class, their parents, and their teachers are invited to attend.

Freshman Week orients freshmen and other new students to ICCS. Events include a new student social, the freshman-senior picnic and freshman-senior tea.

Junior-Senior Prom is a dance sponsored by the junior class honoring the senior class. Miss ICCS and her court are announced at the prom.

Play Day is a half-day of games during the last month of school held to foster class competition.

Senior Day honors the graduating class with activities including big sister-little sister picnic and an awards assembly.

Silver Bells is the annual Christmas formal sponsored by the Student Government Association. Miss Silver Bells, an underclassman, is presented at the dance.

Spirit Week, sponsored by the Student Government Association, is for all classes to compete in events such as class skit, class song, and bulletin board.

Teacher Appreciation Day is a special event sponsored by the students to honor teachers.

Technology Acceptable Use Policy

Educational Purpose

The purpose of the one-to-one laptop program is to enable students' unparalleled access to the benefits of technology as an educational tool. Students will develop familiarity and skills with both the computer and software packages contained on the computer in preparation for a successful future. The one-to-one program also offers teachers the ability to move far beyond the textbook, to deepen the knowledge provided within their content areas and to infuse their curriculum with positive and successful information from around the globe.

We are pleased to offer this program and are grateful for your support in helping us educate students about how to care for and utilize technology appropriately.

Guidelines for Parents and Students

Parent Responsibilities

We have lent your daughter a laptop computer to improve and personalize her education. It is essential that the ICCS Guidelines and Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the school's computer. Please note the laptop is leased to students, and upon acceptance parents/guardians are responsible for all fees associated with any damage to the computer up to and including the full cost of the laptop depending on the damage. By signing this agreement, parents agree they are responsible for ANY and ALL damage. Be assured that ICCS teachers take measures to protect where our students go on the Internet. However, ***students must be reminded that accessing the Internet is a privilege that can be revoked when abused. It is the responsibility of parents/guardians to ensure your child does not access inappropriate sites.***

Students will be issued the following: MacBook Air, charger, and laptop bag upon receipt of signed forms.

For your child to use the laptop in class and take it home, you must be willing to accept the following responsibilities:

- I Will read and follow the Guidelines/Acceptable Technology Use Policy and discuss it with my child thoroughly.
- I Will instruct my child to keep the laptop in a secure location when not in use in class.
- I Will make sure my child brings the laptop to school fully charged every day.
- I Will make sure that the laptop is only carried in the school-issued bag and is never used around food or beverages. Damage as a result to this can include the family being responsible for the full cost of the laptop.
- I Will discuss appropriate use of the Internet and supervise my child's use of the Internet including Social Media. **I agree it is my responsibility as parent/guardian to ensure the laptop is NOT used for bullying, inappropriate search engines, etc.**
- I Will NOT attempt to repair the laptop, or have the laptop repaired through a private service. All repairs must be submitted to the following link. There are computers in the library to do this if needed. Students will be responsible for loaners if one needs to be issued. All concerns need to be sent directly to help.desk@ic.cdom.org. The deductible for repairs to the laptop is \$200. In the event of a total loss—especially if caused through negligence—the deductible will be reviewed on a case-by-case basis, and may be higher. In the event a student causes damage to her laptop on a frequent basis, additional disciplinary measures may be enforced.
- I Will report any problems or damage to the laptop to the ICCS IT Department.
- I Will NOT change or attempt to change the configuration of files, folders, software or hardware.
- I Will NOT download or attempt to install any programs or files from the Internet or other sources that are not appropriate for education or have not been approved by ICCS. If purchased software is to be installed, the appropriate license information must be presented to ICCS administration for approval and installed by the

designated faculty member.

- I Will NOT move or delete any program or files on the laptop except files my child created.
- I agree to make sure that the laptop is returned to the school when and upon my child's withdrawal or graduation from Immaculate Conception Cathedral School.
- I agree to provide a safe location to store the laptop when it is not at ICCS.
- I will return the laptop every summer to ICCS.
- I do not hold ICCS responsible for any damage to the laptop when it is not in the care of the Coordinator of Academic Technology.

Student Responsibilities

Your ICCS laptop should be used for EDUCATIONAL PURPOSES ONLY. To use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:

- I WILL read and follow the Guidelines/Acceptable Use Policy and discuss it with my parents/guardian.
- I WILL adhere to the terms of the ICCS Acceptable Use Policy and School Guidelines each time the laptop is used at home or at school.
- I WILL recharge the laptop nightly to begin the school day with a fully charged battery.
- I WILL bring the laptop to school each day and keep it with me or in a secure location when not using it in class.
- I WILL keep the laptop in its assigned protective bag at all times when not being used.
- I WILL make the laptop available for inspection by an administrator or other staff member upon request.
- I WILL use appropriate language in all communications and documentations.
- I WILL abide by copyright laws. <http://www.copyright.gov/title17/>
- I WILL regularly back up my files to flash/jump drive, or to a storage server such as OneDrive.
- I WILL stay on task in all courses when using the laptop. This includes not visiting other sites except the one(s) assigned by teachers or participating in personal activities/social media during instructional time.
- I WILL report all problems and damage immediately to the IT department at school via a work order. If needed, a loaner laptop will be issued to student.
- I WILL report loss/theft of the laptop to parents, IT department and proper authorities (police) within 24 hours.
- I WILL NOT use or attempt to use another student's assigned hardware, subscriptions, logins, files or personal information.
- I WILL NOT give out personal information, such as name, address, photo or other identifying information online, including username and password.
- I WILL NOT use the laptop to record others (audio/visual) without their permission.
- I WILL NOT download or attempt to install any programs or files from the Internet or other sources that do not pertain to the school curriculum.
- I WILL NOT change or attempt to change the configuration of, install or remove software or hardware.
- I WILL NOT remove or attempt to remove any ICCS identification tags on the laptop or deface it with stickers, marking pens, etc.
- I WILL NOT engage in Social Media (Snapchat, Instagram, Facebook, Twitter, etc.) during the school day unless instructed to do so by a faculty member.
- I WILL NOT engage in any academic dishonesty including copying other's work without citing a reference or presenting other's work as my own.

Acceptable Use Policy

- 1) Using the ICCS network is a privilege, NOT a right.
- 2) Laptops are an educational tool and must be used in that capacity only. Once issued, students are responsible for the laptop and all accessories (bag and charger) at all times.
- 3) The assigned student is the only authorized user of the laptop. The laptop should NEVER be shared with another student or sibling.
- 4) All passwords and personal information must be kept confidential at all times.
- 5) Under NO circumstances will laptops be taken by parents or students to outside service providers for repair. Do

- NOT attempt to repair the laptop yourself.
- 6) ICCS will NOT be held responsible for inappropriate use of the school network or any other networks a student may be using. Basic web filtering is used on campus.
 - 7) Students must conduct themselves in a socially acceptable manner at all times while using the network/internet. Remember, everything you do on the internet leaves a digital footprint that follows you forever and may impact your future. <http://www.onguardonline.gov>
 - 8) Laptops are school property and all content (software, email, internet use, etc.) will be monitored. Messages and/or Internet content relating to or in support of illegal activities will be reported to the authorities.
 - 9) Students must be responsible for having their laptop FULLY charged when they come to school each morning.
 - 10) Students must have NO expectations of privacy and can expect the IT department and administrators to conduct checks of their Internet history, documents, etc. at any time.
 - 11) Students must carry laptops in the ICCS provided bag with an identification tag that clearly states the student's first and last name.
 - 12) **All Identification tags must remain on the computer and bag at all times.**
 - 13) "Cyberbullying" will NOT be tolerated. Cyberbullying means bullying by use of any electronic communication device using but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, etc. Cyberbullying can be reported to <http://www.cyberbullyhotline.com>.
 - 14) Students must notify the IT department or staff whenever they come across information or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.
 - 15) Students must NOT try to bypass the school filter in any way, including but not limited to the use of proxy connections or creating a hot spot.
 - 16) Students must be responsible for the laptop throughout the school day. ICCS will NOT be responsible for laptops that are left unattended on campus.
 - 17) Students must NOT access inappropriate or obscene material. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
 - 18) Students must NOT obtain copies of or modify files, data or passwords belonging to other users on the network.
 - 19) Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
 - 20) Students must NOT move or delete any folder THEY did not create.
 - 21) Students are prohibited from playing games (with the exception of educational games directed by a teacher) or use Social Media unless instructed to do so during school hours.
 - 22) Headphones/earbuds are prohibited in class unless directed by a faculty member.
 - 23) The laptop will NOT be used to copy, download, upload or share copyrighted materials without the material owner's permission. This includes the reproduction of music files, (CD's/DVD's) images and software applications.
 - 24) Students must make sure that all desktops/screen savers are school appropriate. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
 - 25) Students must NOT take the laptop on trips unless permission is granted by the administration. If this permission is granted, the responsibility of the laptop still rests on the student. If flying, students must never check the laptop.
 - 26) Students must NOT download large files such as personal music or movies on the laptop. Space on the laptop is reserved for curricular content.
 - 27) Laptops must NOT be used to hurt or defame any person or institution including ICCS.
 - 28) Any inappropriate use, neglect or damage is the responsibility of the parent and student.
 - 29) Committing any form of academic dishonesty using the laptop is not acceptable and will result in disciplinary action.
 - 30) Laptops must NOT be left in automobiles. Computers cannot tolerate extreme temperatures.
 - 31) Students must NOT overpack the laptop bag. This may damage the laptop.
 - 32) Students must NOT use laptops outdoors.
 - 33) Students must be mindful of their print usage and submit their work electronically to staff as often as possible. Students must follow all print limitations.

- 34) Laptops must ALWAYS be used on a flat stable surface.
- 35) Students must NOT rest laptop on soft material or pillows. It will overheat and cause damage.
- 36) Individuals must NOT eat or drink near the laptop. This includes bringing it to a lunch table!
- 37) Students must avoid touching the screen. Students must never use any cleaner, such as Windex to clean the laptop. Refer to the following site for care of your laptop. Scroll down to the appropriate MacBook Air instructions. <http://support.apple.com/kb/ht3226>
- 38) Students must NOT rest paper/pencils/pens or other items on the keyboard. Accidentally closing the laptop with items on the keyboard will damage the screen.
- 39) Students must NOT mark on the laptop in anyway with markers, stickers, etc.

Transition Between Classes

Students are not allowed to carry book bags, back packs, or purses during academic hours. Students may carry books, notebooks, and a pencil pouch to class. Students are allowed to go to their locker between classes. Students must leave backpacks or other “take-home” gear in the locker and not in the back of any classroom, for any reason. This includes gym and locker room areas.

Uniform/Dress Code

Students are expected to be in full uniform at all times on the ICCS campus. A student wearing any part of the ICCS uniform on campus must comply with all uniform requirements. The school uniform is purchased through Parker School Uniforms and consists of plaid skirt with white peter pan collared blouse, navy popover, white crew-length or knee-high socks (no anklets or tube socks), and clean, polished saddle oxford shoes in good condition, with white laces. Students arriving at school with inappropriate socks will rent a pair of socks for the day from the office. Skirt length may be no shorter than two inches above the floor measured when student is kneeling. Students who roll skirt waistbands to shorten the skirt will be assigned detention. Seniors only may wear the designated senior class polo shirt. T-shirts under the blouse/senior polo shirt must be white with no logo or writing, and no part of the T-shirt should extend from the sleeves or hem of the blouse/shirt. Students must wear appropriate undergarments of white or other neutral color. A student changing for an after-school activity may not wear any item of the uniform, unless she chooses to wear the entire and complete uniform.

In cold weather, students may wear the navy sweater or sweater vest, navy blazer, fleece jacket (except during Mass) and the ICCS grey scarf. Other colors of ICCS “spirit wear” are NOT acceptable as part of the uniform, and should not be worn during the school day. Students will be directed to take non-uniform sweaters or sweatshirts off, and return the items to their locker. Repeated violation will result in detention.

Students taking Physical Education classes must wear the PE uniform available through Parker Uniforms. No other dress for PE classes is acceptable. Students out of uniform for PE on any given “dress-out” day will receive a grade of “0” for the day’s activities.

In cold weather, students may wear black tights (available through our uniform supplier) with white crew socks, the uniform long-sleeved navy sweater with the Mercy Cross logo (all new sweaters purchased from Parker will have the Mercy Cross). The navy blazer is part of the winter uniform and must be worn at all times (November –March). No other sweater or outer garment may be worn as part of the uniform. Sweat pants or pajama pants are not permitted on campus, even outside of academic hours. All uniform items should be laundered, pressed, and in good repair at all times. Torn sweaters, skirts, blouses, or shoes must be mended or replaced; students who do not comply will be cited for a uniform violation.

Jewelry must be formal in design and nature. Only one necklace can be worn: a single cross, a religious medal, or a similar formal pendant on a chain. One ring on each hand is permitted; similarly, only one bracelet or watch on each wrist is permitted. Only one pair of formal earrings may be worn, only in the ears, small studs, and hoop or simple dangle earrings no larger than ½”, are acceptable.

Students may not have visible tattoos or any other writing, whether permanent or temporary, on their persons.

Extremes in make-up, hairstyle, hair color, and jewelry are not permitted at school or any school-sponsored activity. Hair accessories must be limited to one simple flat band of white, navy, black, or the ICCS plaid, and may not include any other ornament. Only natural hair colors are permitted, and students' hair must be one uniform color throughout. Regarding nail polish: all nails on both hands must be the same, single color. Students may have the "French tip" manicure provided that the color chosen to go with the white tip is uniform on all nails. Nail length is limited to one-half inch from the tip of the finger. Violators will be subject to detention. Body piercing, beyond a single piercing in each earlobe, is unacceptable. Gauges are also unacceptable.

At special designated occasions and all liturgies, full dress uniform is required: navy sweater (not the winter fleece,) uniform blouse, uniform skirt, and appropriate socks and shoes. Seniors may not wear the "senior polo" shirts on liturgy days. It will be the student's responsibility to be aware of these special events via the school's daily announcements, web site, or calendar. Uniform violations for special assemblies or liturgies will subject the student to a detention; "I did not know about this" does not absolve the student of responsibility for knowing.

On designated out-of-uniform days, or at school dances, students must arrive appropriately dressed. The following will be considered non-compliant: any immodest garment (spaghetti strap, bare shoulder, halter, strapless, exposed midriff, or low cut tops), shorts of any kind, any garment with objectionable logo, any garment that is torn or otherwise not in good repair. For safety reasons, students may not wear flip-flop shoes at any time.

Students must comply with uniform standards when on campus or when representing ICCS. All sports uniforms, whether for competition or practice, must be modest and appropriate.

Students who arrive at school out of compliance with uniform requirements will be directed to the administrative office to make arrangements for appropriate clothing to be brought from home, or will be offered appropriate uniform clothing when available through the office clothes closet of lost-and-found items. Time lost from class because of uniform violations will be noted as an "absence, unexcused." Habitual uniform non-compliance will result in detention; upon the third detention for uniform non-compliance the student will be assigned ISS.

Dress code for ICCS dances is as follows: girls may not wear strapless dresses, backless dresses, or any dress cut in such a way as to expose cleavage or bare midriff. Dresses may not be shorter than fingertip length, and a street-length dress may not have a slit skirt. Floor length dresses may not have a slit higher than the knee. Males must attend in coat and tie (tuxedo is optional). Students not dressed appropriately will be given a sweater to wear at the door, or will be asked to leave the dance.

Valedictorian and Salutatorian

In May of each year the administration will announce the two students in the senior class who have attained the highest GPA over four years, and who will be designated to speak at Commencement exercises. In order for a student to be considered for the highest academic honors of Valedictorian and Salutatorian, she must first meet the following requirements:

1. Attend ICCS four consecutive years (*grades 9–12*),
2. Complete all service hours, and
3. Be in good academic and behavioral standing.

VIRTUS Training

To be actively involved on campus (coaching, field trips, recess duty, helping in the classroom, etc.), parents and guardians must complete a VIRTUS training course through the Diocese of Memphis. A listing of class offerings can be found at: <http://www.cdom.org>. A copy of your certificate must be filed in the school office.

Volunteer Drivers

In compliance with policies set by the Catholic Diocese of Memphis, ICCS observes the following restrictions for volunteer field trip drivers:

- Volunteer drivers must be 21 or older. A student may, with school and parent permission, drive herself on a field trip, but may not drive other students.
- Volunteer drivers must have VIRTUS certification.
- Volunteer drivers must pass a police background check.
- Volunteer drivers must complete and pass a 20-minute online defensive driving training, available on the Catholic Mutual Insurance Company's website.
- Volunteer drivers must present proof of insurance.
- Volunteer drivers must sign a volunteer driver form, available in the HS office.
- Unless traveling with their own parents or guardians, at least two adults must accompany students in a vehicle used for trips related to school activities or events.

Working Students

Students are discouraged from working after school. This interferes with their health and their progress in school and may also interfere with college financial aid packages. If working after school is necessary, parents are asked to limit this activity to no more than a few hours a week.

Schedule of Class Periods—Grades 9–12

M, T, W, F Schedule

8:15- 9:04First Period
9:08 - 9:57Second Period
10:00 - 10:15Break
10:20 - 11:14Third Period
11:18 - 12:07Fourth Period
12:11 - 1:00Fifth Period
1:04 - 1:34Lunch
1:38 - 2:27Sixth Period
2:31 - 3:19Seventh Period

Thursday Schedule

8:15 - 8:50Advisories
8:50 - 8:55.....Go to Cathedral for Mass
9:00 - 9:50Mass
9:55 - 10:15Break
10:15 - 10:20Go to Cathedral Center
10:25 - 11:00Assembly
11:00 - 11:49Academic Session I
11:49 - 12:05Break
12:07 - 12:46Academic Session II
12:51 - 1:30Lunch
1:35 - 2:06Class/Club Meetings

Faculty & Staff Directory

Please remember that during school hours, any calls placed to a teacher's classroom will be forwarded directly to their voicemail.

To email a teacher or staff member, use this simple formula:

firstname.lastname@ic.cdom.org

For example—andrea.bragg@ic.cdom.org

Lower/Middle School

Bowers, Sarah	435-5275
Blackwell, Victoria	435-5265
Bradley, Kimberly	435-5258
Cardwell, Melanie	435-5317
Copous, Joy	435-5267
Danis, Vivian	435-5236
Daws, Georgianne	435-5263
Daws, Stephanie	435-5264
Dennis, Carla	435-5255
Edwards, Bruce	725-2710
Escobar, Julie	435-5280
Follis, Caylen	435-5268
Fraser, Kim	435-5261
Gephart, Karen	435-5250
Gibbons, Michaela	435-5332
Juniker, John	435-5262
Martin, Suzanne	435-5315
Miller, Nancy	435-5288
Rojas, Reyna	435-5273
Russell, Roger	435-5271
Sauter, Joyce	435-5260
Segarra, Keara	435-5335
Seymour, Deidre	435-5251
Svetz, Letty	725-2710
Torres, Marta	435-5266
Waters, Megan	435-5270

Upper School

Attallah, Samia	435-5320
Buckley, Jackie	435-5312
Day, Geoff	435-5313
Ford, Tracey	435-5300
Free, Candice	435-5301
Gallagher, Sylvia	725-2705
George, Linda	435-5318
Lake, Sunny	435-5333
Langomez, Anna Maria	435-5274
Mankey, Beverly	435-5330
Miller, Nancy	435-5288
Mullane, Ann Mary	435-5308
Parker-Lawrence, Natalie	435-5259
Pate, Betty	435-5274
Shriver, Garry	435-5319
Smart, Cheryl	435-5302
Seymour, Deidre	435-5277
Stearnes, Helen	435-5321

Other Numbers

Lower School Office	725-2710
Extended School Program	725-2713
Upper School Office	725-2705
Business Office	435-5340
Cafeteria	435-5287
Armstrong, Cathy - Admissions	435-5344
LaPorta, June-Development/Communications	435-5345
McDonald, Cathy - IT	435-5341
Church Office	725-2700

TENNESSEE DEPARTMENT OF EDUCATION

SUMMARY OF CHILD CARE APPROVAL REQUIREMENTS

This is a section by section summary of the State Board of Education School Administered Child Care Rules, Chapter 0520-12-01. Child care centers inspected by the Department of Education must meet the requirements as defined by the rules in Chapter 0520-12-01 to receive a Certificate of Approval. The unabridged School administered Child Care rules are available on the Tennessee Secretary of State website, www.tn.gov/sos, or by writing the Office of School-based Support Services, Tennessee Department of Education, 9th floor Andrew Johnson Tower, 710 James Robertson Pkwy, Nashville, Tennessee 37243-0375.

Chapter 0520-12-01 was revised to parallel Chapter 1240-4-03 except for sections of the rules specifically addressed in Title 49 of state law: school bus transportation, criminal history background reports/ fingerprinting process, and restraint of children with special needs. Chapter 0520-12-01 was revised in accordance with T.C.A. §§ 49-6-2101-2107, (Transportation), T.C.A. § 49-5-413 (Criminal History Background Reports), and T.C.A. §§ 49-10-1301-1305 (Restraint of Children). A new section was added to adequately address the adolescents participating in the Lottery Afterschool Education Programs (LEAPS), T.C.A. § 49-6-707.

1. Ownership, Organization and Administration, Chapter Section 0520-12-01-.05

- A Child Care Center must have an adequate budget. Records, including health, must be kept on all children.
- There must be a transportation plan for each child, including the names of persons to whom the child may be released.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- The center must have their Certificate of Approval posted, provide parents with a copy of the policies and procedures along with a copy this summary and offer a pre-placement visit.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- If the center provides transportation, the driver should be appropriately licensed, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.

2. Supervision , Chapter Section 0520-12-01-.06

- Each group must have adult supervision at all times and adult/child ratios should be followed.
- There must be a second adult available when more than 12 children are present.
- Swimming and field trips require ratios to be doubled.
- Each group must have their own space.
- Infants and toddlers must have their own space and cannot be grouped with older children.
- At naptime ratios may be relaxed for groups except infants and toddlers.
- Minimum staffing requirements per groups of children (adult:child ratio) must be maintained.
- **Please refer to ratio charts for specific adult:child ratios for each age group**

1. Chart 1 - Single Age Grouping and Adult:Child Ratio Chart

	Maximum Group Size and Adult Child Ratios						
Single-Age Grouping	8	12	14	16	18	20	No Max
Infants: 6 wks. – 15 mos.	1:4						
Toddlers (12 mos. – 30 mos.)		1:6					
2 years (24 mos. – 35 mos.)			1:7				
3 years					1:9		
4 years						1:13	
5 years						1:16	

School-Age (K and 12 years)							1:20
13 to 18 years							1:30

2. Chart 2 - Multi-Age Grouping and Adult:Child Ratio Chart

Maximum Group Size and Adult:Child Ratio							
Multi-Age Grouping	8	16	18	20	22	24	No Max
Infants/Toddlers: 6 wks. – 30 mos.	1:5						
2-4 years		1:8					
2.5 - 3 years (30 – 47 mos.)			1:9				
2.5 - 5 years				1:11			
2.5 – 12 years	1:10						
3 – 5 years (includes 3 – 4years)					1:13		
4 - 5 years						1:16	
5 - 12 years							1:20
13 to 18 years							1:30

3. Staff, Chapter Section 0520-12-01-.07

A. Responsibility for Staff and General Staff Qualifications:

- The director shall be responsible for the day to day operations, including staff and program.
- An assistant director or other staff member shall be designated to be in charge in the absence of the director and all staff shall be notified of this designation.
- No individual with a prohibited criminal history may work, substitute or volunteer in a program
- Staff must have knowledge of child behavior and development.
- Staff must be physically, mentally and emotionally stable.
- All new employees must have orientation and child abuse prevention training before working with the children.
- The director must have High School Diploma (or Department recognized equivalent), and Tennessee Early Childhood Training Alliance (TECTA) certificate for completing thirty (30) clock hours of orientation training, or the equivalent as recognized by the Department and 4 years experience working with children.
- All caregivers must be 18 years of age and one caregiver in each group must have a high school diploma.
- Directors must have 18 clock hours in-service training each year and caregivers 12 clock hours.

4. Equipment for Children, Chapter Section 0520-12-01-.08

- All indoor and outdoor equipment shall be well made, safe and kept clean.
- There must be developmentally appropriate equipment for all age groups with variety.
- Children must have a place for their belongings.
- Large pieces of equipment must be secured.
- Infants are to have space to climb, crawl and pull up without the restraint of playpens or cribs.
- There must be enough equipment so children have choices.
- There shall be an outdoor play area when children are in care for 3 or more daylight hours.
- Children up to 5 years of age must be offered a naptime if in care for 6 or more hours.
- There shall be equipment for napping or sleeping for each preschool child who is in care for six (6) hours or more.
- For napping children, cots or 2 inch mats must be provided and each child must have a cover to place under them and another available to place over them.
- Infants must have individual cribs with open tops.

5. Program, Chapter Section 0520-12-01-.09

A. Schedule and Routines.

- Routines such as snacks, meals, and rest shall occur at approximately the same time each day.
- There shall be a balance between child's choice and adult-directed activities.
- Other activity choices shall be available to children during television/movie viewing or computer use.

- Parents shall be informed of movie showings and video/computer games and their ratings.
- Computers, if used, shall be located in view of a caregiver for monitoring purposes.
- An opportunity for outdoor play shall be extended to children of all ages who are in care more than three (3) daylight hours; when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining.
- A reclining rest period of at least one (1) hour shall be provided for all preschool children in care for six (6) hours or more.
- Each child shall be allowed to form his own patterns of sleep.

B. Behavior Management and Guidance.

- Spanking or any other type of corporal punishment is prohibited. (“Corporal punishment” is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)
- Praise and encouragement of good behavior shall be used.
- When a child is engaging in unacceptable behavior the caregiver shall, prior to disciplining the child, first distract the child’s attention and substitute a desirable activity.
- Attention spans and skills of children shall be considered so that caregivers do not require children to engage in developmentally inappropriate behavior.
- Toilet training shall never be started until a child has been in the program long enough to feel comfortable and is able to communicate a need to use the bathroom.

C. Educational Activities

- A daily program shall provide opportunities for learning, self-expression, and participation in a variety of creative activities such as art, music, literature, dramatic play, science, and health.
- Indoor physical activities, requiring children to use both large and small muscles, shall be provided for children of each age group.
- For ages three (3) through school-age, the curriculum shall include instruction in personal safety as needed but at least once a year.

D. Nighttime Care

- If children receive night care, caretakers must provide a calm, nurturing environment and a routine hygiene plan must be in place.

6. Health and Safety, Chapter Section 0520-12-01-.10

A. Children’s Health

- Children’s health records shall be maintained as directed under subchapter 0520-12-01-.05.
- Each child shall be immunized according to the current Department of Health guidelines unless exempted pursuant to subchapter 0520-12-01-.05(8). Programs serving non-school-age children shall maintain written policies for dis-enrollment of children who fail to comply with Department of Health immunization guidelines in a timely manner.
- Parents of every child enrolled shall be notified immediately if any communicable disease has been introduced into the program:
 - Parents must be notified if their child is hurt and becomes ill.
 - Medications must be labeled with instructions and must be kept under lock.
 - Documentation of administration and side effects of any medication given must be kept.
 - Smoking is not permitted in the presence of children.
- The diapering area must be appropriate, near hand washing lavatory and cleaned after each diaper change.

B. Staff Health

- Staff must have documentation that the staff person is capable of safely and appropriately providing care for children in a group setting. The documentation shall be on file within ten (10) calendar days of employment or starting to work.
- A statement of mental or emotional health shall be obtained from a psychiatrist or clinical psychologist when deemed necessary by the Department.
- Physicals are required every 3 years.

C. Safety

- There shall be a staff member present at all times who has current certification in CPR and first aid training.
- A first aid kit must be on the premises as well as a first aid chart.

- There shall be no firearms on the premises.
- Emergency telephone numbers shall be posted next to all telephones and be readily available to any staff member.
- Kitchen knives and other potentially dangerous utensils or tools shall be secured so that they are not accessible to children.

7. Food, Chapter Section 0520-12-01-.11

A. Nutritional Needs

- Children will receive meals and snacks based on the amount of time spent in the program.
- Menus must be posted.
- Consideration must be given to daily food requirements when planning menu.
- Special diets and instructions must be provided in writing.
- New foods shall be introduced to infants and toddlers one at a time over a five (5) to seven (7) day period with parent's approval.
- Parents and caregivers shall work together when weaning an infant to insure consistency in the weaning process. Weaning shall be delayed until after an infant adjusts to group care.

B. Meal Service

- At mealtime, children shall be seated at appropriately sized tables and chairs, and adults shall supervise them in accordance with subsection 0520-12-01-.06(1)(d).
- Milk shall be placed immediately in the refrigerator.
- All formulas remaining in bottles after feeding shall be discarded.
- Previously opened baby food jars shall not be accepted in the center. If food is fed directly from the jar by the caregiver, the jar shall be used for only one feeding.
- Infants shall be held while being fed as long as they are unable to sit in a high chair, an infant seat, or at the table.

8. Physical Facilities, Chapter Section 0520-12-1-.12

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- There shall be a working telephone in the center.
- A minimum of thirty (30) square feet of usable indoor play space shall be provided for each child.
- Outdoor play areas shall contain a minimum of fifty (50) square feet of usable play space for each child using the area at one time.

9. Care of Children with Special Needs, Chapter Section 0520-12-01-.14

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

10. After School Programs serving Adolescents Chapter Section 0520-12-01-.15

- Rules are modified to meet the appropriate developmental stages of the adolescent regarding staff ratios and supervision as well as activities appropriate for this age group.

**COMPLAINT HOTLINE: (LONG DISTANCE) 1-800-462-8261
(NASHVILLE AREA) 615-313-4820**



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