

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 all life has to offer. Different levels of classes allow each student to reach her own true potential, whether she is an academically gifted student 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 with the hopes of gaining 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 on the basis of 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 on the Christian Brothers University campus. Upon successful course completion, students will earn credits towards 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.

Honors

Honors level coursework demands that the student demonstrates 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' 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 Probation

Students whose academic grades in any given course fall below 75/D at any time in a quarter will be required by the school to 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 such a grade deficiency will not be allowed to take part in any extra-curricular activity (sports, dramatics, clubs, etc.) until the grade is once again over 75/D. Students with a grade of D or F will be brought in with parents for a roundtable discussion to address issues.

Admissions

Students are admitted to ICCS on the basis of 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.

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 and academic 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. Any student absence not verified by a call to the Attendance Line will be considered an "unexcused absence," and students will not be allowed to make up missed work. Student tardy regulations apply to all class periods and disciplinary action will apply.

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 any 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 not check their daughters out early except 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 in order 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.

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.

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.

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 the student is off campus, will receive out-of-school suspension (missed class work cannot be made up.) Repeated violations will result in a recommendation of expulsion.

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 on the day of return. See specific class policies in each teacher syllabus, posted to the MyICCS.org website, for details.

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

In the interest of campus security, students who drive their own automobiles must register them with the school. Registration fee is \$5 per vehicle, and the registration decal must be visible in the student's rear windshield at any time the car is parked on campus or on adjacent streets. Each student must sign an automobile agreement when registering her car. Per the terms of this agreement, the student will not go to her car during school hours without a parking lot pass from the main office.

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.

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. Any such unacceptable behavior will be reviewed and disciplined by the Advisory Council.

College Visits

Seniors and second-semester 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. In order 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. In special circumstances, and with administrative permission, juniors may be allowed college days. Families may arrange additional College Days in advance with the Guidance Office, if needed.

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 4-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, 2016 and April 15, 2017 for seniors; May 2, 2016 and May 1, 2017 for 9–11th grade students.
- Non-4-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 any activity, or at any 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. Students may not have fast-food lunch delivered to them for their use in or out of the cafeteria, unless the lunch is a designated club activity under adult faculty sponsorship and supervision, cleared in advance with the principal.

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** 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 reasons of safety, 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 any weapon at school.
- Possession and/or distribution of any illegal drug or medication, tobacco, or alcohol.
- Any attempt on the ICCS campus to sell any 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 any 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.
- Any intentional physical contact, or threat of intentional contact, that results or would result in injury to any 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 any person or property; lying to any 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 – 4:15 pm. A student who receives a detention slip before Wednesday of any given week 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, any further violations, whether for the same or for 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 any 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 off-site, at Mid South Drug Testing labs. Students’ names will be drawn at random for monthly drug testing, and these students will be issued a test voucher that they must present at MSDT within 24 hours. 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. Any 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 very 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. Any 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, 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. Any 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 at any time during the school day. ICCS is not responsible at any time 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. The College Counseling office does not send ACT or SAT scores to colleges and universities. 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.

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 or D/E)	Trigonometry CP AP* Calculus AB Pre-Calculus (H or D/E)
Science	IPC (CP) Biology (H)	Biology (CP) Chemistry (H)	Chemistry (CP) Physics (H) Environmental Science (CP/AP*)	Anatomy & Physiology (CP/H) Environmental Science (CP/H) 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	<i>(none)</i>	World History (H/CP) Personal Finance Economics AP* Psychology	Current Issues AP* American History Genocide in Modern American History Mythology History of Film	AP* European History Current Issues Economics Sociology AP* Psychology Women's Studies US Government AP* US Government
Modern Language	French I Spanish I	French II Spanish II	French III (H) Spanish III	French IV (H, D/E) Spanish IV (AP*)
Fine Arts	Studio Art Graphic Arts	Graphic Design Speech Debate	Graphic Design Photography	Graphic Design Photography
Technology	Computer Graphic Arts	Graphic Arts	Graphic Arts	Graphic Arts
Wellness	Health/Wellness	<i>(none)</i>	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 any "public display of affection" or PDA, immodesty in dress or in dancing, and occupation by two persons of any 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.

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 "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.

Exam Exemptions

Semester exams are required for grades 9 through 12. Seniors who have an A average (93 or higher) and no more than 3 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. Any student that receives a detention during the year is no longer eligible for exam exemptions.

- Students are to remain in the exam(s) for the duration of the exam. Once the exam time is over, the student is free to leave campus if the student does not have to take the second exam scheduled for the day.

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. Any student with a D or an F will be called in along with their parent(s) for a meeting between 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**

Students once enrolled at ICCS 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 any 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

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 in any given year, a summer school course or tutorial for credit recovery must be completed in order to restore credit in the failed course. In order for a student to maintain enrollment and advance to the next grade level, a minimum of 5 credits must be earned during the academic year. No more than 2 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.

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.

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.

Guests on Campus

For security reasons, students will not be allowed to entertain any student guests from off-campus at any time 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 must wear a "Visitor" badge during lunch.

Homework

Teachers assign relevant and meaningful homework in order to direct and strengthen students learning techniques and academic discipline. All 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

Check out duration:

Books (Fiction and Nonfiction) – 2 weeks

Lost books: If any 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 the use by the students. Personal property including cell phones, personal entertainment electronic devices, cameras, and any other valuable article not necessarily 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 any student’s personal property.** Students must keep valuable academic articles (e.g., calculators) locked in the student locker when not in use. No student may 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 any 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 at any time during the school day be in a student’s possession. 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 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. 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 of any nature 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 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. No sorority activity or pledging is 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 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 which is published each quarter for distribution to upper school students, faculty and staff. It is also published on the school website.

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.

Father-Daughter Event is an event planned by the Home and School Association for each student and her father or guardian.

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

Mother-Daughter Luncheon is an annual luncheon and fashion show sponsored by the Home and School Association.

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

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

Your daughter has been loaned 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 any all fees associated with any damage to the computer up to and including the full cost of the laptop depending on the damage. Parents by signing this agreement 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 if abused, can be revoked. It is the responsibility of parents/guardians to insure your child does not access inappropriate sites.**

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

In order 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 Allyson Ellis, Coordinator of Academic Technology at 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 Ms. Ellis for approval and installed by Ms. Ellis.
- 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. In order 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 a good state of repair, 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. Tee shirts under the blouse/senior polo shirt must be white with no logo or writing, and no part of the tee shirt should extend from the sleeves or hem of the blouse/shirt. Students must wear appropriate undergarments of white or other neutral color. Any 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 IC 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). (Class of 2016 excluded) 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

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: <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 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.

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

MONDAY SCHEDULE (assembly period included)

8:10 Warning bell
8:15 – 8:55..... First Period
8:59 – 9:39 Second Period
9:43 – 10:13..... Assembly/guest speaker/meetings
10:13 – 10:27 Break
10:31 – 11:11 Third Period
11:15 – 12:07 Fourth Period
12:11 – 12:39 Lunch

Afternoon class periods will follow Wednesday–Friday schedule below

WEDNESDAY-FRIDAY SCHEDULE (49 minute periods + 4 pass minutes)

8:10 Warning bell
8:15 – 9:04..... First Period
9:08 – 9:57..... Second Period
9:57 – 10:03..... Announcements
10:04 – 10:16 Break
10:20 – 11:14 Third Period
11:18 – 12:07 Fourth Period
12:11 – 12:39 Lunch
12:43 – 1:33..... Fifth Period
1:37 – 2:26..... Sixth Period
2:30 – 3:19..... Seventh period

TUESDAY MORNING LITURGY SCHEDULE (31/39/49 minute periods + 4 min. pass)

8:10 Warning bell
8:15 – 8:46..... First Period
8:46 – 8:50..... Restroom
8:50 – 9:45..... Liturgy in the Cathedral
9:45 – 10:00..... Break
10:04 – 10:43 Second Period
10:47 – 11:26 Third Period
11:30 – 12:07 Fourth Period
12:11 – 12:39 Lunch
12:43 – 1:33..... Fifth Period
1:37 – 2:26..... Sixth Period
2:30 – 3:19..... Seventh period

THURSDAY EARLY FACULTY MEETING SCHEDULE (40/25 min periods + 4)

Morning class periods will follow Wednesday–Friday schedule above

12:43 – 1:08..... Fifth Period
1:12 – 1:37..... Sixth Period
1:41 – 2:06..... Seventh period

NOON DISMISSAL DAYS ARE RARE; SCHEDULE FOR THE DAY WILL BE EITHER 1-4 PERIODS ONLY, OR 5-7 PERIODS PLUS ASSEMBLY ONLY.