



Immaculate  
Conception  
CATHEDRAL SCHOOL

Immaculate Conception Cathedral School

2018 – 2019 Handbook

Lower and Middle School

Copyright © 2018, Immaculate Conception Cathedral School. All rights reserved.

Permission must be obtained to reproduce—in any form or by any means, electronic, mechanical, photocopying, or otherwise—what is included in this book.

Body text typeset using the Minion Pro family of fonts.  
Page numbers and section identifiers typeset in Avenir LT Std Book.

# Immaculate Conception Cathedral School 2018–2019 Handbook

## Table of Contents

Introduction .....	2
Preschool Handbook .....	4
Lower/Middle School Handbook (K–8).....	8
Middle School Bell Schedule (5–8) .....	25
Extended School Program Handbook (PreK–8).....	26

## Appendix

TN Department of Education Child Care Requirements. ....	27
--	----

# Immaculate Conception Cathedral School

## **Mission Statement**

Cathedral of the Immaculate Conception:  
As the Mother Church—  
*Serving* Jesus in our Words and Deeds  
*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 725-2715

*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 Dennis 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](http://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 5–8 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 5–8 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–4*

#### **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–4 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.

## Grades 5-6 and 7-8

### 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 3:30, 5th- and 6th-grade teachers will escort any students remaining to the cafeteria, where they will go to the Extended School Program 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-4	3 pm	3 pm	3 pm	2 pm	3 pm
5-8	3:20 pm	3:20 pm	3:20 pm	2:20 pm	3:20 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

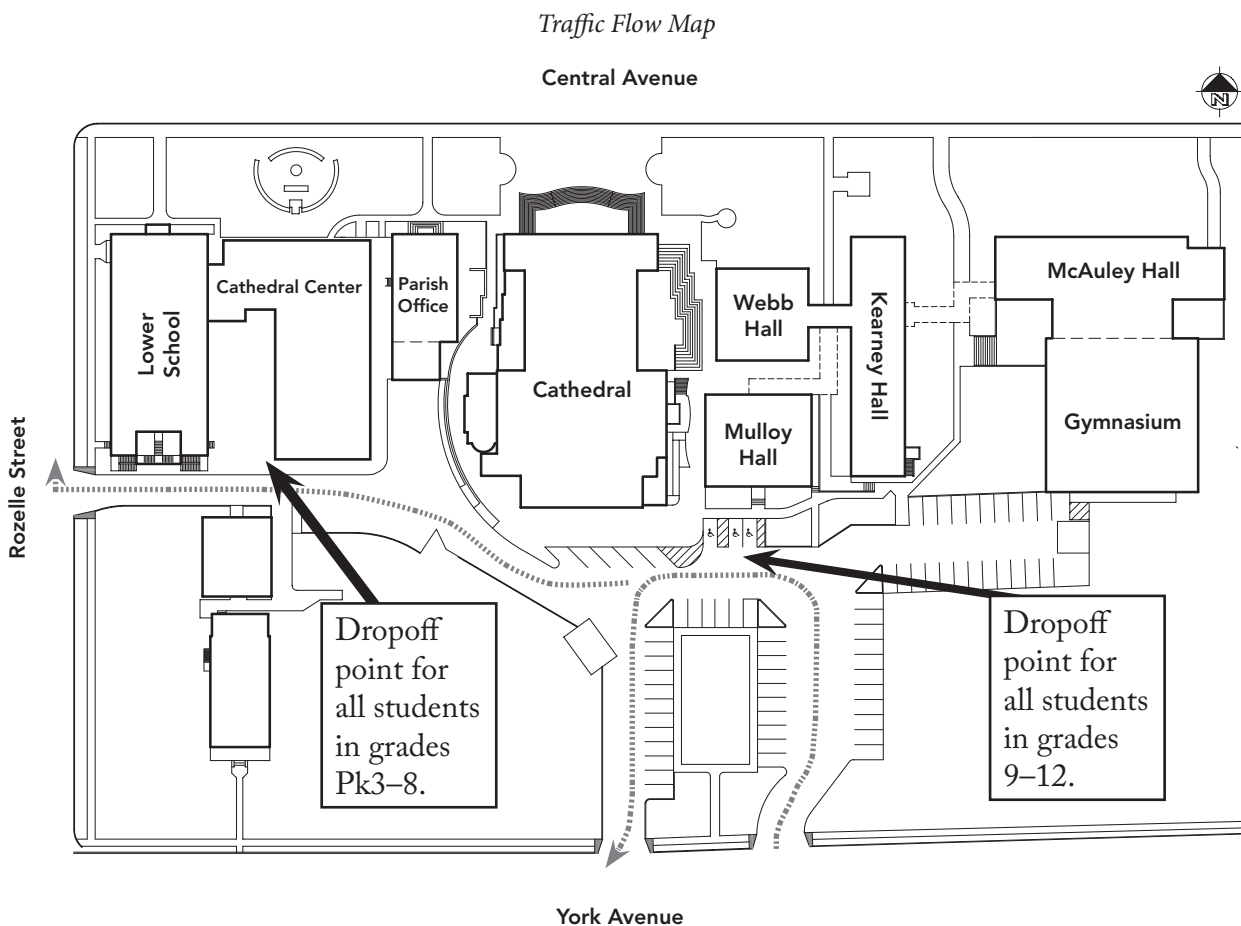
Regular and prompt attendance is a school requirement and is essential for students' academic success and promotion. A student must have a pattern of regular attendance and must arrive on time in order to obtain the full benefit of the academic program. Excessive absences or repeated tardiness handicaps 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 7–8 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 suspension 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 personnel. 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**

We encourage parents 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 5–8 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–6* 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 warning 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 7–8* 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 7–8, 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 electronic devices students bring to school 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–6 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. **Terms of Disciplinary Probation will be determined by the administration.**

#### *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**

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 5–8 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. Grade 5–8 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 club or 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 a team or club until the next progress report is issued.



## 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

An after-school program (Extended School Program) is available on campus under the direction of ICCS. Lower and Middle school students are not allowed to wait for their ride unsupervised on school property, outside the school, or in the hallways or the gym after dismissal. Parents unable to provide transportation for their child to leave campus at dismissal should enroll their child in the extended school program. **The school is not liable for harmful action that occurs after school hours if a child is not enrolled in the extended school program.**

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

At 3:15, teachers will escort all remaining students to the cafeteria, where they will go to extended school care until their parents arrive.

## 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.

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 5–8**

All student in grades 5–8 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 of year activities.

5th and 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 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 (8<sup>th</sup> 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 Dennis 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-4<sup>th</sup> Grade*

**Boys:** Every K-4<sup>th</sup> 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 Dennis 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 Dennis School Uniforms.

**Girls:** Every K-4<sup>th</sup> 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 Dennis 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 black tights/leggings with their jumper during colder months; however they must wear white crew socks with the black leggings. These are available from Dennis 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. 4<sup>th</sup> grade may have a navy mesh or cotton shorts for P.E. These items are available at Dennis 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.

*5<sup>th</sup> Grade*

Boys: 5<sup>th</sup> 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: 5<sup>th</sup> grade girls must have a uniform consisting of: blue and white plaid skirt, white or blue over-b 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.

*6-8<sup>th</sup> Grade*

Boys: All 6-8<sup>th</sup> 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 6-8<sup>th</sup> 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 7–8

### MONDAY–TUESDAY–WEDNESDAY SCHEDULE

8:00–8:15.....Homeroom  
8:20–9:10 .....First Period  
9:15–10:05 .....Second Period  
10:10–11:00 .....Third Period  
11:05–11:55 .....Fourth Period  
12:00–12:50 .....Fifth Period  
12:55–1:25.....Lunch  
1:35–2:25.....Sixth Period  
2:30–3:20.....Seventh period

### THURSDAY SCHEDULE

No Homeroom

8:00–8:45.....First Period  
8:50–9:35 .....Second Period  
9:40– 0:25.....Third Period  
10:30–11:15 .....Fourth Period  
11:20–12:05 .....FifthPeriod  
1:00–1:30 .....Lunch  
12:10–12:55 .....Sixth Period  
1:30–2:20 .....Seventh Period

### FRIDAY SCHEDULE

8:00–8:20.....Homeroom  
9:30–10:10.....First Period  
10:15–10:55 .....Second Period  
11:00 – 11:40 .....Third Period  
11:45–12:25 .....Fourth Period  
12:30–1:10 .....Fifth Period  
1:15–1:45 .....Lunch  
1:50–2:30 .....Sixth Period  
2:35–3:20 .....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

## Schedule of Fees

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 payments are set up in our online system at <https://www.ultracamp.com/clientlogin.aspx>

## 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  
E-mail: [mckenzie.martin@ic.cdom.org](mailto:mckenzie.martin@ic.cdom.org)

# 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](http://www.tn.gov/sos), or by writing the Office of School-based Support Services, Tennessee Department of Education, 9<sup>th</sup> 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**



Department of Education July 21, 2010; Publication Authorization No. 331046; 2000 copies. This public document was promulgated at a cost of \$0.34 per copy.