



Immaculate  
Conception  
CATHEDRAL SCHOOL

Immaculate Conception Cathedral School

2018-2019 Parent/Student Handbook

Upper School

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# Immaculate Conception Cathedral School 2018–2019 Handbook

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# 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 their 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>

## Foreward

The Student and Parent Handbook is provided to inform you of rules, policies, procedures, guidelines, and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein, and we encourage you not only to carefully review the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the administration of ICCS.

After reviewing the handbook, please sign and return to ICCS the Parent/Student Acknowledgement Form by Aug. 23, 2018. The Acknowledgement Form is available in a printable format on the school website , MyICCS.org, or in the school office.

The administration reserves the right to modify its rules, policies, procedures or guidelines as published in this handbook. Modifications made during the school year will be publicized through our weekly *Wildcat Wire*.

### Philosophy of Education

The curriculum at ICCS is anchored in the Roman Catholic tradition, encouraging students to grow both academically and spiritually. The college preparatory curriculum at the upper school level is designed to challenge students academically while preparing them for life. The dedicated faculty and small class size enable individualized attention and support.

### Academic Course Levels

#### Advanced Placement® (AP®) Program

The Advanced Placement® Program is designed to challenge and prepare students for college work. A student enrolled in an AP® course can choose to take the AP® exam and pay the appropriate test fee. AP classes provide the student an opportunity to enter college with credit.

#### College Prep

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

### Academic Warning

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

### Admissions/Non-Discriminatory Policy

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

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

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

ICCS does not discriminate by race, color, national or ethnic origin, or religious persuasion in admissions policies, scholarship and assistance programs, and athletic and other school-administered programs.

### **Advisory Council**

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

### **Attendance Policy**

School begins at 8:00am. Consistent, prompt class attendance is required for a student's academic success. The following policy outlines procedures to ensure efficiency and convenience for the administration and faculty to monitor daily attendance.

Absences in which the student represents the school for academics, sports, or public relations will not be counted against a student for total absences during a semester.

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

### **Tardy students must check in to the Office before returning to class.**

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

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

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

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

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

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

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

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

### **Automobiles on campus**

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

### **Bullying/Cyberbullying/Discrimination/Harassment/Hazing**

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

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

- Physically harming a student or damaging a student’s property;
- Knowingly placing a student or students in reasonable fear of physical harm or damage to property;
- Causing emotional distress to a student or students; or,
- Creating a hostile educational environment.

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

Students who feel victimized by or who have knowledge of such behavior toward a student or students should report this to the school counselor, vice principal, or principal. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school.

Retaliation against those who report or who participate in an investigation is strictly prohibited. Students who deliberately submit false reports will be subject to appropriate disciplinary consequences.

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

### Code of Ethics

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

### College Visits

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

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

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

### Community Service

The ICCS Mission Statement challenges each student to “serve Jesus through our word and deeds,” reflecting the call of Catholic Social Teaching to build a just and peaceful society through service to the poor and vulnerable. Upon graduation, each four-year student must have completed a minimum of 70 hours of community service, according to the following requirements:

- Freshmen and sophomores: a minimum 15 hours per school year; 7.5 hours per semester
- Juniors and seniors: a minimum 20 hours per school year; 10 hours per semester.
- Community service must be performed for a local non-profit service organization (listed in the Community Service folder at [www.MyICCS.org](http://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, 2018 and April 15, 2019 for seniors; May 15, 2018 and May 1, 2019 for 9–11th grade students.
- Non-four-year student requirements will be prorated according to year of entry to ICCS.

### Conduct

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

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

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

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

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

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

- Fighting– an administrator will assess ISS, OSS, or recommend expulsion from school.

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

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

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

Failure to report to detention will result in an ISS (In-school suspension) being assigned. As with all ISS penalties, any missed work will not be made up for credit.

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

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

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

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

**Food Items at School:** Food and drinks are allowed only in the break area or on the patios during lunch time as a senior privilege or for special events. Seniors who have earned privileges may eat lunch in the break area. Students are not allowed to eat in classrooms or in hallways; violations will result in detention and/or confiscation of food items. Open packages of food items and perishable food may not be stored in the student’s locker, except for the student’s lunch. Open food items and spoiled food will be removed from the student’s locker for health reasons, and the student will be issued a detention. Food and snack items at school may be sold only from the Spirit Shop.

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

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

**In-School Suspension (ISS):** In-school suspension will be assessed for serious infractions of school rules and policies. The student in ISS will be isolated on campus from other students; she will complete all course work assigned in her classes on that day. Repeated serious violations may be punished with Out-of-School Suspension (OSS).

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

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

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

### **Counseling Office**

The Counseling Office offers a comprehensive school counseling program to address all students’ academic, career, and social/emotional development needs that promote and enhance student success. Additional counseling needs are referred to outside agencies as necessary. The school counselor does not provide individualized learning programs or private psychological services.

The Counseling Office maintains current materials available to students and parents on college and career counseling. Please go to our school’s website for more college and career planning resources. <https://iccs.learning.powerschool.com/candice.mosby>.

### **Dances**

The school sponsors two annual dances: Silver Bells, and the Junior-Senior Prom. Semi-formal or formal dress is expected. Students must arrive within 30 minutes of the start time and may not leave until 30 minutes before the end time. All dances are restricted to ICCS students and their dates, unless otherwise noted. A student or date

may be tested for drug or alcohol use at the dance. The student is responsible for her guest's behavior, and conduct violations will be handled according to conduct guidelines in this handbook. Inappropriate conduct at dances includes but is not limited to "public display of affection" or PDA, immodesty in dress or in dancing, and occupation by two persons of a piece of furniture designed for one person only.

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

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

### **Early Dismissal**

School is dismissed at 2:20 pm every Thursday. Students are encouraged to use this time to schedule non-emergency appointments.

### **Eligibility for Activities**

#### **Academic eligibility**

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

#### **Maintaining academic eligibility**

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

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

### **Exam Exemptions**

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

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

### **Grade Reporting**

A paper grade report will be sent home to parents to be signed. The report will be given to the student and must be brought home by the student. Parents must sign and return within 48 hours. Failure to return the signed report will

result in a call to the parents from the school guidance counselor. A student with a D or an F will be called in along with their parent(s) for a meeting with the teacher, counselor, student and principal to review tutoring expectations and plan a course of action to address academic issues.

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

### Graduation Requirements

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

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

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

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

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

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

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

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

Wellness Credit: The State of Tennessee requires 1.5 units of health/wellness/physical education classes for graduation.

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

Students must take the ACT or the SAT before graduation.

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

### **Grievance Policy**

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

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

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

### **Guests on Campus**

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

## Homework

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

## Honor Code

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

## Honor Roll

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

- SUMMA CUM LAUDE ("with highest praise") All A's
- MAGNA CUM LAUDE ("with great praise") A's and not more than one B.
- CUM LAUDE ("with praise") All A's and B's.

## Library Policies

### Checkout duration:

Books (Fiction and Nonfiction) – two weeks

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

## Lockers

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

## Medications

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

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

1. A physician's authorization written on a prescription pad must be on record. The authorization must

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

### **National Honor Society**

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

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

### **Religious Education**

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

### **Round Table Meetings**

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

### **Smoking**

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

### **Sororities**

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

### **School Hours**

School hours are 8:00am—3:20pm Monday, Tuesday, Wednesday, and Friday and 8:00am—2:20pm on

Thursday.

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 who cannot arrange transportation by 3:45pm will need to attend our Extended School Program.

### **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 cross-country, volleyball, basketball, cheerleading, and track.

### **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.

**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.

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

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

**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.

The **Spanish Club** is open to students interested in learning about multiple Hispanic countries, their languages and cultures.

### **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. Official permission slips

must be signed by a parent or guardian. Faxed forms are not acceptable. Students participating in off-campus or out-of-town trips are bound by all school rules. Failure to abide by these rules will result in disciplinary action, loss of privilege, and loss of future field trip privilege as determined by the Advisory Board.

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

### Social Activities

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

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

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

**Color Wars** is a half-day of games during the last month of school held to foster class competition.

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

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

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

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

### Technology Acceptable Use Policy

#### Educational Purpose

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

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

#### Guidelines for Parents and Students

##### Parent Responsibilities

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

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

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

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

**Student Responsibilities**

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

- I WILL read and follow the Guidelines/Acceptable Use Policy and discuss it with my parents/guardian.
- I WILL adhere to the terms of the ICCS Acceptable Use Policy and School Guidelines each time the laptop is used at home or at school.
- I WILL recharge the laptop nightly to begin the school day with a fully charged battery.
- I WILL bring the laptop to school each day and keep it with me or in a secure location when not using it in class.
- I WILL keep the laptop in its assigned protective bag at all times when not being used.
- I WILL make the laptop available for inspection by an administrator or other staff member upon request.
- I WILL use appropriate language in all communications and documentations.
- I WILL abide by copyright laws. <http://www.copyright.gov/title17/>
- I WILL regularly back up my files to flash/jump drive, or to a storage server such as OneDrive.
- I WILL stay on task in all courses when using the laptop. This includes not visiting other sites except the one(s) assigned by teachers or participating in personal activities/social media during instructional time.
- I WILL report all problems and damage immediately to the IT department at school via a work order. If needed, a loaner laptop will be issued to student.
- I WILL report loss/theft of the laptop to parents, IT department and proper authorities (police) within 24 hours.

- I WILL NOT use or attempt to use another student's assigned hardware, subscriptions, logins, files or personal information.
- I WILL NOT give out personal information, such as name, address, photo or other identifying information online, including username and password.
- I WILL NOT use the laptop to record others (audio/visual) without their permission.
- I WILL NOT download or attempt to install any programs or files from the Internet or other sources that do not pertain to the school curriculum.
- I WILL NOT change or attempt to change the configuration of, install or remove software or hardware.
- I WILL NOT remove or attempt to remove any ICCS identification tags on the laptop or deface it with stickers, marking pens, etc.
- I WILL NOT engage in Social Media (Snapchat, Instagram, Facebook, Twitter, etc.) during the school day unless instructed to do so by a faculty member.
- I WILL NOT engage in any academic dishonesty including copying other's work without citing a reference or presenting other's work as my own.

### Acceptable Use Policy

- 1) Using the ICCS network is a privilege, NOT a right.
- 2) Laptops are an educational tool and must be used in that capacity only. Once issued, students are responsible for the laptop and all accessories (bag and charger) at all times.
- 3) The assigned student is the only authorized user of the laptop. The laptop should NEVER be shared with another student or sibling.
- 4) All passwords and personal information must be kept confidential at all times.
- 5) Under NO circumstances will laptops be taken by parents or students to outside service providers for repair. Do NOT attempt to repair the laptop yourself.
- 6) ICCS will NOT be held responsible for inappropriate use of the school network or any other networks a student may be using. Basic web filtering is used on campus.
- 7) Students must conduct themselves in a socially acceptable manner at all times while using the network/internet. Remember, everything you do on the internet leaves a digital footprint that follows you forever and may impact your future. <http://www.onguardonline.gov>
- 8) Laptops are school property and all content (software, email, internet use, etc.) will be monitored. Messages and/or Internet content relating to or in support of illegal activities will be reported to the authorities.
- 9) Students must be responsible for having their laptop FULLY charged when they come to school each morning.
- 10) Students must have NO expectations of privacy and can expect the IT department and administrators to conduct checks of their Internet history, documents, etc. at any time.
- 11) Students must carry laptops in the ICCS provided bag with an identification tag that clearly states the student's first and last name.
- 12) **All identification tags must remain on the computer and bag at all times.**
- 13) "Cyberbullying" will NOT be tolerated. Cyberbullying means bullying by use of any electronic communication device using but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, etc. Cyberbullying can be reported to <http://www.cyberbullyhotline.com>.
- 14) Students must notify the IT department or staff whenever they come across information or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.
- 15) Students must NOT try to bypass the school filter in any way, including but not limited to the use of proxy connections or creating a hot spot.
- 16) Students must be responsible for the laptop throughout the school day. ICCS will NOT be responsible for laptops that are left unattended on campus.
- 17) Students must NOT access inappropriate or obscene material. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
- 18) Students must NOT obtain copies of or modify files, data or passwords belonging to other users on the network.
- 19) Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 20) Students must NOT move or delete any folder THEY did not create.

- 21) Students are prohibited from playing games (with the exception of educational games directed by a teacher) or use Social Media unless instructed to do so during school hours.
- 22) Headphones/earbuds are prohibited in class unless directed by a faculty member.
- 23) The laptop will NOT be used to copy, download, upload or share copyrighted materials without the material owner's permission. This includes the reproduction of music files, (CD's/DVD's) images and software applications.
- 24) Students must make sure that all desktops/screen savers are school appropriate. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- 25) Students must NOT take the laptop on trips unless permission is granted by the administration. If this permission is granted, the responsibility of the laptop still rests on the student. If flying, students must never check the laptop.
- 26) Students must NOT download large files such as personal music or movies on the laptop. Space on the laptop is reserved for curricular content.
- 27) Laptops must NOT be used to hurt or defame any person or institution including ICCS.
- 28) Any inappropriate use, neglect or damage is the responsibility of the parent and student.
- 29) Committing any form of academic dishonesty using the laptop is not acceptable and will result in disciplinary action.
- 30) Laptops must NOT be left in automobiles. Computers cannot tolerate extreme temperatures.
- 31) Students must NOT overpack the laptop bag. This may damage the laptop.
- 32) Students must NOT use laptops outdoors.
- 33) Students must be mindful of their print usage and submit their work electronically to staff as often as possible. Students must follow all print limitations.
- 34) Laptops must ALWAYS be used on a flat stable surface.
- 35) Students must NOT rest laptop on soft material or pillows. It will overheat and cause damage.
- 36) Individuals must NOT eat or drink near the laptop. This includes bringing it to a lunch table!
- 37) Students must avoid touching the screen. Students must never use any cleaner, such as Windex to clean the laptop. Refer to the following site for care of your laptop. Scroll down to the appropriate MacBook Air instructions. <http://support.apple.com/kb/ht3226>
- 38) Students must NOT rest paper/pencils/pens or other items on the keyboard. Accidentally closing the laptop with items on the keyboard will damage the screen.
- 39) Students must NOT mark on the laptop in anyway with markers, stickers, etc.

### **Transition Between Classes**

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

### **Uniform/Dress Code**

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

In cold weather, students may wear the navy sweater or sweater vest, navy blazer, (except during Mass). 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 Dennis 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. The navy blazer is part of the winter uniform and may be worn. No other sweater or outer garment may be worn as part of the uniform. 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 two 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, uniform blouse, uniform skirt, and appropriate socks and shoes. Seniors may not wear the “senior polo” shirts on liturgy days. It will be the student’s responsibility to be aware of these special events via the school’s daily announcements, web site, or calendar. Uniform violations for special assemblies or liturgies will subject the student to a detention; “I did not know about this” does not absolve the student of responsibility for knowing.

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

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

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

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

### **Valedictorian and Salutatorian**

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

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

### **VIRTUS Training**

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

### **Volunteer Drivers**

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

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

## Schedule of Class Periods—Grades 9–12

### M, T, W 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 - 12:30 .....Lunch  
12:40 - 1:30 .....Fifth Period  
1:35 - 2:25 .....Sixth Period  
2:30 - #:20 .....Seventh Period

### Thursday Schedule

8:00 - 8:45 .....First Period  
8:50 - 9:35.....Second Period  
9:40 - 10:25 .....Third Period  
10:30 - 11:15.....Fourth Period  
11:20 - 12:05 .....Fifth Period  
12:10 - 12:40 .....Lunch  
12:45 - 1:30 .....Sixth Period  
1:35 - 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 - 1:00.....Lunch  
1:05 - 1:45.....Fifth Period  
1:50 - 2:30.....Sixth Period  
2:35 - 3:20.....Seventh Period