

Immaculate Conception High School Campus Handbook

Grades 9-12

Mission Statement

Immaculate Conception Cathedral School is a co-educational elementary school and an all-girls college preparatory high school that instills the principles of Christian life in the Roman Catholic tradition to students of all faiths. The safe environment provided by the unified campus enables students to develop academically, physically, socially, and spiritually. Each student is encouraged, by bearing witness to God's love, to become a responsible, creative, and contributing leader of the school and society.

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 high school level is designed to challenge students academically while preparing them for all life has to offer. Different levels of classes allow each student to reach her own true potential, whether she is an academically gifted student or a struggling student.

The dedicated faculty and small class size enable individualized attention and support. Twenty-eight credits are required for graduation. Most ICCS students choose to maximize their high school experience with the hopes of gaining college credits before graduating from high school. Advanced Placement and Dual-Enrollment students have the potential to enter college with up to 33 credit hours.

Academic Course Levels

Advanced Placement (AP) Program

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

Dual-Enrollment

Dual Enrollment classes are offered on the ICCS campus and at Christian Brothers University. Students will earn credits towards ICCS graduation requirements as well as college credit. This credit can, depending on the requirements set by the college of the student's choice, be transferred to that college. Students must satisfy the Tennessee Hope Lottery Dual-Enrollment Grant requirements and ICCS requirements to be eligible for these courses.

Honors

Honors level coursework demands that the student demonstrates a higher degree of self-direction and performance. Honors classes will read more outside of class and be assigned more challenging projects. These classes are faster paced and students will be expected to demonstrate higher-level thinking and problem solving skills.

Standard/Traditional

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

Academic Probation

Students whose academic grades in any given course fall below 70/C at any time in a quarter will be required by the school to spend a study period with that teacher after school during the teacher's regular office hours. Students may not skip these sessions for any reason other than illness verified by a doctor note; families should arrange to pick up the student after this important tutoring. Individual teachers will decide how many after-school sessions will be necessary to make up the student's deficiency in a subject. Students on academic probation because of such a grade deficiency will not be allowed to take part in any extra-curricular activity (sports, dramatics, clubs, etc.) until the grade is once again over 70/C.

Admissions

Students are admitted to ICCS on the basis of standardized test scores, grades, recommendations, interview, and their ability to perform successfully in a college preparatory program. Transfer students are additionally evaluated on their ability to conform to an established program of study and to an existing class. Transfers at the senior level may be accepted only when entering from out of town.

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

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

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

Advisory Council

The Advisory Council serves to determine student discipline in situations involving serious infractions of school policy. Students have the opportunity to appear before the council to discuss the circumstances and resulting discipline. The Advisory Council consists of the principal and three faculty members selected by faculty and student body vote at the beginning of the school year.

Attendance Policy

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

If a student will be late or absent, a parent or guardian must notify the school through the Student Attendance Line at 435-5329 by 7:45 a.m. Any student absence not verified by a call to the Attendance Line will be considered an "unexcused absence," and students will not be allowed to make up missed work until appropriate verification is obtained.

Student absences over five days in a semester will be reviewed by the administration and parents will be called in for a guidance meeting. The school has a legal obligation under Tennessee law to notify the authorities of any truancy. Absences over 10 in a semester subject a student to failing her course.

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

excused medical absence.

Excused absences: 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.

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 guidance meeting. Students are subject to a 10-point deduction (one letter-grade) in the semester grade. Students with 10 absences from a course per semester, whether excused or unexcused, will be subject to earn a grade of 69/F in that course.

Excessive tardies: Three tardies in any course, per semester, will equal one full period of unexcused absence. After the third tardy, the student will receive a detention. A student's arrival in a class more than 15 minutes after the beginning of the class period will count as a full unexcused absence rather than a tardy.

Leaving campus without permission: ICCS has a legal obligation to guarantee the personal safety of our students. Any student who leaves campus without checking out in the office, however briefly the student is off campus, will receive out-of-school suspension (missed class work cannot be made up.) Repeated violations will result in a recommendation of expulsion.

Make-up work: Only those students returning from excused absences will be allowed to make up missed work. Students are expected to make up all work missed due to an excused absence. Tests missed during a one-day absence will be made up on the day of return. See specific class policies in each teacher syllabus, posted to the myiccs.org website, for details.

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

Automobiles on campus:

In the interest of campus security, students who drive their own automobiles must register them with the High School. Registration fee is \$5 per vehicle, and the registration decal must be visible in the student's front windshield at any time the car is parked on campus or on adjacent streets. On-campus parking is provided to seniors on a first-come, first served basis for the cost of the annual registration fee. Should any on-campus parking slots remain available, they may be secured by underclassmen on a first-come, first-served basis for \$50 per semester. Student drivers must be aware the registration fees do not under any circumstances guarantee sole and absolute rights to a particular parking slot. Reckless driving on campus will result in a student's parking privileges being revoked, with no refund of registration or parking fees. Each student must sign an automobile agreement when registering her car. Per the terms of this agreement, the student will not go to her car during school hours without a parking lot pass from the main office.

Code of Ethics

Immaculate Conception High School 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, physical or verbal abuse, written or verbal threats to the safety of another, any form of harassment and any other behavior that indicates disrespect for the school, the staff, the students, or the premises are unacceptable and will result in disciplinary measures. Any such unacceptable behavior will be reviewed and disciplined by the Advisory Council.

College Visits

Seniors and second-semester juniors are allowed two days excused absence from school to visit colleges. Students must file a college visit form three days prior to the absence. In order for the absence to be excused, the student must provide documentation that an interview appointment has been made with the college. In special circumstances, and with administrative permission, juniors may be allowed college days. Families may arrange additional College Days in advance with the Guidance Office, if needed.

A letter from the college admissions office is required upon return to school. 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 “contribute actively to the world,” reflecting the call of Catholic Social Teaching to build a just and peaceful society through service to the poor and vulnerable. Upon graduation, each 4-year student must have completed a minimum of 70 hours of community service, according to the following requirements:

- Freshmen and sophomores: a minimum 15 hours per school year; 7.5 hours per semester
- Juniors and seniors: a minimum 20 hours per school year; 10 hours per semester.
- Community service must be performed for a local non-profit service organization (listed in Community Service folder on MyICCS web page.
- 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, 2011.**
- **Seniors must turn in verification of final service hours by April 15, 2012.**
- **Juniors, sophomores, and freshmen must turn in verification of final service hours by May 1, 2012.**
- 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 70.
- Service hours must be performed between May 2, 2011 and April 15, 2012 for seniors; May 2, 2011 and May 1, 2012 for 9-11th grade students.
- Non-4-year student requirements will be prorated according to year of entry to ICCS.

Conduct

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

Cafeteria: Courtesy and etiquette are required in the cafeteria. Each student is responsible for cleaning her own place after lunch and for helping others. Food and drink **may not** be taken out of the cafeteria. All students in grades 9-11 must eat in the cafeteria. Students may not have fast-food lunch delivered to them for their use in or out of the cafeteria, unless the lunch is a designated club activity under adult faculty sponsorship and supervision, cleared in advance with the principal.

Cell Phones: Students with cell phones or any other electronic devices must keep them turned completely off during

school hours. Students are not allowed to have these items on their person during school hours; such items are to be locked in the student's locker or left at home. Students who violate this policy will be fined \$25 and the device will be confiscated until the fine is paid at the High School office. For each subsequent violation, the fine will be doubled from the previous penalty. Additionally, use of cell phones or electronic devices 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 High School Secretary (725-2705 or 435-5310) and the student will be summoned to the office immediately.

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

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

- Tardy to class – counts as an unexcused absence, in all but the most extreme situations. Missed work may not be made up. Three tardies will count as a full period of unexcused absence from that class. Refer to the attendance policy page 1 of 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.
- Cheating – results in 0 on the assignment. For extreme or repeated offenses, an administrator or the Honor Council may assess ISS, OSS, or recommend expulsion from school.
- Classroom disruption – results in detention. For repeated offenses, an administrator may assess ISS, OSS, or recommend expulsion from school.
- Fighting– an administrator will assess ISS, OSS, or recommend expulsion from school.

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

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

Detention: Detention is reserved for serious infractions of school policies. Offenses for which a detention will be issued include, but are not limited to: disrespect to any person or property; lying to any authority figure; violation of the Honor Code (cheating, plagiarism); repeated class tardies over three in any course, per semester. Detention will be held on designated Thursdays from 2:15 – 3:45 pm. A student who receives a detention slip before Wednesday of any given week must report to detention on Thursday of that week. Detentions issued on a Wednesday, Thursday or a Friday must be served the following Thursday. After students have been assigned two detentions in any one semester, any further violations, whether for the same or for different infraction/s will result in ISS (see below.)

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

Drug Testing: ICCS maintains responsibility for the safety and well being of each student and the student body.

ICCS does not permit illegal drug or alcohol use. The school reserves the right to test any student at any time for illegal drug or alcohol use. All such drug testing is at the parents' or guardian's expense. The parents/guardians of a student who tests positive will be called in for a guidance meeting. That student must participate in counseling by a licensed professional.

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

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

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

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

Money at school: Students are very strongly encouraged NOT to bring large sums of money to school. Students bringing tuition payments to school should turn the payment in to the High School office upon arrival at school. Any student who needs to bring a large sum of money to school for personal use after school is required to leave it with the High School secretary for safekeeping in the office safe, until the student leaves school in the afternoon.

Personal Property on Campus: Students are not allowed to carry purses or book bags during the school day. Students should carry only those items needed for class work (text, notebook, pencil/pen case, calculator, etc.) A small coin purse is acceptable provided it fits into the student's shirt pocket. All other personal items including cell phones and electronic entertainment devices and cameras should be locked in the student's locker or left at home. Any electronic educational devices such as electronic readers, spellers, calculators, etc., will be allowed in a classroom only with the prior approval of the teacher. Students should not assume that one teacher's approval of such a device in his/her classroom equals campus-wide permission to use that device. Electronic telephone devices that allow access to the Internet, even if they also have an educational use, are not permitted in ICCS classrooms. ICCS is not responsible at any time for loss of or damage to any such items, even if they are used with permission of the teacher. When not in use, such devices should be secured in the student's locker. ICCS is not responsible for the loss of student personal property that is not secured in the locker in accordance with school policy.

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

Off Campus Conduct: Students will be held accountable according to the rules and policies of Immaculate Conception High School 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 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.

Counseling Department

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

The Counseling Office maintains current materials available to students and parents for occupational, career, and college counseling. Each student receives guidance in choosing a career or college. The Counseling Office arranges for college representatives to visit the campus and address students. Information sessions regarding college and academics are offered to parents throughout the course of the year. College applications, college financial aid information, and admissions requirements for colleges and universities are available in the Counseling Office.

Curriculum Map

Discipline	9	10	11	12
Math	Algebra 1	Geometry	Algebra 2	College Algebra Pre-Calculus Calculus
Science	IPC	Biology	Chemistry	Anatomy & Physiology Environmental Issues Physics
English	Intro to Writing and Language	American Literature Popular Fiction	British Literature AP English Language Creative Writing	World Literature AP English Literature
Theology	Theology I	Theology II	Theology III	Theology IV
Social Science		Government United States History AP US History Personal Finance	American Film and Culture World History Crimes Against Humanity Holocaust Studies	AP European History
Modern Language	French or Spanish 1	French or Spanish 2	French or Spanish 3	French or Spanish 4
Fine Arts	Studio Art Drama Renaissance Series	Mixed Media Drama Renaissance Series	Advanced Art Art History Drama Renaissance Series	Architecture AP 2D and 3D Art Ceramics Drama Renaissance Series
Technology	Computer		Digital Imaging	Photoshop/Yearbook
Wellness	Physical Education Sports Clubs	Sports Clubs	Sports Clubs	Sports Clubs

Dances

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

Early Dismissal

School is dismissed at 2:06 pm on 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 "C" average in each academic course and a 2.5 in other classes. 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 reassessed. 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. A student may return to full status in athletics or club activity when she meets the academic eligibility requirements.

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 involved, and the counselors.

Exam Exemptions

Second semester seniors may be exempt from exams at the teacher's discretion after meeting the following criteria:

- No tardies to the class during second semester.
- No more than one excused absence from the class during second semester. This does not include absences for which the student is representing the school, e.g., sports, theatre, competition.
- Semester average 90 or higher in the class.
- No detentions during the semester.

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

Grade Reporting

Official grade reporting will occur on a quarterly basis and can be viewed by students and parents from Powerschool. Since student progress in any class may be monitored on a daily basis through Powerschool as long as the family's financial obligations are current; official grade reports will not be mailed home unless requested each quarter. See teacher syllabus for details on any teacher's grading system, posted to the teacher web page at www.myiccs.org.

Grading Scale

The following values constitute the ICCS grading scale as of August 2009:

Letter	Numerical	Grade Point	Letter	Numerical	Grade Point
A+	97-100	4.30	C+	79	2.90
A	93-96	4.15	C+	78	2.80
A-	90-92	4.00	C+	77	2.70
B+	89	3.90	C	76	2.60
B+	88	3.80	C	75	2.50
B+	87	3.70	C	74	2.40
B	86	3.60	C	73	2.30
B	85	3.50	C-	72	2.20
B	84	3.40	C-	71	2.10
B	83	3.30	C-	70	2.00
B-	82	3.20	F	69	No Credit
B-	81	3.10	F	68	No Credit
B-	80	3.00	F	67	No Credit

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

Graduation Requirements

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

English	4 units
Mathematics.....	4 units
Science	4 units
Social Science	3 unit
Fine Arts	1 unit
Modern Language.....	3 units
Wellness	1 unit
Religion.....	4 units
Technology.....	1 unit
Electives	3 units
Total	28 units

Fine Arts: Students will receive ½ credit of Fine Arts through the academic class. Students may advance to higher level Fine Arts academic classes or participate in the school play to earn the additional ½ credit. Students may attend two evening ICCS Renaissance events to complete the additional ½ credit for Fine Arts.

Mathematics: Students admitted to ICCS freshman year must complete Math through College Algebra. Math credits will be assessed for students transferring to ICCS after freshman year. Summer work may be mandatory.

Modern Language: The class of 2013, and future classes, are required to complete three units of the same language. Summer work may be required to fulfill this requirement.

Science: Students must complete science courses in Introduction to Physics and Chemistry, Biology, and Chemistry. Senior year the student may choose her Science class.

Wellness Credit: Students will receive 1 credit of Wellness through the academic class and then must earn ½ credit through participating in one school activity for 2 consecutive seasons.

Students must earn 7 credits per year to advance to the next grade level. Students may not retake a course during a subsequent school year. An ICCS approved summer school course or tutorial must be successfully completed in

order to accumulate credit in the failed course should a student fail to earn 7 credits in an given year. In order for a student to maintain enrollment and advance to the next grade level, a minimum of 5 credits must be earned during the academic year. No more than 2 courses may be made up in summer school. Transcripts are required for off-campus courses. Courses for which credit has been restored through summer work will be assigned a passing grade of 70.

Students must take the ACT or the SAT.

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.

Honor Roll

Honor Roll is posted after the close of each academic quarter. Honor Roll requirements are as follows:

SUMMA CUM LAUDE (“WITH HIGHEST PRAISE”) 3.90 – 4.3, (no C’s, F’s)

MAGNA CUM LAUDE (“WITH GREAT PRAISE”) 3.70 – 3.89 (no F’s)

CUM LAUDE (“WITH PRAISE”) 3.50 – 3.69

Guests on Campus

For security reasons, students will not be allowed to entertain any student guests from off-campus at any time on the ICCS campus. Students may request permission to entertain a guest relative on campus for lunch with 24 hours advance notice to the High School administration. Guests must sign in with the administrative office and must wear a “Visitor” tag during lunch.

Homework

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

Honor Code

The Honor Code of ICCS promotes campus integrity, specifically in the areas of lying, cheating, stealing and plagiarizing. All students are bound by the Honor Code in all school matters. **The Honor Council**, a body of student-elected representatives, serves to provide continuing education to the ICCS student body about personal integrity, and to act on cases of dishonesty reported to the Council.

House System

Each student is granted membership into one of the four Houses at IC: Dorothy Day’s House of Hospitality, Joan of Arc’s House of Courage, Saint Monica’s House of Perseverance, and Teresa of Avila’s House of Prayer. House activities, service projects and competition’s are scheduled throughout the school year and encourage emulation of the virtues of the House, as well as cooperation among grade levels.

Library Policies

Check out duration:

Books (Fiction and Nonfiction) – 2 weeks

Magazines and Newspapers – 1 day

Information Files – 1 day

Reference Books/AV Materials – may not be checked out

Renewal: Books may be renewed for an additional two weeks and overnight material for an additional day. No materials may be renewed more than once.

Lost books: If any materials are lost, the loss should be reported to the librarian immediately. The fine will not accumulate after the lost materials are reported. A charge for the current cost of the book or materials will be made. The cost of a lost information file is \$3.

Fines: A fine of \$.25 per day will be charged for overdue materials. Fines must be paid before a student may take her exams.

Lockers

Lockers and combination locks are provided for the use by the students. Personal property including cell phones, personal entertainment electronic devices, cameras, and any other valuable article not necessarily for the student's academic progress are to be locked in the locker during the day, or left at home. ICHS is not responsible for the safety of any non-academic article of value. Students must keep valuable academic articles (e.g., calculators) locked in the student locker when not in use. No student may go into another student's locker for any reason. The administration reserves the right to inspect the lockers and their contents at any time. There is a \$10 fine for the failure to clean out lockers and return the assigned lock at the end of the school year. For campus health reasons, students should not store open packages of food or any perishable items (other than the day's lunch) in their lockers. Such items will be discarded if detected, and the student will be issued a detention.

Medications

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

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

1. A physician's authorization written on a prescription pad must be on record. The authorization must include the name of the medicine, amount of dosage, times to be given, and how long this particular medicine is to be administered to the student. The school will accept no verbal authorizations from the parent, guardian, or physician.
2. The parent should bring the over-the-counter medication to the office in the original, labeled container. The container must display the student's name. The medicine in the container must match the name and description on the container label.
3. Students may not distribute or receive medications or OTC drugs to or from each other.
4. Students may not, by Tennessee law, have prescription or non-prescription medicine in their personal possession during the school day. All medication of any nature must be locked in the school medicine cabinet and must be distributed by a school adult.
5. Parents may come to school to administer medication.

National Honor Society

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

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

Due to the change in grading scale, the following GPA requirements will be followed for students prior to the Class of 2013: To attain membership, a student must have a 3.5 cumulative GPA for semesters prior to the 2009-2010 academic year, and a 3.7 cumulative GPA for semesters following the completion of the 2008-2009 academic year.

Religious Education

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

Round Table Meetings

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

Smoking

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

Sororities

ICCS does not support involvement in high school sororities. No sorority activity or pledging is allowed at school.

School Hours

The school assumes no responsibility for students arriving before 7:30 a.m. or staying after 3:45 p.m., except for those taking part in designated school-sponsored activities (play or sports practice, academic study hall, detention, etc.).

Senior Privileges

Senior privileges are given to students who have demonstrated their cooperation and full support of the school and its policies.

Sports and Athletics

Immaculate Conception Cathedral School is a member of the Tennessee Secondary Schools Athletic Association (TSSAA) and the Tennessee Interscholastic Swim Coaches Association (TISCA).

Sports

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

School Clubs and Organizations

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

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.

Drama and Speech Club is open to all students interested in drama or speech. Students participate in speech tournaments throughout the city and state.

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

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

The Immaculata is the school newspaper which is published each quarter for distribution to high school students, faculty and staff. It is also published on the school website.

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

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

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

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

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

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

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

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

School-Sponsored Trips

School-sponsored trips are authorized for educational purposes only. When a student is excused from school for a school-sponsored trip, she may be required to complete the schoolwork missed. Students will not be marked absent and will be allowed to make up all work. School-sponsored trips are directed and supervised by appointed faculty members only. Field trip participation requires approval of the teacher and the principal. If a student does not meet the Eligibility for Activities requirement on page 45 of the handbook, any current teacher of the student can object to her participation in the school trip. Official permission slips must be signed by a parent or guardian. Faxed forms are not acceptable. Students participating in off-campus or out-of-town trips are bound by all school rules. Failure to abide by these rules will result in disciplinary action, loss of privilege, and loss of future field trip privilege as determined by the Advisory Board.

Social Activities

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

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

Freshman Week orients freshman to ICCS. Events include a freshman-senior picnic and a freshman-senior tea.

Harvest Dance is the annual fall dance sponsored by the Student Government Association.

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

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

Play Day is a half-day of games conducted to foster class competition.

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

Access to technology-based tools and information, and the development of information technology skills, are fundamental requirements for preparing students to take their place in a technological society. Our school, and the Diocese of Memphis, provides student access to technology systems, and to the Internet and other on-line services. This availability of technology and on-line systems is intended to enhance the educational process.

Responsibility

The use of our technology supports education and research activities consistent with the objectives and educational policies of our school. A student's use of our technology and on-line services is a privilege, not a right. It is our administration's intent to set reasonable requirements for student acceptable and responsible use of our technological resources. It is the student's responsibility to abide by these requirements.

Content Management

Along with a wealth of information resources, the Internet and its subsystems also provide the availability of material that may not be of educational value, or may not be appropriate in a school setting. Our administration has taken, and will continue to take, precautions to restrict access to information that it deems inappropriate for a school setting. Additionally, student Internet use in our school will be a supervised activity.

Acceptable Student Use

All users are expected to abide by general rules and network etiquette. These include, but are not limited to the following:

1. Be respectful of others in all communications. The use of inappropriate language, including vulgarities, profanities, obscenities, harassment, racial slurs, etc., will not be tolerated.
2. Do not reveal your identity, address, phone number, or other personal information. Do not reveal the identity or personal information of anyone else.
3. Comply with all federal, state, and local laws and regulations. The transmission or receipt of any material in violation of these laws and regulations is prohibited. This includes, but is not limited to:
 - a) Deliberate violation of copyright or other use of another person's intellectual property without his prior written approval and/or giving proper acknowledgements.
 - b) Accessing material that advocates violence or discrimination, such as hate literature.
 - c) Activities that are disruptive to our technology, systems, or services.
 - d) Accessing and or transmission of obscene, pornographic, or sexually explicit material.
 - e) Attempts to access or enter areas of restricted information.
 - f) The use of our systems for commercial or political activities.
4. Student e-mail, including accessing third-party e-mail accounts, is prohibited.
5. On-line chat is prohibited.
6. The use of YouTube is prohibited.
7. Downloading programs or files, including music, video, or games, for personal use—unless they are part of an assigned, in-class activity—is prohibited.
8. Instant Messaging (IM) is prohibited.
9. The use of proxy systems to bypass security settings is prohibited.

Privacy/Security

Students should not expect that files that are sent or stored on our systems will be private. Files and technology-based activities may be reviewed and tracked in order to ensure compliance with this Student Acceptable Use Policy.

All students are responsible for any and all activities that can be traced to the student's user account. Therefore,

1. Never share your logon name or password with anyone.
2. Do not leave your user account open and unattended on any workstation.

3. Do not attempt to logon to our systems using an alias or any other logon except the one assigned to you by our system administrator.

If a student discovers an apparent breach in security, he or she is to notify a teacher or system administrator immediately.

Vandalism

For the purposes of this policy, vandalism is defined as any attempt to harm or destroy computer equipment, data, programs, configuration settings, or system functionality. This includes, but is not limited to, changing configuration settings, changing any system control settings, attempting to access system resources with a logon other than that assigned to you, or the release or use of virus programs or Trojan horse software.

Failure to comply with this Technology Acceptable Use Policy for Students will be considered a disciplinary infraction.

Non-Liability

We make no warranties of any kind, whether expressed or implied, for technical services, and will not be held responsible for any loss of data resulting from delays and service interruptions. We make no guarantee that our systems will be error-free, and we are not responsible for the accuracy or quality of information obtained through our systems. All users make use of information at their own risk.

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

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

Jewelry must be formal in design and nature. Only one necklace can be worn: a single cross, a religious medal, or a similar formal pendant on a chain. One ring on each hand is permitted; similarly, only one bracelet or watch on each wrist is permitted. Only one pair of formal earrings may be worn, only in the ears; small studs, and hoop or

simple dangle earrings no larger than ½", are acceptable.

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

Extremes in make-up, hairstyle, hair color, and jewelry are not permitted at school or any school-sponsored activity. Hair accessories must be limited to one simple flat band of white, navy, black, or the ICCS plaid, and may not include any other ornament. Only natural hair colors are permitted. Nail color should be natural, French manicure, or shades of red and pink. Body piercing, beyond a single piercing in each earlobe, is unacceptable. Gauges are also unacceptable.

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

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

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.

Valedictorian and Salutatorian

The Valedictorian is the student in each graduating class with the highest GPA (weighted for Honors/Advanced Placement considerations); the Salutatorian is the student in each graduating class with the second-highest GPA (weighted for Honors/Advance Placement considerations). Ties for these honors are settled by calculating the GPA out to additional decimal places; if the tie is still unresolved dual honors in a category will be awarded. Drawing by lot will determine which of the honorees in a tied category will be the Commencement speaker. In order for a student to be considered for the highest academic honors of Valedictorian and Salutatorian, she must first meet the following additional requirements:

1. Attend ICCS four consecutive high school years,
2. Complete all service hours, and
3. Be in good academic and behavioral standing.

Working Students

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

Schedule of Class Periods, 2011-12

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

8:10 Warning bell
8:15 – 9:04..... First Period
9:08 – 9:57..... Second Period
10:01 – 10:16..... Break
10:20 – 11:14..... Third Period
11:18 – 12:07..... Fourth Period
12:11 – 12:39..... Lunch
12:43 – 1:33..... Fifth Period
1:37 – 2:26..... Sixth Period
2:30 – 3:19..... Seventh period

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

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

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

8:10 Warning bell
8:15 – 8:55..... First Period
8:59 – 9:39..... Second Period
9:43 – 10:13..... Assembly/guest speaker/meetings
10:13 – 10:27..... Break
10:31 – 11:11..... Third Period
11:15 – 12:07..... Fourth Period
12:11 – 12:39..... Lunch
12:43 – 1:08..... Fifth Period
1:12: -- 1:37..... Sixth Period
1:41 – 2:06..... Seventh period

NOON DISMISSAL DAYS ARE RARE; SCHEDULE FOR THE DAY WILL BE EITHER 1-4 PERIODS ONLY, OR 5-7 PERIODS PLUS ASSEMBLY ONLY, BY FACULTY AGREEMENT ON AN AD HOC BASIS.