



THE
CATHOLIC
DIOCESE
OF
MEMPHIS
IN
TENNESSEE



Memphis Catholic Middle and High School

2017-2018

Student-Parent Handbook

Catholic Diocese of Memphis:

Educating our youth in truth

for the honor and glory of God and the salvation of souls

Memphis Catholic:

*We prepare servant leaders through a challenging
Christ-centered education in mind, heart, body, and soul.*

STUDENT AND PARENT HANDBOOK

INTRODUCTION

FOREWORD

This 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 teachers or administrators in your school.

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 notices sent home, the website, IRIS alerts, and other forms of communication.

MISSION STATEMENTS

The Catholic Diocese of Memphis: The Catholic Diocese of Memphis, Tennessee, System of Catholic Schools is committed to quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church. Working in partnership with parents and families, we are dedicated to providing a safe and nurturing environment while preparing our students for the future through spiritual, intellectual, physical and emotional formation.

Memphis Catholic Middle and High School: We prepare servant leaders through a challenging Christ-centered education in mind, heart, body, and soul.

CORE VALUES

SCHOLARSHIP

Memphis Catholic students are scholars. We expect each and every one of our students to commit themselves to learning and academics. Over their time here at Memphis Catholic, we expect our students to work hard, discover new things and ideas, and prepare themselves for college.

COMMUNITY

Memphis Catholic students are an important part of a greater community. We believe that God calls us together and we expect our students to help foster this community. We expect our students to treat themselves and each other with kindness, love and respect.

FAITH

Memphis Catholic students live and learn by faith. Our Catholic faith is the foundation for everything we do. We also value our diversity of faiths. We expect our students to share their faith and beliefs and to practice and grow in their faith through prayer, retreats, and the Eucharist.

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CHARACTER

Memphis Catholic students are young women and men of character. We expect our students to learn what is right and to do what is right. We expect this character to develop during their time at Memphis Catholic and we expect this character to shine through in all that they do, in and out of school, now and for the rest of their lives.

SERVICE

Memphis Catholic students are committed to doing service. We expect our students to recognize the injustice in our world and to fight and to work for justice. We expect our students to grow and understand that anyone can be great because anyone can serve. Memphis Catholic students follow the example that Christ the Servant sets for us, to serve out of love for one another.

EDUCATIONAL PHILOSOPHY AND GOALS

ENCULTURATION OF CATHOLIC IDENTITY: Because Faith and Service is Our Cornerstone

- Religion is a core subject for every student in our Catholic schools.
- Community service hours requirements for students.
- More than 200 local, national and international organizations and groups served by our Catholic school students through service outreach.
- Potential vocation-discerner administered in grade 7 - Vocation Awareness Activities.
- School and class retreats, liturgies, para-liturgical services and other occasions for spiritual growth.
- Study of Church History and of Catholicism.
- Service to others is our cornerstone.
- Common Diocesan prayer before all athletic competition.
- Observance of Holy Days.
- Catholic Teachers from ACE Program from Notre Dame and Lance Program from CBU.

CURRICULAR/CO-CURRICULAR: Because Knowledge is the Key to Their Future

- A priority of our Catholic system is education in the Catholic faith and the faith development of our students.
- Worship, the sacraments and prayer are essential components of the Catholic schools to ensure Catholic identity.
- Students need to develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning and to reason, solve problems and produce quality work.
- Each student is a valued individual with unique spiritual, physical, social, emotional and intellectual needs.
- A safe, supportive and nurturing learning environment promotes student achievement.
- Achievement of high academic standards is expected of all students.
- Commitment of all personnel (administrators, teachers, and support staff) providing and holding students to high quality standards, expectations and performances contribute to the success of the Catholic Schools.

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- Effective collaboration and communication with families as partners in the education of their children is essential to the success of our school system.
- Catholic schools recognize parents and families as the primary educators of their children.
- The development of curriculum, design of instructional activities and the use of assessment measures are focused on learning opportunities and feedback to assist student achievement.

ENVIRONMENT

- Iowa Assessment skills/CogDT administered at the middle school level. PSAT, SAT, ACT at high school level - National Merit Scholars - Advanced Placement Courses. Discovery for all students.
- Schools offer a variety of academic experiences: College preparatory, traditional programs, multi-level flexible programs to accommodate learning differences and abilities, Special Education, Technology programs.
- Schools offer diversified programs of extracurricular and co-curricular clubs and organizations in academics, the Arts, Athletics, Spiritual Life and Community Service.

ACCREDITATION

All schools affiliated with the Catholic Diocese of Memphis are accredited by AdvancEd Association of Colleges and Schools, Council on School Accreditation and Improvement (SACS/CASI). The Catholic Schools Office (CSO) is responsible for ensuring that all schools adhere to the standards and follow the process for accreditation as set forth by the CSO.

TECHNOLOGY: Because Learning Takes Place in a Global Society

- The Administration and Faculty at each school site develop a plan within the overall framework and needs at their school.
- Training and professional development of all school personnel in the use of technology and the implementation of Technology into the curriculum are vital parts of the plans.
- Grants, donations, fundraisers and optional means have afforded each school the implementation of all four phases of the technology plan which includes wiring, hardware, software, and training.
- All schools meet Diocesan technology standards/policies and are in a continual process of enhancement.

WELCOME

We are honored that you have entrusted your child's education and care to Memphis Catholic. We look forward to serving your family and the community by providing each student with the opportunity to achieve excellence. Establishing high spiritual, academic, and behavioral expectations are important aspects of creating an environment of excellence for our school community. We accomplish this by requiring these expectations be met every day without exception, so it is crucial that students, parents, teachers, staff and administrators all know and understand what is expected. The expectations and responsibilities for both parents and students are spelled out in this handbook as a definitive guide regarding the policies and procedures that govern the school. It is a requirement that all members of the school community read the handbook so that all parties are aware of their responsibilities, the school's policies and procedures, and the consequences associated with not abiding by them.

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GENERAL INFORMATION

SCHOOL CALENDAR

A school calendar is given to all students and parents. This calendar lists the daily school academic schedule, days school is closed, extended breaks, weekly communication to parents, and various activities and events throughout the year. We will do our best to maintain the days as listed, but all noted things on the calendar are subject to change.

SCHOOL SCHEDULE

The length of the school day shall meet accreditation requirements and be determined at the school level to permit religious instruction, which is required daily for all students. The school schedule shall also provide for daily prayer and regular celebration of the Eucharistic Liturgy. The school day begins at 8:00am. Failure to be seated in homeroom at 8:00am constitutes as a tardy; simply being in the building is not considered on time. The school day concludes at 3:40pm.

All partial school days are noted on the calendar far in advance. Any cancellations or changes in the schedule will be made known through the previously mentioned communication methods. Please note that Memphis Catholic will follow the Jubilee Balanced Calendar of 200 school days, beginning in July and ending in June. Students are expected to attend all year.

SUPERVISION OF STUDENTS

Students shall be supervised during the entire time they are on the school premises during the school day and for school activities.

Absolutely no students are to be in the lobby during transition or free times unless they have a teacher's permission or are handling official/school business.

CHILD ABUSE AND NEGLECT

As required by state law, schools officials, personnel, employees or board members who have knowledge or reasonable suspicion of child sexual abuse, child abuse or child neglect will report such knowledge or suspicion to the Department of Children's Services and/or to appropriate law enforcement officials. Such reports involving child sexual abuse that is known or suspected to have occurred on school grounds or while the child was under the supervision or care of the school will also be reported to the parent(s) or guardian(s) of the student.

The principal shall immediately inform the Superintendent and Director of Human Resources who shall initiate the investigation procedure established by the Diocese. Visits from the Department of Human Services are to be expected. Full cooperation should be afforded to the Department representative after proper credentials are presented.

Students are encouraged to discuss with their school counselors any knowledge or suspicion of such abuse or neglect.

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DRIVING/PARKING ON SCHOOL PROPERTY

Parking on school property is a privilege and with that privilege comes several responsibilities to ensure a safe environment for everyone on campus.

- » Students are required to register their car with the school for a minimal \$10 charge and will be assigned a designated parking spot that is the only allowed spot for the car; failure to park in the correct spot may result in removal of the car from campus.
- » Vehicles parked on school property are subject to search at any time for suspicion of illegal substances.
- » Drivers should not exceed 15 mph on campus.
- » Drivers should always practice safe driving habits, including but not limited to following the speed limit, not cutting in and out of traffic, using turn signals, and following traffic signs and signals.
- » Drivers should never use any electronic devices, particularly cell phones, while operating a vehicle.
- » Students may not loiter around vehicles before, during, or after school.
- » Students may not enter any vehicle during school without approval of the principal.

DROP OFF

The school building does not open until 7:25am; therefore, students will not be allowed in the building until then and should not wait outside for the building to open without parental supervision. All students are to be dropped off at the McLean Boulevard entrance. Students are to immediately enter the building at the main entrance and proceed directly to their location. Middle school students should proceed to their assigned classroom for independent studying or reading (i.e., not time to socialize or talk) or cafeteria for breakfast. High school students should proceed to the cafeteria or study room. Students should be seated in homeroom by 8:00am or will be considered tardy.

PICK UP

School concludes at 3:40pm and must be picked up by a listed parent/guardian by 4:05pm if the student is not staying after school for a designated activity. Students are not to linger in the building at the end of the day or loiter around the building waiting for rides. The building is not a safe haven from non-severe weather; students should make contact with their parents if they prefer not to wait in cold, heat, or precipitation. Additionally, students are not allowed to walk to any off-campus location, particularly a store, until picked up by a parent.

Removing your student early from school disrupts the learning process for all students; therefore, this should be kept to a minimum. If the need arises for a student to be checked out early, the student must be signed out in the office with a noted excuse. Students may be checked out prior to 2:00pm unless the student becomes ill or the school contacts the parent to pick up the students. Parents must pick up their child within one hour of being notified.

Anyone wishing to pick up students must present a valid photo ID (e.g., driver's license, state ID, passport) and be on the designated pick up/check out list on file with the school.

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USE/PROTECTION OF SCHOOL FACILITIES/PROPERTY

Students are expected to care for and protect all school property and to compensate the school for damages resulting from the loss, destruction or defacement, whether willful or accidental, of school property. Willful destruction or defacement of school property will also subject a student to appropriate disciplinary procedures.

Scheduling for the use of any school facility must be requested and coordinated with the school administration. School facilities shall not be used by individuals or groups holding views contrary to the teachings of the Catholic Church.

COMPLAINT/GRIEVANCE PROCEDURE

The Diocese desires that problems be solved at the most direct level whenever possible. Parents or students should first attempt to resolve conflicts, concerns or complaints regarding classroom issues or other students with the teacher or other staff person involved. If the issue is not resolved, the parent or student should attempt to resolve the issue with the administration. If the issue remains unresolved, the parent or student may file a complaint with the pastor for parish schools or the Superintendent.

ACCEPTABLE USE OF TECHNOLOGY RESOURCES

Students and their parents annually agree to the school's acceptable use policy of technology resources in agreement with this handbook.

Blogs: Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Social Media Postings of Student Photographs: Memphis Catholic works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Memphis Catholic adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at Memphis Catholic are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® page. Such postings are a violation of the Jubilee Catholic School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from the Jubilee Catholic Schools.

Instagram, Snapchat, or other Social Media: Photos and captions on a student or parent's social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

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Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

CELL PHONES/ELECTRONIC DEVICES

All Students: In order to protect all students from cyber bullying, unwanted videography and photography, lewd internet sites, and disruptive or inappropriate messages and calls, use of devices including but not limited to cell phones, smart phones, pagers, beepers, video games, iPods, MP3 players, cameras or other personal electronic devices is strictly prohibited during the school day for all students. Students are prohibited from photographing or video-recording students or school personnel without their specific permission. Violation of this policy may result in suspension or expulsion at the discretion of the administration.

Middle School: We understand the need for students to have access to a cell phone; therefore, if you would like for your student to bring their cell phone to school, the phone must be registered with the school and checked in at the beginning of the day to be stored in a supervised box. Students will then be given their phone at dismissal in the afternoon. Parents may call the school office to leave an urgent message for the student or in case of an emergency during school hours; however, please have dismissal plans arranged before dropping off the student. School phones are for emergencies. Only registered phones are authorized to be on campus, and parents must agree to the check in program. Violation of the policy will result in confiscation of the phone, which will be returned only to a parent or guardian after the student pays the \$15 fee; the student will also receive a Saturday School. The next violation of the policy will result in the same consequences with the \$15 fee becoming \$30. Multiple offenses will result in confiscation of the device until the end of the school year up to removal from the school.

High School: We understand the need for students to have access to a cell phone; however it should remain off the entire school day to avoid any pressure to use it. Students are allowed on their cell phones until the 7:50am warning bell, at which point they should be turned off until dismissal. Violation of the policy will result in confiscation of the phone, which will be returned only to a parent or guardian after the student pays the \$15 fee; the student will also receive a Saturday School. The next violation of the policy will result in the same consequences with the \$15 fee becoming \$30. Multiple offenses will result in confiscation of the device until the end of the school year up to removal from the school.

SMOKE-FREE ENVIRONMENT

Students are not permitted to smoke or use tobacco products in school facilities or on school grounds, including inside vehicles on school property. Catholic schools and campuses are non-smoking areas.

During athletic events, smoking is not permitted in the seating areas or around playing fields.

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LOCKERS

Like other school property, students are expected to care for and protect lockers and to compensate the school for damages resulting from their destruction or defacement, whether willful or accidental. Willful destruction or defacement of lockers will also subject a student to appropriate disciplinary procedures.

Lockers will be assigned to each student to store their books and belongings; this is a privilege, not a right, and may be taken away if not used appropriately. Lockers should be kept neat and organized at all times. Students may only use locks issued by the school. Lockers can be inspected at any time for unauthorized items or organization. The school is not responsible for lost or missing personal items whether stored in the locker or elsewhere.

SEARCHES AND INSPECTIONS

Students have no expectation of privacy in any school property, including but not limited to lockers and desks, or in electronic devices or backpacks, bookbags or other containers brought onto school property or to school events.

Lockers, desks, parking areas provided for student use are the property of the school, and any property being used by a student are subject to search or inspection at any time. School administrators or their designees may search students' personal possessions, including but not limited to, backpacks, bookbags, purses, electronic devices and private vehicles if needed to investigate a potential violation of law or of Diocesan or school policy or rule.

A student may be subjected to physical search when necessary to preserve the order, discipline, safety, supervision or education of students. Such searches shall be conducted in private by a school administrator or administrator's designee who is of the same gender and with an adult witness present unless an emergency circumstance prevents compliance with this requirement. "Strip searches" are prohibited unless conducted by a parent or guardian. Strip search is defined as requiring a student to remove his/her clothing such that undergarments are visible or are removed. Removal of coats, jackets, shoes, socks and/or belts, or the untucking of shirts, do not fall within the definition of a strip search. If illegal or contraband materials are found, they will be turned over to appropriate legal authorities.

SCHOOL MEALS

Shelby County School Food Services provides breakfast and lunch for students; payment of meals is determined by a family completing a free and reduced meal application. Students are still allowed to bring their own lunch. Please refrain from sending excessive unhealthy items and soft drinks. Parents are welcome to eat lunch with their student.

Students are not allowed to order food from delivery services nor are parents allowed to have delivery sent to the school for their children. Only a parent may drop off lunch for a student; it may not be delivered by the business or restaurant.

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ALLERGIES

Students with allergies should be documented with the school. The parent or guardian should provide a doctor's notice so that the school has it on file.

Asthma Medication: Immediate access to reliever inhalers is vital. Students should store their labeled inhalers at the school office. All inhalers must be labeled with the child's name.

Record Keeping: At the beginning of each school year, or when a child joins Jubilee Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma registry which is available for all school staff. If medication changes, parents are required to inform the school.

The School Environment: The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Jubilee Catholic School makes no claim to be a peanut-free school.

Food Allergy Policy: Memphis Catholic recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Jubilee Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Classrooms: Teachers must be familiar with the emergency procedures of students in their classes and respond to emergencies as per the emergency protocol documented in the Teacher Handbook. In the event of a suspected allergic reaction (where there is no known allergic history), the school office will be called and the school will seek medical attention. The classrooms have easy communication with the school office. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box provided by the parent or guardian. Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

LOST AND FOUND

All students' belongings should have their name in or on them, and students are expected to be responsible for their belongings. Students or others who find clothing, jewelry, books, money, or other articles should turn those in to the school office. Lost items will be returned if ownership is identifiable. If ownership is not identifiable, items will be kept and may be reclaimed by owners who accurately describe them. Items not reclaimed by the end of each month will be discarded or charitably donated.

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PHOTO/VIDEO RELEASE

Agreement to this handbook gives permission for your child enrolled at Memphis Catholic Middle and High School to be photographed and or videotaped. You recognize that any photos taken may be published in the newspaper, a magazine, or other school or network sanctioned publications and that the video may be used for educational or promotional purposes with regards to the programs or curriculum at Memphis Catholic or the Jubilee Catholic Schools. However, you have the opportunity to not grant this permission on the handbook agreement form.

RELEASE OF INFORMATION

Since Memphis Catholic is a part of the Jubilee Catholic Schools Network, it is our joint goal to track each student's academic progress from the time he/she leaves their Jubilee school through middle school, high school, and college. By agreement to this handbook, you give permission for (1) current contact information, (2) report cards, (3) final high school transcript with class rank and GPA, (4) standardized test scores including ACT and SAT scores, (5) tuition payments and financial information when receiving Jubilee Scholarships, and (6) college placement and verification of college graduation to be released to the Jubilee Catholic Schools Network. You also give an authorized contact person of the Network the permission to visit your child during the school year. This authorization either continues from your previous Jubilee school or is effective when enrolled in Memphis Catholic through agreement to this handbook. However, you have the opportunity to not grant this permission on the handbook agreement form.

PARENTS

CHANGE OF ADDRESS OR OTHER CONTACT INFORMATION

A change of address, phone number, e-mail address or other vital contact information should be reported to the school office immediately after the change. Contact information must be current and correct to insure appropriate communication between the school and parent or guardian in both emergency and non-emergency circumstances.

COMMUNICATION BETWEEN SCHOOL AND PARENTS

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, Monday Folders (middle school), written notes or letters, e-mails, text messages, and on-site meetings. In keeping with the process of subsidiarity, problems should be solved at the most direct level possible, beginning with the classroom teacher. If the issue is not resolved, parents/guardians should try to solve the issue with the principal. If the issue remains unsolved, the parent/guardian may contact the superintendent. Social media should not be used for such exchanges between teachers or other school officials and parents. Note that social media (Facebook, Instagram, Twitter, etc.) is not the platform to air grievances to affect changes and may be detrimental to the school, which would not be considered as support of the teachers and administrators of the school.

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Parents who desire to meet with teachers or other school personnel must schedule the meeting in advance by calling the office, not by showing up expecting to have an immediate meeting. They may also e-mail the teacher or leave them a voicemail on their school phone.

In the middle school, Monday Folders will be sent home every week with Charger Bolt reports, announcements, and other important information, as well as graded papers (noted by (MF) on the calendar) periodically. Please be sure that this is checked weekly.

Under certain circumstances, the teacher or administration may request a conference. It is imperative that you answer this request. If a parent does not make an effort to confirm or reschedule the meeting or does not attend the meeting, the student may be withdrawn.

PARENTAL INVOLVEMENT

The first and primary educators of children are their parents. Parents are expected to support the educational aims of the school and to participate in school meetings and programs that are designed to establish a partnership with parents.

By sending your child to a school in the Jubilee Network, you as a parent agree to the following pledge and understand that your child's enrollment at Memphis Catholic and his/her enrollment depends on it:

- » I will make sure my child arrives to school on-time and remains at school all day, unless my child is sick or there is an emergency.
- » I will partner with my child's school to support his/her spiritual growth.
- » I will support the behavior expectations at my child's school.
- » I will pay careful attention to all forms of school communication.
- » I will support my child's school by attending school meetings and/or completing service hours.
- » I will make time to visit or speak with my child's teacher if I am concerned about my child.
- » I will make tuition payments on time, or I will call the school immediately if there is a financial emergency.
- » I will treat teachers, administrators, fellow parents, students, and any person at my school with respect and kindness. I will pay tuition and fees on time, or call the school immediately if there is a real financial emergency.

You also agree to play an active role in being sure that your child is able to fulfill the student pledge and promise:

- » I will work hard on both my schoolwork and homework.
- » I will participate in my school's Catholic traditions in order to grow spiritually.
- » I will read for at least thirty minutes every day, outside of my school work.
- » I will get out of bed when my parents call me and not be the cause of being late to school.
- » I will obey the conduct rules of my school.
- » I will raise my hand and ask about school work that I do not yet understand.

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- » I will act in a way that helps my classmates to think and pay attention.
- » I will treat my classmates, my teachers, my principal, and any person at my school with respect and kindness.

PARENT-TEACHER ORGANIZATION

Memphis Catholic has an active and growing Parent-Teacher Organization (PTO) that includes all grades. Meetings and information on joining and becoming actively involved will go home in the first week of school. The school values input of parents/guardians and uses survey information in forming long-term goals. The PTO will meet quarterly on the days indicated on the calendar.

All parents wishing to participate in these opportunities must be VIRTUS trained.

VOLUNTEER CONFIDENTIALITY

Volunteers must sign a confidentiality agreement prior to service in or for the school.

VOLUNTEER DRIVERS

To transport students, a copy of the volunteer driver's valid license and proof of insurance must be on file in the school office. Volunteer drivers must also sign a volunteer driver agreement acknowledging that they will follow all traffic laws, will never leave students unsupervised and will not talk or text while driving. Unless travelling with their own parents or guardians, at least two adults must accompany any students in any vehicle used for trips related to school activities or events. Additionally, every driver must complete the online training video.

ENROLLMENT

APPLICATION

To be considered for enrollment, applicants must fulfill the following application requirements:

- » Completed application forms
- » Birth certificate and Social Security card
- » Health, immunization, and psychological records
- » Complete transcript through last grade attended
- » Past and current report cards (with key for grading system)
- » Past and most recent standardized test scores
- » Current Discovery test scores (if applicable)
- » Catholic sacrament documentation (if from a Catholic school)
- » Essay
- » Two recommendation letters
- » Family interview
- » \$25.00 non-refundable application fee
- » Placement test administered at Memphis Catholic (if applicable)

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NON-DISCRIMINATORY POLICY

Memphis Catholic Middle and High School does not discriminate on the basis of gender, race, color, or national/ethnic origin in its decision to admit a student or in the administration of its educational and school policies.

ADMISSIONS AND PLACEMENT

While Memphis Catholic does not discriminate by race, gender, color, national or ethnic origin, disability or religious persuasion in admitting students, Catholic students are given an admission priority. Religious instruction and participation of all students in religious activities are required for all students enrolled in Catholic schools.

The school reserves the right to refuse admittance or to discontinue enrollment of any student whose needs cannot be met by our staff or curriculum, who fails to comply with all of the school rules and regulations, or whose family fails to pay tuition and/or other expenses. Such determinations are made within the sole discretion of the administration.

All new students will be given a trial period of ninety (90) days in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance. The recommendation and decision of the school is final. Memphis Catholic will make *reasonable* accommodations for learning differences when possible but cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from Memphis Catholic. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from Memphis Catholic is made by the school, the student's tuition due would be prorated.

Any student attending a Catholic school within the Diocese of Memphis must live with parents or legal guardians, or those persons, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances. The principal of a Catholic school in consultation with the superintendent shall have the authority to ask a student to withdraw from school if he/she is residing in a home where natural/foster parents, legal guardians, or those, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances, do not also reside.

Registration for returning students opens in April. The school reserves the right to admit or deny admission to any current student for the following academic year at the discretion of the principal.

MARRIED STUDENTS

Catholic school principals in consultation with the superintendent shall make final judgment as to whether or not a married student should be enrolled or retained in a school. In the light of compassion, mercy, and justice, they shall consider each person's case individually. Marriage shall not be a reason for automatic expulsion.

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UNWED PARENTS

Catholic school principals in consultation with the superintendent shall make final judgments as to whether or not unwed parents should be enrolled or retained in school. They shall take every consideration to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy, and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources, such as residing in a home where natural/foster parents, legal guardians, or theses, who have in writing, been delegated to as parents or legal guardians in circumstances such as these, and ensure confidentiality. Pregnancy shall not be a reason for automatic expulsion.

TUITION AND FEES/FINANCIAL ASSISTANCE

All fees are non-refundable and are due to register a student. The school fees are as follows:

- » Registration Fee: \$50.00 (increases to \$75 after May)
- » Educational Fees (Activity, Book, Technology): \$300.00

Tuition payments are due to Smart Tuition based on the schedule provided.

Students who are not current with all fees and tuition will be sent home or not allowed to attend school until matters are resolved. Delinquent tuition beyond 60 days will be reported to Diocese and may result in withdrawal of the student if they continue remaining excessive.

All families have the opportunity to apply for financial aid in addition to Jubilee scholarship funding (middle school) and work study scholarship (high school).

HEALTH EXAMINATIONS AND IMMUNIZATIONS

Health examinations and proof of immunization in accordance with the regulations of the Tennessee Department of Education must be provided by students prior to enrollment.

TRANSFER

Any student transferring from another Catholic school must be clear of all financial obligations and in good standing at the previous school.

The above noted documents will be requested directly from a prior school when a pupil applies for transfer into the school.

Transfer records will not be accepted from the parent or pupil.

Transfer families will still be expected to complete the appropriate application forms for the school and a family interview. Additionally, a portion of the registration fee will still be charged to the family.

WITHDRAWAL

The school office requires two weeks' notice when a student is transferring to another school. The student must return all textbooks, library books, and school equipment in good condition.

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Additionally, all financial obligations must be met. Transfer records requested by another school will not be released for students who have financial obligations to the school. Health records must be released to parents if requested. All other records will remain with the school or will be transferred directly to the school in which the student enrolls after the request form is sent from the school. All records will be sent directly to the new school; records are never released to a parent.

The superintendent of Catholic Schools system will be notified in writing of all withdrawals.

STUDENT WITHDRAWAL ON GROUNDS OF PARENT/GUARDIAN BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for ANY of the following reasons:

- » Refusal to cooperate with school personnel
- » Refusal to adhere to Diocesan or local policies and regulations
- » Interference in matters of school administration or discipline
- » Misconduct on campus or at any school function including sporting events

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The administration must verify that parents/guardians were informed to terminate the inappropriate behavior and to cooperate with the school and the consequence for failure to do so. If such effort does not correct the situation, then after consultation with the Superintendent, the administration may require the parents/guardians to withdraw the child. Documentation signed by the administration and parents/guardians as well as any other information or consultation with the parents/guardians on the matter must be retained on file.

TEXTBOOKS AND SUPPLIES

Textbooks are not student property; therefore they must be treated respectfully. Outside of normal wear and tear, the student should return the textbook in the same condition it was given to them. Textbooks not returned or returned in a condition significantly worse than the issued condition will be required to pay for a new textbook (in part or whole).

Parents are responsible for all other school supplies. A list of required supplies will be issued by the school.

ATTENDANCE

ABSENCES/TRUANCY

It is the responsibility of the parent/guardian to ensure their child attends school regularly. Regular attendance is essential to the academic success of your child. Parents should plan family vacations and doctor's appointments during regularly scheduled school holidays and breaks.

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Students are expected to be present for the entire time schools are in session according to the school year. Attendance will be checked and recorded daily for all students.

Memphis Catholic requires that parents call the school office at 901-276-1221 by 8:15am to report a student's absence. Additionally, written excuses shall be required and filed for all absences. Absences must be documented by a note from a parent or health care professional to be considered as excused. Students with excessive absenteeism will be considered to be truant. A student who has been absent for five (5) days must present the school with a certificate from a healthcare professional.

Excused absences are those due to illness, injury, medical treatment, serious illness or death in the student's immediate family, observation of a religious holiday or ceremony of the student's faith, or a court appearance. Unexcused absences are absences other than those just listed. The school is under no obligation to provide make-up work or special testing arrangements for absences due to reasons such as vacation or other unexcused absences.

School officials will contact the CSO as soon as a child has missed five (5) non-excused days whether consecutive or non-consecutive. The school will submit to the Superintendent a written report including the child and parent names, address with zip code and phone number; child's date of birth; school's name, address with zip code and phone number; name and official title of person making the report and notation of how many days are missed with individual dates.

Excessive absence (15) days or the equivalent of 15 days including tardies, can be cause for a student to be retained in the current grade for another year or loss of scholarship and financial aid.

LATE ARRIVAL/EARLY DISMISSAL

Tardiness is disruptive to the learning environment and should not occur absent exceptional circumstances. Students who arrive late to school must register their arrival in the school office and should submit a note from the parent or guardian explaining the exceptional circumstances. Excessive tardiness or tardiness without reasonable excuse will subject the student to appropriate disciplinary procedures.

Early dismissal will not be permitted without specific written permission of the parent or guardian. Students who leave school early must register their departure in the school office.

Excessive tardiness or early dismissal may affect your financial assistance or re-enrollment for the next year. In addition, students with excessive tardies (3 or more a quarter) will be required to participate in truancy small groups to target the behavior and rid it. A student will receive a detention for every 3 tardies to school.

During the day, the bell signals the end of the passing period; all students must be seated and working. If a student is in the bathroom or hallway without prior permission or out of their seat without prior permission, they will be marked as tardy to class and receive a detention. If a

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student is excused, he/she should possess an orange tardy slip; failure to produce a slip means the student is to be noted as unexcused and tardy to class.

If a student is not on campus and in school/classes for three or more periods of the day or is checked out early, he/she may not take part in any extracurricular activity that day or compete in any athletic event that day.

EMERGENCY SCHOOL CLOSURES OR DELAYS

The closure, delayed opening or early dismissal of school due to inclement weather or for other reasons shall be announced through television and radio outlets and will also be sent via IRIS alerts, if possible.

MAKE-UP WORK

When students are absent from school, it is their own responsibility to get class events, class notes, classwork assignments, and homework assignments from the teacher, not the teacher's responsibility to track down the student. Students have 24 hours per day missed to complete and submit missing assignments, unless arrangements have been made with a teacher. After that, the work will revert to a 0. Missed assessments will be scheduled with the teacher at his/her discretion. Any assignments due the day of a student's absence should be turned in before the missed day if possible but no later than the day that student returns.

If there is a case of long-term absence, the student and teacher should come up with an individual plan and schedule for completing and turning in work.

The school is under no obligation to provide make-up work or special testing arrangements for absences due to reasons such as vacation or other unexcused absences.

ACADEMICS

ACADEMIC INTEGRITY/DISHONESTY/PLAGIARISM

Students are expected to complete their own assignments. Academic dishonesty is a serious offense that may result in the suspension or expulsion of the student.

The Memphis Catholic Honor Code states that when students complete any work – be it homework, classwork, quiz, test, assessment, project, etc. – they will turn in only their work, not cheat at any moment, and do nothing short of their best.

HONORS PLACEMENT

Placement in Honors classes is determined by previous course completion and performance in that course and on standardized tests in respective areas. Students taking Algebra I in the 8th grade will earn high school credit for their completion of the class.

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RELIGIOUS EDUCATION

Religion is an integral part of the educational experience at a Catholic school. The primary task of the religious education program at Memphis Catholic is to enable children to develop a closer and more meaningful relationship with God. All students, regardless of religious affiliation, are expected to fully participate in this instruction daily. As part of our Catholic tradition, students will attend Mass every Friday; all students, regardless of religious affiliation, are expected to participate in the service and conduct themselves in a respectful manner during Mass. Please note that only Catholic students are permitted to receive the Eucharist.

TITLE IX

Memphis Catholic adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

SERVICE HOURS

As we emphasize, “We are His arms in the world,” and it is our calling by Christ to serve one another. Therefore, Memphis Catholic students are required to volunteer their time and talents in service to others. Each student is required to log a total of ten (10) hours per semester for a total of twenty (20) hours per year in service to the school and/or surrounding community. The following are the requirements for service hours:

- » Each student must complete at least 10 hours of service each semester by the designated due dates on the calendar for a total of 20 hours.
- » All hours completed must include the student himself/herself directly working without profit.
- » As an assignment for their Theology class, students will complete a conjoining reflection paper on their service, which will count as a test grade.
- » Failure to complete service hours/paper may result in the following consequences:
 - Failure in Theology class
 - Failure to be promoted to the next grade
 - Loss of spot at Memphis Catholic

ADDITIONAL SUPPORT EDUCATION

Memphis Catholic offers Title I services to students who qualify in the areas of reading/literature and mathematics. Information about Title I is disseminated around the middle of the first grading period, and more information about qualification requirements can be obtained at that time.

CHASTITY EDUCATION

Catholic schools shall have an age appropriate program in educating the students in the dignity of human sexuality and the virtue of chastity. Catholic Schools shall implement the AIDS curriculum published by the National Catholic Educational Association.

GUIDANCE/COUNSELING SERVICES

The school Guidance Program is designed to assist students in self-assessment, goal setting, educational adjustment, and career opportunities.

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The Guidance Services Program includes:

- » Orientation to the school and its programs
- » Counseling for individuals and groups with necessary referral services
- » Recording student data for evaluation and placement of students
- » Providing safe school/child protection curriculum and training
- » Managing the path to college

PSYCHOLOGICAL SERVICES

Resources for psychological services for students are available upon request.

REPORTING STUDENT PROGRESS

Communication with parents shall include, but not be limited to, progress reports, standardized testing results, teacher assessments, parent-teacher conferences and periodic performance reports. Please see the calendar for a list of progress report and report card dates. Grades are updated each Monday by 4pm on PowerSchool but can be checked online at any time by the parent.

In the absence of a court order to the contrary, the school shall provide the non-custodial parent with access to the academic records and other school related information regarding the student. The custodial parent has the responsibility of providing the school with an official copy of the court order.

GRADE SCALE/CALCULATION OF GRADES AND GRADE POINT AVERAGES

All classes follow the same grading scale:

A	=	92.45-100
B	=	84.45-92.44
C	=	75.45-84.44
D	=	69.45-75.44
F	=	0-69.44

ACADEMIC RECOGNITION

At the end of each year, students will be recognized for their effort as both a student and Christian as follows:

- » First Honors – awarded to students who earn a 3.7 overall GPA with no Cs
- » Second Honors – awarded to students who earn a 3.2 overall GPA with no Cs
- » Bolt of Excellence – awarded to the student with the highest average in each core subject
- » Charge It Up – awarded to the student who showed the most dedication and made the most drive to improve in each core subject
- » Christian Witness – awarded to one student in each grade level who exhibits the virtues of faith, hope, and love in charity and service to others by actions, word, and example

ASSESSMENTS AND EXAMINATIONS

All teachers offer a variety of assessments, including but not limited to homework, classwork, participation, projects, papers, quizzes, and tests. Each individual teacher is responsible for

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assigning weights to specific categories of work in each of their classes; however, tests will be the highest weighted category in every class. Each teacher will give at least two tests a ten weeks.

Exams will be given at the conclusion of each semester in each class. Midterm exams will be given in December covering all information taught July through December. Final exams will be given in June covering all information taught during the year, August through June. The student's final average calculation, including exams, determines whether they have passed that course.

All students will take midterm exams. Only juniors and seniors can earn final exam exemptions. To be exempt, a student must have a yearly A average going into the final exam and maintained satisfactory attendance and conduct for that course. Even if a student maintains an A average, the teacher has the discretion to require a student to take a final exam, particularly when based on issues related to the student's attendance or conduct. No exemptions will be given for half-year/half-credit courses.

Middle School: Each exam will contribute 10% of a student's final average.

High School: Each exam will contribute 15% of a student's final average.

HOMEWORK

Homework is an integral part the educational process. In addition to providing practice, it also serves to develop organizational skills, time-management, independence, and self-discipline. Homework is due in the morning on the due date specified by the teacher. It is to be neat and complete. Participation in extra-curricular activities is no excuse for missed or incomplete homework. Homework is graded and failure to complete assignments will affect grades.

Middle school students are required to turn in their homework to the appropriate crates for their teachers upon arriving to school; homework will not be accepted in class. High school students will turn in their homework upon entering a teacher's class.

Homework will only be accepted late if it is accompanied with a note from a parent/guardian; the teacher still has discretion as to whether the late homework and note is acceptable. If a student does not turn in his/her homework at the requested time, he/she will receive a 0 for that assignment.

Regardless of whether the homework is turned in on time or not (thereby resulting in a 0), the student is still responsible for completing the assignment to ensure they have received the appropriate learning experience.

It is up to the student to communicate challenges to the teacher when they arise.

Parents are responsible for assisting their children to develop good study habits. Although parents may assist students, the student is expected to complete homework assignments by themselves. Parents are encouraged to review material, provide assistance, and help with research. Homework is expected to be complete, neat and returned on time.

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Although each student works at his/her own pace, the guideline of about 2-3 hours of homework a night are generally followed for assignments each night.

Students will not be allowed to call home in order to retrieve any work.

ACADEMIC PROBATION

Students who do not maintain a quarterly average of 70% in all core subjects (English, math, reading/literature, religion, science social studies) will be placed on academic probation. Students will be monitored, and the parents, teachers, administration, and counselor will create a plan for academic improvement. If the student and/or parents do not adhere to the plan, or if adequate progress is not evident, the student may be asked to withdraw. Academic probationary status will be removed within the year by appropriate promotion or achievement of passing grades, or the student will be subject to dismissal from the school at the discretion of the administration.

ACADEMIC DISMISSAL

Students who fail to remove probationary status within one year will not be allowed to enroll the following year.

MIDDLE SCHOOL PROMOTION/RETENTION

Students shall be promoted or retained after evaluation of the student's academic performance. To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects (English, math, reading/literature, religion, social studies). If a student receives one F, the principal will meet with the teacher and parent to determine if retention is a beneficial next step. If a student receives two Fs, the student will not be promoted to the next grade.

If a student is not promoted, the school reserves the right to withdraw the student.

Prolonged absences are not a basis for retention. If a student's achievement is affected due to these absences, retention may be necessary. Otherwise, alternatives may be pursued prior to the final decision, such as, homebound tutoring, supervised study and/or summer school.

When the possibility of retention exists, parents shall be notified by the end of the first semester. Confirmation of retention shall be communicated in writing to parents.

HIGH SCHOOL FAILURE

If a high school student does not achieve a 70% yearly average in any class, he/she will be required to make up the course using an online service such as Keystone or at a designated summer school approved by the school.

Any student who fails a course in their senior year will not graduate or receive a diploma from Memphis Catholic.

Note that all juniors must take the ACT before the conclusion of their junior year or they may not be asked back for their senior year.

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CEREMONIES AND OBSERVANCES

"A Christian education must promote a respect for the State and its representatives, the observance of just laws, and a search for the common good. Therefore, traditional civic values such as freedom, justice, the nobility of work and the need to pursue social progress are all included among the school goals, and the life of the school gives witness to them. The national anniversaries and other important civic events are commemorated and celebrated in appropriate ways in the schools of each country." Catholic Schools shall give recognition to civic observances that are regarded as significant by the community.

Catholic schools shall display the United States flag on, near, or in school buildings during the school day and at other times deemed necessary. A United States flag shall be in each classroom.

All students are expected to engage actively in daily prayer, prayer services, Mass, retreats, and other religiously motivated activities. This includes common Christian prayers (e.g., Our Father, Hail Mary, Glory Be, the rosary, Mass) and faith development in Theology classes.

FIELD TRIPS

Field trips are an integral part of the educational process and shall have an educational purpose. Field trips shall be confined to instate trips except with the permission of the Superintendent. When approved, overnight class trips shall be requested by the administration and approved by the Superintendent.

The Diocesan field trip permission form shall be used in all schools. The Diocesan policy for volunteer drivers shall be followed. Safety of children and school liability and shall be major considerations when arranging field trips.

Attendance is a privilege. If a student does not earn that privilege, that student will not be allowed to attend. Students must turn in a permission slip for a child to attend a field trip; the school will not accept any phone calls in lieu of a permission slip. Students are responsible for the cost of admission to field trips and their portion of the transportation costs. Uniforms are required for field trips unless the teacher indicates otherwise; students who do not follow the dress code will not be allowed to attend.

Students are required to ride with school provided transportation both to and from a field trip event, regardless of whether or not the parent attends the field trip as a chaperone or drives their own personal vehicle. Parents who chaperone a field trip may ride on the bus if there is room.

LIBRARY/MEDIA CENTER

Students will have full access to the book and technology resources in the library at appropriate times. Students are expected to care for all property of the school in the utmost manner. Failure to do so will result in that student being responsible for replacing the damaged property. This includes but is not limited to furniture, computers (and accessories), laptops (and accessories), library books, library resources, textbooks, and so forth.

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GRADUATION REQUIREMENTS

In order to graduate to the 9th grade, a student must have completed or mastered the work satisfactorily in each of the core subjects (English, math, reading/literature, religion, social studies). Furthermore, the student must have turned in all school property, including textbooks and library books, and the family must have met all of their financial obligations to the school. If these requirements have not been met, the student will not be able to walk at graduation; their records and diploma will be held until the obligations and requirements have been met.

In order to graduate from high school, a student must have satisfactorily completed all credits required for graduation as noted by the state of Tennessee; additionally, a student must have satisfactorily completed their Theology credits while at Memphis Catholic and have no remaining failures on their transcript that have not been made up. As a summative requirement, a student must have been accepted into a four-year college or university, whether he/she chooses to attend or not.

GRADUATION CEREMONIES

Diocesan school graduation for eighth grade shall be a simple and appropriate religious service. Outstanding student achievement may be recognized at this time.

Graduation exercises for high school shall be arranged by the principal in consultation with the Superintendent. Graduation parties shall not be sponsored by the school.

STUDENT RECORDS

Schools shall keep an up to date cumulative record of each pupil from kindergarten through grade twelve. These records shall be typed or written in black ink.

The following records shall be kept for each student in the cumulative folder:

- » Initial application forms and student entrance test
- » *Permanent/cumulative record cards
- » Birth Certificate
- » Reading and Mathematics Records
- » *Achievement Test Scores
- » *Health/Immunization Records
- » Report cards (current year and previous years)
- » Transfer information and records (if appropriate)
- » *Baptismal and sacramental records
- » Emergency information on student
- » Reading/math records (grouping information)
- » Field trip permission slips
- » Custody information

*Indicates information forwarded to another school

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All records shall be kept in a fireproof file in the school office and may not be taken from the office. All records are confidential and shall remain the property of the school. If a school should close, all records shall be sent to the Catholic Schools Office.

TRANSCRIPT REQUESTS

Transcript requests must be submitted to the school administrative assistant and counselor at least ten school days prior to the date by which the recipient requires the documents.

RESEARCH AND SURVEYS

Outside organizations will not be permitted to conduct research involving the school or its students without written prior permission from the Superintendent. Guidelines and procedures as set forth by the Superintendent must be followed.

STUDENT BEHAVIOR

STANDARDS OF CONDUCT

Memphis Catholic operates under the guiding principles of Christ, which are set out in the school's Student Engagement Plan and Code of Conduct. Students are expected to meet high expectations for behavior that are outlined in the Engagement Plan. Students who meet or exceed these expectations will be praised and rewarded on a regular basis. Students who do not meet these expectations will receive consequences, as noted below.

In summary of the Engagement Plan, students are to:

- » Respect themselves, others, and their school at all times.
- » Keep their hands, feet, and objects to themselves.
- » Come to school and class on time, prepared, and ready to learn.
- » Display exemplary moral character towards teachers, staff, visitors, and their peers
- » Obey all school rules and teacher instruction.

OFF CAMPUS CONDUCT

The administration of Memphis Catholic reserves the right to discipline students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes but is not limited to cyber bullying and online social media postings.

STUDENT BEHAVIOR IN SCHOOL AND CLASS

Attitude and Disrespect: Under no circumstance will disrespect and attitude be tolerated in any manner.

Presence in Class: Students have five minutes in between periods during which they should use the bathroom if necessary and take care of any needs. Therefore, students are not allowed to leave the classroom at any time during instruction unless there is a dire emergency. These

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emergencies are usually noted by genuine student behavior and/or a prior conversation with the student.

Posture in Class: Student posture should exhibit to everyone else that he/she is ready to learn; correction for blatant poor posture is grounds for a consequence.

Answering Questions: Blurting out answers, whether correct or incorrect, and questions, whether appropriate or inappropriate, should be taken as a disruption of class.

Food and Drink: Students should not have any food out unless given by the teacher and given permission to eat. If it is visible, it becomes the teacher's property. The only acceptable drink to have is water in a clear, non-disposable water bottle.

Desk and Chair Area: Students should keep their desk and chair areas clear and clean in all of their classrooms, both during class and at the end of class. Any papers left behind will be thrown away, and any belongings left behind will be collected by the teacher to be earned back based on the teacher's policy.

Assessments: All students are to remain completely quiet during assessments with their eyes focused on their own work. Any instance of talking should be considered a violation of the Honor Code. Any student in violation of the Honor Code will receive a zero on the assessment and an office referral. Plagiarizing or copying others' work is just as serious and will result in the same consequences.

If a student in our school exhibits behavior that is deemed to be detrimental or harmful to the school, students, and/or employees, the student will need to be removed from the school by the parent immediately. Prior to readmission to the school the parents will provide to the school a clearance from a licensed clinical practitioner. Once this clearance from the practitioner is received, the Principal will evaluate the students' return.

SCHOOL BUS STANDARDS OF CONDUCT

Limited bus service is provided for some students; however, students will travel on buses to and from field trips and other events. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by his/her driver or assigned aide shall be followed.

- » Students must be seated while a bus is in motion.
- » Hitting, pinching or other aggressive conduct toward others are prohibited.
- » Students must keep personal items out of the aisle and otherwise out of the way of other passengers.
- » Students may not take or otherwise disturb the property of other passengers.

A driver or teacher shall report to the administration as soon as possible any student refusing to obey the driver or refusing to abide by bus conduct rules. The administration shall discipline the students in accordance according to disciplinary procedures for other misconduct.

In order to promote safety and security of students and transportation personnel, video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

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DISCIPLINARY PROCEDURES

Discipline shall be considered an aspect of moral guidance, an outgrowth of self-discipline, and not simply a form of punishment. All rules and procedures will be fully outlined to students.

Classroom teachers are expected to deal with classroom infractions in a reasonable manner. However, no warnings are given at Memphis Catholic, and a consequence will be tied with every instance of rule-breaking and misbehavior. All instances of rule-breaking and misbehavior will be tracked and noted on Kickboard, providing a report to be viewed daily and comprehensively sent home with progress reports and report cards.

When a rule is not followed, the consistent, agreed upon consequence system will be implemented immediately and consistently. **Every instance of rule-breaking will be followed up with a consequence and be marked in Kickboard.**

- » 1st Consequence: Noted correction and Kickboard marking; choices reminder issued via stop form.
- » 2nd Consequence: Write-offs assigned.
- » 3rd Consequence: Afterschool detention assigned.
- » 4th Consequence: Referral to the office.

Any severe interruption may result in a more severe consequence at any time.

Though this process is generally applicable to most behavior, any severe interruption may result in a more severe consequence at any time, including referral to the office and administration.

The administration may impose disciplinary consequences, including but not limited to:

- » Write-offs
- » Parent contact
- » Daily or Weekly behavior monitoring
- » Conference with a school administrator
- » Detention
- » Loss of privileges (field trips, activities, House events, extracurricular activities, etc.)
- » Isolation from the community
- » In-school suspension
- » Out-of-school suspension
- » Expulsion

Corporal punishment is not permitted by anyone on school property. Imposing academic consequences as a means of discipline is not permitted.

WRITE-OFFS

Write-offs are assigned to students when generally they have had two reminders about their behavior being inappropriate. All directions for completing these correctly are on the write-off sheet. Note that failure to complete assigned write-offs and the cover sheet in their entirety, meaning not one mark or word should be skipped, and to turn them in by 8:00am on the noted date will result in a detention and an additional five (5) write-offs.

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In the case that a teacher has not received write-offs from a student within two days, contact will be made with the student's parent(s) with expected support. In the case that a teacher has not received write-offs from a student within five days, the student will be referred to the office and receive an in-school suspension.

DETENTION

Students who violate classroom or school rules may be assigned detention. An automatic detention may also be assigned to students who are tardy to class, caught chewing gum or eating food outside of the cafeteria, and behave in a disrespectful manner to faculty, staff or visitors. Detention takes place from 3:50pm-4:50pm on Tuesdays and Thursdays. Request to reschedule detention can only be made by a parent in advance of the day of detention, though the excuse must be an acceptable one. Athletic practices and games or other school group meetings are not an excuse for missing detention.

Detention is designed to encourage students to not return; therefore, it is likely they will be carrying out undesirable tasks (heavy writing, picking up trash, appropriate manual labor, etc.). Failure to attend detention on time, for the entire time, or at all will result in an additional detention.

SATURDAY SCHOOL

The school and administration will do everything possible to ensure students do not miss class time for behavioral reasons. The last stop before a suspension if a behavior is progressing at a non-rapid pace is Saturday School. Saturday School takes place 8:00am-12:00pm approximately once a month. Prior scheduled events are not an excuse for missing Saturday School.

SUSPENSION OR EXPULSION

The following offenses committed by students are potential reasons for immediate expulsion or, in less serious cases, suspension, pending a conference with the parent(s) and/or guardian(s). Expulsion of a student shall require the consultation of the Superintendent.

It is impossible to list all of the behaviors which may be deemed unacceptable; however, the following are major offenses that will not be tolerated at Memphis Catholic and will result in an office referral, leading to a suspension or expulsion:

- » Use, sale, distribution, or possession of real or fake tobacco, alcohol, weapons, drugs or other illegal substances (This is a serious breach of school policy and will result in expulsion.)
- » Disobedience, insubordination or disrespect for authority
- » Defiance of authority through word or deed
- » Defiance of authority by passive refusal to follow the rules or policies of the school.
- » Destruction or vandalism of school property (In each instance, restitution will be paid to the school to repair or replace the property.)
- » Serious theft or dishonesty
- » Use of crude, sexual, or offensive language or possession of such materials
- » Outrageous scandalous or serious disruptive behavior

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- » Acts or threats of aggression or violence or any instance of bullying or harassment
- » Acts of sexual harassment (Sexual harassment is defined as any action, that is sexual in content or implication, which offends the target or any third parties who witness it.)
- » Violation of Internet code of ethics or the acceptable use policy.
- » Photographing or video-recording students or school personnel without permission
- » Unauthorized absence or continued tardiness
- » Habitual lack of effort leading to academic failure in classroom work
- » Failure to abide by the Honor Code
- » Conduct at school or elsewhere which would reflect adversely on the school and Church

In-school suspension is the temporary exclusion of a student from classes and all school activities. Because ISS requires the student to be supervised by an employee of the Diocese, a substitute teacher must be hired. The cost of the substitute teacher is \$75.00 per day, a cost that will be given to the parent. The parent will be notified by phone, and a letter documenting the circumstances of the suspension will be kept on file, with the parent receiving a copy. Students will not be admitted back into school until the full suspension is served, and the parent attends a meeting by appointment with the administration. Parents who are not willing to allow their student to serve the ISS or provide the payment for it will, by default, withdraw their student from the school. If the student is suspended more than two (2) times, the student will be expelled.

Students who receive an out-of-school suspension will not be allowed on the school grounds or at school events during the time of their suspension. In any suspension, students must complete all class work and tests from the days of suspension.

At the discretion of the administration, a student may be expelled, even though there has been no previous suspension or disciplinary action.

BULLYING/CYBERBULLYING/DISCRIMINATION/HARASSMENT/HAZING

Memphis Catholic is committed to a safe and civil educational environment for all students, employee, and volunteers, free from harassment, intimidation, or bullying. harassment, intimidation, or bullying are defined as any intentional written, electronic postings, photos, verbal, or physical abuse, which harms another person or damages their property; has the effect of interfering with a student's education; is severe, persistent, or pervasive so that it creates an intimidating, hostile, or threatening educational environment or has the effect of disrupting the orderly operation of the school. Violations of this policy may include any social media postings before, during, or after school hours.

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.

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

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

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

Students who feel victimized by or who have knowledge of such behavior toward a student or students should report that to the school counselor or administration. 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.

This policy applies to the school community which includes students, parents, faculty and adults on our campuses, whether attending school, employed by the school, working as a contractor, volunteering or visiting. Any form of bullying directed toward any member of our school community by another member of the community is contrary to this policy and will result in disciplinary action.

MEMPHIS CATHOLIC DRUG POLICY

It is the expectation that with the exception of medication administration as permitted by Diocesan policy, students should not be in possession of, selling, under the influence of, or using alcohol or drugs, particularly on school property or at school related activities. Possession of controlled substances will be reported to proper law enforcement authorities and will likely result in an automatic expulsion.

During the course of the year, all high school students will be randomly selected for drug testing at least once; all middle and high school students are subjected to testing at any time, regardless of whether they have been tested or not. All results will be kept confidential.

If a student tests positive for alcohol or drugs not required medically, the school will be notified of the result and its severity, at which point the school will meet with the parents and student. In order to remain at Memphis Catholic, the student will be required to undergo a psychological

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evaluation to determine further details of substance usage; this evaluation is required to be completed and released to the school within four weeks of receiving notification about the positive result. The administration of Memphis Catholic will meet to determine whether a substance rehabilitative program is necessary to treat substance use; if a program is deemed necessary, documentation of progress (and eventually completion) of said program will be required. Memphis Catholic will aid families in finding an outreach program to aid the student in recovery. In all cases of a positive result, the student will be subjected to both disciplinary consequences and community service and will be required to be tested the remainder of the year, both during random and planned drug testing sessions.

A second positive test result during a student's enrollment at Memphis Catholic will lead to further consequences, up to and including expulsion.

DRESS CODE

SCHOOL UNIFORM REQUIREMENTS

Adherence to every detail of the dress code is mandatory. Student attire must promote human dignity, cleanliness, and good health. Students are expected to arrive to school in dress code. Students will not be allowed to enter the building until they comply. While the students of Memphis Catholic are in uniform, they are representatives of our school. Because our students take pride in themselves and their school, we expect our students to represent themselves and their school in a positive manner; therefore, while students are wearing the uniform in a public forum, they are to remain in dress code and are not to participate in any behavior that would disgrace our school. If a student is wearing any piece of the uniform, he/she is to be in full uniform, or he/she are subject to the same disciplinary consequences as during the school day.

Wearing a uniform is part of the Catholic tradition and is an integral part of focusing the students' attention on education. Coming to school in uniform is the expectation. Addressing dress code and personal appearance violations needlessly distracts from classroom instruction for your student and others in the classroom. Refusal to follow the dress code and personal appearance policy is an act of defiance, and therefore, students who refuse to follow them will incur the normal consequences for behavior, up to and including suspension.

Shirts, pants, and skirts must be loose enough so that neither imprints of underwear nor contours of the body are visible. Shirrtails are to remain tucked into skirts/pants. If pants have belt loops, belts are to be worn inside the belt loops at all times. Skirts must pass the fingertip rule and be at an appropriate length. All components of the school uniform must be clean and wrinkle free.

Memphis Catholic has fully transitioned to Parker Uniforms. This will be the uniform Memphis Catholic adopts. Please note that this new uniform will soon include a standard shoe for all students.

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Grooming

- » All students must bathe daily and use deodorant when body odor becomes evident.
- » Gentlemen's hair must be cut short, combed/brushed daily at home, and simply groomed. They may not wear afros, cornrows, twists, braids, dreadlocks, or mohawks. Their hair must be their natural color and may not be carved with symbols or writing.
- » Gentlemen's hair must not touch their collar, eyebrows, or ears, and should be neatly groomed. Sideburns may not extend beyond the middle of the ear, and faces should be clean shaven at all times. In addition, no razor cut designs or shaved sides or designs are permitted.
- » Ladies may wear non-distracting head adornments.
- » Nails should be clipped short and kept clean; no nail polish may be worn.
- » Heavy cosmetics and makeup are not allowed.
- » Jewelry is limited to one pair of small post earrings for ladies; however, gentlemen may not wear earrings.
- » All students may wear a simple wristwatch, but no chains, necklaces, bracelets, or rings are permitted and will be confiscated if brought to school. A cross necklace is permitted.
- » No tattoos, temporary or permanent, are allowed to be showing.
- » No unnatural appearing or non-prescription contact lenses are allowed.

All Students

- » **Undershirts**
 - Solid white undershirts are permitted for wear under the regular school shirt.
 - No colored shirts or shirts with print or design are permitted for wear as undershirts.
 - White or house colored long-sleeved shirts are permitted for wear under the House polo shirt on House days.
- » **Belts**
 - A black or brown leather belt must be worn with pants, usually to match the color of the shoe; no designs or other colors are permitted.
- » **Socks**
 - Any plain/no design or logoed white, navy, gray, or black socks are permitted.
- » **Outerwear**
 - During cold weather, students may wear a winter coat or jacket to school. However, once inside the school building, the coat or jacket must be removed in place of a Memphis Catholic jacket or outerwear garment.
 - Students may wear uniform sweaters, cardigans, vests, or approved Memphis Catholic athletic apparel in the classroom. Zippers are not allowed all the way up to a student's neck, and no apparel with hoodies will be allowed.

Ladies

- » **School Shirts**
 - Solid white or blue cotton/blend blouse with "peter pan" collar and Memphis Catholic seal purchased from Parker.
 - On House days, House polo shirts are the dress code shirt.

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» Skirts

- Only the plaid skirt purchased from Parker should be worn.
- Skirts must pass the fingertip rule and be at an appropriate length.

» Pants

- Middle School: Plain navy pants may be worn.
- High School: Plain khaki pants (dress pants) may be worn; no other styles (skinny, jean like, etc.) may be worn.
- No cargo pants or any pants with leg pockets or extra pockets.

» Shoes

- Middle School: Black and white Saddle Oxfords must be worn.
- High School: Brown or black dress shoes should be worn. Sperry's will be allowed this year; other design shoes, such as Toms, are not permitted.
- Boots can be worn depending on the weather, but students need to change into school shoes before coming into the hallway. No boots during the school day.

Gentlemen

» School Shirts

- Middle School: Solid blue Oxford cotton/blend broadcloth with Memphis Catholic seal purchased from Parker. Shirts can have short or long sleeves but must be tucked in at all times.
- High School: Solid white or blue Oxford cotton/blend broadcloth with Memphis Catholic seal purchased from Parker. Shirts can have short or long sleeves. Shirts must be tucked in at all times.
- On House days, House polo shirts are the dress code and should be tucked in.

» Ties

- Middle School: The Memphis Catholic tie or bowtie from Parker must be worn.
- High School: An appropriate, non-distracting necktie or bowtie is permitted.
- Ties should be worn at/around the length of the torso.
- Gentlemen should be wearing ties properly from the time they arrive to campus and anytime they have a uniform shirt on.

» Pants

- Middle School: Plain grey pants should be worn.
- High School: Plain khaki pants (dress pants) may be worn; no other styles (skinny, jean like, extra pockets, etc.) may be worn.
- No cargo pants or any pants with leg pockets or extra pockets.

» Shoes

- Middle School: Brown or black dress shoes should be worn. No design shoes, including Sperry's and Toms, will be allowed.
- High School: Brown or black dress shoes should be worn. Sperry's will be allowed this year; other design shoes, such as Toms, are not permitted.
- Boots can be worn depending on the weather, but students need to change into school shoes before coming into the hallway. No boots during the school day.

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PE Uniform (all students)

- » Memphis Catholic PE shirt (must be the PE shirt, not just any Memphis Catholic shirt)
- » Memphis Catholic PE shorts (not just any athletic shorts)
- » Appropriate athletic shoes to allow flexible and full movement (Converse, Keds, Toms, and Sperry's are not permitted.)
- » Deodorant

Outerwear

During cold weather, students may wear a winter coat or jacket to school. However, once inside the school building, the coat or jacket must be removed in place of a Memphis Catholic jacket or outerwear garment. Students may wear uniform sweaters, cardigans, vests, or approved Memphis Catholic athletic apparel in the classroom. Zippers are not allowed all the way up to a student's neck, and no apparel with hoodies will be allowed.

SPECIAL DAY ATTIRE

During the year, certain days will be designated as dress out days, usually earned as a privilege or as part of a spirit week. The dress code for those days is noted below. If a student is not participating, he/she should wear regular uniform dress.

- » Jeans must be full length for boys and girls.
- » Blue jean shorts or skirts are not allowed; no imprint of underwear may be visible.
- » Jeans must have belt loops and must be worn with a belt at the natural waist.
- » Baggy/Sagging jeans are not allowed.
- » Jeans must not have any holes/rips/tears in them.
- » Shirts must not have any writing or pictures on them.
- » Shirts must have sleeves (long, short, or cap).
- » Students may wear tennis shoes or uniform shoes; no flip flops, sandals, open back or open toe shoes are allowed.

Dress attire for other special events throughout the year will be disseminated at that time. Any student inappropriately dressed or who is dressed out but should not be will have to call home only to return to class after changing.

EXTRACURRICULAR ACTIVITIES

ATHLETIC TEAMS

Memphis Catholic offers various athletic programs. Teams are dependent on having enough players. Students are eligible to play if their attendance requirements (satisfactory record), academic requirements (2.0 GPA/C average with no more than one D and no Fs) and behavioral requirements (teacher approval that student is a good representative of the school) are met.

Most teams play in the P.A.A. or T.S.S.A.A. The schools shall comply with the rules and regulations governing athletics which have been established by the appropriate accrediting and/or approval agency and any athletic associations to which the school belongs.

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CLUBS AND ORGANIZATIONS

Memphis Catholic offers a wide array of extracurricular clubs, organizations, and opportunities for students to be involved in throughout the year. These are often intertwined into the school schedule to take place during the enrichment block at the end of the day. These opportunities include:

- » 21 Backpacks
- » Anime
- » Art is SMART
- » Card Sharks
- » Charger Crew
- » Chargerettes
- » Chargers for Christ
- » Circuit Breakers
- » College Prep and College Future
- » Creation Care
- » Current Events
- » D.E.A.D. (Drop Everything and Draw)
- » D.E.A.R. (Drop Everything and Read)
- » Film Club
- » Girls Who Code
- » Go Go Logo
- » Gospel Choir
- » Latino Culture
- » Man Up with Jesus
- » Mass Music
- » Model United Nations
- » National Honor Society
- » National Junior Honor Society
- » Prom Committee
- » S.P.O.K.E.
- » Stand Up! Speak Out! Social Justice
- » Step Team
- » Student Government
- » Table Top Gaming
- » The Great Outdoors
- » Theatre Troupe
- » Yearbook
- » Yoga and Meditation Crew
- » Youth Council

ATHLETIC TEAMS

If a student is not on campus and in school/classes for three or more periods of the day or is checked out early, he/she may not take part in any extracurricular activity that day or compete in any athletic event that day.

SCHOOL SAFETY

SAFETY

Generally accepted practices that promote the safety of students while in the custody of schools are followed. The practices are based on civil law, regulations from the State of Tennessee, and recommended procedures from the Diocesan Office of Risk Management.

VISITORS TO CAMPUS

Visitors to the school campus, including parents, must immediately report to the school office and must register in the visitor log and receive a visitor's badge before proceeding to any other part of the campus. Visitors must display the badge at all times on school property. Visitors must visit the school office to sign out and return the visitor's badge prior to leaving school property.

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SAFETY COORDINATORS

Students or parents with concerns about school security may contact the school safety coordinator appointed by the administration each school year.

The school safety coordinator's responsibilities include but are not limited to:

- » Cooperation with the administration to insure the safety of the students
- » Maintain the required notebooks concerning safety, blood-borne pathogens, hazard communication, and asbestos
- » Conduct the monthly safety evaluation of the facilities and the property
- » Cooperate with the Diocesan Risk Manager in implementing regulations issued by the insurance company and OSHA
- » Inspect and restock the school's emergency bags
- » Attend the meetings called by the Diocesan Risk Manager
- » Conduct drills as required

EMERGENCY/CRISIS PROCEDURES

The school principal is the primary overall manager of any emergency/crisis situation. The principal will follow the procedures outlined in the most recent edition of the Catholic Diocese of Memphis *Emergency Response Handbook*. The principal is responsible for activating the school's Internal Response Team and for communicating with the Superintendent and students involved, parents of those students, faculty, office staff, custodial staff, and the media. The principal will plan and execute crisis training for staff and annual retraining of the Internal Response Team.

These emergency procedures shall be reviewed with the faculty during the in service days before school begins. The school will maintain emergency information for each student in the school office. Evacuation procedures and routes shall be posted in every classroom and areas used by the students.

An emergency kit is available in each class room and area which is used by the students. The contents of these kits shall conform to the requirements issued by the Diocesan Risk Manager.

FIRE DRILLS

Fire drills shall be held at least once a month. The first fire drill will be conducted within the first twenty school days. Teachers will take roll books with them during the drills in order to have an accurate account of all students present.

The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm. Bell signals to signify the exit and reentry of the building during a fire drill will be explained to students prior to the first fire drill of the school year. All staff members shall be instructed on the alarm system and the manner of activating it.

A record of all fire drills shall be kept on the emergency drill form and shall be available to the fire inspectors upon request.

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TORNADO DRILLS

A tornado drill will be conducted within the first twenty school days and at least once more during each school year. A battery-operated weather radio in each school office is maintained in operating order in the school office. A record of all tornado drills shall be kept on the emergency drill form.

EARTHQUAKE DRILLS

Earthquake drills will be conducted at least twice each school year. A record of all earthquake drills shall be kept on the emergency drill form.

WEATHER EMERGENCIES

Catholic schools shall follow the warnings and directions given by the National Weather Service in the event of a weather emergency. The Superintendent will make the final decision on suspending classes in the event of inclement weather. Suspension of school shall be announced on television and radio stations and will also go out as an IRIS. If this suspension occurs during the day while students are already in school, parents will be notified immediately and will be expected to retrieve their child from school.

BOMB THREATS

Procedures in the Diocesan Crisis Management Handbook will be followed in the event of a telephone or written bomb threat. The principal will immediately notify the Catholic Schools Office of such a threat.

INSPECTIONS

Quarterly safety inspections will be conducted by school personnel. The insurance company will conduct yearly inspections of the facilities and grounds. Annual asbestos inspections shall be conducted schools that contain asbestos.

OSHA REGULATIONS

Catholic schools shall comply with the OSHA standards on blood-borne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall also comply with the Diocesan procedures established to comply with these standards.

ALCOHOL, DRUGS OR OTHER CONTROLLED SUBSTANCES

With the exception of medication administration as permitted by Diocese policy, students may not possess, sell, be under the influence of or otherwise use alcohol or drugs on school property or at school related activities. Possession of controlled substances will be reported to proper law enforcement authorities.

WEAPONS/DANGEROUS INSTRUMENTS

Student possession of any weapon or dangerous instrument that could be used as a weapon on school property or at school related functions is prohibited. The possession of a weapon or weapons will be reported to the proper law enforcement agencies.

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HEALTH SERVICES

ILLNESS DURING THE SCHOOL DAY

The parent or guardian will be notified when a student becomes ill during the school day. The administration and/or school nurse, the parent or guardian will determine whether the child should be dismissed to go home. Students who are seriously ill or who constitute a danger of spreading illness to others will be expected to be picked up by the parent or guardian. Students should not return to school for one day after experiencing a fever or rash.

MEDICAL EMERGENCIES/ACCIDENTS/INJURIES

Accidents reported on school property shall be reported immediately to the administration or pastor. A report shall be written describing the accident and follow up care. The Diocesan accident report form shall be used. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the Catholic Schools Office and the Diocesan Risk Manager.

MEDICATION POLICY AND FORMS

A Medication Administration form is available in the school office.

Administration of medication during school hours, on school property or while attending school events must be medically necessary. Students may not receive or take any medication unless a Medication Authorization Form is completed and signed by the parent/guardian and, for prescription medications and over the counter medications, by a health care professional (physician, nurse practitioner, physician assistant or dentist) who is licensed to practice in Tennessee. The following conditions will apply:

1. A new Medication Authorization Form is required at the beginning of each new school year or at any time there are changes in the medication or its administration, including its discontinuation.
2. A separate Medication Authorization Form must be completed for each different medication.
3. The parent/guardian may complete the health-care provider section for non-prescription medication.
4. A physician's order and specific parental consent are necessary for self-carry/self-administration of emergency medications such as inhalers or *Epipens*. A notice signed by the school principal authorizing a student to self-carry/self-administer medication will be kept by the student at all times on school property, during
5. Medication must be delivered to the school by the parent/guardian, or in special circumstances, by another responsible adult approved by the parent/guardian. Such approval shall be in writing and submitted to the school principal in advance of delivery.
6. All medications provided to the school must be in the original container and labeled by the pharmacist with the student's name, name of medication, dose, frequency, method or route of administration and any special instructions, including but not limited to adverse effects that may reasonably be expected and contraindications to administering the medication. Non-prescription medication must be in the original container with the manufacturer's label intact

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and clearly labeled with the student's name. The parent/guardian assumes full responsibility for maintaining a current supply and the appropriate transportation of medication.

7. Medication delivered to the school will be recorded by student name, medication name, date of delivery, quantity delivered and expiration date. Medication will be stored in a secure location accessible on an as-needed basis. The principal or principal's designee will reconcile the supply of all medication with the administration logs no later than the third school day of each month.

8. Staff members who assist in the administration of medication will maintain a log of such administration. Medication logs will be signed by the staff member and filed with the principal on the first school day of each month.

9. The first day's dosage of any medication must be administered at home before it will be administered by school personnel.

10. The school principal will designate a member of the school staff to administer the medication. Staff members will be trained to verify that the administration is consistent with instructions on the authorization form and medication container at the time of each administration.

11. A staff member chaperone will be assigned to carry medication (other than self-carry/self-administer medication) that must be administered during a field trip or other off-campus event. The staff member will be responsible for the proper storage and administration of the medication while off campus.

12. The parent/guardian will be notified if students fail to report for or refuse to accept administration of medication that has been authorized by the parent and, if required, the health care professional.

13. Medication prescribed on an "as-needed" basis will not be administered by school personnel without, in addition to the Medication Authorization Form, a statement of permission signed and dated by the parent/guardian and specifying the requested day(s) of administration.

14. Unused medication will be destroyed if not claimed by the parent/guardian within five working days of the end of the school year, the expiration date of the medication or the discontinuation of the medication, whichever is earlier.

15. Failure to register medication will lead to a presumption that such medications are not lawfully in the possession of the student.

16. The parent/guardian must agree to release the Catholic Diocese of Memphis, its Board, directors, employees and agents from any and all liability, claims and actions that may arise from injury or harm to his/her child provided school staff are following the health care provider's order as submitted on the Medication Authorization Form. The parent/guardian must further agree to indemnify and hold harmless the Catholic Diocese of Memphis from any claim arising from any wrongful act or negligent conduct by his/her child related to the possession or administration of medication.