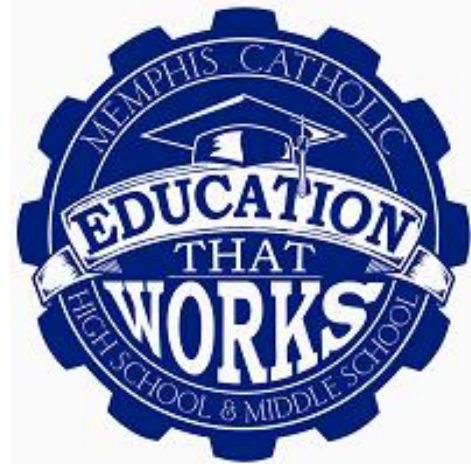


# STUDENT HANDBOOK



## EDUCATION THAT WORKS MEMPHIS CATHOLIC HIGH SCHOOL & MIDDLE SCHOOL

Revised: July 20<sup>th</sup>, 2011

Dear Memphis Catholic Students, Parents and Guardians:

I am happy to present you with this new edition of the Memphis Catholic High School and Middle School Student Handbook. It is effective immediately and will remain so until a new handbook is published. This edition of the handbook contains a number of clarifications and additions to the last edition. **All parents, guardians and students are expected to know, understand and abide by the contents of this handbook.** Ignorance of the contents of this handbook will not excuse students from their responsibilities, or from appropriate penalties for violations of the rules, regulations and procedures of Memphis Catholic High School and Middle School. On the first day of Business Boot Camp (High School) and during the first week of school (Middle School), students will receive a copy of the acknowledgment letter which appears on page 46 (Middle School) or document titled "Education That Works Rules & Regulations" (High School) will be distributed for their signatures and those of their parents/guardians, indicating the handbook has been read and is understood, and that students, parents and guardians agree to abide by the rules, regulations and policies outlined in the handbook.

While intended to be as complete and helpful as possible, no handbook could address all the issues that we may encounter in a school during the year. The judgment of the administration will be used to decide issues not covered by this handbook. The administration of Memphis Catholic High School and Middle School reserves to itself the right to interpret, amend or change the contents of this handbook at any time. Students, parents and guardians will be informed of any changes to the rules.

Thank you for your help and cooperation in using this handbook to make our school year a success. I look forward to achieving great things together this year in our work/study project to foster the development of intellectually curious, faith-filled, work experienced and justice-minded young women and young men.

Peace,

A handwritten signature in cursive script that reads "James J. Pohlman".

James J. Pohlman  
President/Principal

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## **HISTORY OF MEMPHIS CATHOLIC HIGH SCHOOL AND MIDDLE SCHOOL**

Three diocesan high schools-Father Bertrand High School, Catholic High School for Boys, and Sacred Heart High School for Girls-merged in the Spring of 1970 to form a new high school. The new diocesan high school was located on the former campus of Catholic High School for Boys. This coeducational, culturally diverse school was named Memphis Catholic High School.

In the fall of 1993, at the mandate of (then) Bishop Daniel M. Beuchlein, Memphis Catholic High School extended its mission to include middle school programming. Organized as a distinct community on campus, Memphis Catholic Middle School serves the needs of pre-adolescent seventh and eighth graders. The high school continues to serve the needs of adolescents: academically, athletically and spiritually.

The school colors are royal blue and white. The school mascot is a warhorse, the Charger. The school motto is *ex umbris in veritatem*: from shadows to Truth.

### **The School Seal**

The school's seal incorporates the symbols of the various qualities valued within the learning community. The torch symbolizes the light of learning illumined by the gospel (the cross) and wisdom (the quill) acquired therein. These intersect with the crown of the faithful set upon the shield that represents Christ our protector. To the left and right of the shield are two symbols that remind us of those who established and have served this school community. The symbol on the left is the logo of the Diocese of Memphis, and together with the symbol on the right, a book signifies our religious heritage and the contributions of priests, religious sisters and brothers, and the committed laypersons that are members of the school community.

Mary is the patroness of the school. The school motto, *ex umbris in veritatem*, challenges us to use well the gifts with which we have been endowed as we journey from shadows to truth.

### **Memphis Catholic**

Because the decisions made and habits formed in high school have a significant impact on the rest of your life, our mission is to educate students with Christian love and fellowship that extends beyond the classroom. We are committed to providing Education that Works. Every student who passes through our doors has the opportunity to sharpen intellect, enhance civic involvement, grow spiritually, and develop a strong work ethic. All are invaluable assets as students grow from childhood into adulthood and make their own way as beacons of Christian light to their community and the world.

### **Our Mission**

Memphis Catholic High School and Middle School strives to develop the total person through intellectual and physical development in a Catholic environment, complimented by opportunities for moral and spiritual formation. Through the work-study program, Education That Works, Memphis Catholic strives to have each of our students develop into an intelligent, thoughtful, mature, giving member of our community with a keen understanding of their professional and civic obligations.

## **Our Philosophy**

Recognizing responsibility to its diverse community of students, Memphis Catholic combines contemporary educational innovations with personal accountability. This is designed to guide both the educational development of the student, as well as interpersonal dependability in the workplace. Awakening a student's academic potential, alongside exposure to a professional environment, stimulates preparedness for life after secondary education. Engrained into this challenging, college-preparatory environment are Christian moral virtues and the refining desire to serve God and neighbor.

## **Academics**

Since its founding in 1922, Memphis Catholic has firmly believed that the most exhilarating environment for learning includes not only discipline and challenge, but also a loving and supportive faculty intent on cultivating knowledge and conscientious advancement of the students. Educating our students well is at the core of our efforts. We offer a comprehensive and challenging academic curriculum that includes general, elective, honors, and Advanced Placement courses. Nearly 100% of our graduates attend college.

We want every student to fulfill his or her own potential, not only spiritually, but also academically. We strive to have each of our students develop into an intelligent, thoughtful, mature, giving member of our community with a keen understanding of their professional and civic obligations.

## **Morning Prayer**

Father, you created me and put me on the Earth for a purpose. Help me to discover this purpose. Jesus, you shared my humanity and called me to be your disciple. Teach me to follow you more faithfully. Holy Spirit, you help me to continue the mission for which I was created and called. Grant me your gifts of grace and confidence. In your presence and name - Father, Son, and Holy Spirit – I begin my day. May all my thoughts and inspirations have their origin in you and be directed toward your glory. Amen. Mary, Help of Christians, Pray for us.

## **Closing Prayer**

### **An Act of Contrition**

O my God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to confess my sins, do penance and avoid whatever leads me to sin. Amen

### **Prayer at the Close of the Day**

May the Lord support us all the day long, till the shades lengthen and the evening comes, and the busy world is hushed and the fever of life is over and our work is done. Then, in His mercy, may He give us a safe lodging, a holy rest and peace at the last. Amen.

Most Sacred Heart of Jesus, Have mercy on us.

## **Beliefs**

Catholic Education, in the spirit of Christ the Teacher, embraces diversity through service to the community by providing quality education to all. Creating a challenging, college-preparatory

environment, engrained in the Roman Catholic tradition, refines the desire to serve God and neighbor. In addition, awakening a student’s academic potential, alongside exposure to a professional environment, stimulates preparedness for life after secondary education. In light of this philosophy, we believe the following:

- Education is a life-long process.
- Parents are the first, foremost, and primary educators of their children.
- Parents have a right to choose a school that offers an educational program best suited to the needs of their children.
- Students are the most important persons who ever enter the school.
- 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.
- Teachers, administrators, and staff are role models for students and are committed to serving the students entrusted to their care.
- The school provides well-rounded programs, suited to the needs of the students served, including programs that affect the intellectual, moral, spiritual, and physical development of learners.
- A chief priority of our Catholic system is education in the Catholic faith and the faith development of our students.
- Service to the community is a vital component of the Catholic educational experience.
- Through academics, athletics, and social interaction, students are taught to recognize the dignity inherent in all humans, to respect all humans, and to extend tolerance towards all humans.
- When provided opportunities to demonstrate their abilities, students are able to develop their potential by undertaking endeavors requiring high levels of responsibility and maturity in a work environment.

## **VALUES**

### ***AS A LEARNING COMMUNITY, WE VALUE:***

COMMUNICATION	SELF-DISCOVERY	COMPASSION	
SELF-ASSESSMENT	EXCELLENCE	PERSEVERANCE	
COOPERATION & COLLABORATION	THE DIGNITY OF ALL PERSONS		
HONESTY	FAITH	SERVICE	JUSTICE

## **GOALS AND OBJECTIVES**

All programs and activities of the school are designed based on the belief that pre-adolescent young people have age-appropriate spiritual, intellectual, emotional, social and physical needs.

## **Spiritual Goals**

- Continue the spiritual/faith development of learners
- Participate in the liturgical life of the Church
- Form correct conscience based on the moral teachings of the Roman Catholic Church
- Encourage participation in the life of the local parish
- Foster a love for God's Word and Presence in Scripture and the Sacraments
- Develop reverence for God's gift of life

## **Intellectual Goals**

- Develop competency in core curricular areas
- Academically challenge students appropriately
- Foster creativity, problem-solving & communication skills
- Develop multi-cultural awareness

## **Emotional Goals**

- Create a supportive environment through the school counseling and religious programs
- Explore identity, values, choices and abilities
- Foster self-discipline
- Foster positive self-esteem and personal, familial, community pride

## **Social Goals**

- Foster respect for the dignity of each person
- Foster multi-cultural awareness and tolerance
- Develop positive social relationships through age-appropriate social activities
- Establish long term peer relationships

## **Physical Goals**

- Promote healthy living through life-long health and fitness
- Provide a wide range of athletic extra-curricular opportunities
- Foster an enthusiasm for fitness and wellness by encouraging intramural events through physical education

## **OWNERSHIP, ACCREDITATION AND AFFILIATIONS**

### **Ownership**

Memphis Catholic High School and Middle School is owned and operated by the Roman Catholic Diocese of Memphis in Tennessee.

## **Accreditation and Affiliation**

Memphis Catholic High School and Middle School operates under the auspices of the Catholic Diocese of Memphis and is accredited by the Commission on Secondary and Middle Schools of the Southern Association of Colleges and Schools. The school is also approved by the Department of Education of the State of Tennessee.

The National Catholic Educational Association  
The National Middle School Association  
Tennessee Association of Middle Schools  
The National Association of Secondary School Principals  
Tennessee Secondary Schools Athletic Association  
Parochial Athletic Association and others

## **PROFILE OF THE MEMPHIS CATHOLIC GRADUATE AT GRADUATION**

*It is the goal of the faculty, administration and staff of Memphis Catholic High School and Middle School, working closely with the families of our students, to foster in our students by the time of their graduation an understanding of and an ongoing commitment to these six core values of our school community: to be women and men who are open to growth, religious, intellectually curious, loving, committed to justice and work-experienced.*

### **Open to Growth**

The graduate of Memphis Catholic High School and Middle School is confident, inquisitive, reflective, motivated, and flexible. He or she views learning as a life-long pursuit, inside and outside the classroom. The graduate always strives for success, but is also aware that failure is an important part of learning and maturity.

The graduate knows that an understanding of and deep appreciation for one's self and one's background are essential to a full life. Moreover, the graduate sees this self-awareness as the basis for any further growth. This appreciation of one's own background naturally compels the graduate to have constant respect for and openness to other people's cultures, religions, experiences and socio-economic backgrounds. Ultimately, the Memphis Catholic graduate learns to seek out new challenges and opportunities to enrich his or her experience or perspective be it religiously, socially, culturally, emotionally, or intellectually.

### **Religious**

The Memphis Catholic graduate has a sincere and deep sense of God's presence and love in his or her life. The graduate understands that he or she was created for a unique purpose, which awaits fulfillment in this life and the next. Such a realization compels the graduate of Memphis Catholic to be an active participant in his or her own faith journey, and to be ever reliant on prayer and reflection on Christ's example for guidance and development.

The Memphis Catholic graduate maintains a deep understanding of the Church's teachings and the Good News and relies on these precepts as the basis for strong morals and ethical judgments. She or he

participates in her or his parish and views the Church as a source of strength. The graduate of Memphis Catholic appreciates the rich religious gifts of her or his family, community and culture and is also eager to build on those in an ever deepening and personal way.

### **Intellectually Curious**

The Memphis Catholic graduate has a firm foundation in the liberal arts, which is necessary for further study, as well as a mastery of thinking, reasoning and cognitive skills and habits. The graduate constantly thinks across disciplines and cultures, always maintaining a deep respect for wisdom and truth. The graduate is able to express himself or herself effectively in both English and Spanish and, as a young ambassador of culture, the graduate seeks the challenges and growth opportunities that diversity brings.

The graduate of Memphis Catholic is capable of engaging with all types of work and pedagogy at the college level and is also prepared to educate him or herself outside of the classroom. The graduate wonders about the world around her or him and is in the habit of analyzing the problems and questions that one may encounter. The Memphis Catholic graduate is expected to assume enthusiastically her or his role as a life-long learner who savors the rich opportunities that the world provides, and who truly owns her or his education by helping others to learn as well.

### **Loving**

The Memphis Catholic graduate believes that he or she is truly loved by God. This love is made manifest in the beauty of creation and the love of the people around him or her. The graduate sees loving relationships with others as the foundation of a Christian life. He or she has a healthy love of self, rooted in deep self-respect and confidence in his/her own gifts and talents.

This love of self enables the graduate to move towards true and meaningful love for others. The graduate is aware that a full life involves loving other human beings as much as one's self, and he or she values the uniqueness of each relationship. The graduate sees his or her own way of loving as a response to God's gifts and heeds the call to demonstrate that love through service and dedication to others. The graduate is generous with his or her time and talents, and strives to share his or her gifts with others. The graduate knows that respect, trust and fidelity are the basis of any loving relationship, and that love, for God or for another person, requires us to give without asking anything in return.

### **Committed to Justice**

The Memphis Catholic graduate is keenly aware of injustice and prejudice and gives of himself or herself in service to others because he or she believes in the dignity and equality of all people. The graduate believes in himself or herself and in his or her cultural heritage. The graduate works for and with the impoverished, the unfairly treated, and those who are without representation, both locally and globally. As a leader and role model, he or she speaks out, and, when necessary, he or she takes action.

Experienced in service, the Memphis Catholic graduate heeds the call of the Gospel to affect change and sees service as a gift to self, not only to others. The graduate is ready to lead, especially by example. The graduate understands that some of life's most worthwhile endeavors are neither easy nor comfortable. The graduate of Memphis Catholic also believes that justice is necessary for equality, respect and love.

## **Work Experienced**

Through the Education That Works program, the Memphis Catholic graduate has learned to be a dependable, responsible worker of integrity with high ethical standards. The Memphis Catholic graduate has participated in the professional culture of the workplace and has begun to explore his or her own potential. The Memphis Catholic graduate is a personable and effective team player who is a confident self-starter as well as respectful and respectable. The graduate has learned the value of work both in the rewards it produces and in the self-satisfaction it allows one to attain.

The graduate of Memphis Catholic has learned to see work as an invitation to participate in the creative and salvific work of our God as “One who labors” on our behalf. Work offers the opportunity to discover and demonstrate personal talent – both as stewards and as leaders – and encourages growth. This stewardship implies the responsibility to use all resources wisely for the good of others and the greater glory of God. As a future leader in the workplace, the Memphis Catholic graduate recognizes the dignity of work, its integral connection to justice, and the choices she or he has to create a better society.

(Note: This document was adapted from the “Profile of the Jesuit High School Graduate at Graduation,” written and published by the Jesuit Secondary Education Association.)

## **MCHS/MS School Procedures:** **Attendance Policy**

### **1. Absence Policy**

#### ***Unforeseen Absences***

A parent or guardian should telephone the school at (901) 276-1221 before 9:00 a.m. (7:30 a.m. on assigned work days) and briefly state the nature of the absence. A phone call must be made for each day the student is absent.

#### ***Returning to School***

Upon returning to school after each absence, the student must report to the school secretary with a note from a parent or guardian. Failure to bring in a note for two consecutive days will result in the student receiving a detention. If a note is not received by the third day, the absence will be treated as truancy and the student will have to serve a Saturday detention. No student who was absent from school/class/work the day before will be admitted to class without an admit slip. Work-study absences will be considered unexcused until a note from a parent or guardian is submitted to and approved by the Director of Work Study as per work-study attendance policies. It is the student’s responsibility to confirm with the Director of Work Study the status of the work-study absence (whether it is excused or needs to be made up) on his/her next day at school.

#### ***Foreseen Absences***

A foreseen absence requires that a parent or guardian write a note to the Dean of Students, at least one week in advance in order to notify the teachers. The Dean of Students will then issue a note that the student must show to all her/his teachers. Upon returning to school the student must report to the office to obtain an admit slip.

### ***Scheduling Outside Appointments***

Parents are requested to schedule medical and dental appointments during non-school and **non-work-study hours**. Vacations, college visits and other such activities should be scheduled after reviewing the school calendar so as not to conflict with school/work attendance.

### ***Excessive Absences***

Absence from school in excess of 6 days per semester or 10 days in one year may result in a student losing credit in all of their classes for the semester or being dismissed from Memphis Catholic. Absences from work are considered a school absence. Parents/guardians must understand that a work absence reflects poorly on the student and the program in the eyes of the Sponsor who contributes a significant portion of the student's tuition cost. As such, the parent/guardian needs to take an active role in ensuring that the student reports for work and strives to practice healthy behaviors which affect his/her general health and attentiveness.

### ***Medical Absences***

Absences due to medical conditions must be certified by a physician's note to the Dean of Students. A medical absence on a work day may only be excused by the Director of Work Study. The student must confirm with the Director of Work Study whether a medical absence has been excused or not.

### ***Early Release***

If a student is to be released early, a parent or guardian should send a note to the Dean of Students explaining the circumstances. If an unforeseen circumstance requires that a student leave school early, a phone call from a parent/guardian is acceptable; however, the procedure for an unforeseen absence should be followed. **There is no early release from work.**

### ***Truancy***

Absence from school, class or work without sufficient reason is considered truancy and will result in the student receiving Saturday Detention. A second offense will result in a mandatory meeting between the student, his or her parent and the Dean.

### ***Loss of Credit per Class***

Ten or more absences per class per semester (i.e. missing, skipping or being tardy to class) may result in loss of credit for that class.

### ***Absence Due to Illness or Injury***

Extended absence due to illness or injury will be treated on an individual basis. Parents must notify the school as soon as possible.

## **2. Tardiness Policy**

Tardiness to school, class or work is not acceptable.

- Each tardy to school will receive a demerit and be entered into the student's attendance file. Waking up late, missing the bus, car trouble, bad weather, etc. are not acceptable excuses for being late. (The only way a tardy to school will be considered acceptable is if a parent accompanies the student to school, and the Dean considers the reason legitimate. Only in this situation will the student not receive a demerit. Phone calls and notes from parents will not be accepted.)
- For a student who is tardy after 9:00 a.m., a half absence will be entered into the student's attendance file.
- If a student accumulates two or more tardies within a week, or five or more within a month, she/he will receive a Saturday detention.

- If a student accumulates eight or more tardies during a quarter, a meeting will be arranged with the student and her/his parents, and the student may be placed on a contract.
- If a student is tardy to school, the student must report to the front desk, present her/his Student ID, and must have a signed Admit slip from Dean/Front Office in order to enter class.
- If a student is not tardy to school but is tardy to any one of her/his subsequent classes, the teacher of the class will give the student a demerit. Chronic tardiness to class may result in loss of credit.
- If a student arrives in the work-study check-in room (Room 5) after 7:20 am and prior to bus departures, the student will receive a tardy. Waking up late, missing the bus, car trouble, traffic, bad weather, etc. are not acceptable excuses for being late. (Special circumstances may be discussed with Director of Work Study; however, late arrivals are disruptive and must not be a pattern). If a parent/guardian/student determines that they will likely arrive late on a work-day, they should call the school secretary between 7:00 am and 7:20 am to alert the school. This notification does not preclude the student from receiving a tardy or ensure that they will not miss the bus; however, it does allow for cooperative communication between the family and the school.

### **3. Illness at School**

If a student becomes ill at school, the student should ask permission to see the Secretary. If it is determined that the student should not remain at school, a call will be made to the parent/ guardian in order to release the student to their care. If a parent/guardian or emergency contact cannot be reached, the student will remain in the office until either the end of the day or until someone can be reached.

### **4. Illness at Work**

If a student becomes ill at work, the student should contact their assigned supervisor or other designated company contact to inform them of their condition. If the supervisor and the student deem that the student needs to end his/her work day, then the supervisor and student should contact the Director of Work Study (or school secretary if the director is unavailable). The director will arrange to have the student picked up by a school representative and transported back to Memphis Catholic. If it is determined that the student should not remain at work, a call will be made to the parent/ guardian by the school staff in order to release the student to their care. If a parent/guardian or emergency contact cannot be reached, the student will remain in the office until either the end of the day or until someone can be reached. NOTE: The student must not contact a parent/guardian directly by means of phone or otherwise.

## **Emergency School Closing**

In the event of a snowstorm or other severe weather conditions, Memphis Catholic High School will follow the lead of the Superintendent of Catholic Schools regarding school closings or delays. School closings/delays due to inclement weather will be broadcast on the local news and radio stations. Please look for “Catholic Schools of Memphis” or “Memphis Catholic Schools” in the school closings/delays.

**Work-Study Considerations:** If the Catholic Schools of Memphis are deemed “**closed**” prior to the beginning of the school day, then the Work-Study program will be “closed” as well. If the Catholic Schools of Memphis are deemed to “**close early**” during a work-day, then the Director of Work Study and other school staff members will work with work site representatives to safely return the students back to Memphis Catholic. Safety is our primary concern in these situations, and parents/guardians/students are advised to communicate with the Director of Work Study or school secretary to receive updates. If the Catholic Schools of Memphis are deemed to “**open late**” or delayed, the assigned work students should still report as normal at the normal time.

Parents/guardians/students are advised to contact the Director of Work Study or school secretary if the road conditions in their travel path will cause them to be running late.

For information about the closing of school because of natural disaster or terrorist attack, please see the ***School Crisis Plan***, on page 47 of this handbook.

## **ACADEMICS**

### **Academic Expectations**

1. Every student at Memphis Catholic High School and Middle School has the right to a quality education. All behavior in the school should help to establish and maintain an environment within the school that fosters maximum learning and mutual respect. Students are expected to be respectful of the learning process and to take responsibility for their own learning.
2. All homework assignments should be neat, clean, and legible. Homework should be handed in on time and done to the best of a student's ability. All paperwork must be presented to the classroom teacher as directed by the classroom teacher.
3. Memphis Catholic High School and Middle School is a community of learners and believers that is built on a foundation of valuing the truth. Copying homework, cheating on tests or quizzes, plagiarism, and any other form of academic dishonesty is a serious violation of one of our core values. If a student commits any form of academic dishonesty, she or he will receive a zero for the assignment and the parent/guardian will be contacted. If a student commits a second offense, the student's parent or guardian will be called in for a meeting with the teacher and the Dean. The student will be assigned detention. At the third offense, the student is liable to receive an F in the class for the marking period. Students who repeatedly show a disregard for the truth and for personal responsibility are liable to suspension or expulsion from Memphis Catholic High School and Middle School.
4. **Students are expected to study every school night for at least two hours**, reviewing the material from the day and preparing the assignments for the next day.
5. Students are expected to use all available resources to enhance their education (teachers, tutors, academic support staff, libraries, etc.).
6. In class, students are expected to be active, cooperative learners listening, asking and answering questions. Students are expected to help establish an orderly, active learning process.
7. Courses from each year must be passed or made up in summer to continue at Memphis Catholic High School and Middle School the following year.

### **Curriculum**

The school provides a comprehensive curriculum that includes general, elective, honors, and Advanced Placement courses to which students are assigned based on their academic needs. Refer to the website, [www.memphiscatholic.org](http://www.memphiscatholic.org) for current course offerings, course outcomes, and unit goals.

## **The Directed Studies Program**

Students in the program attend a daily directed study period during which a teacher guides them in developing productive study and learning skills. The teacher works closely with all of the student's teachers in an effort to maximize the student's success potential.

## **STUDENT RECORDS**

A permanent cumulative record is maintained on each student enrolled. The record contains registration/transfer data, health, attendance and academic records. Cumulative records are updated annually. A custodial parent/guardian may view a student's cumulative record by making a written request at least twenty-four hours in advance of the date the file access is desired. Cumulative records are the property of the school and may only be viewed in the office by providing 24 hours written request.

## **Custodial Parent/Guardian**

If parents are legally separated or divorced, it is the responsibility of the custodial parent/guardian to provide the school office with documentation regarding any special restrictions or court-ordered regulations affecting the student or the school. Such documentation should be provided as soon as possible.

***Note: When applicable, the custodial parent is expected to provide the school with a copy of the court order awarding custody. Unless this documentation is provided, the school will provide all requested information to both custodial and non-custodial parents. As well, both parents will be permitted to sign students in and out of school.***

## **Transfer of Records**

To officially withdraw a student from school, the parents must send a letter to the principal giving the last date of attendance and the name of the school to which the student is transferring. Parents may request transfer of the student's school records to another school by providing at least one week's notice in the letter requesting transfer. Official transcripts must be mailed directly from Memphis Catholic to the receiving institution. Transcripts will not be sent if there are outstanding financial obligations.

College Applications: Seniors and graduates may request the mailing of transcripts to post-secondary institutions by completing the transcript request form that is available in the main office or guidance office. After graduation, there is a \$5.00 fee for each transcript request. All financial obligations to the school must be met before transcripts will be mailed.

## **Withdrawal**

The withdrawal of a student may be initiated by a custodial parent/guardian or by the administration. It is the right and duty of the administration to initiate the withdrawal of students when any of the following occur:

- The student consistently fails to follow policies, rules, regulations and procedures
- The student displays immoral conduct
- The student disrupts the Christian, educational environment of the school
- The student responds irreverently toward the Roman Catholic Church, its traditions, teachings and/or representatives.
- The student or the parent/guardian of a student consistently or grossly demonstrates a lack of support for the faculty, administration, philosophy or mission of the school.

In such cases, the parent(s) will be notified in writing of the decision of the administration (administrator) to initiate the withdrawal of the student. Initial notification may occur via telephone conference or face to face. Following notification, appropriate school materials/property should be returned. School records will be forwarded appropriately. Any refunds determined will be processed.

A parent may initiate withdrawal by providing written notification of intent to withdraw. As above, all school materials/property should be returned to the school prior to the release of transcripts to the school receiving the student. Any refunds determined will be processed.

### **Quarterly Grade Reports and Interim Grade Reports**

Grade reports are issued quarterly (approximately every nine weeks). Grade reports are mailed to the homes of students. In addition, interim grade reports and teacher conferences are scheduled midway through the first and third quarters for all students. Parents/guardians can also track a student's progress with Edline, [http://www.edline.net/pages/Memphis\\_Catholic\\_HS\\_MS](http://www.edline.net/pages/Memphis_Catholic_HS_MS), an online connection to each course. New students/parents will receive an activation code during the first week of school. Returning students will continue to use the same account throughout their tenure at Memphis Catholic High School and Middle School. Please note that the student and parent accounts are different, yet connected. Edline is an excellent tool for working with your student, their teachers (class information and email communication available) and the school administration. You are highly encouraged to input your email contact information on your Edline account to ensure that you receive periodic Edline communications from the MCHS President and/or Director of Work Study.

### **Honor Roll**

The Honor Roll is published at the end of each quarter. To achieve First Honors, a student must have an average of 3.8 or better, with no academic grade below B. To achieve Second Honors, a student must have an average of 3.0 or better, with only one C; all other grades must be A or B. Honor roll students may have no conduct grade below S.

### **Semester Exams**

Comprehensive semester exams will be administered in all courses at the end of each semester. The semester exam will count 20% of the semester average. Only Seniors and Juniors with an A average in a given year course will be eligible during the second semester of the same course for an exemption from an exam in that course. Senior and Junior exam exemptions may be granted, to those who qualify, at the discretion of the teacher. Any students with excessive tardies or absences will not be exempt from their exams.

Semester examinations will not be administered early. Special arrangements for early administration of examinations are not permitted. If a student misses an examination due to illness or family emergency,

a make-up exam may be scheduled, pending approval by the principal. In some instances, a fee of not more than \$10.00 will be required for late administration of exams. To request late administration, the parent must forward a written request to the principal. With the request, an explanation for the student's absence during regular exam administration must be provided. Parents will receive written notification of denial or approval of the request and a date and time for administration of the examination(s) and applicable fees.

### **Lockers**

Each student has the privilege of the use of a locker during the school year. The locker number is assigned and printed on your schedule. Students must use the lockers to which they are assigned. Parents' requests for special locker assignments may require an explanatory note from a licensed physician. Each student must purchase and use a school-issued combination lock. These can be purchased in the office or from the school bookstore. Other locks are not permitted. The lock may be used for all six years at Memphis Catholic. Unused lockers are bolted. Students who unbolt lockers will be charged a fine of \$5.00 and may be subject to other disciplinary action. Any student observed in or using another student's locker will receive a disciplinary referral. Lockers and other storage areas are school property and may be subject to inspection at any time. Nothing should be affixed to the inside or outside of the lockers.

Locker visits are restricted as follows: before 1<sup>st</sup> period, 3<sup>rd</sup> period, before and after lunch, and at the end of the instructional day. In the interest of safety and limiting liability, students may not carry book bags, briefcases, back packs to classes during the instructional day.

### **Request for Early Dismissal**

When it is necessary for someone other than the parent or guardian to request early dismissal of a student, the parent or guardian should proceed as follows:

1. ***Notify the office in writing.*** Include the ***name of the person***, his/her *relationship* to the student and the *time* of requested dismissal.
2. Inform the person who will be requesting the student that it will be necessary for him/her to provide ***identification with photo.***

Several times during the academic year, students are dismissed early. Parents should follow *the calendar and newsletters to identify all early dismissal days*. On these days, students should exit the building and the campus unless they are involved in exception of extra-curricular activities.

**There are no early dismissals from work.** Do not schedule appointments, out-of-town trips or vacations for work days.

### **Theft**

Stealing is considered a very serious offense. Violators may be subject to immediate expulsion from school and referral to the proper authorities.

## **Personal Property**

Students should not touch the property of others without permission from the owner. This is especially true of items found on, in or around the teachers' desks. Items found are presumed to be lost and should be placed in the lost-and-found in the office. To do otherwise will be considered stealing.

Books, book bags, gym bags, purses, and the like should never be left unattended. If it is not possible to keep personal items in one's own possession, such items should be placed in the locked locker of the owner. Items of value such as large amounts of money, jewelry, and collectables should not be brought to school. If it is absolutely necessary to bring such items to school, they should be left in a locked locker. The school is not responsible for students' personal items.

## **Immunization**

Proof of required immunization/health records will be required on or before registration day for all incoming freshmen and new students. Seniors must also present proof of a second dose of the Measles, Mumps and Rubella (MMR) vaccine prior to attendance to school.

## **Pregnancy and Paternity**

Consistent with policies of the Catholic Diocese of Memphis and the teaching of the Roman Catholic Church, Memphis Catholic supports the preservation of God's gift of life. Thus, pregnancy and paternity do not constitute expulsion from the school. Every effort will be made to preserve a student's reputation and to preserve human life. Each case will be addressed individually by the administration. Generally, when a student is known to be in a state of pregnancy or paternity:

- A conference will be initiated between the parents, the student(s), and the principal.
- A plan for continued education will be developed, based on the needs of the student(s) involved.
- When indicated, referrals for individual counseling or health care will be provided.
- A plan for on-going counseling with the school counseling department will be established.
- Uniform guidelines will be established.

## **THE INSTRUCTIONAL DAY**

### **School Hours (Academic Days)**

School begins each day with the bell at 7:40 a.m. and ends with the dismissal bell at 3:15 p.m. However, the Cafeteria will be open at 7:20 a.m. to accommodate early arrivals. Once students come on campus, they should not leave unless they check out with the office. Students arriving to school each morning may enter the building through the cafeteria or the main lobby. Upon arrival, students are to be in full uniform and must report to the cafeteria and remain there until 7:35 a.m. All high school and middle school students are to leave the campus by 3:30 p.m. unless they are participating in activities directly supervised by an approved faculty/volunteer moderator. Students waiting for rides must wait on the rear porch of the athletic lobby adjacent to the school cafeteria. Parents picking students up late must

drive through the campus to do so. Cars should not block fire lanes or restricted areas. Students may not wait in the front gym lobby, on the front steps of the gymnasium or on the lawn.

The school office is open for business between 7:30 a.m. and 4:00 p.m. on regular school days and during the summer months following an adapted schedule.

### **Prayer and Announcements**

At Memphis Catholic, the school day is framed in morning and afternoon prayer. Reverence during prayer is expected; all are strongly encouraged to participate. Announcements are read each day via intercom or during class meeting. Students are expected to pay attention to these announcements because they contain information vital to the student body. Students will be held accountable for following instructions given. Not hearing the announcement is not an acceptable excuse for not knowing the announcement. Student may also consult the paper copy of the announcements on the school bulletin board.

### **Eucharistic Service**

For those who wish to receive the Eucharist, a special communion service is held before school each Friday in the William Joseph Chaminade Chapel on the first floor of the school building. Students who do not receive the Eucharist are also invited to attend the service.

***NOTE: Disrespectful behavior during prayer and liturgy will result in disciplinary action.***

### **Lunch Periods**

All students are required to eat lunch in the cafeteria. No other areas are designated for eating lunches. Food may not be taken out of the cafeteria. In keeping with the guidelines of the school, students are expected to be mannerly, maintain cleanliness, not block aisles, and be non-disruptive while in the cafeteria. During lunch, students are not permitted to go to their cars or to the parking areas or loiter in the hallways, stairwells or porches. Students should remain in the cafeteria during the assigned lunch period unless a supervising teacher excuses them.

Parents are to deliver student lunches to the main office.

There is NO eating or drinking in the classrooms or hallways of the school.

### **Textbooks**

Textbooks are leased to the students and are the property of Memphis Catholic High School and Middle School and if books are lost, stolen or damaged, the parent will be assessed the fees for replacement of books.

### **The Co-curriculum for Memphis Catholic**

The co-curriculum consists of all activities, organized and sponsored by the school, which are not included in the core curriculum. These courses are a semester in length and are graded. Each Middle School Student will take one full year of Physical Education each year.

## Interscholastic Athletics

### **Boys**

Basketball  
Cross Country  
Soccer  
Track (8<sup>th</sup> Grade-12)

### **Girls**

Basketball  
Cheerleading  
Cross Country  
Soccer  
Volleyball  
Track (8<sup>th</sup> Grade-12)

## Student Ministries and Service

Altar Servers  
Liturgical and paraliturgical planning and preparation  
Peer tutoring  
Students in Action

## School Organizations

National Honor Society	Spanish Club
National Junior Honor Society	Drama Club
Student Council	Knowledge Bowl
Class Officers	

## Field trips

Teachers may plan field trips that are pertinent to instruction. All field trips are subject to the approval of the school principal. Information regarding field trips will be forwarded to the parent(s) on forms provided by the school, outlining time, date, destination, mode of transportation, expected time of return, instructional objectives and release of liability. The form must be signed by the parent/guardian and returned to the school prior to the students' departure from the campus. A small fee for transportation will be collected prior to the field trip.

Because field trips are integrated into the instructional program, ordinarily, all students who are not on academic/behavioral probation are expected to participate. In rare instances, upon the approval of the principal, a student may be exempted from a field trip with no grade reduction. Otherwise, students who fail to participate will be graded accordingly for all assignments pertinent to the excursion.

***NOTE: Field trips are privileges, and students who are on academic probation or behavioral probation/restriction will be exempted from participation. Alternative assignments will be provided for these students covering the topics experienced on the field trip. Whenever students are transported from the campus under the auspices of the school, parents must sign and return the parental request on forms provided by the school. Telephone calls, notes from parents, and messages from other parties will not be accepted in lieu of the required form.***

***Memphis Catholic High School and Middle School neither sponsors nor finances recreational trips, field trips, excursions or any similar activities for persons who are not students, enrolled and in regular attendance.***

**It is the right and duty of the faculty and administration to exempt students from some co- curricular and class activities when the students:**

- Require frequent correction due to inappropriate behavior
- Are on academic or behavioral probation
- Are required to complete missed or incomplete assignments
- Are on suspension

## **HIGH SCHOOL CURRICULUM**

### **Advanced Placement (AP) Courses**

Advanced placement courses are intended to prepare students for success in post secondary institutions of higher learning. Honors classes are structured as college preparatory classes, i.e., they are designed to help students acquire the attitudes, skills, and knowledge expected of college students. Students who plan to attend a four-year college or university are strongly encouraged to take honors classes.

Unlike honors classes which prepare students to do college level work, AP classes engage students in college-level work. The AP program consists of college-level courses and examinations developed and administered by the College Board. AP courses are offered in more than 10,000 high schools in every state of the United States, every province in Canada, and 63 other countries. They are recognized by nearly 2,900 U.S. and foreign colleges and universities that grant credit, appropriate placement, or both to students who perform satisfactorily on the AP examinations. AP classes give bright, motivated students the opportunity to sample college level courses and to earn college credit before they enter college.

In May of each year, students who have completed AP classes, and paid the exam fee will take national examinations prepared by the College Board. In June, the examinations are graded by more than 2,800 college and secondary school teachers brought together especially for this purpose. In July students are mailed their exam scores. The following five-point scale is used:

5	Extremely well qualified
4	Well qualified
3	Qualified
2	Possibly qualified
1	No recommendation

Each individual college decides which AP exam scores it will accept in return for credit or advanced placement. Many institutions grant credit for scores of 3 and above.

### **Criteria for Promotion**

To be promoted each year, a student must demonstrate acceptable progress toward graduation. Good attendance, satisfactory behavior and academic success are the basic ingredients to help assure promotion. Students must earn the following cumulative credits in order to be promoted each year:

Sophomore Standing	05	units
Junior Standing	11	units
Senior Standing	17	units

In addition to the requirements specified for attendance, behavior, and academic credits, consistent with the mission of the school, each student is required to accumulate five (5) service hours during each quarter in each grade. Service projects must be done outside of school hours and must be individual projects that may not involve payment or the provision of gratuities of any kind to the student involved. Documentation of completion of the service component for each semester must be provided by the student on forms provided by the religion teacher no later than five (5) days prior to the end of the quarter. **Failure to meet the service requirement will result in an Incomplete being given in Theology for the quarter. The student will then have two (2) weeks in which to complete the service requirement; if it is not completed by that deadline, the student will receive an F for the quarter grade.** Required documentation must include the signature of the recipient of the service or a verifiable agency representative, and the parent or guardian of the student. THIS REQUIREMENT IS A PREREQUISITE FOR COMPLETION OF EACH GRADE, AND PROMOTION TO THE NEXT GRADE. All students are required to meet this component of their instructional program each quarter.

A student who fails to meet requirements for promotion must attend a conference with his or her parents, the principal, and the guidance counselor. The purpose of the conference will be to review the overall academic performance of the student and to determine whether or not continued enrollment at Memphis Catholic is possible. In some instances, at the request of parents, a student may be permitted to continue enrollment on a probationary basis. In such cases, the student's performance would be reviewed periodically. Unsatisfactory progress may result in the student's withdrawal from the school.

### **Summer School**

Summer school credits will be accepted only through prior approval of the principal. Summer school is recommended to recover credits lost through failing a course during the regular school year, but not to earn credit in advance. At the end of each school year, students are notified of recommended summer school courses. Students who fail English, Math or Science must attend summer school in order to make satisfactory progress toward graduation.

Students who fail one or more semesters of religion must make up religion credits through Memphis Catholic's summer program for religion. This program requires the student to perform a specified number of service hours at an approved location and complete a research project that is assigned and approved by the principal. Instructions for making up religion credits will be provided when the students' grade reports are mailed at the end of the second semester.

### **Criteria for the Selection of the Valedictorian and the Salutatorian**

The selection of the valedictorian and salutatorian will be based upon the computation of a ranking point average. Each semester grade will be awarded ranking points according to the phase level system. Summer school and other grades earned outside the regular school schedule are not counted in class rank.

If the top rankings are within hundredths of a point of each other, then academic courses and phase 2 courses may be compared to make the final determination. English, mathematics, science, social studies, and foreign language courses meet the criteria for academic courses.

If there is a tie for valedictorian, there may be co-valedictorians and no salutatorian for that year.

Transfer students are eligible only if they have attended Memphis Catholic High School for six full consecutive semesters.

In comparing the ranking point averages of transfer students to other students, only the grades for semesters of common attendance at Memphis Catholic will be compared.

The final selection of the valedictorian and salutatorian will be made in April prior to the Honors Day program. Students selected are expected to maintain their grade point averages during the final quarter of the senior year.

The formal announcement of valedictorian and salutatorian will be made at a time determined by the principal.

### **Parent/School Communication**

Consistent with diocesan and local policies, a conference between a teacher and the parent or guardian of each student enrolled in the school will be scheduled midway through the first grading period. During the conference, the parent or guardian will receive the initial grade report and discuss pertinent issues with the teacher. Parents may receive grades through the Internet after having registered as a parent within our computer system. Parents are encouraged to visit [http://www.edline.net/pages/Memphis Catholic HS MS](http://www.edline.net/pages/Memphis_Catholic_HS_MS) on a regular basis. This site is also available from the Edline link at the school website, [www.memphiscatholic.org](http://www.memphiscatholic.org). New students/parents will receive an activation code during the first week of school. Returning students will continue to use the same account throughout their tenure at Memphis Catholic High School and Middle School. Please note that the student and parent accounts are different, yet connected. Edline is an excellent tool for working with your student, their teachers (class information and email communication available) and the school administration. You are highly encouraged to input your email contact information on your Edline account to ensure that you receive periodic Edline communications from the MCHS President and/or Director of Work Study.

After the first grading period, the dates for distribution of quarterly grade reports and interim grade reports appear on the school calendar issued at registration. Parents should call the school if they do not receive grade reports within a reasonable period of time or if they want additional information about academic progress.

Parents who have questions or concerns about their child's performance in a particular class may telephone the school's office to request a follow-up telephone call from a teacher or contact the teacher using the internet at [www.memphiscatholic.org](http://www.memphiscatholic.org). If feedback is desired from more than one teacher, the parent should contact the student's school counselor for assistance in communicating with the teachers or to set up a parent/teacher conference.

Parents may also communicate with teachers via e-mail. A directory listing each teacher's e-mail address is available on our website, [www.memphiscatholic.org](http://www.memphiscatholic.org).

The school counseling department and administration welcome telephone calls and/or appointments from parents/guardians to discuss concerns about their children. Each year, through the use of a confidential guidance questionnaire, the guidance department encourages parents to provide information about educational history, medical conditions and other factors that may affect school performance.

Parents are strongly encouraged to attend all scheduled meetings and conferences designated for parents. Doing so will keep the parents firmly rooted in the life of the school community as a contributing presence for the well-being of our youth. It will further strengthen the bonds between the home and school and diminish the possibilities of miscommunication or misrepresentation of policies and procedures.

It is the parents' responsibility to inform the school's office immediately of any change of address, work and home phone number, email and fax numbers, residency or custody of their child while the child is enrolled at Memphis Catholic.

### **Dances and Prom**

Dances sponsored by Memphis Catholic High School and Middle School are closed dances. Students from other schools may attend only if they are the dates of currently enrolled students. Memphis Catholic Middle School students may not attend high school dances. High school students are discouraged from dating middle school children. (Parents of high school students and parents of middle school children are expected to support the Memphis Catholic High School and Middle School position.) **Again, Middle school students may not attend Memphis Catholic High School dances.**

Students are expected to sign in upon arriving and sign out if departing early. This attendance roster will be available to parents. Once a student leaves a dance, he/she will not be readmitted. Students are expected to leave the campus or location of the dance when departing any activity and not to return to the campus/location for any part of that activity.

Each student may elect to invite one high school-age date/guest to a school-sponsored dance. All guests must be in regular attendance at a secondary school recognized by the state of Tennessee and/or the Southern Association of Colleges and Schools. Students from other schools may attend a dance only if they are the guests of students who are currently enrolled in Memphis Catholic High School. The administration reserves the right to deny admittance of any guest considered to be a distraction to the mission of Memphis Catholic.

The Junior/Senior Prom is a formal, school-sponsored dance. The administration selects the date, time and location of the prom. Attendance at the prom is open to juniors and seniors and their approved, high school-age guests. **Freshmen may not attend the prom.**

### **Parking (High School)**

All cars parked on the school campus must be registered on a Car Registration Form. A non-refundable fee of \$25.00 must be paid for rental of a parking space. Students may not resell their parking space to another student. School-issued parking permits are to be visible from the front and attached to the rear view mirror. Students may park only in their rental space. The owners of cars not registered will be warned once before their cars are towed away at the owner's expense. The speed limit on campus is 10 miles per hour. Students/Parents are to enter the campus by the north driveway and leave the campus by the south driveway. Drivers should not enter the faculty parking lot to drop off or pick up students. No one should drive across marked parking spaces, but follow the drive path for entering or exiting. Students are not to park at St. Peter Villa, Manor, or Target House, in X-ed off areas, in Visitor spaces, in unmarked spaced, in reserved spaces, in fire lanes, or in numbered spaces on which they have not paid rental fees. During school hours, students are not permitted to go into or be near their cars or the parking areas, unless they have received expressed permission from an administrator to do so. Each parking violation will result in a \$10.00 fine. Chronic offenders may be denied parking privileges.

On-campus parking is available at the owner's risk. Security is not provided. Any vehicles parked on the campus may be searched at any time by the administration in the presence of the student who drove the car to school and/or the police.

## **CONDUCT**

### **Bus Behavior**

Our buses are for transporting our student interns safely to and from their work study assignments on a daily basis. Students are to obey all safety precautions prescribed by the administration of Memphis Catholic and specific directions from the bus driver in charge. Students should immediately sit down in an open seat and secure their seatbelt. There is no need to congregate outside the bus in the morning or to return to one's personal vehicle. Disruptive noises, throwing objects, foul language, standing up, kneeling on seats or moving from seat to seat are likewise prohibited. Students are not to eat or drink on the buses. Any item brought on the bus for lunch or after work is to remain in proper lunch bag, etc. until the student departs from the bus.

### **Hallway Behavior**

Hallways are places for traveling from one place to another. Activity in the hallways should be limited to the times when classes are changing. There is no need to congregate in the halls. Disruptive noises and running in the halls are likewise prohibited. Students are to stay out of the halls during class time unless they have a hall pass from the teacher who has excused them from class.

### **Public Displays of Affection**

Public displays of affection—kissing, petting, indiscriminate touches or other acts, which constitute inappropriate social interaction in the school—are unacceptable. Obscenity/vulgarity/profanity in speech or action may result in suspension or expulsion.

### **Cafeteria**

The lunch periods are provided for dining and socializing. Students may not carry books, book bags, gym bags, notebooks, folder, briefcases, games/cards or similar materials into the cafeteria during lunch.

### **Disturbing Other Schools**

Memphis Catholic High School and Middle School students are not to visit other schools that are in session without prior authorization. Violation of this rule is considered a serious offense and may result in suspension. Students from other schools that are not in session may not visit the campus without proper authorization.

## **Use of Technological Resources**

Students are expected to use technological resources for appropriate educational purposes under the supervision of a teacher. Repair and replacement of equipment and software due to negligence or inappropriate use on the part of a student will be the responsibility of the student involved and the student's family.

Students are expected to abide by federal copyright laws. Students may copy print or non-print materials only when copying is permitted by the following:

- Copyright law
- Fair use guidelines
- Specific licenses or contractual agreements
- Instructions from the teacher

## **Disciplinary Procedures**

Discipline is an important component of growth and development. The teachers are committed to assisting students in recognizing growth-impeding behaviors and alternative choices. Attempts to correct inappropriate behavior in a positive manner will usually precede corrective measures. These will usually, but not always, include communication with the parents of the students(s) involved.

## **Classroom Behavior**

Teachers are responsible for establishing guidelines for proper conduct in their classroom. These guidelines must reflect both the philosophy of the school and the general expectation of the administration. It is the responsibility of each student to follow these guidelines. It is understood that the guidelines may vary from teacher to teacher. Respectful adherence to the specific guidelines is expected.

Teachers have a responsibility to confiscate materials from students considered by the teacher to be a nuisance or dangerous to the well being of those in their charge. Teachers may correct any student for conduct, which they consider to be inappropriate. Students must remain after school when directed to do so by a teacher. Failure to do so will result in further penalties. Frequent misbehavior is to be reported to the Dean of Students for administrative review.

The faculty is expected to make reasonable efforts to contact parents concerning a student's behavior, progress or lack thereof. Parents are asked to cooperate with the faculty in their efforts to provide a proper educational environment for students.

## **Discipline Reports**

Discipline Reports serve as notices to students and parents of repeated, unacceptable behavior on the part of the student. A copy is sent to the parent(s) or guardian; the teacher keeps a copy; and the Dean of Students files a copy. It is the student's obligation to communicate discipline reports to parents. The teacher or the Dean of Students will report serious offenses or chronic misbehavior to the

parent/guardian. Parents are asked to reinforce discipline by implementing appropriate consequences at home for misbehavior in school or academic deficiencies.

***All students are expected to reflect the high standard of Christian morality, which is a hallmark of Memphis Catholic students. Whether on or off campus, during or after school hours, students who behave in a manner that reflects unfavorably upon Memphis Catholic or is in contradiction of the mission, philosophy, and values of the school shall be liable to disciplinary action, up to and including expulsion.***

### **Visitors/Volunteers**

Parents and guardians are encouraged to visit the school (not the work sites). Classroom visitations must be scheduled, prior to the visit, with the Principal. Parents are encouraged to make appointments to meet with members of the faculty or administration prior to arrival at school. Failure to do so may result in needless delay and rescheduling of the attempted conference. Students from other schools, children or relatives visiting the area are not normally admitted to the school campus for visitation. Students may not have guests during the instructional day.

During school hours, all visitors to the campus are to check in at the main office and request a visitor's badge. The badge is to be worn and returned to the main office at the end of the visit. On days when public schools are not in session, the day before a holiday, or a day when we are having a special event or special schedule, passes will not be given out to student visitors.

### **Communication with Media**

Unless authorized by the principal, students may not speak to reporters or others who make inquiry regarding issues pertinent to the operation or management of the school or specific events that occur within or under the auspices of the school. The principal is the only official spokesperson for the institution. This is particularly important in the event that an emergency situation occurs.

### **Marketing/Promotion**

The school reserves the right to produce and use likenesses of students for the purpose of marketing and promotion.

### **Post-Graduation Tracking**

The school reserves the right to contract post-graduation college tracking services utilizing the students' personal information including, but not limited to, social security number, date of birth and education history.

### **MCHS Program of Study**

***Credit Requirements for Graduation for incoming Freshman 2011-12***

English 4 Credits

Theology 4 Credits (one per year at a Catholic school)

Mathematics 4 Credits (Algebra I, Geometry, Algebra II, and a fourth higher level math)

Science 3 Credits (including Biology, Chemistry or Physics, and a third lab course)  
Social Studies 3 Credits (U.S. History is required)  
Fine Arts 1 Credit  
Physical Education/Health 3.5 Credits  
Personal Finance .5 Credit  
Foreign Language: 2 Credits  
Electives: 3 Credits

**Total: 26 Credits necessary to graduate**

### ***Academic Grading System***

A = 93-100%  
B = 85-92%  
C = 77-84%  
D = 70-76%  
F = Below 70%

### ***Minimum Grade Expectations***

Students are expected to achieve an average of at least 70% for the year in each individual course in order to meet the standard for passing the class. Year-end grades are determined by averaging the two semester grades. If a student does not pass a class for the year, he or she must attend summer school and remediate the failure in order to be invited to continue as a student at Memphis Catholic and move into the next grade. ***Students who fail more than 2 classes for the year risk being dismissed from Memphis Catholic.***

### ***Academic Probation, Academic Ineligibility and the Academic Support Program***

If, at the end of a marking period, a student has earned a grade below 70 in any of his or her classes, she or he will be placed on **academic probation**. Academic probation is a formal warning from the school that a student is not meeting his or her primary responsibilities as a student—to complete all assignments each day, to use all the resources available to help her or him, and to strive to do as well as her or his abilities will allow. Students who receive this warning should understand it is a serious message and contains the challenge to improve one's academic standing quickly so as not to risk losing one's place at Memphis Catholic.

Students placed on academic probation will be **academically ineligible** to participate in extracurricular activities and to compete in interscholastic sports until they receive a subsequent progress report or report card showing they are in good academic standing in all classes.

## **Student Participation in the Life of Faith at Memphis Catholic: Campus Ministry and Christian Service**

A series of experiences directed to help each student become “a woman or man for others” provides the backbone of the Campus Ministry program. The rigor of the curriculum prepares the graduates to succeed in college, but more importantly to use her/his critical skills in a larger sense. The school wants to cultivate a consciousness of God's continual presence and a passion for justice by recognizing that God desires a life of happiness and peace for everyone. Memphis Catholic challenges all involved to fulfill the God-given potential in everyone and to place that fullness at the service of others. Jesus Christ is the model for this service.

### **Expectations/Requirements**

Religious life at the school is an integral and indispensable part of the Memphis Catholic experience. Just as a student matures socially, intellectually, and physically, her/his relationship with God should mature to include a strong personal faith and the active response of a Christian adult. Memphis Catholic combines the academic discipline of theology with a program of worship, retreats, and Christian service. The office of Campus Ministry at Memphis Catholic coordinates all liturgies, retreats and announces service opportunities for our students, offering a number of opportunities for students to grow in their faith and spirituality.

### **Liturgies and Prayer**

Students and faculty are actively encouraged to be part of the planning and execution of all liturgies and school-wide prayer.

### **Retreats**

The Campus Ministry Team plans retreats or Faith Days. Each student attends one faith day per year. This is a time for the entire class to gather and share faith, prayer, and build community.

### **Christian Service**

As a department, Campus Ministry organizes a variety of service opportunities; however, it is each student's responsibility to complete the hours she/he is trying to fulfill. Students are required to complete 20 hours of service for every year of attendance at Memphis Catholic. Students must complete a time sheet and confirm their service sites and completed hours with the Campus Ministry office. Service must be completed off campus in non-profit agencies by the end of May each year. These hours must be completed after school, in the evening, on weekends, or during school breaks, but not during actual class time. A minimum of 5 hours per quarter is due to the Theology teacher in order to receive a passing grade that quarter. Students may complete all 20 hours in the summer prior to the school year if they so desire. A student who does not complete her/his 20 hours by the end of May of each academic year may be subject to expulsion from Memphis Catholic.

**Graduation from Memphis Catholic is contingent on fulfilling all academic, retreat, and Christian Service Program requirements.**

### **School Counseling Department**

The mission of the Memphis Catholic High School and Middle School Counseling Department is to provide a comprehensive counseling program to assist students in acquiring and using life-long learning and coping skills. Our goal is to implement a proactive program that supports student achievement in the areas of academic, career, personal, and social development. The school counselor will work with students individually, in small groups, and in classroom settings. The Counseling Department will provide educational programs each quarter that address issues that many students encounter including relationship-building, gang awareness, grief, gossip, substance use, communication skills, sex education, and study habits.

The school counselor will abide by the professional school counseling ethics as advocated by the American School Counselor Association. In accordance with the ethical standards of the American School Counselor Association, the school counselor will follow the guidelines regarding confidentiality. Your confidentiality as a student is important to us! In our school counseling office, what is said here, stays here, with the following exceptions (as required by lay and/or ethical standards):

1. If you have intentions of harming yourself or others
2. If you are being or have been abused or neglected

3. If you have knowledge of children or elders being abused or neglected
4. If the counselor is mandated by a court of law

## **Memphis Catholic High School: Expectations of Student-Workers**

Every Memphis Catholic student has been admitted to our school because she or he has thus far demonstrated a passionate desire to make something more of himself or herself. Each student is welcome and shall be respected in our school. Each Memphis Catholic student has the right to enjoy to the fullest extent possible the academic, spiritual, social, athletic and work experience that is offered here. Each student has also, by accepting the offer of admission to Memphis Catholic, accepted a tremendous responsibility: the responsibility to insure the continued existence and further development of our school, the people who compose our school family and the surrounding community, the reputation of MCHS and most of all, the good that together we can and we will create. We are all members together in the mystical body of Christ; an injury to one is an injury to all.

To guide students in the effort to make the most of this great and challenging opportunity, and to live up to the responsibility of caring for our school and all the people who compose our school family, the following high expectations have been set.

These expectations apply to any student:

- Who is on school property,
- Who is engaged in any school activity,
- Whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the students, families, faculty and staff, sponsors or benefactors of Memphis Catholic High School.

**We expect you to be here each and every day.** Without our students, there is no Memphis Catholic. Without our workers, we cannot pay to keep our school open. Only when you are feeling very sick, or when a member of your immediate family is seriously ill or has died, should you miss school. When you are absent, your parent or guardian must call the school before 9:00 AM (7:30 a.m. on work day) *each day you are absent* to inform us you are not coming in. When you return to school you must bring a written note explaining your absence. Your parent or a guardian must sign the note.

**We expect you to be on time.** Lateness to school, class or work is unacceptable. **All students should wear a watch each day school or work is in session.** The only time students will be excused for tardiness is when a parent or guardian accompanies a student to school. Notes or phone calls will not be accepted.

**We expect you to tell the truth.** Be a young man or young woman who is true to his or her word. You ought only put your name on or take credit for property, schoolwork and ideas that are your own, and you must be willing to stand up and accept the credit or the consequences for your actions and words.

**We expect you to be an active learner.** The Memphis Catholic student is a student who comes to class prepared and willing to make a positive contribution to her or his own learning and to others' pursuit of knowledge. He or she has ferocious courage and great tenacity as she or he strives to learn more, to do better and to offer always the best of who she is and what he has to others. We expect you to give nothing less than complete respect to and cooperation with the expectations of each teacher and member of the school staff both in and out of the classroom and Work-Study experience.

**We expect you to present yourself well.** How you dress, how you act and how you express yourself all matter and all are understood to be ways you indicate to others what you think of yourself and your surroundings. The student dress code has been fully explained through the Boot Camp. This dress code applies equally to work and class days. Rudeness, loud or disruptive behavior and foul language have no place here.

**We expect you to strive to make the most of who you can become.** Enter as fully as possible into all the exciting and challenging opportunities to be found here at Memphis Catholic High School and Middle School. The Memphis Catholic student hasn't made all that effort to be accepted here only to rush in at the last minute and to rush out as soon as classes or work are done. Rather, she or he may be found joining new activities, becoming more aware of the suffering and needs of others, tutoring classmates, awakening to the presence of God in the day to day and praying for the gift and grace of a closer relationship with Jesus, wearing a school sports uniform and competing for the greater honor and glory of Memphis Catholic. Yet she or he is also ever mindful that work and class requirements always take precedence over all.

#### **Other Concerns:**

Our school and the work program function as a closed campus. Those students who will go to work should report for Work-Study attendance in the Room 5 no later than 7:20 am. All other students must be in class at their desk by 7:45 am. No student may leave the school building during the day without the permission of the Principal. No student is to leave the job sponsor's office without permission. A tardy will be assigned to any student who arrives after 7:20 am, but prior to the bus departure.

It is the policy of MCHS/MS and Education That Works that no electronic devices are to be used at school or work – this includes cell phones, ipods, cd players, etc. This includes transportation to and from work or any school activity. Also, students are not allowed on their personal email or personal web pages, such as Myspace, Facebook, music sites, etc. If a mentor informs the ETW staff that a student is using any inappropriate equipment or using their mentor's property inappropriately, a \$15 fine will be assessed to the student's account for each offense. **Cell phones, CD players and any such item may not be seen, heard or used or they will be confiscated and held by the Dean or the Principal.** Any item taken from a student for improper use will be returned once the \$15 fine is paid. All monies collected from these fines are donated to the Bishop's Annual Appeal.

Food and drink are to be eaten only in the cafeteria. Students are not to eat in school except for special occasions and under the supervision of a teacher or the Principal. **Chewing GUM is not permitted in the school or at work at any time. School buses are school property and should be maintained in a clean, orderly manner. Students should not eat, drink or leave trash on buses.**

Memphis Catholic is a community of learning and work, prayer and sports and other creative endeavors. **School is NOT a place for carrying on romantic relationships. Therefore, there should be NO physical or public displays of affection.**

As we have proclaimed our welcome to each student and promised she or he shall be respected as well as challenged, we have also made clear each student who comes here has willingly chosen to accept the responsibility to take good care of our school, the members of our school community and our collective good name. **Thus do we now make certain and clear what is not welcome and has no place whatsoever in our midst.**

**Students will be subject to immediate suspension OR expulsion for any of the following actions:**

- Vandalism or destruction of school/job sponsor property;
- Physical play or fighting;
- Gang membership or gang-related behavior;
- Dishonesty, including cheating, forgery or stealing;
- Chronic tardiness or absence;
- Disregard for school expectations;
- Possession, sale or use of tobacco in any form;
- Bullying or **harassment** of any kind, including verbal harassment, physical harassment, visual harassment and sexual harassment.

**Harassment**

Harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal or physical conduct that denigrates or shows hostility or aversion toward any individual or her/his relatives, friends or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive school environment;
- Has the purpose or effect of unreasonably interfering with an individual's performance in school;
- Otherwise adversely affects an individual's school experience.

Harassing conduct includes, but is not limited to, the following:

- Slurs, or negative stereotyping;
- Threatening, intimidating or hostile acts;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school's premises where it could be viewed by others or circulated by any means in the workplace.

**Sexual harassment** in particular is strictly prohibited. Government regulations define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

- When submission to such conduct is made a condition of a student's continued attendance at Memphis Catholic
- When submission to or rejection of such conduct is used as the basis for decisions affecting a student;
- When such conduct has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating, hostile, or offensive school environment."

**Employees OR students** who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination or expulsion.

Any student who believes that she/he has been the subject of sexual or any other form of harassment by anyone at Memphis Catholic or by any person who does business with Memphis Catholic, even a Corporate Sponsor, should bring the matter to the attention of a Memphis Catholic staff member or the President of Memphis Catholic. Upon notification of negative treatment, the student will be pulled from her/his Sponsor site and not be allowed to return until the matter is resolved. A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if

warranted. To the extent possible, complaints of harassment will be treated as confidential. Memphis Catholic will not retaliate in any way against any current, potential or former student who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination or expulsion.

**A student may be expelled for repeated violations of the Memphis Catholic school expectations or for a single act of a very serious nature. The list of such reasons includes, but is not limited to, the following:**

- Possession of weapons, firearms or explosives (weapons include knives, guns, brass knuckles and any other item used or intended to be used to harm another person);
- Possession, sale or use of alcohol or other drugs anywhere and at any time.

**\*\*Memphis Catholic reserves the right to drug test any student at its discretion. Positive results may be grounds for expulsion. \*\***

## **Consequences for Violating the Expectations of Student-Workers:**

### **DETENTION**

Students who do not live up to the expectations of a Memphis Catholic Charger will, except in cases of the more serious offenses discussed above, be required to serve detention. Detention will consist of one hour of after school detention for each separately assigned detention. Detention takes precedence over all other school obligations and activities. The date and time detention is to be served may only be changed if the parent or guardian of the student calls and speaks directly with the Dean of Students. Students can be assigned detention by any member of the faculty, staff or administration of Memphis Catholic. The school dress code remains in effect during detention.

### **HOW DETENTION WORKS**

Detention is to be served the day after the detention has been assigned, or on another day designated by the Dean of Students or the Principal. So, for example, a student who is assigned detention on Monday will be expected to serve the detention on Tuesday. The Dean will post a list each day with the names of students expected to serve detention that afternoon. Detention will begin promptly at 3:30 PM in the assigned room and will end by 4:30 PM (start and end times will be different on days with special schedules). Students who arrive out of dress code, or who arrive late, will be assigned a second detention. Students who arrive more than 10 minutes late will not be allowed to serve detention that day and will instead be assigned two additional days of detention. Students who do not show for detention will receive a detention cut and a mandatory Saturday detention.

### **SATURDAY DETENTION**

Students who cut regular detention, or who are assigned detention more than twice in a single week, or more than five times in a semester, will be required to attend Saturday detention. Saturday detention will begin promptly at 9:00 AM and will end at 12:00 Noon. Students who are assigned Saturday detention will receive written notice in advance from the school. Manual labor or work is to be done during Saturday detention; dress accordingly. Students who are late or fail to show at all for Saturday detention are liable to receive immediate suspension from Memphis Catholic.

Repeat or gross violations of the Student Expectations will jeopardize a student's standing at Memphis Catholic. Students who earn detention too often or fail to show progress in improving behaviors they have been told are unwelcome, may be called in at any time, together with their parent or guardian, to meet with the Dean, the Principal or the Counselor. The school will determine at this meeting under

what conditions, if any, the student will be allowed to continue at Memphis Catholic, or if the student should be expelled and helped to find a place at another school.

### **SUSPENSION**

Students who are suspended from school will be sent home immediately, either in the company of a parent or guardian, or, with the verbal consent of the parent or guardian, will be sent home on their own. Suspended students may not return to classes or participate in any school activities until they and their parent or guardian have met with the Dean. While out of school, on suspension, students MUST complete all work assigned in all classes. They will receive NO CREDIT, however, for any quizzes, tests or other graded presentations scheduled during their absence. Suspended students will forfeit the privilege of participating in any extracurricular activity or sports and will not be welcome to attend any special school events, such as dances, **for three weeks**. Suspended students will receive an unexcused absence for any missed work days during the period of the suspension. The student will be responsible for making up any missed work days.

### **EXPULSION**

Once a student has been informed she or he is expelled, the student will be escorted to her or his locker by the Dean, required to surrender all articles belonging to Memphis Catholic (including, but not limited to, textbooks, calculator, school identification card), and then escorted with her or his parent or guardian out of the building. No school records or transcripts will be forwarded until all school articles have been returned and until the family has met all financial obligations as determined by the school business office.

### **YEAR-END REVIEW**

At the end of each academic year, the Administration, after consulting with the faculty and staff, will review the enrollment of each student. Those experiencing disciplinary or academic difficulties and those not making progress toward achieving the goals and objectives of Memphis Catholic may be asked to leave Memphis Catholic if, in the judgment of the Administration, they would be better served elsewhere. *No prior notice is required* before students are asked to leave Memphis Catholic.

## **Work-Study Program Expectations**

### ***Program Overview***

The Work-Study Program provides students with real-world job experiences and allows them to earn a portion of the cost of their education. It is an integral part of their educational experience at Memphis Catholic. A positive attitude and a commitment to high standards of responsibility and behavior are required.

While the Work Study Program strives to create an environment for success for its students, the student must take personal responsibility to ensure individual success by projecting a positive attitude, behaving in a mature manner and acting like an adult while participating in the program.

Students are assigned to work at a Sponsoring organization five full days each month without missing any instructional time. Students gain valuable exposure to a variety of office environments and learn to work and act with adults in a professional atmosphere. At the same time, students earn income that is paid directly to the school in order to offset the full cost of education.

Students will be held to high standards of honesty and integrity. Remember that use of a Sponsor's telephone, office equipment, office services (i.e., Internet access, etc.), or office materials without a

supervisor's approval is tantamount to stealing and will not be tolerated. Students may not use the Internet or office equipment at work for any reason unless it is directly related to the performance of their job.

Students are employees of the Work Study Program and not employees of the Sponsors.

Students are not eligible for sponsor benefits unless specifically told by their supervisor, and consequently students should never presume that they may partake in these benefits.

**\*\*\*All students and parents/guardians are expected to read and follow the rules set forth in this handbook as part of their agreement with the Memphis Catholic Work Study Program.**

Because Memphis Catholic is the legal employer of the students, parents/guardians should not contact Sponsors directly. All questions and concerns should be directed to the Director of Work Study at 901-276-1221.

### ***The Work Experience***

Through the Memphis Catholic Work Study Program, the Memphis Catholic graduate will learn to be a dependable, responsible worker of integrity with high ethical standards. The Memphis Catholic graduate will have participated in the professional culture of the workplace and begun to explore her/his own potential. The Memphis Catholic graduate will be a personable and effective team player who is a confident self-starter as well as respectful and respectable. The graduate will have learned the value of work both in the rewards it produces and in the self-satisfaction it allows one to attain. The graduate of Memphis Catholic will have learned to see work as an invitation to participate in the creative and salvific work of our God "as One who labors" on our behalf. Work offers the opportunity to discover and demonstrate personal talent - both as stewards and as leaders - and encourages growth. This stewardship implies the responsibility to use all resources wisely for the good of others and the greater glory of God. As a future leader in the workplace, the Memphis Catholic graduate will recognize the dignity of work, its integral connection to justice, and the choices she/he has to create a better society.

### ***Taxes and Employability***

Students earn real income through the Work Study Program. In their contracts, students and parents agree to assign this income to Memphis Catholic Education That Works, LLC to help offset the cost of their education.

### ***Attendance on Work Days Required***

**Each student is expected to attend work each and every day work is assigned.** Since each student works only 5 days per month, missing a day of work is a very serious event. Memphis Catholic and the student promise the sponsor that they will fulfill their work responsibilities for the entire school year. Sponsors pay Memphis Catholic for this work and students automatically receive financial credit toward their education. If a student does not work, Memphis Catholic must recoup the financial credit to the student. **Missing work for any reason will result in a \$100.00 missed work fee. Fees are added to the student's tuition balance.**

**A student must talk to the Director of Work Study to confirm whether an absence is excused or unexcused and make up any absence as soon as possible. Once an absence has been made up and confirmed by the Director of Work Study, the student is eligible to receive a full tuition credit back from the original fee.** The student is responsible for making the arrangements with her/his supervisor and notifying the work-study office. Students are responsible for arranging transportation to and from

work for any day they must make up. **If a Sponsor's schedule offers no opportunity for the student to make up an absence, the student forfeits the full \$100.00 fine and receives no refund.**

Since corporations are paying the majority of the students' tuition, it is imperative that students understand that responsibility. When a student fails to attend work for any reason, companies have to pay a second person for doing the work the students would do. Therefore, when an absence does occur, it is important for students to get with their mentor as soon as possible to complete their make-up day. Make up days, allow students to earn a full credit back on the penalty that is assessed when they missed their day. However, should a student fail to show up for their scheduled make up day, then regardless of whether or not they complete a make-up day, the student will not earn a credit back to their account for that day.

**Note: If a student misses work due to arriving after his/her bus has left the school, the student is not allowed to provide his/her own transportation to work that same day.**

Any days that a student has missed **MUST** be made up in the semester that the days were missed. For example, days missed in the first semester need to be made up prior to school beginning after Christmas Break. Students will be required to pay the fine for any and all days that have not been made up. Failure to make these days up could result in the student not returning the next year. **(1<sup>st</sup> semester – Last day for makeup/Fees due – December 30th, 2011; 2<sup>nd</sup> semester - Last day for makeup/Fees due – June 1st, 2012) – SENIORS MUST COMPLETE ANY MISSED WORK DAYS FROM THE SECOND SEMESTER PRIOR TO GRADUATION.**

Each student will receive ONE (1) sick day per semester (if verified by the Director of Work Study) where they will not be required to complete a make-up day. In addition, the fine for the missed workday will be waived, as long as a doctor's note is turned in to the work-study office on the student's next attendance day. However, if a student fails to turn in the doctor's note to the work-study office, then the fine will remain on the student account and the student MUST complete a make up day. This is a privilege, not a right, and all final decisions lay with the work-study staff as to if a penalty should be assessed.

We understand that on some occasions, a school-sponsored event does occur. Should a student have a desire to participate in an event, then a student should in writing, make their request to the work-study office. The work-study staff will review the request and get with the student's mentor. Should it be decided that the student will be allowed to participate in the event, then no fine will be assessed, however the student will be required to make up the day.

**If a student ends the school year with more than one absence that is not made up, the student may be liable to expulsion.**

**Tardiness to school, class or work is not acceptable.**

**If a student becomes ill at work, the student should consult their supervisor and they should then call school, and the school will arrange for transportation of the student back to school.** The school will call the student's parent/guardian in order for the student to be picked up from school. If a parent/guardian or emergency contact cannot be reached, the student will remain in the Office until either the end of the school day or until someone can be reached. A student who is feeling ill in the morning should not go to work. If the student becomes ill and must leave work, she/he must present a written note to the work-study office from a doctor or parent/guardian when she/he returns to school. If a student fails to

bring a note, the departure from work will be treated as an unexcused absence and the student will be given the appropriate demerits in addition to the fine.

### ***Dress Code***

The Dress Code ensures that every student will dress in a professional, modest, conservative, and safe manner. **Memphis Catholic's dress code corresponds to business, semi-formal dress.**

When they go to work, students enter professional work environments. Their dress should reflect a high standard of professionalism. Work environments are also adult environments.

Parents must be sensitive to the fact that their daughters/sons might be assumed to be much older than their actual age. **For the comfort and security of all our students, they should dress modestly.**

Memphis Catholic wants to present a consistent image to the public. Conservative colors and styles of appearance standardize the image conveyed by all Memphis Catholic students regardless of the sponsoring company where they work.

The safety of our students is a priority. Most jobs require some interaction with office machinery, such as copiers, fax machines, etc. **A neat appearance and properly fitting clothes** will help avoid potential mishaps.

Students are expected to follow the Memphis Catholic At Work dress code, regardless of the dress code enforced at the work place.

- The school reserves the right to determine what constitutes appropriate dress. The following is meant as a set of general guidelines; however, in all cases the school has the final say.
- The dress style at Memphis Catholic is intended to allow each and every student to achieve her/his best, both in the academic world and professional world. Personal hygiene is very important to one's health and appearance; therefore, each student will practice good hygiene.
- Students are expected to be in full dress code at all times while on school grounds, at work, to and from work, at special events and during all field trips unless otherwise specified by the school.
- Students are required to ensure that school and work-issued badges are in good condition and are also responsible for any replacement fees if damaged or lost. A Detention will be assigned for a missing or damaged badge.
- It has been observed over and over again that the more seriously a person dresses, the more seriously that person performs in her/his role and the more seriously others receive her/him. Expressing individuality should be done through hard work at school and at the work place, and not through one's clothing.
- Any violation of the dress code, the student may be sent home and marked absent from work; Any inappropriate item will be confiscated and not returned until the \$15 fine is paid, regardless of value (THIS INCLUDES: Cell Phones, Musical Devices, Electronic Gadgetry, etc – these must be off and not visible from the **moment students arrive until the moment the student leaves**, if seen or heard by staff without explicit permission from work study staff to use, they will be confiscated).

### ***Business Boot Camp***

**A two-week "Business Boot Camp" is conducted every year before the start of school to prepare students for the work environment. This year's business boot camp will be from July 25th – August 5<sup>th</sup>**

**for new students and August 1st – August 5<sup>th</sup> for returning students, beginning each day at 9 a.m. and concluding at 2:30 p.m. Adherence to attendance and dress code is mandatory. Some companies will require orientation site visits and/or drug screens. The assigned students will be advised during the week of August 1st-5th of the assigned date/time for these to be completed. These site visits and/or drug screens may be scheduled for August 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> or after 2:30 pm on a boot camp day; however, the Director of Work Study will inform the affected students.**

Students who arrive out of dress code will not be admitted for that day of boot camp and will be marked absent.

More than two absences the student will not be accepted into the work-study program and therefore cannot be a student at Memphis Catholic.

More than three tardies the student will not be accepted into the work-study program and therefore cannot be a student at Memphis Catholic.

The Business Boot Camp is graded just like any other class, with homework, quizzes and tests.

**Any student who fails the Business Boot Camp will not be accepted into the work-study program and therefore cannot be a student at Memphis Catholic.**

**If a student is fired from his/her job, the school will be contacted and arrangements for transportation will be made. The student will return to school and be re-tooled for another assignment. In the event that a second firing occurs in the 4 years the student is enrolled, the student will automatically be dismissed from Memphis Catholic. A student who has been fired twice will not be allowed to reapply to the school. Please note that a student may be fired from an assignment by the Administration of Memphis Catholic.**

### **DRESS CODE for Men – AT WORK**

- Dress Shirt:** Must be a long-sleeved dress shirt with collar and buttons. Shirts should be buttoned all the way up and down, and at all times. No lettering or logos of any kind. No denim. No golf shirts. Must be neatly tucked into pants at all times. In some cases, sponsors may supply a company polo shirt; however, these may not be worn without prior approval of the Director of Work Placement. NOTE: Undershirts should be worn and must not contain print which shows through dress shirt.
- Trousers:** Pants should be sized correctly and legs must have a crease and hem in the legs. No denim, no patch pockets sewn on the outside, no rivets, no corduroys, no bell-bottoms, no stretch pants, no shorts, and no frayed or slit leg bottoms. (Dickies and other work pants are not acceptable.)
- Tie:** Must be tied and worn appropriately and worn at all times. (Should be conservative, no characters); NO BOW TIES
- Belt & Socks:** Belt and socks are to be worn at all times. Belt must be solid black or brown. No rivets.
- Shoes:** Should be leather or leather-like office dress shoes, hold a shine, no stripes or similar “sneaker-ish” appearance, and be in the conventional business colors of black, brown or dark burgundy. Absolutely no sneakers or anything that resembles a sneaker will be allowed. No boots or loafers.
- Sweater/Business Jacket:**  
During work hours, the only item allowed to be worn over the student’s shirt and tie is a V-neck sweater or a business blazer. NO HOODED SWEATSHIRTS OR SIMILAR LOUNGEWEAR.
- Jewelry and Tattoos:**  
No visible jewelry or tattoos are permitted. Tongue piercing is considered visible, and is therefore not permitted.
- Make-up:** None allowed.
- Hair Color/Style:**  
No shaved head, no hair below the earlobe, no hair beyond 2 ½ inches in length; no ponytails, no dreads, no cornrows, no hair coloring; no shaved shapes or patterns; no hairnets, hats/caps or other covering except that provided by a winter coat or woolen winter hat when outdoors. Hair should be kept neat.  
**Hats/Caps are not permitted. Hair should be the natural color.**
- Facial Hair:**  
NONE allowed. Students must be clean-shaven prior to arriving at Memphis Catholic. Skin conditions DO NOT exempt a student from this policy unless the Dean of Students exempts the student in writing to the Director of Work Placement.
- Hygiene:** Students are expected to maintain a neat and clean appearance. Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair, ironing clothes, etc.
- Overcoat:** Should be appropriate for the weather. Coats should not be worn inside.
- Sunglasses:** NOT allowed anywhere, anytime.
- Backpacks:** Should be professional looking, no cartoons.

**DRESS CODE for Women – AT WORK**

- Dress Shirt:** Must be either long-sleeved or short-sleeved with collar and buttons; must be long enough to be tucked into the dress pants or long enough to cover your abdomen in case you raise your arms. No denim and no polo shirts. No lettering or logos of any kind. In some cases, sponsors may supply a company polo shirt; however, these may not be worn without prior approval of the Director of Work Placement.
- Dress Pants:** Must be business slacks that cover from the waist to the ankles; must be loose fitting; should be properly hemmed; colors must be only black, brown, dark blue, khakis, or gray. No jeans, no corduroys, no bell-bottoms, no stretch pants.
- Dress Skirt:** Must cover from the waist past the kneecap; must be loose fitting and same colors as the dress pants.
- Belts & Hosiery:**  
Hosiery or tights must be worn with skirts/dresses. Belts must be solid black or brown. No rivets.
- Shoes:** Should be leather or leather-like office dress shoes, hold a shine, no stripes or similar “sneaker-ish” appearance, and be in the conventional business colors of black, brown or dark burgundy. Absolutely no sneakers or anything that resembles a sneaker will be allowed. Must be closed toe and closed heel, no more than 1-inch heels, and not rise above the ankle.
- Sweater/Business Jacket:**  
During work hours, the only item allowed to be worn over the student’s shirt is a V-neck sweater or a business blazer. NO HOODED SWEATSHIRTS OR SIMILAR LOUNGEWEAR.
- Jewelry and Tattoos:**  
Only one necklace may be visible, and it must be short in length and discrete. Only one earring is allowed, it must be in the earlobe and no other part of the ear, and cannot exceed 1-½ inches from the ear hole to the end of earring. Only one ring is permitted on each hand, and it must be reasonable in size and design as determined by WSP staff. No other visible jewelry is permitted. Tongue piercing is considered visible, and is therefore not allowed. No visible tattoos are permitted.
- Make-up:** Less is better. Conservative colors and styles as determined by the WSP staff. Perfume, if used at all, should be worn in conservative quantities. Fingernails cannot exceed 1 inch from the cuticle out, and no extreme colors or nail treatments, as determined by the WSP staff, will be allowed.
- Hair Color/Style:**  
Conservative hairstyles only. Hair should be worn off the face and with safety in mind. No head coverings except a winter coat’s hood or woolen winter hat when outside.  
**Hats/Caps are not permitted. Hair should be the natural color.**
- Hygiene:** Students are expected to maintain a neat and clean appearance. Attention should be paid to showering, using deodorant, brushing teeth, combing hair, ironing clothes, etc.
- Overcoat:** Should be appropriate for the weather. Coats should not be worn inside.
- Sunglasses:** NOT allowed anywhere, anytime.
- Backpacks:** Should be professional looking, no cartoons.

## Middle School Boys Uniform Code And Hair Code

**Dress shoes:** Only black or cordovan (burgundy), polishable, hard leather dress penny loafers. NO SUEDE! NO TAN SHOES! This guideline excludes Sebagos, tennis shoes, joggers, recreational type shoes and boots of any kind.

**Socks:** Appropriate dark Navy dress socks or white socks are required at all time.

**T-shirt:** Only solid white T-shirt, crew neck. NO T-shirts with designs, printing, etc., may be worn under shirts.

**Shirt:** Only solid blue Oxford cotton/blend broadcloth with button down collar (No Designer Logos). Long or short sleeves shirts must have only one pocket (plain). White/clear buttons shirts are to be clean, pressed and tucked inside trousers at all times.

**Ties:** Ties must be worn by all male students. Style: As purchased from LaRose Uniforms. The collar must be buttoned at the top and the tie knot pulled up to the collar. The necktie is required to be worn **properly from the time the student arrives on campus until he leaves the premises.**

**Trousers:** Only Gray trousers purchased from LaRose (pleated or non-pleated). (No rollups.) Trousers should be fit and worn properly with the belt visible.

**Belts:** Dark dress belts. These are to be of adequate waist length.

**Sweaters:** Only solid royal blue cardigan sweaters. No sweater vests. Sweaters worn by students must be purchased at LaRose Uniforms.

### **Gym**

**Clothes:** Not permitted in academic/office areas or classrooms.

**Hair:** Hair must be cut above the collar, above the eyebrows and ears, and must be neatly groomed at all times. Sideburns may not extend beyond the middle of the ear. The face must be clean-shaven. No beards or mustaches. No shaved heads. No shaved sides of the head. No razor cut designs in hair. All hair length must meet the above guideline. Afros are not to exceed 3" in length. Long hair may NOT be slicked back or tied in a bundle. Questionable styles will be excluded **Hats/Caps are not permitted. Hair should be the natural color.**

**Jewelry:** Excessive jewelry should be avoided. Male students may not wear earrings. Nose rings, dog collars, and extra piercing are not permitted. Long necklaces outside the uniform, or key chains dangling from uniforms are not permitted.

**This uniform and haircut standard is required of all male students.** Students are expected to be in **proper uniform while on campus: before, during and after school.** Failure to comply will result in disciplinary action.

### Middle School Girls Uniform Dress Code And Hair Code

- Dress shoes:** Only black and white **SADDLE OXFORDS**. This guideline excludes tennis shoes, joggers, recreational-type shoes, and boots of any kind.
- Socks:** White or gray crew or knee length socks, or sheer or white pantyhose.
- T -shirt:** Only solid white T -shirt, crew neck. T -shirts with designs, printing, etc., may not be worn under blouses.
- Blouse:** Only solid white cotton/blend with "peter pan" collar purchased from LaRose Uniforms. Blouses are to be clean, pressed and tucked inside skirts at all times.
- Crossties:** Plaid crossties purchased from LaRose Uniforms.
- Skirts:** Memphis Catholic Middle School plaid skirts purchased from LaRose Uniforms.  
Skirts should be properly fitted with the waistband visible. **Hems should touch the middle of the knee while standing.**
- Trousers:** Only Navy trousers purchased from LaRose (pleated or non-pleated). (No rollups.) Trousers should be fit and worn properly with the belt visible.
- Belts:** Dark dress belts. These are to be of adequate waist length.
- Sweaters:** Only solid royal blue Cardigan sweaters. No sweater vests. Sweaters worn by students must be purchased from LaRose Uniforms. Sweaters should be marked with name tags so that lost items may be properly identified.
- Gym** Gym clothes and athletic shoes/equipment are not to be worn in classrooms. Gym clothes are purchased in MCHS bookstore.
- Hair:** Hair must be neatly groomed at all times. No shaved heads. No shaved sides of the head. No razor cut designs in hair. Afros are not to exceed 3" in length. **Extreme styles in make-up, jewelry, and hair are not permitted. The hair should be the natural color.**
- Hats/caps:** Hats/caps are not permitted.
- Jewelry:** Excessive jewelry is not permitted. Single post earrings on each ear are permitted; a single ring on each hand is permitted. **Multiple earrings or large earrings on each ear are not permitted.** Nose rings, dog collars, and extra piercing are not permitted. Long necklaces outside the uniform, or key chains dangling from uniforms are not permitted.
- Make-up:** NONE. No fingernail polish. A healthy, natural appearance is appropriate.

**This uniform and grooming standard is required of all female students.** Students are expected to be in **proper uniform while on campus:** before, during and after school. Failure to comply will result in disciplinary action.

## 9-12th BOYS UNIFORM DRESS CODE AND HAIR CODE

- Dress Shoes:** Only black or cordovan (burgundy), polishable, hard leather dress shoes (penny loafers preferred). **NO SUEDE! NO TAN SHOES!** This guideline excludes Sebagos, tennis shoes, joggers, recreational type shoes, and boots of any kind.
- Socks:** Appropriate dark dress socks are required at all time. **NO white socks!**
- T-shirt:** Only solid **white T-shirt, crew neck.** T-shirts with designs, printing, etc., may not be worn under shirts.
- Shirt:** Only solid **white** Oxford cotton/blend broadcloth with **button down collar** (No Designer Logos). Long or short sleeves. Shirts must have only one pocket (plain). White/clear buttons. Shirts are to be clean, pressed and tucked inside trousers at all times.
- Ties:** Ties must be worn by all male students. The collar must be buttoned at the top and the tie knot pulled up to the collar. The **necktie is required to be worn properly from the time the student arrives on campus until he leaves the premises.** No bow ties or western bolo ties. Questionable styles will be excluded.
- Trousers:** Only khaki trousers purchased from LaRose (pleated or non-pleated). (No rollups.) Trousers should be fit and worn properly with the belt visible.
- Belts:** Dark dress belts. These are to be of adequate waist length.
- Sweaters:** Solid **navy** cardigan or sleeveless pullovers. Sweaters worn by students must be the official school sweater purchased from LaRose Uniforms.
- Gym Clothes:** Not permitted in academic/office areas of classrooms.
- Hair:** Hair must be cut above the collar, above the eyebrows and ears, and must be neatly groomed at all times. Sideburns may not extend beyond the middle of the ear. The face must be clean-shaven. No beards or mustaches. No shaved heads. No shaved sides of the head. No razor cut designs in hair. All hair length must meet the above guideline. Long hair may NOT be slicked back or tied in a bundle. Questionable styles will be excluded. **Hats/Caps are not permitted. Hair should be the natural color.**
- Jewelry:** Excessive jewelry should be avoided. Male students may not wear earrings. Nose rings, dog collars, and extra piercing are not permitted. Long necklaces outside the uniform, or key chains dangling from uniforms are not permitted.

**This uniform and haircut standard is required of all male students.** Students are expected to be in **proper uniform while on campus: before, during and after school.** Failure to comply will result in disciplinary action.

## 9-12th GIRLS UNIFORM DRESS CODE AND HAIR CODE

- Dress Shoes:** Only black or cordovan (burgundy), polishable, hard leather dress penny loafers. **NO SUEDE! NO TAN SHOES!** This guideline excludes Sebagos, tennis shoes, joggers, recreational type shoes, and boots of any kind.
- Socks:** White or gray crew or knee length socks, or sheer or black pantyhose.
- T-shirt:** Only solid **white T-shirt, crew neck.** T-shirts with designs, printing, etc., may not be worn under blouses.
- Blouse:** Only solid **white** Oxford cotton/blend broadcloth with **button down collar** (No Designer Logos). Long or short sleeves. Blouses must have only one pocket (plain). **Girls must wear a lady's blouse, not a man's shirt.** White/clear buttons. Blouses are to be clean, pressed and tucked inside skirts at all times.
- Skirts:** Memphis Catholic High School plaid skirts purchased from LaRose Uniforms. Skirts should be properly fitted with the waistband visible. **Hems should touch the middle of the knee while standing.**
- Trousers:** Only khaki trousers purchased from LaRose (pleated or non-pleated). (No rollups.) Trousers should be fit and worn properly with the belt visible.
- Belts:** Dark dress belts. These are to be of adequate waist length.
- Gym Clothes:** Gym clothes and athletic shoes/equipment are not to be worn in classrooms. Gym clothes are purchased in MC bookstore.
- Hair:** **Hair must be neatly groomed at all times.** No shaved heads. No shaved sides of the head. No razor cut designs in hair. **Extreme styles in make-up, jewelry, and hair are not permitted. The hair should be the natural color.**
- Hats/caps:** Hats/caps are not permitted.
- Jewelry:** Excessive jewelry is not permitted. **Multiple earrings or large earrings on each ear are not permitted.** Nose rings, dog collars, and extra piercing are not permitted. Long necklaces outside the uniform, or key chains dangling from uniforms are not permitted.
- Make-up:** Excessive make-up should be avoided. A healthy, natural appearance is encouraged.

**This uniform and grooming standard is required of all female students.** Students are expected to be in proper uniform while on campus: before, during and after school. Failure to comply will result in disciplinary action.

## **AMENDMENTS TO THE HANDBOOK**

Any and all items not explicitly covered in this handbook are and shall remain under the jurisdiction and discretion of the principal or the administrative head of the school. The principal or other administrative head of the school retains the right to amend this handbook without prior notice. Parents will be notified of adjustments in a timely fashion.

## **TUITION POLICY**

***Please note: all questions regarding tuition, financial aid, billing and payments should be directed to the Bookkeeper.***

Tuition rates are established by the Finance Committee of the Diocese of Memphis and are approved by the Bishop on an annual basis.

### **Payment Policies**

***Parents may elect to pay tuition in full to the school prior to July 13<sup>th</sup>. Those wishing to make monthly installments may do so through F.A.C.T.S. Tuition Management, Inc. This service also requires a onetime fee of \$38.00 per family. All tuition must be paid by April 20, 2012.***

**\*\*\*Please note: Any family that falls 90 days past due on tuition will be contacted by the administration to discuss payment and future enrollment in the school. The student may not be allowed to attend school until the tuition payments are up to date. \*\*\***

***Note: All fees are non-refundable and non-transferable.***

The fee for returned checks is \$35.00.

The Middle School Students who participate in sanctioned Parochial Athletic Association activities pay a fee for each sport in which they participate. These fees are collected prior to the beginning of the season.

### **Additional Financial Aid**

- Memphis Catholic has limited resources to help students whose financial situation prohibits them from making the full contribution of \$3,000.00 (High School) and \$4,900.00 (Middle School) per school year.
- Financial aid decisions are made by the President and Business Office and are based on economic need.

## **Crisis Plan**

In the event of a natural disaster, power failure, terrorist attack or other broad-scale emergency, Memphis Catholic will take the following actions to provide for the safety of our students.

### **Students at Work**

Each job sponsor has provided MCHS with the name of a direct supervisor who has the responsibility of knowing the whereabouts of the Memphis Catholic student worker at all times during his or her assigned work day. In any emergency situation, the direct supervisor will communicate to Memphis Catholic what has happened and what steps the company has taken in response. The direct supervisor

will inform the Director of Work Study or any other Administrator of the student's location. Once the nature of the emergency and the paramount objective of maintaining student worker safety permits, either (i) the job sponsor will accompany the student directly to the school, OR (ii) MCHS staff will come meet the supervisor and student worker and bring the student worker back to school.

Parents and guardians of students who are at their ETW work assignment at the time of an emergency will be instructed to meet their son or daughter at Memphis Catholic.

### **Students at School**

If there is a broad-scale emergency affecting Memphis during the school day, Memphis Catholic will, so long as events allow, contact all families to let them know we are closing school. Memphis Catholic will keep all students at school and wait until a parent or guardian arrives to accompany the student home.

## **Phone Directory Memphis Catholic High School and Middle School 2010-2011**

Administration, faculty and staff can be reached by calling 901-276-1221, then dialing the extension indicated below.

### **ADMINISTRATION**

Pohlman, Mr. Jim	President/Principal	Ext. 12
Robbins, Mr. Christopher	Dean of Academics/Faculty	Ext. 15
Israel, Mr. Clyde	Dean of Students	Ext. 14
Miller, Ms. Lolita	Receptionist	Ext. 10
Russell, Mrs. Dell	Bookkeeper	Ext. 11
Schreck, Mr. Ted	Director of Work Study	Ext. 16
Uhlmann, Mrs. Mimi	Director of Corporate Recruiting	Ext. 18
Barton, Miss Dani Ray	Director of Development/Alumni	Ext. 22
Meadows, Miss Emily	Guidance Counselor	Ext. 20
Green, Mr. Nick	Athletic Director/Faculty	Ext. 19

### **FACULTY**

Phone: Can be reached via Voice Mail at 901.276.1221.

Email: Can be contacted through Edline at [www.edline.net](http://www.edline.net).

**FAX NUMBER:** 901.725.1447

**PARENT/STUDENT AGREEMENT - MIDDLE SCHOOL STUDENTS**

We acknowledge that we have received a copy of the MCHS/MS Student Handbook, 2010-2011 edition, containing the rules, regulations and procedures of Memphis Catholic High School and Middle School. We have read and understand the contents of the handbook and agree to abide by all the rules, regulations and procedures of Memphis Catholic High School and Middle School. We understand that the Administration of Memphis Catholic High School and Middle School reserves to itself the right to interpret, amend or change the contents of the handbook at any time. We also understand that any rights not specifically given to students in this handbook are reserved to Memphis Catholic High School and Middle School.

\_\_\_\_\_  
Student **Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Printed** Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Mother, Father or Guardian **Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Printed Name** of Mother, Father or Guardian

***[A copy of this letter will be distributed to all students during the first week of school. The Student, as well as his or her Parent or Guardian, must sign the acknowledgment letter. The student must return the acknowledgement letter to her or his faculty advisor within two days. Failure to return the letter with all signatures will result in detention.]***



## **EDUCATION THAT WORKS RULES & REGULATIONS**

THIS AGREEMENT (this "Agreement") is entered into by and between the student whose name and address appears on the signature page hereof ("Student"), the parent or legal guardian of the Student whose name appears on the signature page hereof ("Parents"), and the Education That Works, LLC, a Tennessee not-for-profit limited liability corporation ("ETW program") and wholly owned subsidiary of Memphis Catholic High School and Middle School ("MCHS") and the Catholic Diocese of Memphis.

WHEREAS, the Student and the Parents want the Student to be enrolled at MCHS and MCHS wishes to enroll the Student; and

WHEREAS, the Student and the Parents acknowledge that MCHS requires that as a condition of entering and continuing enrollment in MCHS each of its students must participate in the ETW program and comply with the rules, regulations and duties set forth in the Student Handbook posted and updated from time to time by MCHS (the "Handbook").

THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

### **Article I. Acknowledgement of receipt of a copy of the MCHS/MS Student Handbook, 2011-2012 edition,**

containing the rules, regulations and procedures of Memphis Catholic High School and Middle School. We have read and understand the contents of the handbook and agree to abide by all the rules, regulations and procedures of Memphis Catholic High School and Middle School. We understand that the Administration of Memphis Catholic High School and Middle School reserves to itself the right to interpret, amend or change the contents of the handbook at any time. We also understand that any rights not specifically given to students in this handbook are reserved to Memphis Catholic High School and Middle School.

### **Article II. Employment by the ETW program**

ETW agrees to employ Student in its work/study program throughout the term of this Agreement. ETW retains the right to select the duties to be performed by the Student and the business where the Student will perform such duties as part of the work/study program (the "Sponsor"). ETW reserves the right to change such duties and the Sponsor from time to time. A description of the general duties, the Sponsor and the primary work location for the Student will be made available upon request. ETW will transport student to and from worksite.

### **Article III. Student Responsibilities**

Student agrees to perform the duties selected by ETW in accordance with this Agreement. Student acknowledges and agrees that he/she has read the Handbook and agrees to follow the rules, regulations and duties set forth therein throughout the term of this Agreement.

### **Article IV. Parent Responsibilities**

Parents hereby authorize the Student's participation in the work/study program of ETW and agree to such participation on the terms of this Agreement. Parents acknowledge and agree that they have read the Handbook and agree to follow the rules, regulations and duties set forth therein throughout the term of this Agreement and to support the Student in complying with the terms of this Agreement. Parents further acknowledge that they have the responsibility to ensure that the Student is on-time for their academic and workdays and that they have the responsibility to arrange for timely pick-up of the Student at the end of the academic and work days (Academic: 3:15 pm; Work: 5:30 pm).

### **Article V. Term**

Student's beginning date with ETW is July 25, 2011, and his or her participation will continue until the termination of the Student's enrollment at MCHS ("Term"). Student's enrollment at MCHS may terminate due to graduation, transfer, withdrawal, expulsion or termination of this Agreement by ETW.

### **Article VI. Compensation**

Section 1: Rate – ETW will set Student's pay rate during the Term of this Agreement and reserves the right to change such rate from time to time.

Section 2: Payroll Deductions – Student and Parents will be responsible for any income tax or other personal or tax-related expenses incurred as a result of the Student's participation as an employee of ETW.

Section 3: Assignment of Pay – All parties agree that the Student's earnings for participating in the work/study program of ETW shall be assigned to ETW to fund the Student's contribution to his or her tuition costs at MCHS. Student's assignments of pay are non-refundable. The Student and Parents agree that they will make no claim to recover Student's contributions to tuition for any reason.

### **Article VII. Medical Authorization**

Parents hereby agree to give representatives of ETW and the Sponsor full authority to seek professional medical treatment on behalf of the Student in the event that it becomes necessary during work hours or while participating in the work/study program. Parents further agree further to authorize representatives of ETW or the Sponsor to dispense over-the counter medication if the Student requests it. Parents agree further to permit drug testing of Student according to ETW policy or the policy of the Sponsor.

### **Article VIII. Labor Laws**

Both the Student and the Parents acknowledge that pursuant to federal, state and local labor laws, certain restrictions apply to students who work under the age of 18, including the number of hours per week a student may legally work. Both the Student and the Parents agree to

comply with any applicable federal, state and local labor laws including, without limitation, the restriction from working in another employment on their assigned work/study day (i.e. part-time work at grocery store, movie theatre, etc.).

#### **Article IX. Termination by ETW**

ETW may terminate this Agreement at any time if the Student does not comply with the terms hereof, including the rules, regulations and duties set forth in the Handbook. If ETW terminates this Agreement, the Student will not (i) be allowed to continue enrollment at MCHS; (ii) continue employment with ETW or Sponsor; or (iii) be entitled to any further compensation.

#### **Article X. Indemnification**

Parents and Student hereby agree, for themselves and for any person who may claim by or through them, to indemnify, defend and hold harmless, and hereby release and forever discharge ETW, MCHS, the Catholic Diocese of Memphis, and all their past, present, former and/or future shareholders, officers, directors, trustees, employees, agents, attorneys, divisions, subsidiaries, affiliates, successors, administrators, executors, and assigns or insurers, from any and all claims or causes of action, liability, loss, cost or expense of any kind or nature, including attorney's fees, arising from or in connection with: (i) any breach by Student of any representation, covenant, agreement or undertaking under this Agreement including, without limitation, failure to comply with the rules, regulations and duties set forth in the Handbook; (ii) any breach by the parents of any representation, covenant, agreement or undertaking under this Agreement; and (iii) Sponsor's utilization of the services of the Student.

#### **Article XI. Entire Agreement**

This Agreement, including the Handbook, contains the entire agreement between the parties regarding the subject matter contained in it and supersedes all prior and contemporaneous agreements, representations, and understandings of the parties. No supplement, modification or amendment to this Agreement shall be binding unless executed in writing by ETW.

#### **Article XII. Severability**

If any provision of this Agreement or its application to any person or circumstance shall be determined by any court of competent jurisdiction to be invalid and unenforceable to any extent, the remainder of this Agreement or the application of such provision to such person or such circumstance other than those as to which it is so determined invalid and unenforceable shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

#### **Article XIII. Assignability**

Neither party may assign or transfer this Agreement, or any rights pursuant thereto, without the prior written consent of the other party.

#### **Article XIV. Waiver**

Failure of ETW at any time to require performance by the Student or the Parents or to claim a breach by the Student or the Parents of any provision of this Agreement shall not be construed as a waiver of any subsequent breach nor shall it diminish the effectiveness of this Agreement, nor any part thereof, nor prejudice ETW with respect to any subsequent action.

**Article XV. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.

**Article XVI. Paragraph Headings**

The paragraph headings of this Agreement are for reference only and shall not be considered in the interpretation of the Agreement.

**Article XVII. Execution Copies**

This Agreement may be simultaneously executed in several counterparts, each of which shall be deemed to be an original, and such counterparts together shall constitute one and the same document.

INTENDING TO BE LEGALLY BOUND, the parties have executed this Agreement as of the date first written above.

<b><i>Student (Printed Name)</i></b>		<b><i>Date Signed</i></b>
<b><i>Student Signature</i></b>		
<b><i>Student (Social Security Number)</i></b>	- -	
<b><i>Home Telephone Number</i></b>	- -	
<b>Home Address (including Street Address, City, State and Zip Code)</b>		
<b><i>Parent/Guardian (Printed Name)</i></b>		<b><i>Date Signed</i></b>
<b><i>Parent Signature</i></b>		
<b><i>Daytime Telephone Number</i></b>	- -	
<b>Education That Works, LLC, a Tennessee not-for-profit limited liability corporation</b>		
<b><i>President's Signature</i></b>		
	James J. Pohlman President 61 N. McLean Blvd. Memphis, TN 38104 901-276-1221	