

Sacred Heart Cathedral School



Parent/Student
Handbook
2009-2010
Edition

Sacred Heart Cathedral School
711 Northshore Drive
Knoxville, TN 37919

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Website: www.shcschool.org



Parents,

After you have read the Parent Student Handbook for the 2009-2010 school year with your child, please sign below, remove this sheet, and return this sheet to your youngest child's homeroom teacher. This acknowledges that you have received and agree to abide by the school's policies within this handbook.

Please remove and return signed sheet by Friday, August 28, 2009.

Print Youngest Child's Name

Youngest Child's Homeroom Teacher

Print Parent's Names

Parent's Signature

Date

Summary of Policy Changes made to SHCS 2009-2010 Parent Student Handbook

Page 21 Section-**Absences -Continued**-2nd bullet last line-Assignments may be obtained online through RenWeb-ParentsWeb, or by speaking to the teacher when the student returns to school.

Page 22 Section -**IX. YOUNG FOLKS INCLEMENT WEATHER POLICY**- Young Folks will follow SHCS on the first two days of any weather event. If SHCS is closed past those first two days, a message regarding the program’s opening may be heard by calling the Young Folks office at 584-8882.

Page 25 Section-**Grading Codes:** Grades 1-2; and Specials in Grades 3-5

G 93-100

S+ 91-92

S 79-90

S- 77-78

N 70-76

U Below 70

(Classes considered as Specials for Grades 3-5 are as follows: Art, Music Physical Education, Foreign Language, & Library)

Grading Scale: Grades 3-8

A+ 98.50-100	B+ 90.50-92.49	C+ 83.50-85.49	D+ 74.50-76.49
A 94.50-98.49	B 87.50-90.49	C 78.50-83.49	D 71.50-74.49
A - 92.50-94.49	B - 85.50-87.49	C - 76.50-78.49	D - 69.50-71.49
			F below 69.49

(Letter only for Grades 3-4; Number and letter for Grades 5-8)

Page 34 Section-**Conduct Expectations-Continued**- 2nd bullet- Diocesan Policy #3020 - **Students in Catholic schools shall be models of mature, responsible, Christian behavior. Conduct unbecoming a Christian student, whether inside or outside of school, may be reason for dismissal from school.** The purpose is to ensure Christian example and deportment while in attendance at school, extracurricular, and non-school related events or activities.

Page 34 Section- **I. CODE OF CONDUCT**- added section -**HONOR CODE**-Each student is asked to abide by the following honor code: I promise to be honest and respectful to others by not lying, stealing, or cheating, or allowing others to lie, steal, or cheat.

Page 35 Section- **Use of Playground Equipment Expectations**-5th bullet -“Throwing or kicking mulch, rocks or sticks.”

Page 37 Section-**Examples of Level One Infractions** –table-
Section -**II. Aggression (Physical/Verbal)**-

Horseplay/Rough housing/Running in Hallway	Office Referral	12 points/ Demerit
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Section **III. Poor Stewardship**

Inappropriate use of playground equipment	Office Referral	12 points/ Demerit
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Throwing objects/food; Throwing, kicking mulch, rocks or sticks	Office Referral	Demerit
Vandalism (i.e., writing on desks; writing in hardback books)	Office Referral/Restitution /Clean Area	Demerit/Restitut ion/Clean Area

Page 39

Section- some examples of Level Two infractions- table (last row)

<i>Bullying*</i> / Cyber Bullying	Conduct referral → ISS → OSS
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Section **C. Level Three Infractions** – some examples of level three infractions-(last bullet) Cyber Bullying.

Page 42

Section -**Glossary of Conduct Terms**

Electronic Devices

SHCS’s policy relating to electronic devices states that the use of electronic devices such as cell phones, iPods, blackberries, games, etc. is prohibited during hours and after school academic activities, such as T.A.S.K. test make-up, or detention. The school hours are defined as 7:30-3:45.

Cell phones and other electronic devices must be turned off and in the student’s backpack. If a cell phone goes off during class, or if a student has the cell phone with him/her and not in his/her backpack, the student will receive a demerit, and the phone will be confiscated until a parent or guardian can pick it up from the Principal or Assistant Principal. If a student is caught using any electronic device during the school hours, the student will receive an automatic detention, grades 5-8, and an office referral, grades 1-4.

- The history/content of a confiscated device may be reviewed. If the content is in violation of the SHCS conduct code then additional consequences may be given.
- Students may be held accountable for electronic communication or postings on student web pages or blogs, such as MySpace or Facebook, etc, that are in violation of the schools conduct code.

Page 45

Section-**Uniform Infractions** last two paragraphs- A student in Grades 5-8, who receives a uniform infraction, will have 6 points deducted from the week’s conduct grade. Subsequent infractions will result in subsequent points deducted.

In the event of an emergency regarding the uniform, the parent should address a letter to the homeroom teacher stating the problem.

Page 46

Section-**Grades K-2 General Dress Code** - added- Navy & white saddle oxford shoes girls only. **Grades K-2 Dress Code Options-K-2 Girls-** added-White knit shirt-long or short sleeve-with SHCS navy logo may be worn with pants only.

Page 47

Section-**Grades 3-5 Dress Code Options-3-5 Girls-**added - White, round collar blouse – long or short sleeve with navy SHCS logo on the collar.

- Page 50 Section –**General Appearance Expectations/Uniform Code Enforcement Standards-23rd**
 Bullet- Belt must be worn at all times with pants, shorts and skorts. A standard (not ornamental) belt buckle is required.
- Page 50 Section-**Dress Code for Non-Uniform Days-5th** bullet-Nice jeans are permitted but they must not be patched or torn. No cut off shorts, slacks, or jeans.
- Page 51 Section-**Communicable Disease- Strep Throat-1st** paragraph –A signed note from the physician allowing a student to return before the 36 hour treatment period will be accepted.
- Page 57-58 Section-**Cafeteria Policies-**
 Sacred Heart Cathedral School strives to serve nutritionally balanced meals as required by the National School Lunch Act. Therefore, the school prefers that parents do not bring outside (fast-food) lunches or treats to school for their children. However, if the parent chooses to provide an outside lunch they may do so for their child only. Parents may eat lunch with their child at the guest table. Students bringing a lunch to the SHCS café can not heat items brought from home due to staffing and safety issues.

The cost of lunch is as follows:

Kindergarten- 3 Grade	\$2.50
Grades 4 - 8	\$2.75
Milk	\$.60 per milk
Bottled Water	\$.75 per water

A’la Carte: A’la Carte items are also available for purchase for grades 2-8. Parents may advise the Cafeteria Manager if they do not wish his/her student to purchase a’la carte items.

Prepayments for Meals: Method of payment for all items including hot lunch, milk or bottled water, as well as a’la Carte items must be prepaid by check or cash. If a parent desires not to have a prepaid amount available, they must send cash to purchase items each day.

Money deposited in accounts will remain throughout the student’s tenure at Sacred Heart Cathedral School. When a student graduates, the remaining balance will be transferred to any younger sibling’s account. If a student does not have any siblings at Sacred Heart, a check for the remaining amount will be issued from the Business Office or credited towards any outstanding school balance.

Balances: Statements will be printed for each student whose balance is less than \$10.00. These statements will be sent home in the student’s Friday folder. If at any time you need to know your student’s account balance, please call the Cafeteria Manager at (865) 558-4123. A recent transaction history may be requested at any time by the family.

Charge Policies: Recognizing that students may forget to bring lunch money to school or may deplete the prepaid account, the charge policy is established for emergency situations only. It is not to be used on a daily basis or as a “credit card” for meals.

To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden on the school, the following procedures will be effective for meal charging on a limited basis:

- Only a meal from the menu may be charged.
- No a'la carte items may be purchased.

The family will receive a charge statement in the Friday folder. All previous charges must be paid in full prior to the last two weeks of school.

Page 58

Section-**IV. Chaperone Expectation**-last line-Siblings of students may not accompany parents/chaperones during field trips, parties, or field day.

Through out
handbook

Replaced Edline with RenWeb-ParentsWeb.

SACRED HEART CATHEDRAL SCHOOL
711 S. Northshore Drive
Knoxville, Tennessee 37919-7593
(865) 588-0415
FAX (865) 558-4139
www.shcschool.org
Office Hours - Monday- Friday 7:45 a.m. – 3:45 p.m.

A Catholic, parochial school, accredited through the Tennessee State Department of Education, operated under the auspices of the Schools Office of the Catholic Diocese of Knoxville.
A National School of Excellence - 1992
Accredited by the Southern Association of Colleges and Schools

GENERAL INFORMATION

Located in west Knoxville, ten minutes from downtown and just off I-40 and Papermill Road, Sacred Heart Cathedral School (SHCS) enrolls students in kindergarten through grade eight. **Class sizes** comply with state regulations. A highly dedicated and **fully certified faculty** includes specialists in music, art, theater, physical education, foreign language, technology, and special education.

MISSION STATEMENT

Sacred Heart Cathedral School, in union with parents and the parish community, is dedicated to living and teaching Gospel values. As a Catholic school, we strive to prepare our students for service, worship, and ministry so that these values will become their way of life. We aspire to excellence through a curriculum which promotes spiritual, intellectual, social, emotional, and physical well-being.

VISION STATEMENT

Sacred Heart Cathedral School will foster faithful disciples through prayer, academic integrity, and service to others.

MOTTO

We will live our faith, love God's family, and learn for the future.

PHILOSOPHICAL BELIEFS

In light of our stated mission, Sacred Heart Cathedral School, in conjunction with the parents and students, is dedicated to the following beliefs.

Sacred Heart Cathedral School believes that each child:

- Has the capacity to know and love God and the Catholic Church.
- Has the ability to translate faith into action and recognize the dignity in all human life.
- Gains an understanding of the liturgy through active participation.
- Has the capacity for critical, ethical thinking consistent with academic excellence.
- Is able to be courteous and respectful.
- Has unique, God-given talents to serve the global community.

NONDISCRIMINATORY POLICY

Catholic Schools in the Diocese of Knoxville exist primarily for Catholic students. Students of any race, sex, creed, color, religion or national origin may apply for admission.

Catholic Schools in the Diocese of Knoxville exist to assist the Church in accomplishing its mission of evangelization. The schools strive to prepare academically qualified citizens committed to the pursuit of learning and to service humankind. They strive to teach Christian standards to be followed in life, work and leisure. Catholic Schools endeavor to instruct students in a religious way of thinking which will show the connection between the living out of Gospel values and the effect they will have on one's final end. They offer experiences of service both within and outside the school environment, which stretch beyond the boundaries of discrimination. *Catholic Schools are called upon to make the Catholic faith a reality.*

FREQUENTLY CALLED TELEPHONE NUMBERS:

Sacred Heart Cathedral School	588-0415
SHCS Fax Number	558-4139
Young Folks Program.....	584-8882
Sacred Heart Preschool Program.....	558-4129
Attendance/Homework "Hotline"	292-4160
SHCS Admissions.....	558-4136
SHCS Business Office	558-4101
SHCS Business Office Fax	558-4152
SHCS Development Office.....	558-4153
Sacred Heart Cathedral Parish	588-0249
Sacred Heart Dollars.....	558-4113
Youth Ministries Office	558-8348
Diocese of Knoxville.....	584-3307
Catholic Schools Office	584-3307
SHCS Athletic Director.....	558-4126
Cafeteria	558-4123
Clinic.....	558-4128

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ADMISSIONS CRITERIA/POLICIES/PROCESS

No Catholic child shall be denied admission to a Catholic school because of the parent's inability to pay tuition. (Diocese of Knoxville Policy #1060.) Sacred Heart Cathedral School admits students after evaluation of the following criteria: Class size, admission priorities, age requirement, class make-up, pre-existing concerns and proper documentation.

I. CLASS SIZE

SACRED HEART CATHEDRAL SCHOOL will comply with STATE OF TENNESSEE regulations regarding class size. (Kindergarten - Grade 3 = 25; Grade 4 = 26; Grades 5-6 = 28; Grades 7-8 = 30.

II. ADMISSION PRIORITY

Effective August 1, 1996, Catholic students will be admitted to Sacred Heart Cathedral School in the following order:

1. Members of Sacred Heart Cathedral Parish
2. Members of Knoxville area parishes **without** schools
3. Members of Knoxville area parishes **with** schools

After parish status has been determined, the following criteria will be followed:

1. Students currently enrolled and in good standing* who register and submit their retainer fee for the upcoming year **by the appointed date** are automatically counted in the class rolls for grades K-8, including non-parish students and **non-Catholic** students.
2. **Catholic** and **non-Catholic** siblings of Sacred Heart Cathedral School students who are members of families wherein all school age children are in Catholic schools (grade 1-12).
3. Eldest or only **Catholic** student entering SHCS Kindergarten or Grade 1.
4. **Catholic** siblings of Sacred Heart Cathedral School students who are members of families wherein one or more school age children attend a **non-Catholic** school (grade 1-12).
5. **Catholic** students transferring from other Catholic schools.
6. **Catholic** students transferring from public schools.
7. New **non-Catholic** students.

**See page 2 at the end of "Cost of Education"*

III. COST OF EDUCATION (Catholic Students)

The cost of education for Catholic students is shared between the parents (tuition) and the Regional Catholic Schools Operating Fund (subsidy and assistance). Parishes shall pay to the Regional Catholic Schools Operating Fund an amount that will be used to fund the Standard Parish Contribution and additional tuition assistance. The Standard Parish Contribution is the difference between the cost of education and tuition. In order for Catholic families to receive the parish rate of tuition, each family must adhere to the following criteria.

- **Parents must be registered members and maintain an active status** in the parish that subsidizes SHCS and must have the Tuition Stewardship/Parish Affiliation Form signed by the Pastor.
- Children and their Catholic parents **must attend** Holy Mass every Sunday and other Holy Days of Obligation, as confirmed by their parish priest.
- Parents must contribute to their parish, as appropriate for circumstances of parents - time, talent and treasure.

If a family is Catholic, but not meeting these criteria, they will not be eligible to receive the Standard Parish Contribution or any extra tuition assistance. These families are required to pay the full cost of education.

IV. POLICY TO ADMIT NON-CATHOLIC STUDENTS

Non-Catholic students will be accepted on a space available basis as determined by the admission priorities of the school, and will be notified during the first part of June.

Returning non-Catholic students in good standing who register and submit their retainer fee for the upcoming year by the appointed date are automatically counted in the class rolls for the next year. Sacred Heart Cathedral School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school.

V. AGE REQUIREMENTS

According to the laws of Tennessee and Diocesan Policy #1030, a child must be five (5) years old by September 30 of the year entering Kindergarten; a child must be six (6) years old by September 30 of the year entering grade one, unless transferring from an accredited school in another state whose age requirements differ.

VI. CLASS MAKE-UP

Due to large enrollment and the number of requests received in the past, parent requests for classroom/homeroom placement are not accepted. If a child has a specific educational or emotional need of which his/her current teacher is not aware, parents may present the needs, **in writing**, to the assistant principal, **but no requests or non-requests regarding specific teachers will be taken. Any requests must be submitted by May 16th.**

Class Make-up - Continued

In order to achieve a good balance and to facilitate service for all children, the number of "special needs" children in a grade and/or room will be monitored and limited. "Special needs" include, but are not limited to, learning disabilities, emotional/behavior disorders, attention deficit disorder, English Language Learning (ELL), and gifted/talented.

NOTE: SHCS is not equipped to serve students with most physical handicaps.

VII. TRANSFER STUDENTS

To insure that SHCS can best serve all its students, the following criteria will be considered regarding students transferring into SHCS:

Academic Deficiencies
Conduct and Department Deficiencies
Expulsion from another school

Each applicant's history and situation will be carefully evaluated on an individual basis. NO student will be accepted until all documentation from his/her previous school is submitted to SHCS and reviewed. *(Please see the next section titled "Documentation" for a list of requirements.)*

Students in grades 7-8 transferring from another school will be placed on probation the first year of attendance at SHCS. Students in grades 1-6 may be placed on probation the first year of attendance at SHCS. A teacher recommendation from the previous school may be requested.

For more information on Probation, please look in the section titled "Conduct Expectations."

VIII. DOCUMENTATION

In order to process a student's application, the following must be provided.

- Completed Parent Evaluation Form (both sides – Grades 1-8)
- Completed admission application
- Copy of baptismal certificate
- Copy of birth certificate
- Copy of Social Security card
- Copy of student's most recent standardized test scores (if applicable)
- Copy of student's most recent and previous school years progress report/report card
- Copy of student's Special Education File (if applicable)
- For Catholic families - Copy of signed Parish Membership Certification
- For Catholic families new to the area - Letter of introduction from your pastor
- If you are applying for transfer in Grades 6 - 8, a recommendation from your pastor and an interview with our principal or assistant principal are also required.
- Any other pertinent information

Documentation - Continued

Failure to submit all of the necessary documentation slows the application process. Please submit all the necessary information when submitting the application.

Failure to provide pertinent information may result in the student being denied admission.

Individual readiness screening for Kindergarten is required and administered by SHCS staff.

For incoming students in grades 1-8, academic screening may be required as determined by the administration.

After a student receives his/her letter of acceptance, the following items must be provided:

- Additional Academic Screening for Placement
- Official transcript
- Tennessee Child Health Record - original green copy
- Non-refundable Retainer fee of \$175

IX. WITHDRAWAL PROCESS

When a student is withdrawn during the school year, the following steps should be completed:

1. Notify the admissions office in writing of the effective date of withdrawal.
2. All accounts (tuition, cafeteria, Young Folks, Preschool) must be paid in full, and athletic uniform, textbooks, and library books should be returned to the school.
3. Sign the *Authorization for Release of School Records* form at SHCS or at the new school the student will be attending.
4. A parent exit interview may be requested; however, parents are under no obligation to participate.

If a family is moving out of the Knoxville area or if SHCS determines that a student has special needs beyond our ability to serve the following steps should be completed:

1. Book, miscellaneous, technology and Home & School fees are to be paid in full.
2. All cafeteria and YoungFolks charges are to be paid in full.
3. All property of SHCS-textbooks, library books, sport uniforms, etc. – must be returned or paid for.
4. Tuition due for the school year is determined. Tuition due is a prorated amount based on the actual number of days the student attends. The prorated tuition is calculated using the net tuition amount for that school year. If tuition was paid up front, any difference remaining after all fees and charges have been paid will be refunded to family. If tuition is paid monthly by electronic bank draft, final monthly draft will be adjusted to cover tuition, fees and charges due and FACTS agreement will be terminated.

Withdrawal Process- continued

If a student is transferring from SHCS to a Knoxville area school the following steps should be completed:

1. Book, miscellaneous, technology and Home & School fees are to be paid in full.
2. All cafeteria and YoungFolks charges are to be paid in full.
3. All property of SHCS – textbooks, library books, sport uniforms, etc. – must be returned or paid for.
4. Tuition due for the school year is determined. Tuition due is a prorated amount based on the actual number of days the student attends plus 5% of the prorated amount. The prorated tuition is calculated using the net tuition amount for that school year. If tuition was paid up front, any difference remaining after all fees and charges have been paid will be refunded to family. If tuition is paid monthly by electronic bank draft, final monthly draft will be adjusted to cover tuition, fees and charges due and FACTS agreement will be terminated

***All fees and charges must be paid in full before records are released.**

ATTENDANCE

I. CALENDAR

A calendar of yearly events is provided at the beginning of each school year. It is the policy of SHCS to adhere as strictly as possible to the calendar so that parents can make long-range plans for special events, with minor exceptions.

II. SCHOOL HOURS

Kindergarten	7:55 a.m. - 2:00 p.m.
Grades 1 - 4	7:55 a.m. - 3:05 p.m.
Grades 5 - 8	7:55 a.m. - 3:25 p.m.

The school day begins at 7:55 a.m. Students who are not in their classrooms when the 7:55 a.m. bell rings will be marked tardy. Students will be allowed in their classrooms at 7:45 a.m. Students arriving before 7:45 a.m. must go to the assigned waiting areas. Students **still waiting for pickup after 3:20 p.m. from the 3:05 p.m. dismissal and 3:40 p.m. from the 3:25 p.m. dismissal will be sent to Young Folks.** This will be enforced for the protection of the students. Parents should have written authorization to pickup another child. Any parent picking up a child other than their own child assumes responsibility for that child.

III. PERFECT ATTENDANCE

Perfect attendance is defined as any student who has been present every day with no tardies or checkouts. Students are recognized at the end of the school year for Perfect Attendance.

IV. TARDINESS

It is the responsibility of the *parents* to ensure students arrive at school on time.

A. Excused Tardies

A tardy will be considered excused for the following reasons:

1. Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled at a time other than during school hours.
2. Students attending speech classes at another school.

Students must present a note from the doctor's office upon arriving at school for the tardy to be considered excused.

B. Unexcused Tardies

Tardies will be considered unexcused if a student is tardy for reasons other than those listed above.

Tardiness – Continued

All students who are not in their classrooms when the bell rings at 7:55 a.m. will be marked tardy. Students arriving late to school should report to the office for a late pass. After 8:00 a.m., a parent is required to sign in a student in grades K - 5. The students will be directed/escorted to the location of their class when they arrive at school. Students in grades 6 - 8 may sign themselves in at the school office. Students will not be admitted to class without a late pass. Students detained in the office or by a teacher should ask for an "admit pass" from the person who detained them.

Each student's attendance record is noted on each report card. At the end of the year, the total becomes part of the permanent record.

The number of days a student is tardy is recorded by the teacher and verified in the office. A time line has been established to keep parents informed. It is as follows:

12 Unexcused Tardies	Parents will be emailed a notification of concern from the Principal. The bottom portion of the email must be signed and returned to the office.
18 Unexcused Tardies	Parents will be emailed a notification of concern from the Principal. The parent is to schedule a conference with the Principal.
24 Unexcused Tardies	Parents will be emailed a notification that their child has been placed on probation. Copies of this email are forwarded to the Pastor and the Superintendent of Schools. The parent is to schedule a conference with the Principal to discuss terms of continued enrollment at SHCS. Terms of probation may include counseling with an outside provider approved by the administration. The parent will sign a probationary contract with the school. Failure to meet the terms of the contract may result in dismissal from school.

V. CHECKOUTS

Parents must send a note to the teacher in the event a child needs to check out of school at a time other than the normal dismissal time.

A child will be released from school only to his/her parents or to persons authorized by parents on the Authorization/Pick-up Form, which is kept on file in the school office. Parents must send a handwritten note to school if someone other than those listed on the form is to pick-up their child. SHCS reserves the right to request a picture ID before releasing the child from school.

Parents, or the person authorized on the appropriate form or note, must sign a child out. A parent coming to school to sign out a child must report to the office; the staff will call the child from the classroom.

Checkouts - Continued

To maintain a smooth school dismissal, children should not be checked out within 15 minutes of the dismissal bell for their grade level.

Kindergarten	No later than	1:45 p.m.
Grades 1-4	No later than	2:50 p.m.
Grades 5-8	No later than	3:10 p.m.

These timelines also apply for days when early dismissal is scheduled. Deduct 15 minutes from the dismissal time to determine the last checkout time for each grade level.

"Check Outs" are also recorded on report cards and permanent records.

VI. ABSENCE

It is the responsibility of the *parents* to ensure that students attend school. Frequent absences impede the learning process. After five (5) unexcused absences, the Superintendent will be notified as stated in Tennessee Code Annotated #49-6-3007 and Diocesan Policy #1050.

In the event a student has been absent for more than one third (1/3) of a grading period, the principal in consultation with the teacher may determine whether or not a grade is assigned for that grading period.

Since class participation comprises a significant portion of the grade, in the event that a student has thirty (30) absences (excused or unexcused) during a school year, the **Principal** will determine whether or not the student is retained in the same grade level.

Parental verification of the absence must be made to the school office by 9:15 a.m. every day of the student's absence, or the absence will be considered unexcused. Call the Homework/Attendance "Hotline" at 292-4160 to report an absence. The school should be made aware of serious and contagious diseases.

Parents are encouraged to schedule appointments for students with their doctors and dentists during times other than school hours; however, when necessity demands, the appointment should be made as early or as late in the day as possible.

A) Excused Absence - Absence will be considered excused for the following reason:

1. Personal illness of the student.
2. Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours.
3. Death in immediate family.
4. Reasons of extenuating circumstances to be judged by the Principal. These reasons must be submitted to the Principal in writing prior to the absence to be considered excused.

Absences - Continued

5. In the event a long-term assignment is due during a prearranged excused absence, the assignment must be turned in prior to the departure or grading penalties will result. (See Academic Affairs – Homework Heading for more information.)

B) Unexcused Absence

Absences will be considered unexcused if a student is absent for reasons other than those listed as excused.

C) Vacations

Vacations should not be scheduled when school is in session. Teachers will not give work prior to extended absences. Notes to the principal will not validate a vacation as an excused absence.

Educational Impact of Absences

5 Days Total Unexcused Absences	The Superintendent will be notified as stated in the Tennessee Code Annotated #49-6-3007 and Diocesan Policy #1050.
10 Days Total Absences	Parents will be emailed a notification of concern from the Principal. The bottom portion of the email must be signed and returned to the office. The Principal may schedule a conference if deemed necessary.
15 Days Total Absences	Parents will be emailed a notification of concern. The student will be referred to Support Team, who will make recommendations for an intervention plan as needed. A conference will be scheduled.
30 Days Total Absences	At this level of truancy, the student's academic progress will be evaluated and a determination will be made regarding promotion. In addition, the student may not be allowed to return to SHCS. The school will send a certified letter to the parents.

D) Making up missed work due to absence (Excused or Unexcused)

As stated in Diocesan Policy #1360, it is the responsibility of the student to make up assignments missed. Students have the number of days missed plus one to make up and turn in missed work. Upon returning to school, the student is responsible for seeing the teacher(s) concerning missed class and home assignments. This pertains to students in grades 1 - 8. The procedure for picking up books for absent students is outlined in the next section.

E) Picking up books for an absent student:

Students have the option to wait until they return to school to determine their missed work, or, books may be picked up at school on the day of the absence. Parents wishing to request **books** should call the Homework/Attendance "Hotline" at 292-4160 prior to 9:15 a.m. the day of the absence. This will allow the office to notify the child's teacher in a timely manner.

Absences - Continued

- For grades K-4, books may be picked up outside your child's classroom door between 3:05-3:20 p.m. Homework books not picked up by 3:20 will be put back in the classroom.
- For grades 5-8, the books may be obtained in the child's classroom from 3:25 - 3:40 p.m. It is the absent student's responsibility to make-up all missed work. Upon the student's return to school, it is the student's responsibility to follow-up with the teacher(s) and determine missed work. Assignments may be obtained online through RenWeb - ParentsWeb, or by speaking to the teacher when the student returns to school.

F) Making up tests:

It is important that tests are taken in a timely manner to assure the academic success of the student.

Grades 1-4

- Students in grades 1-4 should work with their teacher to make-up their tests.

Grades 5-8

- Students in grades 5-8 are expected to attend test make-up on Tuesdays after school, and are expected to make-up tests within two weeks of returning to school or the test grade will be a zero.
- It is the student's responsibility to plan attendance at Test Make-up the Tuesday following the absence.
- All other arrangements for test make-up must be made with the teacher.
- All students who plan to attend the Tuesday make-up sessions should **PLAN TO STAY UNTIL 4:30 PM.** Students need to bring homework or a book to read in case they are finished before 4:30. **In order not to distract other students still working, no student will be allowed to leave early.**

Grades 6-8

- Following an absence, students in grades 6-8 must check RenWeb-ParentsWeb for tests administered during the absence.

VII. INCLEMENT WEATHER

On days of inclement weather, please listen for school information on the following television stations:

WATE-TV	Channel 6
WBIR-TV	Channel 10
WVLT-TV	Channel 8

1. Sacred Heart Cathedral School will follow the same schedule that is determined by Knox County Schools, for the same number of days.

Inclement Weather – Continued

2. **If inclement weather begins during the school day**, we will follow the same dismissal/closing schedule as Knox County Schools. **PLEASE DO NOT CALL THE SCHOOL.** Parents are encouraged to use their own judgment concerning the pick-up of their children.
3. **Delayed Opening:** Sacred Heart Cathedral School will open at **8:55 a.m.** when we have a one hour delayed opening, and 9:55 a.m. when we have a two hour delayed opening. For supervision before that time, Young Folks will open at 8:00 a.m. when we have a one hour delayed opening, and 9:00 a.m. when we have a two hour delayed opening (there is a charge for this service).

Please always determine the safety of your own travel. Do not bring your child to school if your own neighborhood or driveway makes it unsafe. Please contact the school office if you have made this determination. Students whose parents have determined it was unsafe for them to attend because of weather will be allowed to make up any work or test.

VIII. CLOSING SCHOOL DUE TO ILLNESS

Our policy is to follow Knox County closings only for weather-related situations. Health related closings at Sacred Heart Cathedral School (and all other diocesan schools) are considered on a location-specific basis.

IX. YOUNG FOLKS INCLEMENT WEATHER POLICY

Young Folks will follow SHCS on the first two days of any weather event. If SHCS is closed past those first two days, a message regarding the program's opening may be heard by calling the Young Folks office at 584-8882.

ACADEMIC AFFAIRS

I. CURRICULUM

Kindergarten:

- Emphasis is on making the child's first experience with school successful and happy. Students are encouraged to work and create independently and in a group setting. In addition to the core curriculum, studies in Religion, Technology, Physical Education, Library, Art, Music, Science, and Foreign Language are also included. The school day is from 7:55 a.m. to 2:00 p.m. Before School (7:00-7:30 a.m.), Extended (2:00-3:20 p.m.), and After School Care (3:05-6:00 p.m.) is available.

Grades 1 - 5:

- Emphasis is on Religion, Reading, English, Writing, Math, Spelling, Science, and Social Studies. The curriculum also includes Library, Music, Art, Health, Physical Education, and Foreign Language. Technology is an integral part of the curriculum.

Curriculum – Continued

Grades 6 - 8:

- Strong **traditional core curriculum** in Religion, Literature, English, Math, Science, Library, and Social Studies. Technology is an integral part of the curriculum.
- In addition, students are grouped by ability and developmental readiness for Mathematics. Students meeting preset criteria may also be placed in Language Arts in grades 7 and 8 instead of English and Literature. Language Arts is an accelerated course focusing on English and Literature skills. In addition, Language Arts students take Spanish I and Spanish II.
- Students have the opportunity to take Theater, Art, Band, Speech and Technology. Students in grade 6 are required to take one quarter in each of the following areas: Spanish, Theater, Technology, and Art. Grades 7 and 8 are required to take a Fine Arts Course for one semester and one semester in Foreign Language. Students electing to take Band are exempt from the above requirements. Students with special needs may be assigned to a Tutorial class in lieu of the Fine Arts and Foreign Language requirement. Exemption will be determined by the student's special needs support plan and approved by the Principal. The fully developed Physical Education curriculum includes a variety of sports, overall physical fitness, and health.
- Student's leadership skills are encouraged in Student Advisory Council, National Junior Honor Society, Upward Trend Achievement Program, and other extracurricular and service activities.

SHCS's **in-depth ecology** curriculum makes students aware of the environment and mankind's responsibility for it. Off-campus experiences include Wesley Woods for Grade 3 and Camp Greenville for Grade 7. These, along with campus experiences, provide hands-on learning about ecology.

Students in Grade 7 extend their knowledge of Tennessee History and Government by a trip to our capital city, Nashville. Space exploration and aeronautic experiences come alive for students in grade 5 through their participation in the Huntsville Space Camp program. It is further extended in grade 6 to a visit to the Challenger Center in Chattanooga.

Students in Grade 8 have an enhanced American History experience through their travel to Colonial Williamsburg, Virginia.

Supplementing the core-curriculum, SHCS affords students with a myriad of opportunities for cultural, artistic, and social enrichment through various on campus and off campus experiences.

Service projects and charity work are an integral part of Sacred Heart Cathedral School life.

II. HOMEWORK

Homework assignments may include a continuation of work done during the day as a means of learning/retention, reading of material in preparation for class, study of material covered in class, and research projects, which require a longer period of time for completion.

Homework - Continued

Students should expect to spend the amount of time listed below on homework based on the student's grade level:

Grade 1:	15 to 20 minutes	Grade 5:	1 hour
Grade 2:	15 to 20 minutes	Grade 6:	1 to 1-1/2 hours
Grade 3:	30 minutes	Grade 7:	1-1/2 to 2 hours
Grade 4:	45 minutes	Grade 8:	1-1/2 to 2 hours

These time allotments for homework must, of necessity, be flexible. All children vary in their ability to perform any task. Parents are urged to help their child realize that study and review assignments are as vital and necessary as any written work. If a child chronically exceeds the amount of time listed when doing homework, please contact the teacher. After speaking with the teacher, if the problem persists, please contact an administrator. Missing/late assignments for Grades K-3 will be addressed at a developmentally appropriate level for each grade. Parents will be notified of missing/late assignments.

Missing/Late Assignments

Grade 4:

Daily assignments will be accepted one day late for 80% credit, two days late for 50% credit. Assignments will not be accepted for credit after two days, and a zero will be included in the student's grade average.

Grades 5-8:

In order to teach personnel responsibility and accountability, homework assignments must be turned in on the day due.

Long-term assignments that will be due during a prearranged absence should be turned in prior to the absence occurring.

Long-term assignments or projects will be penalized 10% for each day they are late up to three days. After three days, grading is at the discretion of the teacher and may result in a zero.

Parents will be contacted after a student has accumulated three zeros for late or missing assignments.

III. REPORT CARDS/INTERIM REPORTS

Report cards are issued at the end of each of the four nine-week grading periods. Letter grades or number grades represent, to the extent possible, the academic achievement of the student. Grades are also given for conduct and effort. The grades for each period are based on different forms of assessment, such as, but not limited to, daily work, recitation, assignments, and tests.

Interim reports for core subjects will be posted on RenWeb-ParentsWeb midway through the grading period for all students in grades 3-8. Computers are available in the Library for

Report Cards/ Interim Reports – Continued

parental use on the days of extended hours. Interim reports are designed to communicate to the parent and student that special attention needs to be given in the subject area.

Grading Codes: Grades 1-2; and Specials in Grades 3-5

G 93-100

S+ 91-92

S 79-90

S- 77-78

N 70-76

U Below 70

(Classes considered as Specials for Grades 3-5 are as follows: Art, Music, Physical Education, Foreign Language, and Library)

Grading Scale: Grades 3-8

A+ 98.50-100	B+ 90.50-92.49	C+ 83.50-85.49	D+ 74.50-76.49
A 94.50-98.49	B 87.50-90.49	C 78.50-83.49	D 71.50-74.49
A - 92.50-94.49	B - 85.50-87.49	C - 76.50-78.49	D - 69.50-71.49
			F below 69.49

(Letter only for Grades 3-4; Number and letter for Grades 5-8)

IV. **FIRST AND SECOND HONORS:** (grades 6-8)

Students in grades 6-8 are recognized for academic achievement by being placed on the Honor Roll, if they meet the following criteria.

First Honors: First Honors will be awarded to students with a grade average of 93 or higher, with no grade, including conduct, below an 86. The conduct grade must be an 86 or higher for the student to be eligible for First Honors. Courses for which class meets five days a week all year are weighted more heavily than other classes.

Second Honors: Second Honors will be awarded to students with a grade average between 90 and 92, with no grade, including conduct, below an 86. The conduct grade must be an 86 or higher for the student to be eligible for Second Honors. Courses for which class meets five days a week all year are weighted more heavily than other classes.

Students who qualify for First or Second Honors will have their name listed on the Honor Roll plaque in the front hall lobby. They also qualify for recognition through the Upward Trend Achievement Program, described in this section of the handbook.

V. TEACHERS ASSISTING STUDENT KNOWLEDGE (T.A.S.K.)

This tutorial program is designed to help those students in grades 6-8 who are facing challenges with their academic subjects. Teachers use a predetermined set of criteria to recommend students to the program coordinator.

VI. STUDENT ADVISORY COUNCIL

The Student Advisory Council is a class-based representative body, available to students in grades 6-8, acting on behalf of the SHCS student body. The council shall be a responsible liaison between the students, faculty and the administration and will act to promote positive relations with the students and staff.

The objectives of the Council shall be:

1. To promote leadership, stewardship, and service among the student body of Sacred Heart Cathedral School.
2. To offer suggestions to the Principal and staff regarding improvements designed for the enrichment of school life.
3. To serve as an advocate, supporter, and communicator of the school actions.
4. To engender an appreciation of Catholic education.

Membership:

Membership shall consist of one representative per homeroom in grades, six, seven and eight. There shall be one alternate per grade level.

Selection to Membership:

1. Requests for nominations shall be conducted the first two weeks of school. Students may nominate themselves or be nominated by others with the permission of the nominee.
2. Nominees will be provided a copy of the Student Advisory Council Guidelines. The student and parents must sign the appropriate form indicating that they can meet the expectations set forth for the Student Advisory Committee members.
3. Nominees will complete an essay, which should be between 50-100 words stating why they would like to serve as a Student Advisory Council Member.
4. Nominees will then read their essay to their grade level during a class assembly and the students will vote, by silent ballot, in their homeroom.
5. Nominees will be elected based solely upon speeches. Posters, fliers, candy, treats or tokens are not permitted.

Continued Eligibility:

1. Academic average of 90 or above, including conduct.
2. Representatives may have no more than (2) demerits or (1) detention per nine week grading period.
3. Representative shall not have a conduct referral or suspension.

Any student who does not maintain eligibility requirements will be asked to withdraw from Student Council.

VII. NATIONAL JUNIOR HONOR SOCIETY CRITERIA

Membership in Sacred Heart Cathedral School National Junior Honor Society is open to those students who have completed the first semester of seventh grade. Eligibility is based upon guidelines established by the National Association of Secondary School Principals as set forth in the National Junior Honor Society Handbook.

NJHS members are expected to conduct themselves in a manner that exemplifies high ideals with regard to academics, character, leadership, service, and citizenship. The student must meet the criteria set in each of the following areas.

- **Academics:** To be eligible for membership in NJHS, the candidate must have earned an academic grade point average of 93% or higher based upon grades earned in the areas of English, mathematics, science, social studies, foreign language (if taken), literature, and religion. In addition to the grade point average standard, the student must also meet the academic integrity standard. Students considered for NJHS may not have had any infractions as outlined in the Conduct Code of this handbook under the Academic Integrity section.
- **Character:** A student of character is one with integrity and is honest, courteous, respectful, reliable and able to own up to mistakes. She/he will treat other classmates well, both in and out of the classroom, as well as at events both on and off school campus
- **Leadership:** A student can exercise leadership by a positive attitude, demonstrating leadership in the classroom (i.e. volunteers to help teachers and classmates), is a role model who influences peers in upholding school ideals, and is able to do the right thing even when others are not.
- **Service:** A student shows service by cheerfully rendering requested service to church, community, teachers and school (i.e. represents the school in inter-school academic activities, contests, safety patrol, good attitude about clean-up in the cafeteria and homeroom duties, church ministries, etc.), and is willing to help when asked to do so.
- **Citizenship:** A student demonstrates citizenship by obeying all rules and requests, and by active involvement in school and parish life through activities such as clubs, athletics, plays, band, church groups, and Boy/Girl Scouts, etc.

All students meeting the academic requirements are then evaluated in other areas. Some of the criteria used are easily quantifiable, while others are not. The quantifiable criteria, such as meeting the academic guidelines, participating in school and parish life, and volunteering

National Junior Honor Society Criteria – Continued

are very evident and easily identifiable. Students should be mindful, however, that the actions they display at school and in the classroom on a day-to-day basis are also critical factors. Service and leadership activities can be documented by submitting the appropriate forms to be placed in the Upward Trend Program files. (*Recognition Program for Academic/Service/Leadership*)

In order to be eligible for membership in the Sacred Heart Cathedral School chapter of the National Junior Honor Society, a student must meet these criteria.

- Have a 93% or higher academic average for the semester
- Have a conduct average of 93% or higher for the semester
- Have completed and submitted documentation for four service and/or leadership activities each nine weeks or a total of eight per semester
- Have no infractions involving academic integrity or disrespect for teachers, peers, or property

Once inducted into NJHS, the student must maintain an academic average of 93%, as well as a 93% in conduct, for every nine-week grading period. This qualifies the student for recognition for Upward Trend Academics (Honor Roll). This alone is not sufficient to meet the NJHS requirement. Continuance in the NJHS is dependent upon maintaining all the standards for which the student was originally recognized. The student is required to perform a total of four service and leadership activities per quarter, with all accompanying documentation, needed to achieve Upward Trend recognition in the areas of service and leadership.

Students will be evaluated for these requirements each grading period; if the criteria are not met, the student will be given one probationary grading period to meet the requirements. If the requirements are not met, at any nine weeks after the probationary period, the student will not be allowed to continue as a NJHS member. The student's name will be removed from the NJHS roster, and the student's diploma and final eighth grade report card will not indicate that membership was achieved.

Certain behaviors, such as cheating on tests or assignments, plagiarism, vandalism of personal or community property, severe disrespect, fighting, or harassment or any action deemed serious by the administration may result in **immediate dismissal from NJHS with no warning or probation given.**

VIII. UPWARD TREND MIDDLE SCHOOL ACHIEVEMENT PROGRAM

The Upward Trend program recognizes middle school students for achievement in the areas of academics, service, and/or leadership, throughout the academic year. This program is designed to promote, support, and celebrate the efforts of students in the 6th, 7th, and 8th grades each nine-week term.

The recognition criteria for Upward Trend are:

- **Achievement of First or Second Honor Roll for a nine-week period (Academics).**

Upward Trend Middle School Achievement Program – Continued

- **Four outside-of-school-day service activities (or 4 hours) for a nine-week term (Service).** Examples of service activities include, but are not limited to: Help with setup/cleanup of Parish or Youth Ministry activities, baby-sit for school parent meetings, clean the church or school grounds, read to an elderly person, help with PSR activities, serve on the altar, cantor or a lector during Mass at a parish service, and serve a meal at a shelter or any other community service activity. Summer service hours can be applied to the 1st nine weeks.
- **Four leadership activities for a nine-week term (Leadership).** Examples of leadership activities include, but are not limited to: Volunteering as a junior coaching assistant for a children’s school group, Student Council or Youth Ministry Board membership, volunteering to be a “buddy” for a new student during the first quarter, organizing students to sing or pray at Mass for a quarter, creating/leading a service project, and facilitating resolution of a conflict between peers.

Students will be provided with a list of approved service and leadership activities. The homeroom teachers must approve other activities. It is recommended that this approval be given prior to participation in the activity.

Documentation of those students meeting the academic criteria is provided on the computer-generated list of Honor Roll students. The student is responsible for providing the documentation of service and leadership. This is accomplished by completing a form for each activity providing his/her name, and the date, time, location, description of activity, reflection, and a supervising adult’s signature. The completed form is added to the student’s “honors portfolio” manila folder kept by the student’s homeroom teacher. The status of a student is determined by the homeroom teacher’s review of the “honors portfolio” contents as available.

Students who receive Upward Trend recognition both quarters of a semester are recognized at the semester Rose Reception.

IX. CLASS PLACEMENT

Placement for classes in grades six, seven, and eight is determined by standardized test scores, report card grades, teacher recommendation, class size, writing sample (end of 6th grade), and Math Placement Test (end of 5th–7th grades). This process applies to standard and accelerated classes.

X. HOMEROOM PLACEMENT

In the spring, teachers make recommendations to the administration for class lists. The principal gives final approval of class lists. Decisions regarding homeroom placement are made based on the needs of the individual students, with special consideration given to the balance of the class in terms of gender, academics and special needs. Approaching teachers regarding homeroom placement creates an awkward situation, as the teachers know the school does not accept requests from parents for placement.

XI. PROMOTIONS/RETENTIONS

Promotion to the next grade level will be based upon the following criteria:

- The student has satisfied the requirements of his/her grade level.
- Progress of the child, especially in terms of maturity and ability to handle the academic program of the following grade.

Failure of the student to satisfy the requirements of his/her grade level may result in the student not being promoted to the next grade level. This may be dealt with in one of three ways by the school:

1. Retention – The determination of whether a student is retained is made by the principal. Diocesan Policy #1491 will be followed with regard to the retention of a student.
2. A student earning a final “F” average in reading or math for grades 3, 4 or 5, or a final “F” average in English, math, or reading/literature for grades 6-8, must make up the class in summer school, or through tutoring by a state certified teacher, or the student will be retained. Evidence must be given to the school that the student has satisfactorily completed this requirement before the student will be promoted to the next grade. It is the parent’s responsibility to make arrangements for the summer school experience. It is also the parent’s responsibility to provide evidence of completion of requirements. The school will hold the report card until such evidence is provided to the school. If evidence is not provided prior to the beginning of the next school year, the student will not be promoted to the next grade, and the report card will be marked to reflect this. Any school that has accepted a transferring student will be notified that the student has failed to meet the requirements for promotion to the next grade level.

Students in 8th grade not completing the necessary requirements will be ineligible to receive a graduation diploma. The diploma and report card will be withheld until successful completion of a summer program as outlined in the above statements has been verified by school administration. Any high school that has accepted the student will also be notified.

3. Transfer grade-to-grade (Diocesan Policy #1600) – A student may be **TRANSFERRED** to the next grade level if attainment of grade level requirements have not been met and the performance of the student is at his/her level of possible achievement, whether or not they have met official grade requirements. **Modified grades may be assigned to the student. Such grades should be noted on the report card.**

A student **TRANSFERRED** to the next level does not have to be certified as “learning disabled (LD), “handicapped,” or any other educational nomenclature, the student may simply be academically, emotionally, or socially challenged.

Professional staff may advise that the student be **TRANSFERRED** instead of **PROMOTED** to the next grade level. The principal will make the final determination.

XII. STANDARDIZED TESTING/PROFICIENCY ASSESSMENTS

Iowa Test of Basic Skills/ITBS Cognitive Abilities

Each spring, all Catholic schools in the Diocese of Knoxville administer a series of standardized tests (Iowa Test of Basic Skills grades 1-8), as a means of assessing each child's progress and achievement, thereby improving the instructional program as it relates to the child as an individual and to the class as a whole.

In addition, the Iowa Test of Cognitive Abilities Test is given to students in grades 3, 5, and 7. The Cognitive Abilities Test consists of three batteries: Verbal, Non-Verbal and Quantitative. Parents may contact a member of the administrative team or the educational psychologist to discuss the results and how it compares to student achievement.

TCAP Writing Assessment

The Tennessee Comprehensive Writing Assessment is administered each winter in grades 5 and 8 to evaluate writing proficiency.

Gateway Algebra Test

Eighth grade students who have completed the Algebra I course are given the state competency test for Algebra (Gateway) in the spring.

NCEA Assessment for Catholic Religious Education (ACRE) Test

Students in grades 5 and 8 are administered the National Catholic Educators Association ACRE test each spring to evaluate the religious education program at SHCS.

Students who miss testing for reasons other than illness may not be scheduled to make-up any of the above tests.

XIII. RECORDS/RECORDS RELEASE

School records are kept on file in the school office. If address or phone numbers change, the office should be notified immediately. Cumulative records are available for parents to review upon request.

When a child transfers to another school, all records of his/her progress will be sent to that school. A parent or legal guardian must sign the *Diocesan Request for Record Release* form before the school can transfer academic or health records. Academic records and report cards will not be released until all tuition and fees are paid in full and school property (i.e., athletic uniforms, textbooks, library books, etc.) has been paid for or returned.

For more information on the *Withdrawal Process* refer to page 3, section **VII. Transfer Students**.

SPECIAL NEEDS

All special needs policies, processes and procedures are taken from the Diocese of Knoxville Special Needs Handbook.

SHCS has two Special Needs Teachers, an Educational Psychologist, and a Guidance Counselor who can assist children with special needs.

Special Needs Program

Students who need additional instruction (as determined through the SHCS referral process) are offered specialized work in reading and/or mathematics through the special needs program.

Educational Psychologist

SHCS has an Educational Psychologist on staff that collaborates with teachers, parents, and school personnel about learning, social, and behavioral problems. The Educational Psychologist also assesses academic skills, learning aptitudes, emotional development, and eligibility for special assistance, student support plan, and/or adjusted curriculum plan.

Guidance Counselor

The Guidance Counselor works with the school community to provide a variety of guidance services: academic development, consultation, individual and small group counseling, guidance, and evaluation.

Psychoeducational Testing

Special testing may be administered by the Educational Psychologist to determine if a child has a particular learning disability or learning difficulty. These tests are administered at the recommendation of the Support Team in cooperation with the parents. The Support Team includes the following members of the administration: The Educational Psychologist, Guidance Counselor, the Special Needs Teacher and the classroom teachers.

Speech/Language, Hearing, and Vision Screening

All students applying to SHCS for Kindergarten are required to have a speech/language screening. This is offered during the Kindergarten screening and it is included in the screening fee. It may also be done by another speech pathologist chosen and paid for by the parent, or through Knox County Schools.

1. Hearing screenings are provided for each year students in kindergarten and grades 3, 5, and 7. The screenings are conducted by the Speech/Language Pathology Department at the University of Tennessee Speech Center.

Vision screenings are provided each year for students in second grade. The Opticianry Program at Roane State Community College conducts the screenings.

English Language Learner Program

The SHCS English Language Learner Program (ELL Program) addresses the needs of students who are learning English as a second language or students who are not English proficient. The Special Needs teachers work in conjunction with the classroom teacher to provide English as a Second Language (ESL) instruction or supplemental assistance.

GUIDANCE COUNSELOR

A School Guidance Counselor is available to confer with students in areas that may extend beyond academic matters. Students may meet with the counselor on a weekly, bi-weekly, or per required need basis. Students have access to the counselor through parent request, teacher request, or through student request. A student may see the counselor once prior to parental consent to resolve emotional disruption, behavioral concern, or peer conflict. Any further or regular visits require written parental consent.

CONDUCT EXPECTATIONS

God has given each of us unique and special talents. If we choose to discipline ourselves and nurture these gifts, the rewards will be magnificent. It is our utmost desire that you will endeavor to take the challenge and use your abilities and the fruits of the Holy Spirit to soar like an eagle!

We at Sacred Heart Cathedral School believe discipline should be directed at fostering and maintaining Gospel values conducive to learning and teaching. Remember that discipline comes from the word disciple. At SHCS, we promote individual discipleship, which requires us to love one another. To love one another, each child must grow in good judgment and become a self-disciplined member of the church community. Only a disciplined student body can enjoy a faith environment of creative learning, mutual respect, trust, and cooperation.

We are confident that parents offer their children responsibilities and duties at home that promote positive disciplinary habits. Together, parents and school staff share the goal of developing a well-disciplined character within each child. During the school day, the teachers and the administration are primarily responsible for providing and implementing guidelines for good behavior. Students who disregard the teacher's stated directions and safety regulations are subject to disciplinary consequences and additionally are at risk of injury.

We are committed to treating you with respect and we expect you, in return, to show respect to:

- *Staff* - SHCS staff members include administrators, teachers, teaching assistants, secretaries, custodians, cafeteria workers, and volunteers. Respectful cooperation with requests made by any one of these people is expected!
- *Students* - The rights, feelings, reputations, and personal property of others should be respected at all times by avoiding the following: pushing, scuffling, horseplay, hazing, harassing, and name calling.
- *Visitors* - When visitors are present at SHCS, treat them as honored guests by using your best "company manners!" Visitors include speakers, parents, volunteers, staff evaluators, workmen, etc.

Conduct Expectations-Continued

- *Yourself* - Self-respect is an essential quality of a successful person. To possess this quality, you must set high standards for both your mind and your body, and refuse to lower them. You should exclude any action that would show disrespect to your mind or body.
- Diocesan Policy #3020 - **Students in Catholic schools shall be models of mature, responsible, Christian behavior. Conduct unbecoming a Christian student, whether inside or outside of school, may be reason for dismissal from school.** The purpose is to ensure Christian example and deportment while in attendance at school, extracurricular, and non-school related events or activities.

I. CODE OF CONDUCT

Italicized words from this point forward to the end of this section are defined in the glossary at the end of the conduct section of the handbook.

For any school or organization to be operated in an efficient and orderly manner, there must be a code of conduct. There are general school expectations that are set for all students during school hours, as well as school functions on or off school grounds. These expectations are outlined below.

HONOR CODE

Each student is asked to abide by the following honor code:

I promise to be honest and respectful to others by not lying, stealing, or cheating, or allowing others to lie, steal, or cheat.

GENERAL SCHOOL EXPECTATIONS

School-wide Expectations

- Respect yourself and others
- Follow instructions the first time given
- Move in a quiet and orderly manner
- Keep personal space by keeping hands, feet, and objects to yourself
- Use equipment appropriately
- If an adult holds up his/her hand, students should be silent.

Hallway Expectations

- Stay to the right
- Be courteous
- Move in a quiet and orderly manner

Cafeteria Expectations

- Clean up after yourself
- Use proper table manners

Code of Conduct-Continued

Playground Expectations

- Stay in the line of sight of the teacher
- Display good sportsmanship
- To ensure the safety of all students, aggressive or dangerous behavior is prohibited

Dismissal Expectations

- Sit, Watch, and Listen in the designated area
- Students boarding cars in the parking lot must remain in the designated area until escorted to the car by an adult
- Keep food and belongings in book bag

Use of Playground Equipment Expectations

The following behaviors are not permitted:

- Throwing swings over top bars
- Jumping off swings
- Jumping off equipment
- Twisting swings
- Throwing or kicking mulch, rocks, or sticks
- Any other behavior deemed inappropriate by teacher/administration

Athletic Event Expectations

- Good sportsmanship by students/athletes shall prevail at all times.
- Students must be accompanied by an adult when attending athletic events on campus.
- Only athletes participating in the sport's event are allowed on the gym floor or playing area.
- Wrestling, running and/or horseplay by the spectators is not permitted during basketball.
- Students may not stand under the basketball goal during free throws.
- Students shall be respectful of our Eagle mascot by not pulling or bumping the mascot during the games.

Policy on Bullying

Verbal and/or physical bullying in any form will not be tolerated by Sacred Heart Cathedral School. Incidents of bullying or suspected bullying should be immediately reported to the Principal. Consequences will be strictly enforced following the conduct code guidelines.

II. CONDUCT PROCEDURES

These procedures are outlined by grade level:

Grades K - 3

- Conduct procedures for grades K - 3 vary according to grade level.
- Conduct policies and procedures are sent home by the teachers at the beginning of the school year.
- These policies/procedures must be signed by the parent and returned to the teacher by the stated deadline.
- Expectations are posted in all classrooms.

Conduct Procedures-continued

- The teacher may send students to the office as deemed necessary. An *office referral* may be given to any student who is sent to the office for a behavior problem such as those listed in Level One. A *conduct referral* may be given to students beginning in grade 4.
- Students committing more serious offenses, such as those listed in Level Two, Three, or Four may receive consequences such as *suspension, probation, or expulsion*.

Grades 4 - 8

- Expectations are posted in all classrooms.
- Conduct policies and procedures are sent home by the teachers at the beginning of the school year.
- These policies/procedures must be signed by the parent and returned to the teacher by the stated deadline.
- Students begin each week with a conduct grade of 100%.
- If an expectation is broken, a warning may be given or points deducted from the conduct grade. Giving a warning is at the discretion of the teacher.
- Six points are deducted from the weekly conduct grade for each infraction.
- *Grade 4 only* – 18 points deducted from weekly conduct grade for *office referral*/24 points deducted from weekly conduct grade for *conduct referral*.

Grades 5-8

- In some cases, a *demerit* may be automatically given. (See Level One for examples)
- If a student receives a 70% or below for a given week, he/she must attend *after school detention* the following week. Three *after-school detentions* will make it necessary for the student to attend *Saturday school*.
- After a student serves one *Saturday school* any further grades of a 70% or below for a given week will result in an *in-school suspension* and the student will be placed on probation.
- The assistant principal tallies infractions weekly.
- *Demerits* and *detention* notices are distributed on Mondays, unless more information is needed. In such cases, notices will be distributed as soon as the information is gathered and a final determination is made.
- The weekly conduct grades are averaged at the end of the grading period and the average is reported on the student's report card.
- Students receiving two *conduct referrals* may be placed on probation.
- Students committing more serious offenses, such as those listed in Level Two, Three, or Four may receive consequences such as *suspension, probation, or expulsion*.
- 24 points will be deducted from the weekly Conduct grade for *Conduct Referral*.

III. CONSEQUENCES OF MISCONDUCT

Our expectations are high and the consequences are definite.

Students in Catholic Schools shall be models of mature, responsible, Christian behavior. **Conduct unbecoming a Christian student, whether inside or outside of school, may be reason for dismissal from school.** (Dishonor to School: Public Scandal (Diocesan Policy # 3020)

Decisions regarding disciplinary matters are made at the most appropriate level. Sanctions for infractions of rules and regulations are imposed with dignity, fairness, consistency, and consideration for all. The infractions and sanctions are presented in progressive order with the least severe being Level One, and the most severe being Level Four. The final decision regarding the severity of infractions is the responsibility and at the discretion of the Principal.

A. Level One Infraction (Handled by Classroom Teachers and Administrators)

These behaviors hinder orderly classroom procedures and instruction. Expectations for behavior are outlined in the Conduct policies and procedures, which are sent home at the beginning of each school year. If unmodified, such misbehaviors may escalate to a more serious level, as well as cause the development of very inappropriate behavioral habits by individual students.

Some examples of Level One infractions include, **but are not limited to**, the following:

Inappropriate Behavior	Recommended Consequence	
	K-4	5-8
I. Academic Integrity		
Cheating (Copying homework)	Office Referral/Loss of grade points	Demerit/Loss of grade points
Talking during a test	Office Referral/Zero on test	Demerit/Zero on test
Dishonesty/Lying	Office Referral	Demerit
II. Aggression (Physical/Verbal)		
Horseplay/Roughhousing/Running in Hallway	Office Referral	12 points/ Demerit
Other behaviors of similar severity	Office Referral	Demerit
Name calling/putdowns	Office Referral	Demerit
III. Poor Stewardship		
Chewing gum before, during, or after school, on field trips, or participating in a school related event.	Office Referral	Demerit
Food /Drink (out of designated area/inappropriate use)	Office Referral	Demerit
Inappropriate use of playground equipment	Office Referral	12 points/ Demerit
Littering (Anywhere, anytime on campus or off campus school-sponsored activities)	Office Referral/Restitution	Demerit/Restitution
Throwing objects/food. Throwing, kicking mulch, rocks or sticks.	Office Referral	Demerit
Vandalism (i.e., writing on desks; writing in hardback books)	Office Referral/Restitution/ Clean Area	Demerit/Restitution/ Clean Area

Inappropriate Behavior	Recommended Consequence	
IV. Other School Rule Violations		
Being in an undesignated area without permission	Office Referral	Demerit
Inappropriate displays of affection	Office Referral/Warning/ Counseling	Office Referral/Warning/ Counseling
Inappropriate Language/Profanity	Office Referral	Demerit
Failure to serve detention	N/A	Two detentions are assigned
Misbehavior during Mass/Prayer Service		Demerit
Name taken three times during one class		Demerit
Writing/Passing notes		Demerit
Unmodified Behavior – Failure to comply with repeated requests from teachers during school day	Office Referral	Demerit
Talking during a fire drill	Teacher Discretion	Demerit

AND - Any of the following as appropriate:

- Behavior Contract
- Guidance Referral
- Parent Contact
- Restricted Activities or Privileges

Note: The school administration is always available for support and suggestions. If a student refuses to accept the teacher's assignment of consequences, the student's behavior moves immediately to an administrative level.

B. Level Two Infractions (Handled by administration and/or Discipline Review Team)

These behaviors, either by frequency or seriousness, indicate a pattern of misbehavior or a behavioral problem, which hinders the student's personal or academic progress or disrupts the learning climate of the school.

Subsequent disciplinary action may include, but is not limited to, an *office referral*, *conduct referral*, or *in-school suspension (ISS)* or *out-of-school suspension (OSS)*.

Some examples of Level Two infractions include, **but are not limited to**, the following:

Inappropriate Behavior	Recommended Consequences
Unmodified Level One behavior	Conduct referral → ISS → OSS
Repeated behaviors of similar severity	Conduct referral → ISS → OSS
Leaving campus without permission	ISS → OSS
Forged note or document	Conduct referral → ISS → OSS
<i>Harassment/Hazing/Sexual Harassment/Taunting</i>	Conduct referral → ISS → OSS
Slurs (i.e. Racial, Ethnic, Other)	Conduct referral → ISS → OSS
Plagiarism/Cheating/Copying another person's work	Conduct referral → ISS → OSS Loss of credit/ Parent contact
Computer usage violation	Conduct referral → ISS → OSS Loss of privileges

Inappropriate Behavior	Recommended Consequences
Fighting	Conduct referral → ISS → OSS
Defiance/disrespect/insubordination	Conduct referral → ISS → OSS
Stealing	Conduct referral → ISS → OSS
Inappropriate language/profanity	Conduct referral → ISS → OSS
Inappropriate gestures/pictures/music	Conduct referral → ISS → OSS
Verbal abuse toward another student	Conduct referral → ISS → OSS
Vandalism (writing on walls, doors, damaging property)	Conduct referral → ISS → OSS
Inciting others to engage in inappropriate behavior (i.e., urging others to fight)	Conduct referral → ISS → OSS
<i>Bullying*</i> / Cyber Bullying	Conduct referral → ISS → OSS

*All reports of bullying will be passed on to the Administration.

Upon review of the infractions, actions deemed more serious by the administration may be dealt with as a Level Three offense.

The school has a moral and legal responsibility to provide a safe learning environment for all students. A student accused of a serious wrong may be placed on home study pending an outcome or adjudication. (Diocesan Policy #3002)

C. Level Three Infractions (Handled by Administration and/or *Discipline Review Team*)

These behaviors include acts directed against persons or property. Level Three behaviors also result in a student's unwillingness to take responsibility for or to correct previous behaviors.

Some examples of Level Three infractions include, **but are not limited to**, the following:

- Continuation of Level One and/or Level Two behaviors
- Vandalism
- Theft (petty)
- Inappropriate language/profanity or other verbal abuse toward/about students or staff
- Sexual harassment
- Racial/Ethnic Harassment
- Insubordination/Disrespect (Extreme)
- Gambling/Possession of gambling devices
- Excessive number of disciplinary references
- Possession/use of tobacco products
- Pulling fire alarm
- Discharge of fire extinguisher
- Threats to others (written, verbal, or electronic)
- Cyber bullying

Consequences of Misconduct-Continues

Any THREAT or misrepresentation by words, actions, written documents or drawings, or electronic communications which may be construed as a "threat" to another (person or group of persons), or may be perceived to be cause for harm to anyone in the educational setting shall be reason for suspension from school. The Principal shall judge the level of severity of the threat be it expressed in words or actions.

Strict probationary measures as a condition of readmission must be in place as well as any medical and/or psychological intervention that may be deemed necessary by the Principal in consultation with the Superintendent.

The Principal MUST take strict and swift measure. (Diocesan Policy #3105.)

Due to the seriousness of these offenses, any of these actions may result in **removal from school, probation, in school suspension, out-of-school suspension, and/or expulsion.**

The school has a moral and legal responsibility to provide a safe learning environment for all students. A student accused of a serious wrong may be placed on home study pending an outcome or adjudication. (Diocesan Policy #3002)
Restitution and/or police involvement may be necessary.

D. Level Four Infractions (Handled by Administration)

These behaviors, because they are illegal or pose an extreme threat to the safety of others, require administrative action and may result in the **immediate removal from school, out-of-school suspension, and/or expulsion.**

Intervention of law enforcement authorities may be required. Tennessee school authorities are obligated to report established criminal offenses to law enforcement.

Some examples of Level Four infractions include, **but are not limited to** the following:

- Possessing, receiving, buying, transmitting, selling, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, crack, alcoholic beverage, controlled substance, any illegal substance, mind-altering substance, inhalant, or intoxicant of any kind. (Diocesan Policy #3090)

A student shall not buy, sell, transfer, or use any drug, medication, inhalant, or other substance, which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance:

- On the school grounds during and immediately before or after school hours
- On the school grounds at any other time when the school is being used by any school or non-school group
- Off the school grounds at a school-related activity, function, or event
- In vehicles when students are being transported to or from a school-related function, activity, or event

Consequences of Misconduct-Continued

- Possessing, handling, or transmitting any object(s) that can be considered a weapon or dangerous object of no reasonable use to the student at school. (Diocesan Policy #3110)
- On the school grounds during or immediately before or after school hours
- On the school grounds at any other time when the school is being used by a school or non-school group
- Off the school grounds at a school-related function, activity, or event
- In vehicles when students are being transported to or from a school-related function, activity, or event (Cf.T.C.A. 39-17-1307; 39-17-1309; 49-6-4204 through 49-6-4210; 49-6-4301)
- Theft (Larceny)
- Vandalism
- Assault/Battery
- Arson
- Bomb Threat
- Possession/use of noxious or explosive materials

IV. GLOSSARY OF CONDUCT TERMS

Bullying

Displaying behavior that is habitually cruel to others who are weaker; to treat abusively; to afflict by means of force or coercion; to use brow beating language or behavior; harassment.

Conduct referrals

A conduct referral may be given to any student in grades 4 - 8 who is sent to the office for infractions outlined in Level Two. A conduct referral form is issued to the student by the assistant principal and must be signed by the parent.

A student in grades 4 - 8 who receives a conduct referral will have 24 points deducted from his/her conduct grade for the week.

A student who receives more than two conduct referrals during a school year may be placed on probation.

Confiscation

Items may be taken from students because they are prohibited on school grounds, are a distraction, or not part of the uniform. These items may be returned to the student or parent at the teacher's/administrator's discretion.

Glossary of Conduct Terms-Continued

Demerit

A demerit may be given to any student in grade 5-8 who has his/her name taken three times in one class per day. There are also actions that may result in an automatic demerit. Examples of infractions that result in a demerit are listed in the section for Level One offenses. This is not an exclusive list. A demerit is issued to the student by the assistant principal and must be signed by the parent. A student in grade 5-8 who receives a demerit will have 18 points deducted from his /her conduct grade for the week.

Detention

Students in grades 5-8 who earn a conduct grade of 70 or lower for the week will be required to serve detention from 3:30 - 5:00 p.m. on the following Thursday. If a student misses an assigned Thursday detention without a written excuse for sickness, or through prior arrangements made with the assistant principal, he/she will be required to make up two detentions. Otherwise, there will be one make-up detention required.

Discipline Review Team

This is a team consisting of the principal, assistant principal, guidance counselor, and one or more faculty members.

Electronic Devices

SHCS's policy relating to electronic devices states that the use of electronic devices such as cell phones, iPods, blackberries, games, etc. is prohibited during hours and after school academic activities, such as T.A.S.K. test make-up, or detention. The school hours are defined as 7:30-3:45.

Cell phones and other electronic devices must be turned off and in the student's backpack. If a cell phone goes off during class, or if a student has the cell phone with him/her and not in his/her backpack, the student will receive a demerit, and the phone will be confiscated until a parent or guardian can pick it up from the Principal or Assistant Principal. If a student is caught using any electronic device during the school hours, the student will receive an automatic detention, grades 5-8, and an office referral, grades 1-4.

- The history/content of a confiscated device may be reviewed. If the content is in violation of the SHCS conduct code then additional consequences may be given.
- Students may be held accountable for electronic communication or postings on student web pages or blogs, such as MySpace or Facebook, etc, that are in violation of the schools conduct code.

Harassment

To vex, trouble, or annoy continually or chronically. To disturb, irritate, etc., in a petty, nagging way, bullying and hazing. In other words, harassment is any mean word or act that hurts a person's body, feelings or possessions.

Glossary of Conduct Terms-Continued

Hazing

To harass by banter, ridicule, criticism, or inflammatory/disrespectful remarks.

In-school suspension

This consequence involves placement of the student in a designated class/room. Students are expected to complete all daily assignments while serving in-school suspension. In grades 4 - 8, a student who receives an in-school suspension will have 30 points deducted from the weekly conduct grade for the first day of suspension and 10 points will be deducted for each additional day. An in-school suspension automatically places a student on probation. All students are also suspended from extracurricular activities for the period of the suspension.

Office Referral

An office referral may be given to any student in grades K - 4 sent to the office for a behavior problem as listed in Level One and Level Two. A student in grade 4 receiving an office referral will have 24 points deducted from the conduct average.

Out-of-school suspension

Students placed in out-of-school suspension may not attend classes or participate in any school functions, including extracurricular activities, for the period of the suspension. A student in grades 4 - 8 who receive an out-of-school suspension will have 30 points deducted from the weekly conduct grade for the first day of the suspension and 10 points deducted for each additional day. An out-of-school suspension automatically places a student on probation. The student will receive a zero for all work, projects and tests that take place on the day(s) of the suspension.

Probation

Any student may be placed on probation for academic or behavioral cause. Probation will result in a contract among the student, parent, and the school. The contract is specific to the student. Failure to meet the terms of the contract may result in dismissal from SHCS.

Conditions under which a student may be placed on probation include, but are not limited to the following:

1. Any student in grades 1-8 transferring from another school may be placed on probation the first year of attendance at SHCS. A Teacher Recommendation Form from the previous school may be requested.
2. Any students in grades 4-8 with a conduct grade lower than 80 for a nine-week grading period will be put on probation for the remainder of the school year. If the student receives a conduct grade lower than 80 for the final grading period of one school year, he/she may be placed on probation the following year.
3. Behaviors outlined in the conduct code.
4. As deemed necessary by the school administration.
5. Students in lower grades may be placed on probation for repeated office referrals.

Glossary of Conduct Terms-Continued

Saturday School/Detention/Probation:

1. A weekly conduct grade of 70 or lower will result in after-school detention.
2. After three detentions, the student will be required to attend Saturday morning school in uniform, from 9:00 a.m. – 11:00 a.m.
3. After serving Saturday school, subsequent infractions that would warrant a detention, will instead result in an automatic in-school suspension.
4. Any infraction that warrants a conduct referral will instead result in an automatic in-school suspension.
5. After an in-school suspension given for any reason, any subsequent offenses may result in an out-of-school suspension.
6. After serving an out-of-school suspension, subsequent infractions may result in the student being asked to withdraw from SHCS.
7. Level III and IV infractions will be applied as written.
8. Repeated behavior problems may result in out-of-school suspension and/or expulsion.

Uniform Infraction

A student in grades 3-8 who receives a uniform infraction will have 6 points deducted from his/her conduct grade for each infraction.

SCHOOL UNIFORMS

Philosophy

The SHCS uniform is a visible reminder of our identity as a Catholic community with cherished traditions and values.

Wearing the SHCS uniform emphasizes an atmosphere of respect, courtesy, and responsibility. It establishes a feeling of community and equality within the school, minimizes distraction in the classroom, promotes self-discipline, and encourages high personal standards.

Students are expected to adhere to the uniform code everyday throughout the entire school year. It is the parent's responsibility to see to it that the students follow the uniform code. Parents may be called to correct the problem if a student arrives at school out of uniform.

Uniform Infractions

Students in grades 5-8 arriving at school not in uniform or found out of uniform during the school day will be issued a uniform infraction notice. One copy of the notice will be turned in to the Principal, and one copy is given to the student to take home. This notice is designed to inform the student and parent of the infraction and it is the responsibility of the student to give the notice to the parent. The form should be signed and returned to the school office the next day. The school may follow-up with a phone call if the form is not returned.

Students in grades K-4 not coming to school in the proper uniform will be sent an "Out of Uniform Reminder". This form is designed to inform the parent their student needs to make a change to their uniform. There is a place for the parent to sign and return the form to the teacher acknowledging that the change will be done.

The number of uniform infractions will be recorded in the school office. If a student continues to receive infractions, a conference will be scheduled with the Principal, teacher, parent, and student to remedy the situation. A student in Grades 5-8, who receives a uniform infraction, will have 6 points deducted from the week's conduct grade. Subsequent infractions will result in subsequent points deducted.

In the event of an emergency regarding the uniform, the parent should address a letter to the homeroom teacher stating the problem.

SHCS Dress Code

Clothing in compliance with the SHCS dress code may be purchased locally from Educational Outfitters.

Grades K- 2 General Dress Code		
ITEM	DESCRIPTION	LOGO
Shoes	1- Solid white tennis shoes. No high-tops or mid-tops. 2- Leather dress shoe-low cut-solid black, brown, or navy. 3- Black & white or navy & white saddle oxfords (girls only.) (no boots, jellies, sandals, slides, backless shoes, clogs, uncovered or open shoes, platform soles, heels 1 inch or less.)	
Belt	Solid color black, brown or navy belt must be worn with pants and shorts.	
Undershirt	Only solid white undershirt may be worn under the uniform shirt.	
Sweatshirt	Navy sweatshirt with white SHCS embroidery logo.	Yes
Sweater	1- Navy long sleeve v-neck sweater. 2- Navy v-neck sweater vest. 3- Navy cardigan sweater.	
Outerwear	Navy/black zip-up fleece. (Only from Educational Outfitters); may be worn with uniform.	Yes
PE Uniform	1- White T-shirt with/without navy eagle logo. 2- Navy mesh shorts with white eagle logo. (Educational Outfitters) 3- White socks. 4- Athletic shoes of any type may be worn in PE class (Soles must be non-marking; Black soles are not permitted.) These MAY NOT be worn as part of uniform. Note: Due to time constraints and lack of facilities for changing clothes, boys in grades K-2 wear their uniform pants or shorts to PE and may change into their PE shirt. Girls in grades K-2 wear either their uniform pants or PE shorts under their jumper. Jumpers should be removed before PE class.	Yes

Grades K- 2 Dress Code Options		
ITEM	DESCRIPTION	LOGO
K- 2 Girls		
Pants	Navy pants-pleated or flat front.	Yes
Jumper	Plaid, pinafore style. (Only white round collar blouse or white turtleneck may be worn with jumper.)	
Blouse	White, round collar blouse – long or short sleeve with navy SHCS logo on the collar.	Yes
Shirt	White knit shirt-long or short sleeve- with SHCS navy logo may be worn with pants only.	Yes
Turtleneck	White turtleneck may be worn under a sweater, sweatshirt, or with the jumper.	
Socks	1- White or navy socks may be worn with pants or jumpers. 2- White, or navy knee socks, or white tights must be worn with jumper during November 1-March 31 (Note: tights, but no leggings, may be worn from November 1 to March 31.)	
K- 2 Boys		
Pants	Navy pants-pleated or flat front.	Yes
Shorts	Navy shorts may be worn year round.	Yes
Shirt	White knit shirt-long or short sleeve- with SHCS navy logo.	Yes
Socks	1- White or navy socks may be worn with pants. 2- White socks may be worn with shorts	

Grades 3- 5 General Dress Code		
ITEM	DESCRIPTION	LOGO
Shoes	1- Solid white tennis shoes. No high-tops or mid-tops 2- Leather dress shoe-low cut-solid black, brown, or navy 3- Black & white saddle oxfords (girls only) (no boots, jellies, sandals, slides, backless shoes, clogs, uncovered or open shoes, platform soles, heels 1 inch or less.)	
Belt	Solid color black, brown or navy belt must be worn with pants and shorts.	
Undershirt	Only solid white undershirt may be worn under the uniform shirt.	
Shirt	White knit shirt-long or short sleeve-with the navy SHCS logo.	Yes
Oxford	White button down oxford shirt -long or short sleeve -with navy SHCS logo.- must be worn on dress uniform days.	Yes
Sweatshirt	Navy sweatshirt with white SHCS embroidery logo.	Yes
Sweater	1- Navy long sleeve v-neck sweater. 2- Navy v-neck sweater vest.	
Outerwear	Navy/black zip-up fleece. (Only from Educational Outfitters); may be worn with uniform.	Yes
Dress Uniform Code	Grades 3-5 dress uniform code is required on certain days of the school year. These days include All School Mass days, game/event days for student athletes, field trips, off-campus activities and other days as designated by the school principal or pastor. The "dress uniform" is described below.	Yes
PE Uniform	1- White T-shirt with/without navy eagle logo. 2- Navy mesh shorts with white eagle logo. (Educational Outfitters) 3- White socks. 4- Athletic shoes of any type may be worn in PE class (Soles must be non-marking; Black soles are not permitted.) These MAY NOT be worn as part of uniform. 5- Gym bags are required for 4 th and 5 th grade. Due to storage constraints, oversized gym bags may not be used. Note: Grades 4 and 5 change into full PE uniform for PE class. Due to time constraints and lack of facilities for changing clothes, boys in grade 3 wear their uniform pants or shorts to PE and may change into their PE shirt. Girls in grade 3 wear either their uniform pants or skorts.	Yes

Grades 3- 5 Dress Code Options		
ITEM	DESCRIPTION	LOGO
3- 5 Girls		
Pants	Navy pants-pleated or flat front.	Yes
Blouse	White, round collar blouse – long or short sleeve with navy SHCS logo on the collar.	Yes
Skort	Plaid Skort may be worn year round. Must be worn as dress uniform. Length: should not be shorter than 3 inches above the knee.	Yes
Dress Uniform	Plaid skort; white knee socks; long or short sleeve white button down oxford shirt with navy logo. Navy long sleeve v-neck sweater or v-neck sweater vest (sweater is required during November 1-March 31.)	Yes
Socks	1- White or navy socks may be worn with pants or skorts 2- White or navy knee socks must be worn with skort during November 1-March 31.	
3- 5 Boys		
Pants	Navy pants-pleated or flat front.	Yes
Shorts	Navy shorts may be worn year round.	Yes
Shirt	White knit shirt-long or short sleeve- with SHCS navy logo.	Yes
Dress Uniform	Navy pants or shorts; white socks with shorts; long or short sleeve white button down oxford shirt with navy logo. Navy long sleeve v-neck sweater or v-neck sweater vest (optional.)	Yes
Socks	1- White or navy socks may be worn with pants. 2- White socks may be worn with shorts	

Grades 6- 8 General Dress Code		
ITEM	DESCRIPTION	LOGO
Shoes	1- Solid white tennis shoes. No high-tops or mid-tops 2- Leather dress shoe-low cut-solid black, brown, or navy 3- Black & white saddle oxfords (girls only) (no boots, jellies, sandals, slides, backless shoes, clogs, uncovered or open shoes, platform soles, heels 1 inch or less.)	
Belt	Solid color black, brown or navy belt must be worn with pants, shorts, and skorts.	
Undershirt	Only solid white undershirt may be worn under the uniform shirt.	
Shirt	White knit shirt-long or short sleeve-with the maroon SHCS logo.	Yes
Oxford	White button down oxford shirt -long or short sleeve -with maroon SHCS logo.- must be worn on dress uniform days.	Yes
Sweatshirt	Maroon sweatshirt with gold embroidery SHCS logo.	Yes
Sweater	1- Maroon long sleeve v-neck sweater. 2- Maroon v-neck sweater vest. Note: One of these is required for girls on dress uniform days in winter season.	
Outerwear	Gray/black zip-up fleece. (Only from Educational Outfitters); may be worn with uniform.	Yes
Dress Uniform Code	A middle school dress uniform code is required on certain days of the school year. These days include All School Mass days, game/event days for student athletes, field trips, off-campus activities and other days as designated by the school principal or pastor. The "dress uniform" is described below.	Yes
PE Uniform	1- Ash gray t-shirt with maroon eagle logo or ash gray school team sport t-shirts. 2- Maroon mesh shorts with white eagle logo. (Educational Outfitters) 3- White socks. 4- Athletic shoes of any type may be worn in PE class (Soles must be non-marking; Black soles are not permitted.) These MAY NOT be worn as part of uniform. 5- Gym bag is required. Due to storage constraints, oversized gym bags may not be used. Note: All students in middle school change into full PE uniform for PE class.	Yes

Grades 6- 8 Dress Code Options		
ITEM	DESCRIPTION	LOGO
Girls 6- 8		
Pants	Khaki or navy pants-pleated or flat front.	Yes
Skort	Khaki or navy skort may be worn year round. Skort Length: Skort should not be shorter than 3 inches above the knee.	Yes
Dress Uniform	Navy skort; white knee socks; long or short sleeve white button down oxford shirt; maroon long-sleeve v-neck sweater or v-neck sweater vest (sweater is required during November 1-March 31.)	Yes
Socks	1- White, navy, or khaki socks may be worn with pants 2- White socks may be worn with skorts. White knee socks must be worn with girls' dress uniform. Socks must be visible with no logo.	
Boys 6- 8		
Pants	Khaki or navy pants-pleated or flat front.	Yes
Shorts	Khaki or navy shorts may be worn year round.	Yes
Tie	The school tie may be worn with a white oxford shirt. Required for dress uniform days.	
Dress Uniform	Navy pants or shorts; long or short sleeve white button down oxford shirt; school tie; maroon long sleeve v-neck sweater or v-neck sweater vest (optional).	Yes
Socks	1- White, navy, or khaki socks may be worn with pants. 2- White socks may be worn with shorts. Socks must be visible with no logo.	

Non-Clothing Standards	
Jewelry	<ol style="list-style-type: none"> 1- Only one set of earrings may be worn – one earring in each ear. Earrings must be button-type and no larger than ½ inch in width. 2- Boys may not wear earrings 3- No visible tattoo or body piercing is permitted. 4- Only one Catholic/Christian necklace may be worn. The necklace must be a chain. No chokers allowed. 5- Watches with alarms that sound during the school day will be collected and sent to school office. Parents may retrieve watches in principal's office. 6- Only one ring per hand may be worn. 7- No lapel buttons may be worn on any part of the SHCS uniform. 8- Sunglasses are not permitted in the building. 9- No bracelets or bracelet watches are allowed.
Make-up	<ol style="list-style-type: none"> 1- Make-up is not permitted in grades K-7. 2- Light make-up (no glitter) is permitted for girls in the 8th grade only 3- <u>Only pale pink or clear nail polish (no glitter) is permitted for Grades 6-8.</u>
Hair	<ol style="list-style-type: none"> 1- Hair must be neat, clean, combed and hang above the eyebrows. 2- Boy's hair should not hang below the collar. 3- Combs, picks or brushes should be kept in purses/backpacks/pockets. 4- Hair bows, hair bands or scrunchies must be in good taste and match the uniform.

General Appearance Expectations/Uniform Code Enforcement Standards

- All uniform items must be neat, clean, fit properly and not be frayed or torn.
- Proper uniform is expected at all times while in the school building, during school mass and at all off-campus school events.
- Shoelaces should be tied at all times.
- Velcro on shoes should be fastened at all times.
- The backs of shoes should be worn properly – not "stomped down."
- No manufacturer logo permitted on socks.
- Shirts should be tucked in at all times with waistbands clearly visible.
- No "rolling", "blousing" or "folding" of the shirt is permitted.
- No oversized or undersized blouse or shirt is permitted.
- No oversized or undersized sweatshirt or sweater is permitted.
- Maximum number of buttons on a shirt that may be unbuttoned at the top is two.
- Oxford shirt collars must be buttoned.
- Long sleeve oxford shirtsleeves may be rolled up.
- Underwear should never show.
- Sleeves of undershirts should not be visible below uniform sleeves.
- Only solid white t-shirts may be worn under shirts and blouses.
- Girls must wear solid white undergarments under white school uniform shirts.
- Pants, shorts and skorts must be worn properly at the waist - no "sagging."
- "Rolling" of the waistband of shorts and skorts is not permitted.
- The hemline of shorts and skorts should be no shorter than 3 inches above the knee.
- Pant legs are to be hemmed or cuffed, not rolled up.

- Belt must be worn at all times with pants, shorts and skorts. A standard (not ornamental) belt buckle is required.
- Ties must be properly tied at all times.
- Hats and sunglasses are not permitted in the building.
- Only sweatshirts, sweaters and fleece items listed in the uniform code may be worn in the building and to Mass.
- School sweaters and sweatshirts must fit properly and may not be tied around the waist or shoulders in the school or church building.
- All size or fitting problems must be documented in writing to the school office. You must show that proper fitting has been attempted by Educational Outfitters.

Dress Code For Non-Uniform Days

On non-uniform days, students are expected to dress appropriately for the school environment and maintain the same level of modesty and neatness that is required throughout the school year.

- Students will not be allowed to wear sundresses or tops with spaghetti straps.
- No wide-legged or "sagging" pants or shorts may be worn.
- Skirts should not be shorter than 3 inches above the knee.
- T-shirts with reference to beer or alcohol or other inappropriate slogans and pictures may not be worn. Oversized T-shirts are not permitted.
- Nice jeans are permitted but they must not be patched or torn. No cut off shorts, slacks, or jeans.
- Tight shorts or slacks are not permitted.
- Tights and/or leggings without skirts or knee-length shorts are not permitted.
- Beach shoes, shower shoes, flip-flops, and crocs, are not permitted. Open toe shoes are only permitted for girls 6-8 for special dress up occasions. Shoes must have backs.
- Midriff must be covered.
- No "short" shorts, shorts should be no shorter than 3 inches above the knee.
- Notification of specific off-campus experiences having different dress codes will be provided to parents in writing.

A student coming to school dressed inappropriately on a non-uniform day may be required to call his/her parents for a suitable change of clothes. The student will remain in the office until the change of clothes is provided. The decision of the office as to "appropriate" will be final.

The principal has final authority in all decisions regarding SHCS uniform code enforcement standards.

EMERGENCY/ILLNESS

Emergency information must be maintained in the school office for each student. Any changes in emergency contacts or phone numbers should be promptly reported to the office.

A student with a temperature of 100° or higher should stay at home. If a child becomes ill during school hours and needs special attention, the school clinic worker or volunteer will notify the parent/guardian. Students with a temperature of 100° or higher will be sent home. If unable to locate the parent, the name and number noted on the emergency form will be called. In the event that there is still no response, an attempt will be made to call a relative or friend. No child will be sent home without parental permission or a person previously designated to take the place of the parent.

In the event of an emergency occurring at school when neither parents nor emergency contacts can be reached, the school will seek appropriate medical attention for the injured child, as authorized annually on the SHCS medical release. Efforts to reach parents will continue.

I. COMMUNICABLE DISEASES

When a suspected case of chicken pox, measles, impetigo, hepatitis, mumps, conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, or other communicable disease is reported, parents will be called immediately to take the child home. A head lice check of all students may be conducted at school twice yearly.

If a child has been ill with fever, fresh cold, sore throat, skin rash, skin eruption, or vomits, he/she should not be in school. **A child should be free of contagion, fever and vomiting for twenty-four hours before returning to school.** In an effort to minimize the exposure of children to illness, students leaving school with a fever will be required to remain home for an entire school day. For example, a student leaving school on Tuesday with a temperature of 100° or higher will not be able to return to school until Thursday.

Strep Throat

When a child has confirmed strep throat, he/she should remain out of school for at least 36 hours after treatment, either oral antibiotics or injection (week-end days would count as time away from school). When the student returns he/she should have a signed note from the physician stating that the child should no longer be infectious. These notes should be turned in to the office. A signed note from the physician allowing a student to return before the 36 hour treatment period will be accepted. **Please do not send your child to school while waiting for the results of his/her strep throat test,** because of the risk of exposing other students.

The office should be notified immediately when a communicable disease is diagnosed.

II. MEDICATION

Diocesan Policy #1390: Schools shall not dispense prescription medication to students except when prescribed by a doctor and provided by the parent. A designated staff member, either the child's teacher or office personnel must always dispense this medicine.

Students taking prescribed medication either at home or during school hours must also take this medication when participating in off campus trips. (Day trips and overnight trips)

If a child is on prescription medication that is administered during school hours or while on off campus trips, the parent must submit a medication authorization form, which is available in the school office. This form must be completed and signed by the parent AND the physician.

Over the counter medication may be administered when a signed medication authorization form is provided with the parent's signature, along with the medication. Medication must be provided in the appropriate dosage for the child's age.

Medication should be brought to the office in the original or prescription bottle. The pharmacist may be instructed to dispense the medication in two bottles, one for home, one for school.

All medicines must be brought to the school office. Students may not carry medicines on their person during the school day and/or school-related functions.

III. SCHOOL CLINIC

In the event of illness or injury a student is sent to the clinic. If the injury or illness warrants further care, the parent is notified. The clinic is staffed by Red Cross Trained Personnel. This involves making simple observations of a sick or injured child and giving care in accordance with training. Red Cross personnel may NOT make a diagnosis, prescribe treatment or medication, treat infection, give care to eyes or ears other than first aid, or perform any procedure requiring sterile technique.

SPORTS

Middle School students (grades 6-8) are given the opportunity to participate in extra-curricular activities through SHCS's association with the Knoxville Independent Schools League and other independent sports leagues. Students who are selected may participate in basketball (6-8 boys and girls), cheerleading (7-8 girls), football (6-8 boys), soccer (6-8 boys and girls), volleyball (6-8 girls), tennis (6-8 boys and girls), cross-country (6-8 boys and girls), and golf (6-8 boys and girls).

I. GENERAL ELIGIBILITY REQUIREMENTS

- A. **Participation Limit**
Students may participate in only one school-sponsored team at a time.
- B. **Attendance on Game Days**
Students must be at school at least one-half day on the day of the event to be eligible to participate in extra-curricular activities after school. Students must stay until or arrive before 11:30 a.m.
- C. **Test Make-Up**
Any student scheduled to attend the afternoon test make-up session must attend test make-up before attending practice or playing in a game.
- D. **Discipline Policies**
Any student receiving detention during the regular season must attend detention before attending practice or playing in a game.
- Any student receiving an in-school suspension, (ISS), or out-of-school suspension (OSS) is also suspended from participating in practices and games, or any related activities, for the duration of the suspension.
- E. **Athletic Examination**
In compliance with Diocesan Policy #3001, students wishing to tryout for **any** school sanctioned athletic activity must provide written documentation of a recent physical examination. Sports physicals must be completed after June 1st for the upcoming school year. Sport physical forms may be obtained in the school office or the athletic office and must be on file in the athletic office prior to the tryout or pre-season workouts.
- F. **Athletic Fee**
Each student is expected to pay an athletic fee for each sport's team that they participate in at SHCS. The Athletic Director or coach will collect the fees. These fees will be used to pay for equipment, uniforms, league fees, officials at games, etc.

General Eligibility Requirements-continued

G. Tryouts

SHCS student athletes will receive a copy of the SHCS Athletic Handbook, which outlines the program and parent/student expectations and opportunities. **Before** a student can participate in any sports tryout or practice, the following **MUST BE COMPLETED**:

- The form at the end of the athletic handbook must be signed by the participating student and parent, and returned to the Athletic Director.
- Coaches may send a letter stating the expectations they have for the students on a particular team. These must be signed by the participating student and parent, and returned prior to tryouts.
- Parent information meetings may be scheduled prior to tryouts for any given team. When scheduled, attendance at the meeting is required. Failure to attend this meeting may result in the students not being permitted to tryout for the team.

II. ACADEMIC ATHLETIC ELIGIBILITY POLICY

All students participating on a sports team must maintain a "C" (77%) or better grade average on each subject, including conduct. After the team roster is selected, student athlete's grades will be evaluated. The following will apply:

- Any student with a deficiency (grade below "C" (77%)) will be placed on immediate playing probation. (Please refer to the definition of "Playing Probation" in the following section.)
- Any student without a deficiency will have his/her grades evaluated at each interim and at the end of each nine-week grading period during the sports season. Any deficiencies will result in the following:

First Deficiency - "Playing Probation"

When a student athlete's grades are evaluated at the specified times and a deficiency is found, the student is placed on playing probation until the next scheduled check, usually four and one-half weeks. Playing probation means:

- The Assistant Principal and Principal will monitor the student athlete's grades during this probation.
- Students may practice and play.
- The parent has the option to limit the student's participation.
- Serves as notice to the student and parents that special attention may need to be given by the student to his/her academics.
- Student will automatically be referred to the T.A.S.K. program.

Academic Athletic Eligibility Policy –continued

Second Deficiency - “Non-Playing Probation”

When a student’s grades are evaluated at the specified times and a deficiency is found, the student is placed on non-playing probation. Non-playing probation means:

- Once the non-playing probation becomes effective, the student may not practice or play while on non-playing probation.
- The student’s eligibility is evaluated on a weekly basis. A weekly check-in with the Assistant Principal is required on Thursday. The student will be given a grade sheet that must be completed and signed by all teachers on Friday and turned in to the Assistant Principal at the end of the day. Failure to comply may result in immediate dismissal from the team. If the student has a “C” (77%) or better average in each class, and/or has turned in all assignments for the week, the student may be reinstated to the team.
- If the student does not meet the above requirements, the student remains on non-playing probation for the following week, and the above procedure is repeated. The student may be reinstated at the end of any week until the next specified evaluation time.
- Even if a student is reinstated at the end of a given week, the student’s grades will be checked at the end of each week as stated above. Failure to maintain the grade/homework requirement will result in the student returning to non-playing probation for the following week.
- This procedure is repeated until the next specified grade check. Failure to comply with the grade requirement at that time will result in the student being removed from the team.
- A student may not sit with the team or be in the locker room during games when suspended from participation.
- Attendance in the T.A.S.K. program or other approved tutoring arrangement is highly encouraged.

Third Deficiency - “Permanent Removal”

When a student’s grades are evaluated at any other specified interval for the remainder of that sport’s season and a grade is below a “C” (77%) average, the student is removed from the team permanently.

Permanent removal means:

- Student removed from current team or any team-related activities for the remainder of the season.
- Student may not practice or play with the team.
- Student may not sit with the team during games or be in the locker room with the team during games.
- Student does not appear in team pictures.

The athletic director will notify students and parents of deficiencies in writing. The effective dates of the probation or removal will be given in the letter.

Academic Athletic Eligibility Policy –continued

Each student athlete is evaluated on an individual basis. The Athletic Committee can make exceptions when it believes that probation is not in the best interest of the student athlete. All appeals should be made in writing to the Principal.

Please remember that this policy is made in order to insure that student athletes are given the most support in meeting their academic responsibilities. The Athletic Committee gathers input from a team of teachers to determine exceptions based on the specific needs of the student athlete. Please help your child understand that the time of ineligibility is to be used in a beneficial manner so that the student athlete will be able to bring up his/her grades.

III. SPORTS EVENT ETIQUETTE

Conduct of Spectators:

- Conduct himself or herself in a Christ-like manner as an adult or student representing the school.
- Comply with all school regulations.
- Respect the property of others and the authority of those who administer the competition.
- Control one's temper and refrain from criticism of officials, coaches, and/or students/athletes.
- Cheer in a sportsman-like manner.
- May be asked to leave sporting event if not following school policies.
- Respect the judgment and strategy of the coach and do not criticize players or coaches for loss of a game.
- Appreciate a good play, no matter who makes it.
- Cooperate with and respond enthusiastically to cheerleaders.

Gymnasium Etiquette

- All students must remain in the gym during the event. Any student found outside, unsupervised by an adult, **may be barred from attendance at future games.**
- Only players are allowed on benches or in locker rooms.
- Spectators may not sit on the window ledge or on the floor behind the end lines.
- Volleyballs and basketballs are for the use of team members during practice and during games. Spectators and players who are not playing may not use them.
- Spectators must maintain sportsman-like behavior at all times.
- Coaching by spectators is prohibited.

GENERAL INFORMATION

I. BIRTHDAY PARTIES/GIFT GIVING

Parents having a party for their child to which the entire class is not invited must extend invitations by phone or by mail and not distribute them at school. When the entire class is invited, the invitations may be distributed in the classroom, but the student, not the teacher, will be responsible for distributing them. The invitations may not be distributed through the Friday Folder. Special birthday arrangements should not take place on school grounds (i.e., limousines, costumed characters, etc.). If there are any questions, please call the school office.

Parents bringing special treats and snacks must check with the teacher prior to bringing them. Since Sacred Heart Cathedral School is part of the National School Lunch Program, special treats will not be allowed in the cafeteria.

Parents bringing special snacks to school should bring the snack to the office to be delivered. This method of delivery is not as disruptive to the classroom.

Holiday and special occasion gifts should be exchanged outside of school.

II. BOOKSTORE

The bookstore, located in the front hall of the school, is open to students every morning between 7:45 and 7:55 a.m. A variety of items are available.

III. CAFETERIA

Sacred Heart Cathedral School strives to serve nutritionally balanced meals as required by the National School Lunch Act. Therefore, the school prefers that parents do not bring outside (fast-food) lunches or treats to school for their children. However, if the parent chooses to provide an outside lunch they may do so for their child only. Parents may eat lunch with their child at the guest table. Students bringing a lunch to the SHCS café can not heat items brought from home due to staffing and safety issues.

The cost of lunch is as follows:

Kindergarten- 3 Grade	\$2.50
Grades 4 - 8	\$2.75
Milk	\$.60 per milk
Bottled Water	\$.75 per water

A'la Carte: A'la Carte items are also available for purchase for grades 2-8. Parents may advise the Cafeteria Manager if they do not wish his/her student to purchase a'la carte items.

Prepayments for Meals: Method of payment for all items including hot lunch, milk or bottled water, as well as a'la Carte items must be prepaid by check or cash. If a parent desires not to have a prepaid amount available, they must send cash to purchase items each day.

Money deposited in accounts will remain throughout the student's tenure at Sacred Heart Cathedral School. When a student graduates, the remaining balance will be transferred to any younger sibling's account. If a student does not have any siblings at Sacred Heart, a check for the remaining amount will be issued from the Business Office or credited towards any outstanding school balance.

Balances: Statements will be printed for each student whose balance is less than \$10.00. These statements will be sent home in the student's Friday folder. If at any time you need to know your student's account balance, please call the Cafeteria Manager at (865) 558-4123. A recent transaction history may be requested at any time by the family.

Charge Policies: Recognizing that students may forget to bring lunch money to school or may deplete the prepaid account, the charge policy is established for emergency situations only. It is not to be used on a daily basis or as a "credit card" for meals.

To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden on the school, the following procedures will be effective for meal charging on a limited basis:

- Only a meal from the menu may be charged.
- No a'la carte items may be purchased.

The family will receive a charge statement in the Friday folder. All previous charges must be paid in full prior to the last two weeks of school.

IV. CHAPERONE EXPECTATIONS

Any parent serving as a chaperone for an educational trip/outing must have a signed Diocesan Liability Waiver (form 1180 D) on file with the teacher. Parents who provide private vehicle transportation to school sponsored trips or events must complete Diocesan Volunteer Driver Information (form 1180 C) prior to the trip. This form provides information regarding current driver's license, make and model of vehicle, and insurance carrier with policy expiration dates. The minimal, acceptable liability limit for privately owned vehicle is \$100,000/\$300,000. Siblings of students may not accompany parents/chaperones during field trips, parties, or field day.

V. CONDUCT AT ASSEMBLIES/PERFORMANCES

One of the many goals of any school program or concert is to teach appropriate etiquette to our students. Guidelines to keep in mind include the following:

- A. Members of the audience should neither call out nor wave to the performers.
- B. Members of the audience should be quiet when performers are on stage. This is especially important when performers are listening for their cue.
- C. All members of the audience are asked to remain seated. Small children are expected to remain seated with their parent(s). No unsupervised children may sit near the stage, as they often can be distracting to participants.
- D. Smoking and chewing gum are not permitted.
- E. Please turn off cell phones and modify beepers to a quiet signal mode.
- F. Students who are not involved in the program must remain with his/her class during the program.

The children work very hard preparing for school programs. By following the above guidelines all school events can be fun, memorable experiences for everyone.

VI. COMMUNICATION

SHCS makes every effort to communicate with parents. This is accomplished through several different methods:

School to Parent

- 1. RenWeb-ParentsWeb
- 2. School Website
- 3. Parent Update (monthly newsletter, posted on RenWeb-ParentsWeb).
- 4. Actions (quarterly publication, mailed directly to the home).
- 5. Friday Folders (sent home each Friday, includes teacher notes, school information, etc.) In an effort to conserve resources, some school-wide communications will be sent home with the youngest child in the family enrolled at SHCS. SHCS provides a Friday Folder for each child; a \$3.00 replacement fee is charged for lost folders.
- 6. Report Cards
- 7. Interim Reports: Reports for grade 4 are sent home in the Friday Folders. Reports for students in grades 5-8 with an 80% or below in any subject are mailed home.
- 8. Minutes of School Board meetings (posted in the vestibule of SHCS).
- 9. Minutes of Home and School Association meetings (posted in the vestibule of SHCS) and a synopsis of the meeting is included in the Parent Update
- 10. Grades K - 4 teacher letters (sent home in the Friday Folder)
- 11. Parent-Teacher conferences (scheduled during October or November for parents who believe one to be necessary, and as needed throughout the school year)
- 12. Notes/e-mail to parents (specific to your child)
- 13. Phone call to parents (regarding something specific)
- 14. Meetings with the principal - The principal may schedule parent education sessions each year. All interested parents are invited to attend.
- 15. State of the School address by the principal.

16. Open House, the Transitioning to Middle School meeting, and other meetings as scheduled.

Parent to School

1. E-mail to teacher.
2. Send a note with your specific request or concern addressed to whom it is to be delivered (i.e., office, teacher, etc.)
3. Phone call to school and leave a message for the person with whom you wish to speak.
4. Parent meetings or conferences (In order to prevent interruption of valuable class time or to prevent interruption of teacher's schedule, even brief meetings should be by appointment.)
5. Participation in Home and School Association meetings.
6. Attending the School Board meetings.
7. Parent Focus Groups - Parents are targeted for attendance at subject specific focus groups as needed. These meetings typically have an open invitation to all parents.
8. Call, send a note, or schedule an appointment with the principal.
9. Questionnaires/surveys/ballots - These are sent home as needed. All parents are encouraged to complete and return them.

VII. EDUCATIONAL TRIPS/OUTINGS

Educational trips serve as an important aspect and privilege of our school curriculum. The trip usually has direct application to a unit of work studied by the students in a certain grade level during the school year. Adequate preparation for the trip is made with the class to indicate the nature of the trip, its purpose, things to be observed and/or recorded, and any special plans or requirements for the trip.

The parent of each child who participates in any field trip must sign the Diocesan Field Trip form. (Diocesan Policy #1180) **Verbal permission by phone will not suffice for any off-campus field trip.** If a child lacks this permission, he/she will not be permitted to leave the school grounds.

Students taking prescribed medication, either at home or during school hours, during school hours must also take this medication when participating in off campus trips. (Day trips and overnight trips) You will receive communication from the trip coordinator on how the medication is to be dispensed.

As such trips are considered a privilege rather than a right, the administration, with faculty consultation, reserves the right to deny a student a particular trip for disciplinary reasons or for the common good or safety of the group. When paying for field trips, please send a check or the exact amount of money (for each child) in an envelope with the child's name, the amount enclosed, and the name of the field trip on the outside of the envelope.

Students who do not attend a scheduled trip are required to come to school. These students will be given assignments to complete, which will be graded and included in the nine-week average. Incomplete assignments will result in zeros.

All chaperones must comply with the Diocese of Knoxville's policy & procedure relating to the prevention of sexual misconduct. The sponsor of the field trip must submit a list of chaperones to the parish secretary two weeks prior to the trip. Proof of Virtus training, and a background check; must be on file with Sacred Heart Parish office. (Please review section XXVI for more information).

VIII. ELECTRONIC DEVICES

The use of electronic devices, such as Palm Pilots (PDA's), cell phones, pagers, and games, etc., is prohibited during school hours and after school academic activities, such as T.A.S.K., test make-up, etc. See conduct section.

IX. EXTENDED DAY CARE/YOUNG FOLKS PROGRAM

Sacred Heart "Young Folks Program" is a paid service, which encompasses many programs. Young Folks offers Before School Care (7:00 - 7:30 a.m.) for grades K - 8, Extended Care (2:00 p.m. - 3:00 p.m.) for kindergartners; After School Care (dismissal - 6:00 p.m.) for K -8; and non-school day supervision (7:00 a.m. - 6:00 p.m.) for K - 8. Young Folks operates year round. Activities include field trips, supervised study, video games, sports, and arts and crafts.

For the safety of your child(ren), it is SCHOOL POLICY that children who are **not picked up from school by 3:20 p.m. for the 3:05 p.m. dismissal, and by 3:40 p.m. for the 3:25 p.m. dismissal, are sent to Young Folks.** All SHCS students are required to register for Young Folks. We are required by the Department of Education to have certain information on file for all students who attend the program. This is necessary in the event of an emergency. If you believe that the only time you might need this service is in case of an extreme emergency, it is required that you enroll in at least "PLAN D." **For more information please call 584-8882.**

X. FORGOTTEN LUNCHES, HOMEWORK, LIBRARY BOOKS, AND P.E. UNIFORMS

In an effort to help build personal responsibility and also to minimize classroom interruptions we ask that parents not bring forgotten lunches, homework, library books, PE uniforms, and band instruments to school for delivery to the classrooms. Students may charge a hot lunch if they leave their packed lunch at home or in the car. These items should not be given to the safety patrol for delivery.

XI. MESSAGES

In order to facilitate a smooth flow at dismissal time, and to avoid possible missed messages, we ask that parents not call the office staff to deliver messages to their children unless an emergency occurs. Please communicate car pool information, appointments, etc., with your children prior to school hours because the school cannot guarantee that messages of this nature will be delivered by the end of the school day.

XII. HOLDING ROOM

This service is provided from 3:05 - 3:25 p.m. only for the students in grades K - 4 who must wait for a sibling in grades 5 - 8 to be dismissed at 3:25 p.m. All other students remaining for

extracurricular activities after the 3:05 p.m. dismissal that do not start immediately after school must report to Young Folks for after-school care.

XIII. GRIEVANCE PROCEDURE

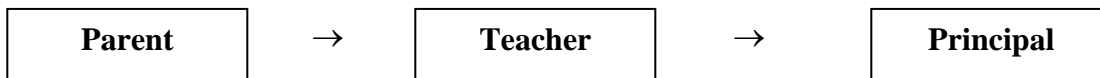
The Diocese of Knoxville recognizes the right of parents to appeal school decisions affecting their children.

In keeping with the Catholic Church's principle of subsidiary, problems, concerns, and questions should be solved/directed to the **lowest level whenever possible**. Before initiating a formal appeal, the person is encouraged to dialogue with the individual against whom they hold the grievance. **Failure to comply with this policy could result in delay of the resolution of any grievance.** (Diocesan Policy #3045.)

Should a question or concern arise, the parent should contact the teacher involved before discussing the matter with anyone else. Often times, a problem can be solved in a few minutes at the grass roots level.

If at any time a parent desires a conference, write a note to school personnel or call the office and leave a message for the teacher and he/she will contact you for an appointment. Please do not come in to see the teacher before, during, or after school without an appointment. **Do not call teachers at their home**, unless the teacher indicates otherwise.

In the case of unresolved issues, Diocesan Policy #1420 defines the process to be used. This process is outlined in the following flow chart:



- If there is a grievance with a teacher or other staff member, parents should first consult with the teacher before conferring with the principal.
- If there is a grievance with the principal, parents should first consult with the principal.
- When attempts at dialogue do not result in a resolution at the local level, the case may be formally appealed to the pastor and superintendent, in said order.

XIV. HOME AND SCHOOL ASSOCIATION

The Home and School Association of Sacred Heart Cathedral School is composed of parents of students at SHCS, faculty members, and other interested parishioners. The officers of the organization include President, Vice President, Secretary, Treasurer, Past President and Faculty Representative. Ex officio members include the principal, pastor, and associate pastor(s).

Requests for nominations are solicited from the membership in March by a letter to all members of the Association. All nominees are placed on the ballot. The members then elect officers from the nominees in April by ballot to the general membership.

The purpose of the Association is to be of service to SHCS and to provide a better understanding between home and school. To accomplish this, the Association has set the following objectives:

- To promote open communication among the parents, faculty, and administration.
- To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
- To encourage families in the involvement and participation of spiritual, intellectual, social, and physical programs of the parish and school.
- To be available to offer support, assistance, and advice to the Pastor, Principal, and the school board members on policies and improvements designed for the enrichment of school life.
- To offer through well-planned programs, information and entertainment of particular interest to parents.
- To encourage and cultivate high standards of Catholic family life.
- To engender a greater appreciation of Catholic School education.
- To foster the political action of parents as advocates regarding national, state, and local legislation that affects Catholic schools as well as the lives of students and parents.

The standing committees of the organization are: Home Room Coordinators, Teacher Appreciation, Gift Wrap, Dinner Auction, Mentor Family, Lost and Found, Educational Promotions, Maroon Lagoon (cafeteria), Clinic Volunteers, First Impressions, Student Recognition, Uniform Closet, and Teacher Wish List. The Home and School Association also provides a representative to the School Committee and Development Committee. The Home and School Association is solely supported by the volunteer efforts of its membership. Please, take an active role in your child's education.

There are monthly Board planning meetings and several General Membership meetings per year. Anyone wishing to address the general membership should contact a member of the Executive Committee two weeks prior to the meeting. Unless exempted by the presiding officer, member's speeches shall be limited to three minutes.

XV. LIBRARY POLICIES

Library Mission: To support and enhance the mission of Sacred Heart Cathedral School while providing a wide range of learning resources to encourage a lifetime of learning and reading for pleasure.

Library Hours: Monday, Wednesday, and Thursday 8:00 a.m. - 4:00 p.m.
Tuesday and Friday 8:00 a.m. - 3:45 p.m.

PLEASE NOTE THE AFTER SCHOOL TIMES. **Students in grades K - 4 must be accompanied by an adult, and should come after 3:20 p.m.** because there are classes using the Library until

the end of the school day. Middle school students (grades 5-8) may come on their own after school with parental permission. Students who are expected at Young Folks or holding rooms must check in and receive permission before coming to the Library. All users must enter and work quietly in order not to disturb others using the library.

Library Classes: All students are required to check out library books each week. The check out limit for Kindergartners and first graders is one book. Second through eighth graders may check out two books. Students are welcome to exchange library books after school or during the day with a pass from a classroom teacher.

Behavior in the Library: Students are expected to be courteous and to respect fellow students, the school staff, the library facility, its furnishings, and the library materials. The library is a place to study, read, write, browse, and check out books. All users must enter and work quietly in order not to disturb others using the library. **Please do not bring food, drink, candy or gum into the library. Cell phones should be turned off.**

Loan Period and Renewals: Books are checked out for a one week loan period, but may be brought back during library class to be renewed. Students must return books each week in order to check out new books and to allow other students access to their books. Please encourage children to be responsible for their own library books by helping them remember their books on library class day and by following our school policy that parents should not deliver forgotten materials during the school day.

Overdue Books: Books should be returned on time. We do not charge fines, but overdue notices will be sent home in Friday envelopes.

Lost and Damaged Books: Lost books and books that are damaged beyond repair must be paid for before students will be allowed to check out other books. Students are responsible for damages to library materials which occur during the time the materials are checked out to them whether or not they actually caused the damage themselves. Such damage includes water/liquid damage, marking or drawing on the pages, torn and/or torn out pages, teeth marks, broken covers/spines, animal damage, and any other damage. The librarian will assess any damages and determine if the book can be repaired or must be replaced. **Damaged books remain the property of SHCS.** Students are also responsible for all lost books that are checked out to them—they should not give them to other people to read. Report lost or damaged material(s) as soon as possible. Many splendid books are out-of-print and often impossible to replace. Because of the escalation of book prices, we must charge the replacement cost of the book. If lost books are returned within the school year, a refund will be issued.

Please encourage students to take good care of their library books.

Internet Connections: The library has ten computers to search the Library collection and provide internet access to approved sites. Students can take Accelerated Reader test and access other computer programs on the Library's computers.

Library Volunteers: We depend on volunteers to keep the books circulating, re-shelved, and mended, as well as to help with our fall Magazine Drive and spring Book Fair. Volunteers will

be asked to sign up at the beginning of each school year. We really appreciate parents' help.

XVI. LOST AND FOUND

The Lost and Found box is located in the cafeteria. This box is emptied at the end of each month, or as needed. Unmarked uniforms are given to the Uniform Closet and non-uniform items are given to the missions. **Please clearly mark all of your children's clothing items, as well as lunch boxes and book bags.**

SHCS IS NOT RESPONSIBLE FOR PERSONAL ITEMS LEFT ON SCHOOL PROPERTY OR IN THE BUILDING.

XVII. OFFICE HOURS

Regular office hours are *Monday - Friday, 7:45 a.m. – 3:45 p.m.* Only faculty and staff should be in the school building before or after these times unless a conference has been previously scheduled. **Any child in the building after being dismissed must be accompanied and supervised by an adult.**

XVIII. SCHOOL BOARD

The School Board is established by the pastor, in accordance with Diocesan Policy, to advise him and the principal on the governance of the parish school.

The School Board is consultative in nature.

The School Board is comprised of voting members and ex officio members. Members of the Board are appointed by the pastor in consultation with the principal and the Board Chair based on the recommendations of the nominating committee.

The School Board meets monthly and all regular meetings are open. Non-members wishing to address the Board should submit a written and signed petition setting forth the matter to be addressed to the principal or chair seven days in advance of the meeting. Non-members shall never have a maximum of five minutes to speak to the board, exclusive of member's questions, if any. Matters of the moment may be placed on the agenda immediately with the approval of the chair.

The objectives of the School Board are as follows:

1. Planning – Establishing a Mission Statement, goals and future plans (strategic planning). To recommend policies relating to the planning, operating, and maintenance of currently owned facilities and equipment. To serve as a planning and building committee for new educational facilities.
2. Policy Development – To review and recommend school policies that give general direction for administrative action.
3. Development (Public Relations/Marketing) – To maintain a successful development program.
4. Finance – Includes budgeting and policies for financial management.

5. Public Policy – To act as a liaison body with local/state school officials via *ad hoc* committees.
6. Principal Search Committee – To assist the pastor in establishing a search committee for a new principal.
7. Evaluation of Board Goals – To create a better understanding of and support for Catholic School education.

XIX. SMOKE FREE ENVIRONMENT - Diocesan Policy #1241

Sacred Heart Cathedral School is a smoke-free environment. No smoking or use of tobacco products is allowed in school buildings, on school grounds, or on school field trips at any time.

XX. SUPERVISION OF STUDENTS - Diocesan Policy #1560

Students MUST be supervised while at school and/or school-sponsored activities. Supervision must be provided as follows:

1. Before/after school care (if applicable)
2. During normal school hours
3. During school-sponsored activities on and off campus

Any unsupervised students in the building after the 3:25 p.m. dismissal will be escorted directly to Young Folks.

XXI. TELEPHONE

Students may only use the telephone in the school office with written permission from their teacher.

XXII. TERMS AND CONDITIONS FOR TECHNOLOGY AND INTERNET USE

Philosophy

Sacred Heart Cathedral School has an information systems network, as well as access to the Internet. This is a means by which students can access information of a global nature. It allows all of us in the SHCS community to find, harmonize, and share information in a variety of ways.

The Internet has come about because people have chosen to network their computers in order to share information. The staff of SHCS is well aware that some of this material runs contrary to the faith and morals of a Catholic school community. This area of the curriculum will be guided by the same Gospel values that govern every other aspect of school life. The value of good judgment and Christian responsibility in the use of the Internet is expected of all students, faculty, and staff.

Terms and Conditions

- Use only with permission of supervising adult.
- Abide by copyright law. SHCS does not condone and specifically forbids the unauthorized duplication of software and related documentation.
- Never write or share a password!

- Never alter technology equipment unless instructed to do so.
- Never install programs or program files or download files from the Internet without prior approval from the technology department.
- All network communication must be polite, kind, and free from inappropriate language.
- Electronic communications are not guaranteed to be private.
- Attempts to tamper with other people's data or gain unauthorized access to accounts or files on the network, including the Internet, are not permitted.
- Unneeded personal files and electronic mail shall be deleted regularly. File server space is limited.
- Students are not permitted to do electronic communication (email).
- Questions concerning any use of any technology resource should be addressed to the SHCS Information Systems Department.

Disciplinary Action

Misuse and abuse of technology privileges (including Internet access) will result in disciplinary action. Lack of good judgment and/or Christian responsibility in the use of the technology will be just cause for serious disciplinary action which will include, but not be limited to, any of the following actions:

- Temporary suspension of technology user privileges
- Denial of technology user privileges
- Demerits
- Detention
- Conduct Referral
- Suspension
- Expulsion
- Action deemed appropriate by the principal or designated representative

XXIII. TRANSPORTATION

A. Car Pool

Space for arrival and dismissal traffic is limited. In order to help reduce the number of cars entering and exiting school property, thereby helping traffic to flow more efficiently, parents are encouraged to carpool whenever possible.

Each parent who will be bringing students in the morning or picking up students for school for either 3:05 or 3:25 p.m. dismissal will need to know and follow the appropriate procedure. Information about parking lot procedures is listed below and provided in the back-to-school packet. It is critical that parents be familiar with and adhere to the directed procedures.

B. Parking Lot Procedures

Arrival:

There are two drop-off locations at SHCS. They are – the circle in front of the Cathedral, and behind the gym by the main entrance to the 300 Wing. **All** students arriving **before 7:30 a.m.** must be dropped off in front of the school and report immediately to the cafeteria for supervised care.

Students arriving **between 7:30 and 7:45 a.m.** may be dropped off EITHER on the circle in front of the Cathedral or behind the gym. For this 15-minute period, students should report to either the cafeteria or the gym, depending on the location of the drop off, and should remain there until the bell rings at **7:45 a.m.** At **7:45 a.m.**, students may be dropped off at either location, and should report directly to their homeroom. Students arriving at 7:55 a.m. **or later MUST REPORT DIRECTLY TO THE SCHOOL OFFICE.**

For parents waiting for the gate to open for drop-off in the morning, please form a single file line. Parking in the lane for oncoming traffic is not permitted since it creates a safety hazard.

Traffic will be entering and exiting the parking lot from both bridges. You may turn either right or left onto Northshore Drive from the north bridge (closest to the Cathedral), but may **turn right only from the south bridge.** Our ever-ready Safety Patrol will be on duty to assist your child with unloading directions, if necessary.

If you need to park your car to attend Mass, please park in the front parking lot in the three rows closest to Northshore Drive. There is no parking in the back during the school day.

If you need to park your car to assist your child with projects to be carried into school, you may park in the front or back. If parking in the front, please park in the three rows closest to Northshore Drive. Parking in the areas directly in front of the school office, cafeteria, and art room causes a great deal of congestion. Please do not park in faculty spaces. If parking in the back, you may park in any lined parking space, with the exception of those that face the gymnasium. Parking in these spaces requires one to back into the drop-off traffic at the back of school.

Dismissal:

If parking in the front lot for dismissal, please park in the three rows closest to Northshore Drive. All parents driving through the pick-up line should have a sign clearly posted with the last name of all students being picked up. Parking in the area right in front of the office, cafeteria, and art room causes congestion. Please do not park in the Chancery parking lot or in the areas on either side of the gate when picking up your child.

Students are to be in designated areas for pick-up at dismissal. Students may not go to undesignated areas to wait for their parents. These areas are unsupervised and present a safety risk to the students.

It is important that we minimize the traffic backup on Northshore Drive and maintain an efficient and safe environment for our children. If you drive up in the front and your child has not come out of the building, please park in the three rows closest to Northshore Drive, and come up to look for him or her. Do not hold up the line waiting for your child. Please also stress the importance to your child of coming out of the building promptly and coming to your car promptly when called.

2:00 p.m. Dismissal:

Kindergarten will dismiss at the main entrance in front of the school. Parents may enter the north bridge and drive around the circle in front of school and form a line by the front door.

Your child (ren) will be assisted into your car by a staff member. You may also enter the parking lot over the south bridge, park in the last three rows closest to Northshore Drive, and walk to the front door to meet your child.

3:05 p.m. Dismissal:

Parking spaces are available on a first come-first served basis. A holding room is available for children with siblings/car-pool riders in the 3:25 p.m. dismissal.

Grades 1 through 4 will dismiss at the front entrance of the school. No parking is permitted in the drive-through area; however, parking is in the three rows closest to Northshore Drive.

If you park your car, you must walk to the holding area to pick up your child. NO CHILD WILL BE RELEASED UNLESS HE/SHE IS WITH AN ADULT. Once you have your child in your vehicle, you may leave the parking lot. We suggest you hold your child's hand and use caution while you are in the parking lot.

All children who are not picked up by **3:20 p.m.** will be sent to Young Folks.

3:25 p.m. Dismissal:

All students in grades 5-8 and all children in the holding rooms will exit through the front door of the school. **Only the front parking lot will be used** for dismissal. Parking spaces are available on a first come-first served basis in the three rows closest to Northshore Drive. The same procedures apply as explained in the section covering 3:05 p.m. dismissal.

If you park your car, you must walk to the holding area to pick up your child. NO CHILD WILL BE RELEASED UNLESS ACCOMPANIED BY AN ADULT. When you have the child safely in your car, you may exit the parking lot by using the north or south bridge. Keep in mind that traffic will be entering and exiting the parking lot across both bridges.

If you drive through the circle in front of the Cathedral to pick up your child, the traffic must continue to move. If your child is not ready to leave, park your car in one of the three rows closest to Northshore Drive.

All children not picked up by **3:40 p.m.** will be sent to Young Folks. Any unsupervised students in the building after the 3:25 p.m. dismissal will be escorted directly to Young Folks.

To assure the safety of students, parents, and staff, we ask that you please use caution when driving a vehicle on school property. Follow basic safe driving rules and drive at a safe speed (5 MPH) and in a courteous manner. In addition, please refrain from bringing your pets to dismissal as it may cause or create safety issues for your pet as well as our children.

XXIV. FINANCIAL INFORMATION

TUITION

The pastors and principals of the schools in the Knoxville/Oak Ridge area determine tuition rates on a yearly basis. Pastors without schools who have students attending SHCS are also involved in this process.

In order to receive parish subsidy, the child (ren) attending SHCS and their Catholic parents must attend Holy Mass every Sunday and other Holy Days of Obligation. Upon acceptance of your child (ren) to SHCS, the Tuition Stewardship/Parish Sponsorship Agreement must be signed by your pastor, or his delegate, in order for you to receive parishioner status and parish rate of tuition.

BOOKS AND FEES

A book, technology, and miscellaneous fees are assessed for each student. These fees will be added to the tuition amount and paid through either payment option listed below.

FINANCIAL AID

If financial assistance is needed above the standard parish subsidy, parents may request supplemental tuition assistance from the Regional Catholic Schools Operating Fund. The Tuition Evaluation Program of the Associated Catholic Charities of East Tennessee processes requests for tuition assistance. The supplemental tuition assistance request packets are available in the SHCS Business Office. The packet should be completed and returned to Family Resources Management by the appointed date. Upon receipt of your completed packet, you will be contacted to schedule an appointment to review your information. Family Resources Management will then recommend a tuition amount for your family.

PAYMENT OPTIONS

The following options are available for payment of tuition, books, and fees:

1. One total payment to SHCS before August 1. This option allows for a 2% discount on tuition.
2. Ten (10) monthly payments using automatic bank draft through the FACTS Tuition Management Service.

* There will be a \$10.00 returned check fee assessed for all returned checks.

STUDENT ADMISSIONS MID-YEAR

Student fees will be calculated for students admitted mid-year by the following:

1. Tuition due for the school year is determined. Tuition due is a prorated amount based on the actual number of days the student will attend SHCS. The prorated tuition is calculated using the net tuition amount for that school year.
2. Book fee for the school year is determined. Book fee is a prorated amount based on the actual number of days the student will attend SHCS.
3. If student enrolls during 1st semester, the Miscellaneous fee and Technology fee are prorated based on the actual number of days the student will attend SHCS. The Home & School fee is waived.
4. If student enrolls during the 2nd semester, the Miscellaneous, Technology and Home & School fees are waived.

REENROLLMENT

Registration packets for returning SHCS students are sent home in January of each year. A retainer fee of \$175 for each family is collected at this time in order to reserve a space for your child(ren) for the upcoming school year. The \$175 fee is non-refundable unless SHCS, for any reason, is unable to accept a student, or if a family relocates out of town. The \$175 will be credited to the book fee.

DELINQUENT ACCOUNTS

Families with delinquent accounts in any department - tuition, fees, cafeteria, Young Folks, may be subject to late fees, inability to charge lunches, inability to use Young Folks, or may be removed from the class list for the upcoming year.

XXVI. VOLUNTEERS

Volunteers are valuable members of the school community—without which we would not be able to accomplish many of our goals. To ensure the safety of the students, all volunteers working in the school building during school hours must report to the school office upon arrival at the school (**Diocesan Policy#1650**), sign a visitor/volunteer log and receive a nametag to wear.

GOALS OF THE VOLUNTEER PROGRAM

The goals of the Sacred Heart program are:

- To assist teachers in providing more individualization and enrichment of instruction to their classes.
- To increase children's motivation for learning.
- To enrich children's experiences beyond what is normally available in schools through unique resources, which volunteers can contribute.
- To relieve teachers of appropriate non-teaching duties and tasks.
- To provide an opportunity for interested community members to participate effectively in a school's program.
- To strengthen school-community relations through positive participation.
- To build an understanding of school programs among citizens, thus stimulating widespread involvement in the total educational process.

A volunteer is defined as a person, other than school personnel, who functions officially as a representative of the School in any of its sanctioned or approved activities.

VOLUNTEERS OF SACRED HEART CATHEDRAL SCHOOL STUDENTS

Our hope is that many of our parents will be able to serve the school community as a volunteer. It is necessary for all volunteers to comply with the "Policy and Procedures Relating to the Prevention of Sexual Misconduct for the Diocese of Knoxville". The requirements of all volunteers as outlined in the Diocesan Policy are as follows:

- Each volunteer shall complete the screening application which release a background check and complete employee certification of review (Form MYB)
- The person in charge shall supervise each volunteer who works with or near children (Appendix H)

- Each volunteer shall periodically attend meetings as required by the Diocese under a safe environment called VIRTUS.
- All volunteers are to be aware of the causes and signs of sexual abuse, steps to be taken to protect children and procedures to follow- if abuse is suspected, observed or reported. These incidents shall be reported to his or her pastor, principal or other superior immediately and comply with any applicable reporting or other requirements of state and local laws.
- Complete Appendix F
- Read Appendix G which is the Diocesan Code of Conduct.
- Complete Appendix H

Those persons not willing to comply with the "Policy and Procedures Relating to Sexual Misconduct for the Diocese of Knoxville" will not be allowed to participate as volunteers.

Though Sacred Heart rarely transports children in a volunteer's automobile, the driver must be over 21 years of age.

Please refer to the Sacred Heart Cathedral School Volunteer Handbook for more information about this program.

XXVII. VISITORS

To ensure the safety of the students, all visitors entering the school building during school hours must report to the school office upon arrival at the school (**Diocesan Policy#1650**), sign a visitor/volunteer log and receive a nametag to wear. You will be given a nametag to wear. The office is notified when anyone who is not an employee is seen in the building without a nametag. This is necessary to maintain the safety of the children, building security and an orderly operation of the school.

Any school age child who wishes to visit SHCS on a school day must have the permission of the Principal. The merit of each request will be considered on a case-by-case basis.

Sacred Heart Cathedral School wishes to express gratitude to our friends at Mercy Hospital Printing Services for the complimentary printing of this directory and for their dedication and devotion to Sacred Heart Cathedral School. Thank you!