



**SACRED HEART  
CATHEDRAL SCHOOL**

**EST. 1956**

**PARENT/ STUDENT HANDBOOK**

**2021-2022**

# **SACRED HEART CATHEDRAL SCHOOL**

**711 S. Northshore Drive  
Knoxville, Tennessee 37919  
Phone: (865) 588-0415  
Fax: (865) 558-4139  
www.shcschool.org**

**School Hours: Monday, Tuesday, Thursday and Friday: 7:55 am - 3:15 pm  
Wednesdays: 7:55 am – 2:30 pm**

**A Catholic school, accredited through  
AdvancED and the Tennessee State Department of Education,  
operated under the auspices of the Schools Office  
of the Catholic Diocese of Knoxville.**

## **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 pre-kindergarten through grade eight. A highly-dedicated and certified faculty includes specialists in music, the arts, physical education, foreign language, technology, and special education.

## **MISSION STATEMENT**

The Sacred Heart Cathedral School community educates the whole child in a Catholic, Christ-centered environment with the ultimate goal of developing students to their fullest potential and to a life of service.

## **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.

## **THEME**

*"Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things." ~ Philippians 4:8*

## **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 the service of 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

|  |                 |
|--|-----------------|
| <b>Sacred Heart Cathedral School</b>   | <b>588-0415</b> |
| <b>SHCS Fax Number</b>                 | <b>558-4139</b> |
| <b>SHCS Admissions and Development</b> | <b>558-4136</b> |
| <b>SHCS Administration</b>             | <b>558-4114</b> |
| <b>SHCS Attendance Hotline</b>         | <b>292-4160</b> |
| <b>SHCS Business Office</b>            | <b>558-4101</b> |
| <b>SHCS Cafeteria</b>                  | <b>558-4123</b> |
| <b>SHCS Clinic</b>                     | <b>558-4128</b> |
| <b>Sacred Heart Cathedral Parish</b>   | <b>588-0249</b> |
| <b>Club Eagle Program</b>              | <b>584-8882</b> |
| <b>Catholic Schools Office</b>         | <b>584-3307</b> |
| <b>Diocese of Knoxville</b>            | <b>584-3307</b> |
| <b>Sacred Heart Preschool Program</b>  | <b>558-4129</b> |

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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 #1040) 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 strives to comply with State of Tennessee regulations regarding maximum class size.

### **II. ADMISSION PRIORITY**

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

Diocese of Knoxville Policy #1120: A Catholic child is defined as a child who has been baptized, is Catholic, and whose family regularly attends Sunday Mass and actively supports the Parish via time, talent and treasure.

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 PK (LE)-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 (PreK-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 (grades 1-12).
5. Catholic students transferring from other Catholic schools.
6. Catholic students transferring from public schools.
7. New non-Catholic students.

*\*See 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. 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 the 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.

Returning non-Catholic students in good standing who re-enroll 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 #1020, children entering kindergarten shall be 5 years of age on or before August 15. Children entering kindergarten must be potty-trained and self-sufficient in the restrooms.

#### **VI. CLASS MAKE-UP**

When forming class lists, a number of factors are taken into consideration: strengths and weaknesses, social and emotional maturity, student personalities, friendships and more. If a child has specific educational or emotional needs, parents may present the needs, in writing, to administration by the end of April. Specific teacher requests or non-requests will not be taken into consideration. Sacred Heart Cathedral School has confidence in all our teachers who are committed to their professional responsibilities as Catholic educators.

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

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

#### **VII. TRANSFER STUDENTS**

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.)*

#### **VIII. DOCUMENTATION**

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

- Completed online application
- Copy of baptismal certificate (if applicable)
- Copy of birth certificate
- 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 may be requested.
- Any other pertinent information as requested by Sacred Heart Cathedral School.

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.

According to the Diocesan Admission Policy #1010: It is the parent's responsibility to provide all files for the student prior to acceptance. Failure to do so may result in the student being denied acceptance. If it is discovered that records were withheld after the student has been admitted, the student may be asked to withdraw.



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, as requested.
- Official transcript
- State of Tennessee Immunization form
- Non-refundable Enrollment fee

#### **IX. WITHDRAWAL PROCESS**

If you intend to withdraw your child during the school year, the following steps should be completed:

1. Notify the admissions office in writing of the effective date of withdrawal.
2. Sign the *Authorization for Release of School Records* form at SHCS or at the new school, the student will be attending.
3. Completed parent exit questionnaire.
4. All property of SHCS – textbooks, library books, sports uniforms, etc. – must be returned or paid for.
5. All accounts (tuition, cafeteria, Club Eagle, Preschool) must be paid in full. School records will be sent upon clearance of your account.

In the event of withdrawal from SHCS, tuition charges from the beginning of the school year through the remainder of the current quarter will be due and payable on the date of withdrawal. If a student withdraws prior to the start of the school year, first quarter tuition is due in full. All student fees (Book, Technology, Miscellaneous, Home and School) are neither refundable nor prorated and are also due on the date of withdrawal. Transcripts will be held by the school until full payment is received. For withdrawals due to circumstances beyond parents' control, an exception may be made at the discretion of school administration.

## 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

Monday, Tuesday, Thursday and Friday: Grades PK – 3 - 7:55 a.m. - 2:45 p.m.; Grades 4 – 8 - 7:55 a.m. - 3:15 p.m.  
Wednesday: Grades PK – 3 - 7:55 a.m. - 2:00 p.m.; Grades 4 – 8 - 7:55 a.m. - 2:30 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 fifteen minutes after dismissal will be sent to Club Eagle. This will be enforced for the protection of the students. Parents should have written authorization with them, or turned into the teacher or school office, to pick up another child. Any parent picking up a child other than their own child assumes responsibility for that child.

### III. TARDINESS

It is the responsibility of the parents to ensure students arrive at school on time. 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 7:55 a.m., a parent is required to sign- in a student in grades PK - 5. The students will be 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.

#### 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 with a doctor's excuse. Students must present a note from the doctor's office upon arriving at school for the tardy to be considered excused.
2. Students attending speech classes or other therapies at another school.
3. Parental verification of personal illness of the student.
4. Other verifiable circumstances beyond a family's control.

#### B. Unexcused Tardies:

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

The number of days a student is tardy is recorded in the office. A timeline has been established to keep parents informed.

|                      |  |
|----------------------|--|
| 12 Unexcused Tardies | Parents will be emailed a notification of concern. |
| 18 Unexcused Tardies | Parents will be emailed a notification of concern. |
| 24 Unexcused Tardies | Parents will be emailed a notification of concern. |

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.

### IV. 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 located on FACTS. Parents must send a 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.

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

## V. ABSENCE

Diocesan Policy # 1030 states that School Attendance is required by state law; therefore, schools must keep accurate and complete attendance records on each student. Since class participation comprises a significant portion of the grade, 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 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.

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. In addition, the local school district is to be notified.

The principal will make the decision as to whether an absence is excused or unexcused. Students may be required to complete missed class or homework assignments as deemed appropriate by the teacher and in keeping with local school regulations.

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

Parental verification of an absence must be made by phone through the school Attendance "Hotline", 292-4160, by 9:15 a.m. every day of the student's absence, or written notification to the school office each day of the child's absence. If parental verification is not received the absence will be considered unexcused. The school should be made aware of serious and/or contagious diseases. A physician's note is required for absences of more than five consecutive school days.

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

1. Personal illness of the student.
2. Medical and dental examination and/or treatment of the student.
3. Student participation in school-sponsored activities taking place during school hours.
4. Death in the family.
5. Emergency situations arising from unusual weather conditions.
6. Reasons for extenuating circumstances to be judged by the principal. These reasons must be submitted in writing to the principal in consultation with the teacher(s). Some examples of excused absences have included participation in a sporting event (ie. gymnastics, hockey, etc) or religious ceremonies such as weddings, baptisms and funerals.
7. The child is directed to quarantine by the health department, a physician or the school.

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* section for more information.)

Parents are strongly encouraged to limit family trips to days school is not in session.

B) Unexcused Absence - Absences other than those mentioned above will be considered unexcused. This includes family trips. As a courtesy, the principal and teacher(s) should be notified in writing prior to the absence. Verification that the teacher received a note does not change an unexcused absence.

In the case of an unexcused absence, students are expected to make-up missed work. The teacher is not required to provide instruction for missed lessons. Teachers may require students to take any missed tests within two weeks of their return from an unexcused absence. Parents and/or guardians are ultimately responsible for providing make-up instruction for children when they are absent without excuse.

### 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. In addition, the local school district is to be notified.  |
| 10 Days Total Absences          | Parents will be emailed a notification of concern.   |
| 15 Days Total Absences          | Parents will be emailed a notification of concern. The student may be referred to the Support Team, who will make recommendations for an intervention plan as needed. A conference may 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. |

#### C) 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 missed assignments. 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 PK - 8. The procedure for picking up books for absent students is outlined in the next section.

#### D) 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 enable the office to notify the child's teacher in a timely manner.

- PK-3, books may be picked up outside your child's classroom doors at 3:30 pm. Homework books not picked up by 3:45 pm will be put back in the classroom.
- For grades 4-8, the books may be obtained in the child's classroom at 3:30 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) to determine missed work. Assignments may be obtained online through FACTS Family Portal, or by speaking to the teacher when the student returns to school.
- Work may also be requested to be picked up at the front office. The front office closes at 3:45 p.m.

#### E) Making up tests:

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

##### Grades 1-5

- Students in grades 1-5 should work with their teacher to make-up their tests.

##### Grades 6-8

- Students in grades 6-8 are expected to attend test make-up on Tuesday 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 and attend Test Make-up on 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.
- Following an absence, students in grades 6-8 must check FACTS Family Portal for tests administered during the absence.

## VI. INCLEMENT WEATHER

**The Diocese of Knoxville Catholic Schools does not follow the public schools early release or closures due to inclement weather** but will consider it carefully. Sacred Heart Cathedral School will communicate with the other schools in their area and with the superintendent before posting their announcements. SHCS will contact our families via email and/or text alerts. The proper TV stations will be notified.

1. If inclement weather begins during the school day, we will announce any dismissal or closings via email and/or text

alerts. **Please do not call the school.** Parents are encouraged to use their own judgment concerning the pick-up of their children.

2. 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, Club Eagle 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).

Any changes to our regular school hours will be listed on local television, SHCS website and relevant SHCS social media outlets:.

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.

SH Preschool and Club Eagle will follow Sacred Heart Cathedral School's closing schedule.

## **VII. CLOSING SCHOOL DUE TO ILLNESS**

Health-related closings at Sacred Heart Cathedral School (and all other diocesan schools) are considered on a location-specific basis.

## ACADEMIC AFFAIRS

### I. CURRICULUM

#### Pre-Kindergarten

Emphasis is on focusing on preparing children for a successful kindergarten year and will provide enhanced learning opportunities. The school day includes religion, academics, art, foreign language, physical education, library and more, along with age appropriate play and rest time.

#### 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 3:00 p.m. Before School (7:00-7:30 a.m.) and After School Care (3:00-6:00 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, Physical Education, and Foreign Language. Technology is an integral part of the curriculum.

#### Grades 6 - 8:

- Strong traditional curriculum in Religion, Literature, English, Math, Science, Spanish, 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.
- Students have the opportunity to take enrichment and electives in the arts, technology, and faith-centered learning.
- The fully developed Physical Education curriculum includes a variety of sports, overall physical fitness, and health.
- Student's leadership skills are encouraged in the Student Council, National Junior Honor Society, and other extracurricular and service activities.

Supplementing the curriculum, SHCS affords students 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, the study of the material covered in class, and/or research projects, which require a longer period of time for completion.

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

Grade K: 10 minutes (includes activities like reading and listening to parents read)

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. 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-4 will be addressed at a developmentally appropriate level for each grade. Parents will be notified of missing/late assignments.

Missing/Late Assignments

Grades 6-8:

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

Homework as well as long-term assignments or projects will be penalized 10% for each day they are late up to four calendar days. After four calendar 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 zeroes for late or missing assignments.

**III. REPORT CARDS**

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, assignments, and tests.

Grading Codes: Grades 1-2; and Specials in Grades 3-5 (some Specials do not give grades, i.e., Library).

- 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: 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 in the Middle School Hallway.

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

This tutorial program is designed to help those students in grades 1-8 who are facing challenges with their academic subjects. Teachers use a predetermined set of criteria to recommend students to the program coordinator.

## **VI. STUDENT COUNCIL**

The Student Council is a class-based representative body and may include 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:

Selection to Membership:

1. Requests for nominations shall be conducted at the beginning of the school year. Interested students may apply and/or go through an interview process in order to be selected to the SC. The faculty sponsor(s), in consultation with the principal, will determine membership in the SC.
2. Applicants will be provided a copy of the Student Council Guidelines. The student and parents must sign the appropriate form indicating that they can meet the expectations set forth for the Student Committee members.
3. Once membership is set, officers will be chosen within the SC by a process determined by the faculty sponsor(s) and the principal.

Expectations for continued eligibility in the SC include an academic average of 86 each quarter and no major disciplinary infractions.

## **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 92.5 or higher. In addition to the grade point average standard, the student must also meet the academic integrity standards. 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. A student completes and submits documentation for four service and/or leadership activities every nine weeks.

**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 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 their homeroom teachers.

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 92.5 or higher academic average for the semester
- Have a conduct average of 92.5 or higher for the semester
- Have completed and submitted documentation for four service and/or leadership activities every nine weeks
- Have no infractions involving academic integrity or disrespect for teachers, peers, or property

Once inducted into NJHS, the student is expected to maintain an academic average of 92.5, including a 92.5 in conduct, for every nine-week grading period. 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/or leadership activities every nine weeks, with all accompanying documentation.

Students will be evaluated for these requirements each grading period; if the criteria are not maintained, the student may 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 may not be allowed to continue as an NJHS member. The student's name may be removed from the NJHS roster, and the student's diploma and final eighth-grade report card may 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. CLASS PLACEMENT**

Placement for classes in grades 6-8 is determined by standardized test scores, report card grades, teacher recommendations, class size, and the Math Placement Test (end of 5<sup>th</sup>-7<sup>th</sup> grades). This process applies to standard and accelerated classes.

#### **IX. 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. The school does not accept requests from parents for placement.

#### **X. 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.
- The 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 #1470 procedure 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 as defined by the administration. The school will hold the report card until requirements have been met. If the student does not meet the requirements 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 accordingly. 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 8<sup>th</sup>

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

3. Transfer grade-to-grade – 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 is transferred instead of promoted to the next grade level. The principal will make the final determination.

## **XI. STANDARDIZED TESTING/PROFICIENCY ASSESSMENTS**

### **Iowa Assessments/Cognitive Abilities Test**

Each spring, all Catholic schools in the Diocese of Knoxville administer a series of standardized tests (Iowa Assessments, grades 3-8), 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 Cognitive Abilities Test is given to students in specific grades. The Cognitive Abilities Test consists of three batteries: Verbal, Non-Verbal, and Quantitative. Parents may contact a member of the administrative team to discuss the results and how it compares to student achievement. Renaissance STAR testing is also administered routinely throughout the school year to progress monitor student achievement and capture academic data for the school to utilize and to review.

### **NCEA Assessment for Catholic Religious Education (ARK) Test**

Students in grades 5 and 8 are administered the National Catholic Educators Association ARK 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.

## **XII. RECORDS/RECORDS RELEASE**

School records are kept on file in the school office. If an address or phone number changes, the office should be notified immediately. Cumulative records are available for parents to review upon request (Diocese Policy #1430).

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 to a school outside the Diocese of Knoxville.

Academic records and report cards will not be released until all tuition and fees are paid in full and school property (e.g., athletic uniforms, textbooks, library books, etc.) has been paid for or returned.

For more information on the *Withdrawal Process* refer to page 9, section IX.

### **SPECIAL SERVICES**

All Special Services policies, processes, and procedures are taken from the Special Services Handbook For Students with Exceptionalities for the Diocese of Knoxville (revised March 2013, PK-8; originated 9-12, September 2013) according to the Diocese of Knoxville Policy #1500. The Diocese of Knoxville welcomes the opportunity to serve students with disabilities in Pre-K through 8th grade who, with appropriate accommodations and modifications, are able to be successful in making progress towards readiness for participation in a full-time college preparatory curriculum in high school.

SHCS has two teachers for Special Services and a School Counselor who can assist children with learning needs.

### Student Support Program

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

### School Counselor

The School Counselor is an integral part of student support services and works with the school community to provide a variety of guidance services: academic development, consultation, individual and small group counseling, guidance, and evaluation. 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.

### 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. With the school's approval, this may also be done by another speech pathologist chosen and paid for by the parent, or through Knox County Schools.

- I. Hearing screenings are provided for students in kindergarten and grades 1, 3, 5, and 7. The screenings are conducted by staff of the University of Tennessee Hearing and Speech Center.
- II. Vision screenings are provided for students in Kindergarten, 2nd, 4th, 6th, and 8th grades. The Lion's Club conducts the screenings.

### English Language Learner Program

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

## CONDUCT EXPECTATIONS

Our Code of Conduct is based on the Ten Commandments and on these words from Jesus:

“You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself.” (Matthew 22: 37-39)

Sacred Heart School partners with parents to help our students grow in virtue, responsibility, and self-respect as they grow more aware of their identities as children of God. Our ultimate goal in conduct is to help children develop a relationship with Christ and to become disciples of His.

Sacred Heart embraces the time-honored vocabulary that the Catholic Church has handed down to us to discuss conduct – that is, the language of virtue. We will teach the virtues to children and will teach them what those virtues look like in practice. The foundational assumption is to guide our students in a loving, responsible, and caring manner while promoting personal growth in the areas of responsibility, conviction, courage, and faith development.

### Parent and School Partnership

Sacred Heart Cathedral School relies on a partnership with parents in order to achieve its mission as a school. As part of this vital partnership, the school expects from parents their involvement and a disposition of support and respectful, Christian dialogue as a requirement of their children’s continued enrollment.

Diocese of Knoxville Policy #1420: The student whose parent/legal guardian fails to provide the school with vital information concerning his/her child’s educational, physical, social, or psychological needs will not be allowed to remain enrolled in the school if the behavior of the child is seen as detrimental to the well-being of the child and/or to the well-being of the students in the class/school. The final decision is the responsibility of the principal after consultation with the appropriate school personnel.

## **I. CODE OF CONDUCT**

Each student is expected to abide by the Sacred Heart honor code:

### **Honor Code**

I promise to be honest and respectful to all adults and my fellow peers by interacting with them in a truthful, loving, and Christ-like manner. I promise to exhibit behaviors that show honesty, academic integrity, and faithful discipleship.

### **School Wide Expectations (PK-8)**

#### General / Manners

- Respect yourself and others.
- Follow instructions first time given.
- Move in a quiet and orderly manner.
- Keep hands, feet, and objects to yourself.
- When an adult holds up his/her hand, students will be silent.
- In the presence of clergy and visitors, our students are expected to present themselves with the highest level of respect and dignity.
- Address adults when passing (“Hello”, “Good Morning”, or “Good Afternoon”).
- Abide by policies and procedures implemented in light of COVID-19, including but not limited to, wearing masks, maintaining appropriate social distance and using personal water bottles for drinking water.

#### Hallway Etiquette

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

### Cafeteria Etiquette

- Display proper table manners
- For the safety of all: students may not share, trade or touch any food items other than their own
- Clean up after yourself

### Playground Expectations

- Stay in the line of sight of the teachers and faculty
- Display positive sportsmanship
- All students are required to display caring and safe behavior when interacting with their peers
- All students are required to display safe and age-appropriate behavior when using the playground equipment

### Dismissal Expectations

- Students are required to be mindful and aware of the directions prompted to them by the faculty and staff while sitting in their designated area
- Students boarding cars in the parking lot must remain in the designated area until called to the car by an adult
- All students will review the age-specific behavior expectations the first week of school

### Expectations for co-curricular and extracurricular activities

The school's mission and honor code also apply when students are in before-school care or in after-school activities including clubs, athletics, and Club Eagle. Expectations for behavior at those times (which, while different at times from those of the school day, still derive from the school's mission and honor code) will be made clear and supervisors will enforce them and report both meritorious and challenging behaviors to administration.

### Diocesan Policies

# 3050 – Students in Catholic schools shall be models of mature, responsible, Christian behavior. Conduct unbecoming a Christian student, whether inside or outside of school, will be subject to disciplinary action.

# 3180 – No student shall possess, handle, or transmit any object(s) that can be considered a weapon or other dangerous object:

- 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
- on 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)

Students in violation of this policy shall be subject to suspension and or expulsion.

# 3170 – Any threat or misrepresentation by words or actions 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 can be reason for suspension from school. The principal/administration shall judge the level of severity of the threat be it expressed in words or actions.

In the event of a suspension, probationary measures may be required as well as any medical and/or psychological intervention that may be deemed necessary by the principal in consultation with the superintendent as a condition prior to readmission.

# 3020 – A student accused of a serious wrong as determined by the administration may be placed on home study pending an outcome or adjudication. A student who disrupts the classroom learning environment persistently over time may be expelled.

#3160 - A student shall not possess, receive, buy, transmit, sell, or be under the influence of any drug/medication without a legitimate health reason or prescription. This applies to all on campus and off campus school events. Use of a drug, authorized by a registered physician and in accordance with his/her instructions, is not in violation of this rule. However, such drugs are administered to students through the school's office under supervision.

## II. **BEHAVIOR**

We recognize that the road to self-discipline is a part of the learning process for students. While we expect our students to be models of good Christian behavior, we realize that it is an ongoing developmental journey.

Discipline is an integral part of the teaching process. Learning can best be achieved in an orderly classroom.

### GRADES PK-4

Pre-Kindergarten through fourth grade focuses on teaching students routines and procedures to help them succeed in their journey of becoming self-disciplined and of becoming disciples of Jesus. Since teachers of students in grades PreK-4 spend most of the day with their students, they have a wonderful opportunity to help their children grow in every way. Teachers work closely with parents to help children grow in virtue and self-control.

### GRADES 5-8

Sacred Heart faculty makes a point of “catching kids doing things right.” This is an important part of nurturing a positive, Christian culture in our school. In particular, we wish to recognize those students who perform special acts of kindness, charity or service for any member of our school community. The school will present certain virtues for the whole school to study, and we will look for opportunities to recognize students who are putting that virtue into action. Students in grades 5-8 can earn merit points of 5 or 10 points that will be added to a student’s weekly grade.

Students will begin each week with a conduct grade of 100. Deductions will result in subtracting 5, 10 or 30 points from the student’s weekly grade based on the level of misconduct, frequency of misbehavior and the discretion of the teacher and administration. If a student receives a 70% or below for a given week, he/she will be assigned an after-school detention to be completed the next school week. Misconduct of a frequency and/or seriousness that disrupts the learning climate of the school may require immediate corrective action on the part of administrative personnel.

#### **A. Inappropriate Behaviors**

##### Level One (resulting in 5 point deduction from conduct grade)

- Speaking in class without permission
- Dress code violation
- Disruptive behavior during class
- Failure to follow instructions of faculty and staff
- Food or drink outside of designated areas
- Running in the hallway
- Tardiness to classes or activities
- Unsafe behavior on the playground
- Chewing gum
- Littering
- Any additional behavior of similar severity as determined by faculty and staff

##### Level Two (resulting in 10 point deduction from conduct grade)

- Unmodified level one behavior with defiance and/or disrespect toward others
- Negative interaction with peers
- Displaying inappropriate personal space boundaries with faculty, staff and peers
- Disrespect for property
- Horseplay
- Being in an undesignated area
- Inappropriate language, including profanity
- Misbehavior during Mass or prayer time
- Using unauthorized electronic devices during school hours
- Any additional behavior of similar severity as determined by faculty and staff

#### **B. Potential Behavioral Consequences**, in addition to stated point deductions:

##### Level One

- Teacher implements behavior modification techniques in the classroom based on his/her behavior management plan.
- Whenever possible, natural consequences will be the discipline applied.
- Teacher/Student one on one conference to discuss behavior improvement plan
- Teacher/Parent contact to discuss behavior severity and improvement plan
- Conduct Referral submitted by the classroom teacher to the Dean of Students/ Admin
- Teacher Detention with approval from the Administration
- After-school detention with approval from the Dean of Students/ Admin

#### Level Two

- All Level One consequences can be applied. In addition:
- Behavior contract
- Work/study detention
- Out of school suspension
- In-School Suspension
- Expulsion

### **III. SPECIAL AREAS OF ATTENTION PK-8**

Any violation of the school **honor code** is a serious matter, as the honor code is a key part of the school's Catholic identity. Students who are found to be lying, cheating or stealing, therefore, will need to review the Christian principles on which Sacred Heart was founded through conversation with the teacher and school administration. Further disciplinary action may be taken at the administration's discretion. Any academic work that includes an honor violation may receive a grade of 0.

**Bullying** includes a repeated effort to injure another in any way – socially, emotionally, psychologically, physically, etc. – and can take many forms. As bullying is an insult to the dignity of the human person (a gift from God), such behavior is absolutely forbidden at Sacred Heart, and we have a zero-tolerance approach to it. In order to raise special awareness of such a serious matter, the school has a Bullying Report available for all faculty and staff. In this report, we will document any behavior that could indicate bullying behavior. In tracking this behavior, the school will be able to see patterns of behavior and respond swiftly and appropriately.

Students are prohibited from using their **cell phones** or other electronic devices (besides those listed in the electronics section such as eReaders) while they are on campus on a school day. Cell phones should be completely turned off and stored in backpacks before the student exits their car in the morning, and they should remain there throughout the school day and afterschool activities, until they are back in their car. This avoids any purposeful or accidental disruption to the learning environment in a classroom. If a device rings or vibrates throughout the school day, the teacher may confiscate the device, and the parent will be notified and must be the one to retrieve it at the end of the day from the office. In the event that this occurs, 10 points will be taken from a student's conduct score. Homeroom teachers have the right to collect cell phones and hold for the students during the school day.

In addition to phones being prohibited throughout the school day, any and all **smart watches** are also prohibited in the same way and for the same reason. Any smartwatch that has internet/communication capability may not be worn to school. If a device of this kind is worn to school, the same procedure as above will be followed: confiscation, 10 points taken from conduct score, notification to the parents, and pick up only by the parents.

**Cyberbullying** includes the use of technology to bully another. While such behavior is clearly forbidden during the school day, it is important to note that cyberbullying that takes place outside school hours between students and that, in the judgment of the school administration, has a truly harmful impact on our school environment will also result in disciplinary action.

**Sexting** includes the sending of (or encouragement for sending) sexual images, or of sexually suggestive images, through technology. Such behavior is in violation of Christian moral standards. Sacred Heart students who engage in such behavior will be subject to disciplinary action when, in the judgment of the school administration, the behavior has a truly harmful effect on our school environment and on learning.

Each student has the right to an orderly and safe environment at school. Any physical **fighting** is not allowed, and fighting that results in injury to another student is a particularly serious matter. Fighting at school will result in disciplinary action.

#### **Voluntary Admission of Wrong-Doing or Guilt**

Sacred Heart Cathedral School would like to recognize students who are forthcoming in admitting guilt or wrongdoing involving an Honor Code violation or other incidents prior to any school officials' awareness of the incident or violation. Our goal is to help the student take responsibility for his/her actions and continue to grow as a well-rounded Christian. Teachers and administrators will hold this opportunity for each student in high regard when determining appropriate behavior management procedures for the specific incident.

#### **IV. CLARIFICATION OF CONDUCT TERMS AND PROCEDURES**

**Teacher Behavior Modification Techniques** – Strategies used to help an individual student heighten his/her appropriate participation in the classroom and improve the immediate learning environment.

**Teacher Detention** – This is a reconciliation opportunity assigned by the teacher. The student will meet with the teacher in his/her room and be assigned a work-study or task, such as cleaning or organizing. The detention time is 3:00 -3:45 for students in grades PK-4 and 3:30-4:30 for students in grades 5-8. The student will receive at least 24 hours advance notice of the scheduled day.

**After-School Detention** – This is a scheduled time, typically on Tuesday from 3:30-5:00, for the student(s) to reflect on misconduct and to problem-solve appropriate techniques for displaying proper behavior during school hours.

**Work/ Study Detention** – This is an alternative detention which can help students reflect upon their misconduct while performing a labor-guided activity on the parish and school grounds. The time for this detention will be determined by administrative personnel based on the student's infraction and the task assigned.

**Conduct Probation**- Once a student has been assigned to detention three times he/she may be placed on a conduct probationary contract. Parents and students will be notified to conference with the administration regarding the terms of the probation contract. Failure to adhere to the terms of the contract may result in the dismissal of the student from the school.

**Out of School Suspension** – The administration reserves the right to suspend a student who has had three or more detentions in a semester if that student seems to need a stronger consequence as a learning opportunity.

Suspension will also be applied when a student commits an infraction serious enough to warrant an out of school suspension. The student will be allowed to make up all academic work missed during the suspension. The duration of the suspension will be determined by the administration. As soon as a parent is notified that a child is suspended, that student may not be present on campus or participate in any school-related extracurricular activities or school events of any sort until the student's return to school after the Readiness Meeting.

Before returning to school, the student will have a Readiness Meeting with school administration to judge the student's readiness to return. The suspension will be continued for students who do not present a readiness to return to the community.



## SCHOOL UNIFORMS

### I. PHILOSOPHY

As an outward sign of our Catholic schools, uniforms should not only emphasize an atmosphere of community and promote high personal standards but should also reflect our teachings of modesty.

Wearing the SHCS uniform contributes to an atmosphere of respect, courtesy, modesty, 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.

Educational Outfitters and Flynn & O'Hara are our providers for school uniforms.

Students are expected to adhere to the uniform code every day 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.

Dress uniforms will be worn on the First Friday of each month. Additional dress uniform days will be announced in advance and may include Holy Days of Obligation, school and/or class photographs, and other special events.

### II. UNIFORM INFRACTIONS

Students in grades 6-8 arriving at school, not in uniform or found out of uniform during the school day will be issued a uniform infraction notice. 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 teacher the next day. Students in Grades 6-8 who receive a uniform infraction will have 5 points deducted from the week's conduct grade.

Students receiving three or more uniform infraction notices will meet with school leadership. Additional infractions will result in a scheduled conference with the student, parent, principal, and school leadership.

Students in Grades 6-8 who receive 3 uniform infractions due to the skort/skirt length (3 inches above the knee) or who are unable to find a suitable skort/skirt may be required to wear pants for the remainder of the semester.

In the event of an unusual circumstance which temporarily necessitates a departure from the uniform requirements, the parent should address a letter to the homeroom teacher stating the problem.

### III. Uniform Code

My APlus Uniforms and Flynn & O'Hara are our only approved distributors for uniforms

| Grades   | Items                                      | Colors                            |
|--|--|-----------------------------------|
| <b>Jumpers, Skirts &amp; Skorts</b>  |  |                                   |
| PK-2   | Plaid Jumper                               | Plaid 60                          |
| 3-5  | Plaid Skort or Skirt                       | Plaid 60                          |
| 6-8  | Skort or Skirt                             | Navy                              |
| <i>Skorts should be no shorter than 3" above the knee. Please measure.</i> |  |                                   |
| <b>Polo's, Oxfords, Blouses (SHCS logo required)</b>                       |  |                                   |
| All  | Short or Long Sleeve Polo                  | White or Grey                     |
| All  | Short Sleeve Dry Fit                       | Grey                              |
| PK-5   | Short or Long Sleeve Peter Pan             | White                             |
| 3-8  | Short or Long Sleeve Oxford                | White                             |
| 6-8  | 3/4 Sleeve Oxford                          | White                             |
| <b>Sweaters (SHCS logo required)</b>                                       |  |                                   |
| All  | Cardigan, V-Neck Sweater, or Vest          | Maroon, Navy or Grey              |
| <b>Outerwear (SHCS logo required)</b>                                      |  |                                   |
| All  | Fleece Jacket, ¼ or full zip jacket        | Maroon or Navy                    |
| All  | Crewneck or ¼ zip Sweatshirt               | Maroon, Navy or Grey              |
| <b>Pants and Shorts (SHCS logo required)</b>                               |  |                                   |
| All  | Girl's and Women's Pants (Pleated or Flat) | Navy                              |
| All  | Boy's and Men's Pants (Pleated or Flat)    | Navy                              |
| All  | Boy's and Men's Shorts (Pleated or Flat)   | Navy                              |
| <b>Accessories</b>   |  |                                   |
| All Girls  | Tights                                     | White or Navy                     |
| All Girls  | Leggings*                                  | Navy                              |
| All Girls  | Knee Socks                                 | White or Navy                     |
| All  | Ankle or Crew Socks                        | White or Navy                     |
| 6-8  | Tie  | Striped or Plaid                  |
| All  | Belt                                       | Black, Brown or Navy              |
| All  | Shoes**                                    | Solid Grey, Navy, White, or Black |

**Girl Dress Uniform:**

3-5: Plaid Skort or Skirt, White Knee Socks, Oxford Shirt or Peter Pan Blouse, Maroon Sweater (optional)  
 6-8: Navy Skort or Skirt, White Knee Socks, Oxford or 3/4 Sleeve Oxford Shirt, Maroon Sweater (optional)

**Boys Dress Uniform:**

3-5: Navy Pants, Oxford, Maroon Sweater (optional)  
 6-8: Navy Pants, Oxford, SHCS Tie, Maroon Sweater (optional)

**Winter months are from December 1st - February 28th. During winter months girls are required to wear knee socks or tights and boys are required to wear long pants.**

Acceptable shoes include:

- mostly solid white or gray athletic shoes
- solid black, brown, or navy leather non-athletic shoes
- black & white or navy & white saddle oxfords

High-tops of any kind are not acceptable.

\*Leggings: Please wear socks to match your leggings

\*\*Shoe Requirements: Acceptable shoes include mostly solid white, grey, or navy tennis shoes, solid black, brown, or navy leather shoes, black and white or navy and white saddle oxfords. Light up shoes and high tops of any kind are not acceptable including tennis or wallabee style.

### Standards

#### **Jewelry**

- 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 tattoos or body piercings are 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 the school office. Parents may retrieve watches in the 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.

### Non-Clothing

#### **Make-up**

- 1- Make-up is not permitted in grades PreK-7.
- 2- Light make-up (no glitter) is permitted for girls in the 8<sup>th</sup> grade only.
- 3- Only pale pink or clear nail polish (no glitter) is permitted.

#### **Hair**

- 1- Hair must be neat, clean, combed, above the eyebrows, and must not draw undue attention.
- 2- Boy's hair must be cut above the ear and above the eyebrows. Hair should not touch the shirt collar. Sideburns should be cut above or even with the earlobe.
- 3- Hair bows, hair bands or scrunchies must be in good taste and match the uniform.
- 4- Hair should be natural in color and professional in appearance.

### GENERAL APPEARANCE EXPECTATIONS/UNIFORM CODE ENFORCEMENT STANDARDS

- Students are expected to correctly wear their uniform at all times. Uniform items should be in good condition, neat, clean and fit properly.
- Shirts should be tucked in at all times with waistbands clearly visible. Long sleeves may be rolled up.
- Blouses/shirts should be buttoned, with the exception of the top button.
- Ties should be properly tied when worn.
- Undergarments should not be visible and should be solid white in color.
- A standard, no-ornamental belt buckle in one of the approved colors is required with pants and shorts.
- Pants, shorts, skirts, and skorts must be worn properly at the waist (no sagging or rolling of the waistband). Pant legs are to be hemmed and not rolled up.
- The hemline of shorts and skorts should be no shorter than 3 inches above the knee.
- Shoes should fit and be worn properly. Shoelaces should be tied/Velcro fastened.
- Socks should be visible and without a manufacturer logo.
- Outerwear or sweaters may not be tied around the waist or shoulders while in the school building or church.
- Hats, sunglasses, etc. are not to be worn inside.
- All size or fitting problems must be documented in writing to the school office.

**DRESS CODE FOR NON-UNIFORM DAYS**

- Clothing should be modest, in good condition, neat, clean and fit properly.
- The hemline of skirts or shorts should be no shorter than 3 inches above the knee.
- Clothing should be free of inappropriate slogans, pictures or references.
- Undergarments should not be visible; shirts should cover midriff and not be tight.
- Pants/shorts should fit properly and not fit tight.
- Tights and/or leggings without skirts or knee length shorts are not permitted.
- Sundresses/tops sleeves should be at least 2 inches in width.

## 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. Diocesan policy #1260 states current emergency information is critically important for the health and safety of students.

A student with a temperature of 100.4° 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 100.4° 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 chickenpox, 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 as needed.

If a child has been ill with fever, fresh cold, sore throat, skin rash, skin eruption, diarrhea or vomits, he/she should not be in school. A child should be free of contagion, fever, diarrhea, 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.

#### Head Lice

If a child has head lice it should be immediately reported to the school. The child must be treated before returning to school. This means the parent must treat the child with head lice shampoo and must comb out all dead nits before the child can return. A head lice check will be conducted upon return.

#### 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 if your child has a communicable disease at which time the school will notify the parents of children who could have been exposed. The student's anonymity will be maintained in accordance with FERPA and HIPAA guidelines. (Diocese of Knoxville Policy #3040).

### **COVID-19: per The Diocese of Knoxville Catholic Schools Re-Entry Policies and Procedures:**

Parents must notify the school if his/her child has a communicable disease at which time the school will notify the parents of children who may have been exposed to disease. The student's anonymity will be maintained. Guidelines from the Tennessee Department of Health will be used in conjunction with Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability, and Accountability Act (HIPAA). (Diocesan policy 3040).

Parents must notify the school if his/her child has been diagnosed with COVID-19 or has been exposed to COVID-19 and is in quarantine (Diocesan policy 3040).

## **II. MEDICATION**

Diocesan Policy #1390: Only persons designated by the administration of the school shall administer over the counter or prescription medication to students. Prescriptions must be provided by the parent in the original container. Written instructions must be provided by parents for any medication. Medication will be kept in the office in a locked container.

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. Only the appropriate dosage for the child's age will be administered by school personnel.

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, and one for school.

All medicines must be brought to the school office. Students may not carry medication 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.

## EXTRA-CURRICULAR ACTIVITIES

Middle School students are given the opportunity to participate in extracurricular activities through SHCS's association with the Knoxville Independent Schools League and other independent sports leagues. Students who are selected may participate in basketball (boys and girls), cheerleading (boys and girls), soccer (boys and girls), volleyball (girls), tennis (boys and girls), cross-country (boys and girls), golf (boys and girls), flag football (boys and girls), swimming (boys and girls), softball (girls), baseball (boys), football (boys), and lacrosse (boys). Certain sports also allow elementary students to participate.

Diocese of Knoxville Policy #1540: School activities should not be scheduled before 1:00 pm on Sundays. In addition, no activities should be scheduled during the Triduum of Holy Week. (Holy Thursday, Good Friday, Holy Saturday).

### **I. GENERAL ELIGIBILITY REQUIREMENTS FOR SPORTS**

#### **A. Participation Limit**

Students may participate in only one school-sponsored team at a time, depending on team size and possible conflicts.

#### **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 extracurricular 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 is expected to attend test make-up before attending practice or playing in a game.

#### **D. Discipline Policies**

Any student on suspension is also suspended from participating in practices and games, or any related activities, for the duration of the suspension.

#### **E. Athletic Examination**

Diocesan Policy #3010: Students wishing to try out for any school sanctioned athletic activities must provide written evidence of a recent physical examination. A "recent physical examination" is defined as one that has taken place within the past twelve months.

Sports physicals must be completed after June 15th 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 sports 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.

#### **G. Athletic Insurance**

Diocesan Policy #3000: Parents are financially liable for medical expenses resulting from accidents. Student athletes should have insurance coverage in order to be eligible to participate in sports/extracurricular activities. In the event that a parent does not have insurance coverage for his/her child, the parent must submit a statement to that effect. Written evidence of adequate insurance coverage must be submitted ten days prior to practice/tryouts.

### **II. 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 sportsmanlike manner.
- Respect the judgment and strategy of the coach and do not criticize players or coaches for loss of a game.
- Appreciate a good play or performance, no matter who makes it.
- Cooperate with and respond enthusiastically to cheerleaders at sports events.
- May be asked to leave an event if not following school policies.

### **Gymnasium Etiquette**

- 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 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 e.g., 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. 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. CAFETERIA**

The Sacred Heart Café strives to serve students a well-balanced meal each day by offering a hot meal and numerous a la carte items. We offer a la carte items to all grades PK-8. Monthly menus, including prices for a la carte items, are available on the SHCS website, and in the front office.

If a parent chooses, they may bring outside items for his/her child only. Unfortunately, we are unable to provide a microwave for items to be heated or cooked due to supervision and safety concerns.

Prepayment for meals is required – We require all students to maintain a positive balance in their accounts- Charging a meal is not acceptable and shall only be done in an emergency. If a parent desires not to have a prepaid amount available, they must send cash to purchase items each day. We recommend that you maintain a \$20 balance in your child's account, which allows for approximately a five-day balance of hot lunch. The family will receive an email from the school when a balance is owed the cafeteria.

### **III. COMMUNICATION**

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

#### **School to Parent**

1. RenWeb communications/parent alerts
2. ParentsWeb
3. School Website
4. Daily eNews (emailed daily to parents).
5. Facebook, Twitter, & Instagram (periodic postings as a means of communication/engagement with parents)
6. 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.
7. Report Cards
8. Updates of School Board meetings
9. Minutes of Home and School Association meetings
10. Grades PreK - 4 teacher letters
11. Parent-Teacher conferences (scheduled during Fall and Spring)
12. Parent Orientation nights, and other meetings as scheduled.

#### **Parent to School**

1. Email 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 - requests to attend the School Board meetings must be submitted two weeks in advance
  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. Send a note, email, or call to schedule an appointment with the teacher, counselor, or administrator.
  9. Completing questionnaires/surveys/ballots when provided.

#### **IV. 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 not 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 silence cell phones.
- F. Students who are not involved in the program must remain with his/her class during the program.
- G. Media recording guidelines.

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

#### **V. 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.

Each child who participates in any field trip must obtain parental signature on the Diocesan Field Trip form. (Diocesan Policy #1170 A) 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.

Diocesan policy #1170 states that parents who wish to take their child home from a field trip, instead of returning to the school must provide this in writing prior to the field trip. If a parent wishes his/her child to go home with another parent, both parents must express this in writing prior to the field trip. The parent driving must authorize his/her willingness to drive said child to a destination other than school and the parent of the child desiring to have the child dropped off at a destination other than the school must provide authorization for his/her child to be dropped off at a location other than the school by the named parent. In the absence of written communication from both of the parties, the child returns to school with the other students.

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) 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.

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 Policy & Procedure Relating to Sexual Misconduct. The sponsor of

the field trip must submit a list of chaperones to the principal two weeks prior to the trip. Proof of **Catholic Mutual Group (CMG)** training, and a background check; must be on file with Sacred Heart Parish office.

### Chaperone Expectations

Any parent serving as a chaperone for an educational trip/outing must have completed the CMG Connect Safe Environment training (see section **XXIV. Volunteers**) and have submitted a signed Diocesan Liability Waiver (form 1180 B) to the teacher. Parents who provide private vehicle transportation to school sponsored trips or events must complete Diocesan Volunteer Driver Information (form 1180 A) 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 minimum acceptable liability limit for privately owned vehicles is \$100,000/\$300,000. Siblings of students may not accompany parents/chaperones during field trips, parties, or field day.

## **VI. ELECTRONIC DEVICES**

The use of cell phones is prohibited during school hours and after school academic activities, such as T.A.S.K., test make-up, etc. Students in violation of this policy shall be subject to disciplinary action (Diocese of Knoxville Policy # 3030).

In an effort to maintain a learning environment that offers as few distractions as possible, "smart" watches with internet and communication capabilities will not be permitted to be worn by students during school hours. Smart watches are very powerful, and they could provide the opportunity for surreptitious access to information during exams or quizzes. They also may allow for unfiltered access to the internet. Also, because of their relatively unobtrusive nature, there is the potential for picture taking, and we need to protect the privacy of our staff and fellow students. It is the goal with this policy to afford each student the ability to focus solely on the teacher in the classroom and to be present in the environment around them.

Electronic books and readers can serve a useful purpose within the school setting. Sacred Heart Cathedral School, in the interest of supporting reading, sets forth the following guidelines for their use on campus.

1. Only devices that provide books in electronic form may be brought to school. Such devices must be used exclusively for reading. Playing games, using the internet, use of camera or video, or other related activities are not permitted.
2. Students may use the devices when instructed to do so by the teacher or when they have been given the opportunity for self-directed reading. If a student uses the device inappropriately or when not permitted to do so, the device will be taken. The parent will be required to pick up the device from school.
3. Devices with wireless capabilities must have the wireless function disabled (including 3G/4G capabilities). No student is permitted to use their electronic book /reader to access the internet while on campus.
4. The full responsibility for the device, its security and safety, rests with the student. Because the liability for the device rests with a single user, the student, the device may not be shared with other students/classmates.
5. Sacred Heart Cathedral School is not responsible for loss or damage to such devices.
6. Only students in Grades 3-8 who have in a signed copy of this permission slip may bring electronic books/readers to school. See Addendum A
7. Students who violate any part of this agreement forfeit the privilege to bring electronic books/readers to school.
8. The school reserves the right to search all electronics, including electronic books/readers that students have brought onto school property.
9. The device must be labeled with the student's name.

## **VII. EXTENDED DAY CARE/CLUB EAGLE PROGRAM**

Sacred Heart "Club Eagle Program" is a paid service, which encompasses many programs. Club Eagle offers After School Care (dismissal - 6:00 p.m.) for PK -8; and non-school day supervision (7:00 a.m. - 6:00 p.m.) for PK - 8. Club Eagle operates year round. Activities include field trips, supervised study, sports, and arts and crafts.

For the safety of your child(ren), it is school policy that children who are not picked up by fifteen minutes after dismissal are sent to Club Eagle. All SHCS students are required to register for Club Eagle. 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.

## **VIII. 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 the 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**

Book, technology, and other miscellaneous fees are assessed for each student. These fees will be added to the tuition amount.

### **Tuition Support**

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 information is available online. The online application should be completed and submitted by the appointed date. A recommendation will be made and you will be notified by your parish.

### **Payment Options**

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

1. One total payment to SHCS before July 20.
2. Ten (10) monthly payments using automatic bank draft through the FACTS Tuition Management Service.

\* There will be a 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.

### **Student Accounts**

The school recognizes the real sacrifice that parents make in order to finance a Catholic education. In order to maintain a fiscally-healthy school, the school requires parents to stay current in their accounts. The business office and/or school administration will contact parents when accounts are 30 days or more past due. Delinquent accounts may be subject to late fees, inability to further charge to that account (charging lunches, club eagle, etc.), or may be removed from enrollment for the upcoming year. Report cards at the end of a grading period will be held if the cafeteria balance for the family exceeds \$50 as of the day prior to report card release. We reserve the right to send any accounts that are more than 60 days to collections.

## **IX. FORGOTTEN ITEMS**

In an effort to help build personal responsibility and also to minimize classroom interruptions we ask that parents limit deliveries of forgotten lunches, homework, library books, PE uniforms, and band instruments to school. 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. If items must be brought to school, place them on the table in the school office. The homeroom teacher will be notified of the delivery via email from the front office. Students may request permission to check the table if needed.

## **X. 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 subsidiarity; problems, concerns, and questions should be directed to the lowest level whenever possible.

Should a question or concern arises, 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 grassroots level.

If at any time a parent desires a conference, the parent should email the teacher with whom they wish to have a conference 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.

Diocesan Policy #1410 :

Before initiating a formal appeal, parents are encouraged to dialogue with the individual(s) against whom they hold the grievance. Failure to comply with this policy could result in delay of the resolution of any grievance.

- 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 and then the Pastor.
- When attempts at dialogue do not result in a resolution at the local level, the case may be formally appealed to the superintendent.

When conflicts are resolved through dialogue in an attitude of mutual Christian respect, the greatest beneficiary is the child.

**XI. HOME AND SCHOOL ASSOCIATION**

The Home and School Association of Sacred Heart Cathedral School is composed of parents of students and faculty members. 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, Dinner Auction, Mentor Family, Lost and Found, Student Recognition, Uniform Closet, and Teacher Wish List. The Home and School Association also provides a representative to the School Advisory Board. The Home and School Association is solely supported by the volunteer efforts of its membership. There are monthly executive committee meetings. Anyone wishing to address that group should contact a member of the Executive Committee two weeks prior to the meeting.

**XII. LIBRARY POLICIES**

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, Tuesday, Thursday and Friday – 7:30 a.m. - 4:00 p.m.; Wednesday 7:30 a.m. -2:15 p.m.

Please note the after school times. Students in grades pK - 3 must be accompanied by an adult, and should come after 3:30 p.m. dismissal because there are classes using the Library until the end of the school day. Students in grades 4-8 may come on their own after school with parental permission. Students who are expected at Club Eagle 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 able to check out library books each week. The checkout limit for kindergartners is one book. First 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. Note: Students who have books 6 weeks or more overdue will have check-out privileges stopped until the books are returned.

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. 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.

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.

Technology in the Library: Users of any technology devices are held to the technology policy of Sacred Heart Cathedral School and the Responsible Use Policy signed at the beginning of each school year. This applies to all devices whether they are personal property or school property.

### **XIII. LOST AND FOUND**

A Lost and Found box is located in the cafeteria and the gymnasium by the band room. Both boxes will be emptied on the second and fourth Thursday of each month. All items left after 14 days will be handled in the following manner. 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. Please contact our Facilities Manager if you need additional assistance with Lost and Found items.

SHCS is not responsible for personal items left on school property or in the building.

### **XIV. 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 carpool 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.

**XV. OFFICE HOURS**

Regular office hours are: Monday, Tuesday, Thursday and Friday: 7:45am -3:45pm; Wednesdays: 7:45am – 2:30 pm. To ensure a secure campus, parents must sign in at the office between 7:55a.m. and 3:30p.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.

**XVI. 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 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.

**XVII. SMOKE-FREE ENVIRONMENT**

In accordance with Tennessee law and diocesan policy #1240, the school observes 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.

**XVIII. SUPERVISION OF STUDENTS**

Diocesan Policy #1560-Students must be supervised while at school and/or school-sponsored activities. Those who supervise students must be free of other distractions.

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 child in the building after being dismissed must be accompanied and supervised by an adult.

Any unsupervised students in the building after the 3:30 p.m. dismissal will be escorted directly to Club Eagle.

**XIX. TELEPHONE**

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

## **XX. TECHNOLOGY RESPONSIBLE USE POLICY (RUP)**

### **Technology Responsible Use Policy (RUP)**

#### Purpose

The Sacred Heart Cathedral School (SHCS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use. Access to technology is a privilege, not a right, and as such, students must seriously consider the responsibilities associated with signing this user agreement. The value of good judgment and Christian responsibility in the use of technology is expected of all students, faculty, and staff, in order to safeguard the privilege of computer usage. Technology is provided to:

- Support the mission, vision, core beliefs and goals of Sacred Heart Cathedral School (SHCS)
- Enhance the development of 21st Century Skills
- Encourage innovation, communication, creativity, collaboration and problem-solving skills by providing access to current and relevant information
- Prepare students for high school, college and career

#### Definition of Technology

- Internet, shared network resources and external file storage devices
- Desktop, mobile computers, tablets and handheld devices
- Videoconferencing, televisions, projection systems and telephones
- Online collaboration, message boards, and email
- Copiers, printers and peripheral equipment
- Additional technologies as developed

The Responsible Use Policy (RUP) applies to:

- School-owned technology on the SHCS Internet/network, on non-school networks and offline
- Privately owned technology that is connected to the SHCS internet/network and on privately owned networks while on school property

#### CIPA

SHCS is in compliance with the Children's Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school. A technology protection measure is in place that blocks or filters Internet access. This filter protects against access by adults and minors to visual depictions that are obscene, child pornography, or — with respect to use of computers with Internet access by minors — harmful to minors. The content filter does monitor the online activities of minors and may be reviewed when deemed necessary.

#### Google Suites for Education

Google suites for education is a web-based tool for our students and staff. It may be accessed from any computer connected to the Internet. This education version of Google Suites for Education provides a self-contained environment for students and staff to create and store school work, collaborate and share information, as well as publish some resources publicly. The education version is also ad-free and data is only used to improve Google Suites for Education services. You can find the Google Suites for Education Terms of Service here: [http://www.google.com/apps/intl/en/terms/education\\_terms.html](http://www.google.com/apps/intl/en/terms/education_terms.html) The features and options used by students will be based on grade level and requirements for coursework.

The Children's Online Privacy Protection Act (COPPA) applies to the online collection of personal information by persons or entities under U.S. jurisdiction from children under 13 years of age. To comply with COPPA, SHCS is required to obtain parental consent in order for your child to access Google Suites for Education. The student's account will remain active for the duration of his/her enrollment in SHCS. Parental signature at the end of this handbook verifies your authorization for the use of this shcschool.org Google Suites for Education account.



## FERPA

Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. SHCS regularly monitors the various programs that store student data to ensure that the third-party providers are compliant with applicable laws. These services include (but are not limited to) RenWeb (student data), Renaissance Place, IOWA, additional google services, various skills programs for subject specific practice such as IXL, Discovery Education, Destiny, etc.

## Responsible Use

Users must abide by all school rules as outlined in the Student Handbook and this Responsible Use Policy. This policy outlines the guidelines and behaviors that all users are expected to follow when using technology. It is the responsibility of both SHCS and parents to help prepare students to be good Catholic digital citizens. Digital citizenship is defined as the norms of behavior with regard to technology use.

A good Catholic digital citizen is one who:

1. Understands human, cultural, and societal issues related to technology.
2. Advocates and practices safe, legal, ethical, and responsible use of information and technology.
3. Exhibits a positive attitude toward using technology that supports collaboration, learning, and productivity.
4. Demonstrates personal responsibility for lifelong learning.
5. Exhibits leadership for digital citizenship.
6. Embraces and applies Church teaching to all use of technology.

## Prohibited Use

Unacceptable uses of school electronic resources include, but are not limited to:

1. Accessing or Communicating Inappropriate Materials–Users may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, explicit, suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities–Users may not use the school’s computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any policy, procedure, or school rules. SHCS and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses–Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism–Users may not represent as their own work any materials obtained on the Internet (such as papers, articles, music, etc). When using other sources, credit must be given to the copyright holder. Users should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
5. Cyberbullying – Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Users may not send emails or post comments with the intent of scaring, hurting, or intimidating others. Users engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that activities are monitored and retained.
6. Misuse of Passwords/Unauthorized Access –Users may not share passwords; use any user account/password that is not assigned to them; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism–Users may not engage in any malicious use, disruption or harm to the school’s computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters–Users may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by school administration or the SHCS Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Degrade System Resources - Users shall not use the network in such a way that would degrade the performance system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or school administrator.

11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the campus network without permission from the school administration or SHCS Technology Department.

#### Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the property of SHCS. SHCS retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with computer, telephone, electronic mail, and voicemail. Students and staff should have no expectation that any information contained on such systems is confidential or private.

#### Safety/Security

1. All users are given accounts upon entry into SHCS. Any user account given is intended for the sole use of that user only. Each user is responsible for the security of the system. Passwords should not be shared. If a user shared a password with another, that user will be held accountable. Parents will be given their child's passwords.
2. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
3. Staff may post student pictures on school/classroom "public" websites as long as the student's name or other identifying information is not included. Students' grades, test results, or identifying pictures may be stored only on school-approved secure sites that require a username and password for authorized individuals to access.
4. Many devices have the capability to record audio and video. It is best practice and common courtesy to ask permission before recording an individual or groups. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
5. SHCS staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.
7. Email settings only allow for communication between students and teachers.

#### Damage/Liability

Users may be responsible for compensating the school for any losses, costs or damages incurred for violations of policies/procedures and school rules, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by users while using school computers, devices, or the school network.

#### Terms of Use

SHCS reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspension or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the SHCS network, Internet, and electronic resources.

#### Disclaimer

SHCS, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, SHCS is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of SHCS electronic resources.



## Diocese of Knoxville Social Media, Online, and Electronic Communication Policy

The use of technology is rapidly growing to form, inform and with God's grace, transform the adults, teens and children of our diocese.

All Diocesan entity employees and volunteers are expected to adhere to the Safe Environment Sexual Misconduct policy of the Diocese of Knoxville. This Diocese of Knoxville Social Media, Online and Electronic Communication Policy is used concurrently with the Diocesan policy on Safe Environment and Sexual Misconduct.

This policy provides guidance for Diocesan entity clergy, consecrated men and women, Diocesan entity employees, volunteers, students, and parents use of social media, which is broadly understood for purposes of this policy to include but not limited to blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, cell phones and other sites and services that permit users to share information with others.

### 1. PERSONAL ONLINE ACCOUNTS:

Diocesan entity employees and volunteers are solely responsible for content they make available online, including but not limited to, posts, comments, tweets, and "likes" (which may suggest approval of a post or other related content). Before creating online content, Diocesan entity employees and volunteers should keep in mind that any conduct, including failure to adhere to these policies, that adversely affects their job performance, the job performance of other employees or volunteers, or that otherwise adversely affects other persons, the legitimate interests of the Diocese of Knoxville or any Diocesan entity, or that is inconsistent with the moral and ethical teaching of the Roman Catholic Church, will result in disciplinary action up to and including termination of employment and/or his or her ability to serve as a volunteer.

Members of the clergy and consecrated men and women serving in the Diocese of Knoxville must consider that their social media and website activity is viewed as representing the Diocese, Office of the Bishop, and the Catholic Church in an official and direct manner. As such, the utmost caution should be taken to avoid even the appearance of scandal, disunity, immorality, partisanship, irresponsibility or the taking of a position contrary to the teachings of the Catholic Church.

Despite privacy settings, all content posted or communicated via any website or social media account will be treated as though it is universally or publicly available. At no time should Diocesan entity employees or volunteers publicly stand in opposition to the teachings of the Catholic Church, over which the Bishop of Knoxville has responsibility and authority. Such a public stance could impact the ability of that person to continue in their role and will result in disciplinary action up to and including termination of employment and/or his or her ability to serve as a volunteer.

All employees represent the Diocese, even in personal use of social media. Personal online posting should be in line with Catholic values, should not offend or contradict the faith, morals and teachings of the Catholic Church, and should not be otherwise inappropriate. Efforts to adhere to this standard should include but are not limited to the following:

- Employees and volunteers should always be fair and courteous to others
- Employees should not use social media to discuss work-related complaints. They are best resolved speaking directly with their co-worker or through their supervisor, rather than posting online.
- Any posts, comments, tweets, and/or "likes" by employees or volunteers should not include anything that reasonably could be viewed as malicious, obscene, threatening, or intimidating, or that criticizes clergy, employees, volunteers, parishioners, or other persons associated with the Catholic Church.
- Employees and volunteers should not post sensitive or confidential information in connection with their employment or volunteer status.
- Employees and volunteers should always be honest and accurate when posting online.
- Employees and volunteers should never represent themselves as a spokesperson for the Diocese or any Diocesan entity.

Personal websites should not be used to conduct business for any Diocesan entity nor should it appear as though Diocesan business is conducted through that website. There should be no linking from Diocesan entity contact or websites to personal social media accounts or websites.

## 2. DIOCESAN ENTITY ONLINE ACCOUNTS:

Any website you will use for your work with a Diocesan entity will be through the Official Diocesan website or Diocesan entity website. No separate websites should be created when using it for Diocesan entity business. Only Diocesan entity employees may have administrative access to a Diocesan entity website or social media account or access to administrative login credentials. In the event that a Diocesan entity does not have adequate staff to meet its social media needs, a volunteer cleared through the Safe Environment program may operate under the same conditions and responsibilities within this policy as those of Diocesan employees. Any email address used as a login credential to obtain Administrative access to a Diocesan entity website or social media account should be generated through a “corporately owned domain” that is controlled by the Diocesan entity. For example the email address should not be a Gmail, Yahoo, or Hotmail email address. It should be through *@[DiocesanEntity].org*. Exceptions can be made for social media platforms that require a non-diocesan email address. For example, YouTube requires a Gmail email address for the primary login however the verification email address used in the creation of the account should be a Diocesan entity email address.

Before creating a Diocesan entity online social media account or official Diocesan entity website, you must obtain permission from your Pastor, Director and work with the Communication director of your Diocesan entity for direction. No separate websites will be allowed. You should work with your existing official Diocesan entity website to promote communication. Official Diocesan entity social media accounts and other official communication platforms should be the first and primary source for official Diocesan entity news, events, invitations, announcements, etc. Employees and volunteers can repost from the Official Diocesan entity social media accounts to their personal accounts however all communication should be done through the Official Diocesan entity account, never through your personal account.

Two Safe Environment cleared adults should be granted access and trained to act as administrators for social media accounts. One of the administrators must be a diocesan entity employee. Administrators must have full access to all account or site settings and must have complete access to all communications to and from the official account.

Administrators must monitor all engagement and comments on social media accounts and respond promptly to all issues and questions. Keep Supervisors in the loop when issues arise that may need action by any other office of the Diocese.

Supervisors are ultimately responsible for the administration and content of official social media accounts and should maintain a list of all social media accounts within their Diocesan entity. Supervisors are also responsible for regularly monitoring social media sites for their entity.

Diocesan entity employees and volunteers are forbidden to post or distribute personal identifiable information of any child under the age of eighteen. Personal identifiable information includes but is not limited to “tagging”, name, address, email address, phone numbers or any information that would allow someone to identify or contact a child or that would jeopardize their safety or well-being in any way.

Certain content is not allowed on official social media sites, to include but not limited to:

- When posting on social media, be sure that the content can be freely used for any purpose. Do not post any non-original content (i.e. photographs, artwork, articles, etc.) unless and until you have obtained written permission for the copyright owner to do so. This also extends to posting videos or recordings of Masses or other events that contain performances of copyrighted music or other copyrighted material.
- Employees and volunteers are prohibited from disclosing any information that is understood to be held in confidence by the Diocese of Knoxville or its entities, except by permission granted by the Bishop of Knoxville. This specifically includes but is not limited to personal information regarding parishioners, students, or others involved in a Diocesan entity which you learn in the course of your work but have not received specific permission from the subject of the information to disclose using an online platform. (i.e. it is a violation to post information regarding a medical condition disclosed to you unless the subject has specifically authorized sharing of the information on an online account. This includes prayer requests unless permission is received from the subject).
- Do not use Diocesan entity trademarks or logos in any way that could reasonably suggest official Diocesan entity sponsorship or endorsement unless you are specifically authorized to do so. Do not use trademarks or logos of any other person or organization without the permission of the owner.
- Official social media sites may not be used for conducting or promoting outside businesses. Employees should avoid conducting outside business through personal social media accounts or websites in a way that implies sponsorship or endorsement of the business by the Diocese.

- For this same reason, clergy and consecrated men and women should avoid conducting outside businesses through social media accounts or websites which identify them as clergy or consecrated men or women of the Diocese of Knoxville.
- School Homeroom social media accounts are not permitted. Any communication between teachers and parents, if done electronically, should be done through the school's web based program such as RenWeb.
- Defamatory comments about the school or its employees made by parents at any time on a social networking site is a breach of the parent/school partnership and will be grounds for a student(s) being dismissed from the school.

### 3. COMMUNICATING WITH CHILDREN:

The primary purpose of communications between Diocesan entities and children engaged in the Diocesan entity online is to provide information related to the Diocesan entity, and to encourage online engagement and evangelization. It is not for personal or private interaction between adults and children. Private communication with young people puts both children and adults at risk. Parents must have access to everything provided to their children and be made aware of how social media is being used to communicate with their children as well as how to access the sites.

All communication must be done on the Official Diocesan entity online account. This enables administrators to monitor all communication and helps ensure there is no inappropriate communication between adults and children or between children themselves. It ensures that all communication online remains positive and safe.

Any private channel and/or any private communication is prohibited. These sites include but are not limited to private Facebook groups, or invite-only YouTube channels, Facebook Messenger, Twitter, Direct Message, Snapchat, WhatsApp, Kik, Yikyak, Whisper, TikTok, Google Hangouts, FaceTime, etc. Official Diocesan entity online accounts should not be used to contact children privately.

Diocesan entity employees must not initiate or accept "friend" requests with children connected to the Diocesan entity using their personal profiles on Facebook, Instagram, TikTok or any other platform or app. Children should be encouraged to "Like" and participate in public discussions on Diocesan entity Facebook pages and other Diocesan entity public social media platforms and apps. If children create their own social media groups, Diocesan entity employees and volunteers are prohibited from joining these groups.

If a child directly contacts any Diocesan entity employees through a personal social media account, the Official Diocesan entity account should be used to reply. In unusual cases where a personal account is used to respond, such as an emergency situation which requires urgent communication, Diocesan entity employees should maintain copies of all such messages and must promptly provide copies of the communication to a Supervisor. Counseling children through social media or other platform is not permitted.

One-to-one text messaging with youth is prohibited. Group texting using an official Diocesan account or app associated with the Diocesan entity is permitted only when parents are made aware and invited to participate in the communication via a direct invitation from the app. Group texts shall include more than one Diocesan employee in the group and shall be sent only from official accounts/phone numbers/apps associated with the Diocesan entity. You must work with the Principal and Diocesan entity Communication director before using any group texting apps. All group texts must be kept and never deleted.

Should you receive a one-to-one text from a youth associated with a Diocesan entity you should not respond one-to-one but instead include another Diocesan employee and parent or legal guardian to your response. You should respond that the youth should email you or use the group message app associated with your Diocesan entity to contact you. You must report the one-to-one text message to your Supervisor. In the rare instance the message from a youth is about imminent danger, you should add another Diocesan employee to the response and if possible the parent or legal guardian to your response. You should report this to your Supervisor immediately. Violations of this policy will result in disciplinary action up to and including termination of employment.

### 4. TWO-WAY VIDEO AND AUDIO COMMUNICATIONS:

When we are not able to be physically present with our young people, technology can provide some vehicles for us to stay in contact with them. Before holding a two-way video and audio conference:

- Communication must be provided to the parent or legal guardian regarding the two-way video and audio conference so that they are informed of the dates, times and reason for the conference.
- Parents must have the opportunity to decide that their child will not participate
- Parents must be given the ability and the corresponding links or phone numbers to join the two-way video and audio conference at any time.
- Parents must be notified that the two-way video and audio conference will be recorded for the safety of everyone.
- We must ensure that we are in compliance with the Children’s Online Privacy and Protection Rule “COPPA”
- Two Safe Environment trained adults must be present on each two-way video and audio conference.
- All streaming sessions must be recorded. These can never be posted online. Access to these recorded conferences should only be granted to the youth, their parents, and diocesan staff.
- The physical location of the recording or live session should be a professional setting.

#### 5. VIDEO/IMAGE RELEASE:

Diocesan entity employees and volunteers are forbidden to post or distribute personal identifiable information of any child under the age of eighteen unless a current Video/Image Release form has been signed by a parent or legal guardian and permission is granted. Personal identifiable information includes but is not limited to pictures, videos, full name, home address, email address, telephone number or any information that would allow someone to identify or contact a child or that would jeopardize their safety or well-being in any way.

Electronic communication is not intended to be the primary means of communication with children. In extraordinary circumstances when using email, text messages or other electronic communication with a minor, a second safe environment cleared adult must be included. The parent or legal guardian should also be copied on any email, text or electronic communication with a minor. Records of these types of communication should be kept.

#### 6. AUTHORIZATION TO SPEAK FOR A DIOCESAN ENTITY:

All matters of a Diocesan entity that requires news releases or public statements must be reviewed and coordinated with the Director of Communications for the Diocese of Knoxville. In the event where media inquiries are urgent or in a crisis situation, the Director of Communications will serve as spokesperson for the Diocese. The Vicar General acts as spokesperson when the Director of Communications is not available. No statement may be made on behalf of the Diocese or any Diocesan entity unless it has been approved by the Director of Communications of the Diocese.

Ultimately, all Diocesan entity employees or volunteers must refrain from any actions, through public or private social media or other online communications that could be an embarrassment, cause scandal, or bring discredit to the Diocesan entity. Inappropriate postings, which may include but are not limited to discriminatory remarks, harassment, threats of violence or similar unacceptable or unlawful conduct whether such postings are made using official or personal social media accounts or any online platform will be cause disciplinary action up to and including termination or loss of volunteer role.

Violations of this policy, the Safe Environment Policy and Procedures of the Diocese of Knoxville, or any applicable laws will result in disciplinary action up to and including termination for the Diocesan entity employee, cleric or consecrated man or woman, or removal from a position if a volunteer.

By acknowledging receipt of this policy, accepting employment or a volunteer position with the Diocese of Knoxville or any of its entities, each Diocesan entity employee and volunteer agrees that he or she will, upon request, provide the Diocese of Knoxville access to any social media account which the Diocese of Knoxville reasonably believes has been involved in a violation of this policy, the Safe Environment Policy and Procedures of the Diocese of Knoxville, or any other applicable law, policy or standard.

The Diocese of Knoxville reserves the right to make changes to this policy at any time and at its sole discretion and interpret and administer the policy in light of changing circumstances and events.

### **XXI. Policy on the Human Body As a Constitutive Aspect of the Human Person**

*“The Church teaches that our differences as male and female are part of God’s good design in creation, that our bodies—including our sexuality—are gifts from God, and that we should accept and care for our bodies as they were created. In fact, ‘being man’ or ‘being woman’ is a reality which is good and willed by God” (Catechism of the Catholic Church, 369). A person cannot change his or her sex. A person should accept and seek to live in conformity with his or her sexual identity (sometimes called “gender identity”)*

as given by God. The human person is a body-soul union, and the body-created male or female-is a constitutive aspect of the human person. Therefore, the Catholic Church teaches that the removal or destruction of healthy sexual and reproductive organs is a type of mutilation and thus, intrinsically evil. Procedures, surgeries, and therapies designed to assist a person in "transitioning" his or her sex are morally prohibited. "Everyone, man and woman, should acknowledge and accept his or her God-given biological sex and the sexual identity that corresponds with that gift. Physical, moral, and spiritual difference and complementarity are oriented toward the goods of marriage and the flourishing of family life. The harmony of the couple and of society depends in part on the way in which the complementarity, needs, and mutual support between the sexes are lived out." See (Catechism of the Catholic Church ("CCC"), 2333. "Each of the two sexes is an image of the power and tenderness of God, with equal dignity though in a different way." See CCC, 2335. Having a proper understanding of the human body-and more generally, of the moral law-enhances, rather than restricts, man's freedom. As St. John Paul II stated in his encyclical Veritatis Splendor. "[T]here can be no freedom apart from or in opposition to the truth." (Veritatis Splendor, 96).

1. It is the policy of the Diocese of Knoxville that all Catholic parishes, schools, institutions, departments, entities, charities agencies, juridic persons, or other affiliated entities, and any subdivision thereof, shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex.
2. All clergy, employees, and volunteers shall conduct themselves in accord with their God given biological sex.
3. Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church, and so families are expected to live in accord with Gospel values, particularly regarding actions and behaviors that are public. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

Anything to the contrary notwithstanding.

***This policy makes explicit what is already implicit in The Mission, Vision and Operating Principles of the Diocese of Knoxville in the Lay Employee Handbook dated July 23, 2020.***

## **XXII. TRANSPORTATION**

### **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 3:00 or 3:30 p.m. dismissal will need to know and follow the appropriate procedure. Information about parking lot procedures is listed below and provided via email prior to the beginning of school. It is critical that parents be familiar with and adhere to the directed procedures.

### **Parking Lot Procedures:**

#### **Morning Drop-Off:**

- 7:00-7:30 am arrival: Students may be dropped off at the gym using the South bridge entrance beginning at 7:00 am. There is a \$3.50 charge per child per day for drop off between 7:00am-7:20am.
- 7:30-7:55 am arrival: Students may be dropped off in front or back using all entry points. Students will proceed to the gym until the first bell at 7:45am. The tardy bell rings at 7:55am.
- After 7:55am: Please drop your child off at the front of the school only, using the North Bridge. Students should proceed directly to the front office to sign in. A parent must accompany all elementary age children to the office to sign them in.
- Cell Phone Usage: Arrival and dismissal is a "no cell phone zone."
- For everyone's safety, please do not park and walk up to the school.

#### **Leaving Campus in The Morning:**

- South bridge is right-turn only
- North bridge is left and right turn
- Erin Drive is not an exit point

#### **Afternoon Pick-Up:**

- 3:00 pm dismissal: 3:00pm pick-up is only at the front using the North Bridge. Cars will double-stack just past the Parish office. The Erin Drive entrance is not open for afternoon dismissal because of double-stacking. 3:00pm



dismissal families may enter campus no earlier than 2:45pm (1:45pm on Wednesdays) to ensure safety and traffic flow.

- 3:30pm dismissal: 3:30pm pick-up will be at both the front and back using the North and South bridges. 3:30 pm dismissal families may enter campus no earlier than 3:15pm (2:15pm on Wednesdays) in order to ensure safety and traffic flow.
- Car Tags: Each family will be given family name car tags. Please display on the passenger side of your dashboard.
- Waiting along Northshore Drive: Stacking cars along Northshore Drive prior to dismissal will not be permitted.
- Check-in/Check-Out: Volunteers, visitors and parents coming to the front office or clinic should come to the School Office via the North Bridge.
- Cell Phone Usage: Arrival and dismissal is a “no cell phone zone.”

#### Leaving Campus in The Afternoon:

- The South bridge is right-turn only
- The North bridge is left and right turn
- Erin Drive entrance is not open for dismissal

### **XXIII. 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#1630**), sign a visitor/volunteer log and receive a nametag to wear. To ensure a secure campus, parents must sign in at the office between 7:55a.m. and 3:30 p.m. The office is notified when anyone who is not an employee is seen in the building without a name tag. 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.

### **XXIV. 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#1630**), sign a visitor/volunteer log and receive a nametag to wear.

#### Goals of the Volunteer Program

The goals of the SHCS Volunteer 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.

Our hope is that many of our parents will be able to serve the school community as a volunteer. However, in light of the COVID-19 pandemic, the school reserves the right to restrict volunteers on campus as well as at off campus school-related events and activities. Volunteers must also abide by the school’s policies related to COVID-19 and refrain from coming to campus as well as off-campus school-related events and activities should they be directed by the school, the health department or a physician to quarantine, or should they exhibit COVID-19 symptoms, have a positive case of COVID-19, reasonable suspicion of a positive case or exposure as well as confirmed exposure to COVID-19. Volunteers must comply with the same

rules set forth by the Diocese of Knoxville Re-Entry Policies and Procedures.

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” (Diocese of Knoxville Policy #2000).

The requirements of all volunteers as outlined in the Diocesan Policy are as follows:

- Volunteers must be instructed on the “Diocese of Knoxville Policy and Procedure Relating to Sexual Misconduct.
- Volunteers must complete all required forms.
- Volunteers must receive training in CMG Connect and have background checks completed and on record.

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 a volunteer.

Sacred Heart discourages transporting 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 the volunteer program.

*Sacred Heart Cathedral School reserves the right to amend or modify this handbook as necessary. Every effort has been made to address matters with clarity. Any revisions will be approved by the Pastor and/or administration and communicated in writing to all families.*



**ADDENDUM A**  
**Permission for Use of Electronic Books/Readers**

Electronic books and readers can serve a useful purpose within the school setting. Sacred Heart Cathedral School, in the interest of supporting reading, sets forth the following guidelines for their use on campus.

1. Only devices that provide books in electronic form may be brought to school. Such devices must be used exclusively for reading. Playing games, using the internet, use of camera or video, or other related activities are not permitted.
2. Students may use the devices when instructed to do so by the teacher or when they have been given the opportunity for self-directed reading. If a student uses the device inappropriately or when not permitted to do so, the device will be taken. The parent will be required to pick up the device from school.
3. Devices with wireless capabilities must have the wireless function disabled (including 3G/4G capabilities). No student is permitted to use their electronic book /reader to access the internet while on campus.
4. The full responsibility for the device, its security and safety, rests with the student. Because the liability for the device rests with a single user, the student, the device may not be shared with other students/classmates.
5. Sacred Heart Cathedral School is not responsible for loss or damage to such devices.
6. Only students in Grades 3-8 who have turned in a signed copy of this permission slip may bring electronic books/readers to school.
7. Students who violate any part of this agreement forfeit the privilege to bring electronic books/readers to school.
8. The school reserves the right to search all electronics, including electronic books/readers that students have brought onto school property.
9. The device must be labeled with the student's name.

I, \_\_\_\_\_ (please print), parent of \_\_\_\_\_, give permission for my child to bring an electronic book/reader to school. My child and I have read and agree to the rules about having an electronic book/reader in school and the consequences in place should he/she violates this agreement.

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Homeroom \_\_\_\_\_

Type of device \_\_\_\_\_

**Please print and return the signed sheet by Friday, August 20, 2021.**

Dear Parents,

After you have read the Parent Student Handbook for the 2021-2022 school year with your child, please print this page, sign below, and return this sheet to your youngest child's homeroom teacher. This further acknowledges that you have received and agree to abide by the school's policies within this handbook, including the Technology Responsible Use Policy (RUP) as well as The Diocese of Knoxville Re-Entry Policies and Procedures (DOKRPP). DOKRPP which may likely be revised as new research and guidance becomes available to schools as to how to mitigate, but not eliminate, risk of infection or exposure to COVID-19.

Student Name

Student Homeroom

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Printed Parent Name

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Parent's Signature

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Date