SACRED HEART
CATHEDRAL SCHOOL

EST. 1956

PARENT/ STUDENT HANDBOOK

2022-2023

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
Cognia 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

Let Me Be As Christ to You
"...the greatest among you must become like the youngest, and the leader like one who serves." ~ Luke 22:26

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

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

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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. Active members of Sacred Heart Cathedral Parish
2. Active members of Knoxville area parishes without schools
3. Active 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. Children of faculty/staff of Sacred Heart Cathedral and School
3. Catholic children of registered parishioners of the Cathedral of the Most Sacred Heart of Jesus maintaining an active status in parish life
4. Catholic children with siblings currently enrolled in Sacred Heart Cathedral School
5. Catholic children of registered parishioners of neighboring parishes
6. Catholic students transferring from other Catholic schools
7. Catholic students transferring from public schools
8. Non-Catholic children with siblings currently enrolled in Sacred Heart Cathedral School
9. Non-Catholic children entering Sacred Heart Cathedral School

**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 must be 5 years of age on or before August 15. Children entering pre-kindergarten must be 4 years of age on or before August 15. Children entering pre-kindergarten or 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, special needs, social and emotional maturity, student personalities, friendships and more. If a child has a specific educational or emotional needs relevant to class makeup, 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 the professional judgment of its teachers.

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 by an enrollment committee on an individual basis. No student will be accepted until all documentation from his/her previous school is submitted to SHCS and reviewed.

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
- 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.

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 pre-kindergarten and kindergarten is required and administered by SHCS staff.

For incoming students in grades 1-8, academic screening is required.

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

- Official transcript
- State of Tennessee Immunization form
- Non-refundable Enrollment fee

IX. WITHDRAWAL PROCESS

By signing the handbook, you acknowledge that you have read and understand our withdrawal policy.

SHCS strives to be a good steward of the school's budget. Withdrawals after May 31st impact this budget. Based on enrollment numbers, money is allocated for new teacher hires, book orders, technology purchases, and software licenses. Student withdrawals negatively impact the finalized budget.

In the event of withdrawal after May 31, 2023, a $1,500 fee (per student) will be due. If a student is withdrawn after the start of the school year, a $2,500 fee (per student) will be incurred. All student fees (book, technology, miscellaneous) are neither refundable nor prorated.

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

1. Notify the SHCS Business Manager in writing of the effective date of withdrawal. (Janine Juckett at jjuckett@shcknox.org)
2. Sign the *Authorization for Release of School Records* form at SHCS or at the new school the student will be attending.
3. Complete the parent exit questionnaire.
4. Return or pay for all property of SHCS: textbooks, library books, sports uniforms, etc.

All accounts (tuition, cafeteria, Club Eagle, preschool) must be paid in full before school records will be released.

ATTENDANCE

I. CALENDAR

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

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.

Students arriving before 7:45 a.m. must go to the gym. Students will be allowed in their classrooms at 7:45 a.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 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 submit written authorization to the school office to pick up a child other than their own and 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. 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 receive 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/email 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; once the parent arrives to sign out the child, the child will be called to the office.

"Check Outs" are 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.

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

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 will be notified.

Students are encouraged to schedule appointments with their doctors or dentists outside of school hours; however, when unavoidable, 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 by 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. Extenuating circumstances to be judged by the Principal. These reasons must be submitted in writing to the Principal. Some examples of excused absences include 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.)

B) Unexcused Absence -Absences other than those mentioned above will be considered unexcused. This includes family trips. **Parents are strongly encouraged to limit family trips to days school is not in session.** 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. Teachers are unable to provide a comprehensive list of projected class and homework assignments in advance of actual classroom instruction (i.e. requested work for upcoming travel or pre planned absences). The teacher is not required to provide instruction for missed lessons. Parents and/or guardians are ultimately responsible for providing make-up instruction for children when they are absent without excuse. Teachers will require students to take any missed tests within two weeks of their return from an unexcused absence.

Educational Impact of Absences

5 Days Total Unexcused-Absences	The Superintendent will be notified as stated in the Tennessee Code Annotated #49-6-3007 and Diocesan Policy #1050. In addition, the local school district will 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. A conference will be scheduled with administration.
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:

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.

D) Picking up Books:

Students may wait until they return to school to address 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.

- K-8 books/materials may be picked up at the front office at 3:30 pm. Homework not picked up by 3:45 pm will be returned to the student's homeroom.
- Upon the student's return to school, it is his/her responsibility to follow-up with the teacher(s) to identify all missed work. Students are responsible for making up all missed work within the timeframe outlined above.

E) Making up Tests/Quizzes:

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

Grades 1-5

- Students in grades 1-5 should work with their teacher(s) 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 Test 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. To prevent distractions, 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 local 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 by email, attendance@shcknox..org, or attendance line, 865-292-4160, if you have made this determination. Students whose parents have determined it is unsafe for them to attend because of weather will receive an excused absence and should consult with the teacher(s) about missed work upon their return to school.

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. See the Communicable Diseases section on page 26 for the Diocese of Knoxville Health and Wellness Procedures.

ACADEMIC AFFAIRS

I. CURRICULUM

Pre-Kindergarten: Little Eagles

The emphasis is on preparing children for a successful kindergarten year. It will provide enhanced learning opportunities. The school day includes religion, academics, art, Spanish, physical education, library, music, along with age appropriate play, and rest time.

Kindergarten:

The emphasis is on ensuring the child's experience in school is meaningful and successful. Students are encouraged to work and create independently and in group settings. Religion, language arts, math, science, social studies, technology, physical

education, library, art, andSpanish are included.

Grades 1 - 5:
The emphasis is on religion, reading, English, writing, math, spelling, science, and social studies. The curriculum also includes library, music, art, physical education, and Spanish. Technology is an integral part of the curriculum.

Grades 6 - 8:

- Students participate in a strong traditional curriculum in religion, literature, English, math, science, Spanish, and social studies. Technology is an integral part of the curriculum.
- Students are grouped by ability and developmental readiness for mathematics, language arts, and Spanish.
- Students have the opportunity to take a variety of electives.
- The physical education curriculum includes a variety of sports, overall physical fitness, and health.
- Students' leadership skills are fostered in student council, National Junior Honor Society, and other extracurricular and service activities.

Supplementing the curriculum, SHCS offers students many opportunities for cultural, artistic, and social enrichment through various experiences both on and off campus.

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

II. HOMEWORK

Homework is an opportunity for parents to gain insight into what students are working on at school and encourage students to understand the value of studying and reviewing assignments in the learning process. The amount of time it takes a student to perform any task will vary from child to child. If a child consistently exceeds the amount of time listed below doing homework, please contact the teacher.

Homework assignments may include the following: completion of assignments begun during the school day, practice of newly learned material, preparation for class, study time, reading, research, and project completion. Time management is crucial when long-term projects are assigned and will affect the time spent on daily homework. The chart below provides a general guideline for homework completion (excluding time spent on outside reading (AR) and work on long-term projects).

Grade Level	Recommended Time	Grade Level	Recommended Time
K	10 Minutes	5	50-70 Minutes
1	10-20 Minutes	6	60-80 Minutes
2	20-40 Minutes	7	70-90 Minutes
3	30-50 Minutes	8	80-100 Minutes
4	40-60 Minutes		

Students in grades 2-8 are required to use a daily planner (provided by the school) to write down homework. Homework for middle school students will also be posted on RenWeb by subject area (but is subject to change). Assignments written in the planner are the most up to date and accurate and will supersede those posted on RenWeb for the week.

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. After four calendar days, grading is at the discretion of the teacher and may result in a zero.

III. REPORT CARDS

Report cards are issued at the end of each of the four nine-week grading periods. Letter and/or number grades represent 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, Spanish, 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. 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. 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 students in grades K-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 relationships within and among 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 Council 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.
Character: A student of character is one with integrity and is honest, courteous, respectful, reliable and able to own up to mistakes. He/she will treat other classmates well, both in and out of the classroom, as well as at events both on and off school campus.
Leadership: A student can exercise leadership by a positive attitude, demonstrating leadership in the classroom (i.e. volunteers to help teachers and classmates), is a role model who influences peers in upholding school ideals, and is able to do the right thing even when others are not.
Service: A student shows service by cheerfully rendering requested service to church, community, teachers, and school (i.e. represents the school in inter-school academic activities, contests, safety patrol, good attitude about clean-up in the cafeteria and homeroom duties, church ministries, etc.), and is willing to help when asked to do so.
Citizenship: A student demonstrates citizenship by obeying all rules and requests, and by active involvement in school and parish life through activities such as clubs, athletics, plays, band, church groups, 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 ½ of the required yearly service hours and/or leadership activities. They must be completed and submitted by the last school day before Christmas break of the first semester.
- 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 complete the yearly hour requirements for service and/or leadership activities and submit all accompanying documentation before the end of the school year.

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 will not indicate that membership was achieved.

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

VIII. CLASS PLACEMENT

Placement for classes in grades 6-8 is determined by standardized test scores, report card grades, teacher recommendations, class size, study skills, class participation, organization, responsibility, and placement tests (end of 5th–7th 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 after consultation with the child's teachers. 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 8th 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 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 grades K, 2, 4, and 6. 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 monitor progress and student achievement.

NCEA Assessment of Religious Knowledge (ARK) Test
Students in grades 2 through 8 are administered the ARK test each spring to evaluate the religious education program at SHCS.

An attempt will be made to make up any of the above tests for students who miss testing for reasons other than illness.

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 July 2022, PK-8) 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. The school retains the right to deny enrollment/re-enrollment to any student whose needs exceed that the school can provide.

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

Student Success Program
Students in grades Pre-K (LE)-5 who need additional instruction (as determined through the SHCS referral process) are offered

specialized work in reading and/or mathematics through the Student Success program. Students in grades 6-8 are supported using an inclusion model where additional instruction is given by a special services teacher in the regular classroom.

School Counselor

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

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.

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 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 (Pre-K-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").

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
- Remain seated unless given permission to get up
- Keep your voice at a conversational level

Playground Expectations

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

Dismissal Expectations

- Follow the directions given 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 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
- in vehicles when students are being transported to or from a school-related function, activity, or event

(Cf. T.C.A. 39-17-1307; 39-17-1309; 49-6-4204 through 49-6-4210; 49-6-4301)

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 Pre-K-5

Pre-Kindergarten through fifth 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-5 spend most of the day with their students, they have a wonderful opportunity to help their children grow in every way. Teachers develop a behavior management plan for their classrooms and work closely with parents to help children grow in virtue and self-control.

GRADES 6-8

Sacred Heart faculty and staff make a point of "catching kids in virtuous behavior." 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 understand and practice, and we will look for opportunities to recognize students who are putting that virtue into action. Students in grades 6-8 can earn merit points of 5 or 10 points that will be added to a student's weekly conduct grade.

Students will begin each week with a conduct grade of 100. Deductions 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 a detention. Detention will be held during middle school lunch and recess. For a 70% or below conduct grade during the previous week, students will serve 1+ days of lunch/recess detention. The number of days served in detention will increase for repeated weeks with a conduct grade below 70%. For severe misconduct, students may serve up to a week of detention. Severe or frequent misconduct that disrupts the learning climate of the school will result in corrective action by administration.

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 showing defiance and/or disrespect toward others
- Negative interaction with peers
- Dishonesty or lying
- 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
- Cell phone use or disruption (ring, vibrate, etc.)
- Any additional behavior of similar severity as determined by faculty and staff

B. 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.
- Natural consequences may be the discipline applied.
- Teacher/student 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/Administration
- Detention with approval from the Administration
- After-school detention with approval from the Dean of Students/Administration

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

Every student at SHCS has the right to be in a safe environment that allows learning to take palace. No child has a right to disrupt this environment, A disruptive child will be removed from class and a parent will be called. Repeated or severe disruptions may result in the child being sent home.

More serious offenses that warrant immediate office referrals include (but are not limited to) the following: stealing, fighting, drugs, weapons, punching, biting, throwing furniture, threatening to do injury to person or property, sexual behaviors, bullying or harassment.

The following infractions are so serious that should they occur, immediate suspension or expulsion may be warranted. These infractions include but are not limited to the following:
- Fighting or hitting
- Leaving school grounds without permission
- Substance abuse

- Use of tobacco products
- Possession of a weapon
- Vandalizm
- Obscene or sexually explicit language, behavior, or material
- Threats to another person
- Harassment or bullying
- Possessing prescription or over-the-counter medications
- Dishonesty including stealing, lying, cheating, plagiarism, or forgery
- Possessing, receiving, buying, transmitting, selling, or being under the influence of any illegal drug, alcoholic beverage, controlled substance, illegal substance, mind-altering substance, inhalant, or intoxicant of any kind, or any counterfeit controlled substance.

III. SPECIAL AREAS OF ATTENTION PK-8

Honor Code - Any violation of Sacred Heart Cathedral school's 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(s) 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.

Harassment is unwanted, unwelcome, and uninvited behavior that demeans, threatens, or offends a student or results in a hostile environment. It may include, but is not limited to epithets, derogatory comments, slurs, assaults, impeding or blocking movement, and visual insults such as cartoons or drawings.

Bullying is repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse through attacks on the person or property of others. Bullying may include, but is not limited to verbal taunts, name-calling, code words, gestures, putdowns, implied or stated threats, and exclusion from peer groups.

Cyberbullying is the use of technology to bully another and may take place inside or outside of school hours.

Harassment and bullying may include gestures, writing (including electronic media, texting, use of apps, etc.), and verbal, physical, or psychological acts of harm. Harassment and bullying on or off school grounds is unacceptable!

Sexting includes the sending, or encouragement for sending, sexual images, or sexually suggestive images, through technology. Such behavior is in violation of Christian moral standards. Any form of sexting will result in disciplinary action.

Consequences
Several factors will be considered in determining the appropriate response to acts of harassment or bullying.
- The developmental and maturity levels of the parties involved
- The circumstances of the event(s)
- The nature of the behavior(s)
- Past incidences or a continued pattern of behavior
- The relationship(s) between the parties involved

Consequences and appropriate remedial action for students who commit acts of harassment or bullying may range from behavioral intervention to suspension or expulsion. The action taken will be in line with federal and state statutes, as well as school policy.

Complaints alleging harassment and bullying should be reported to an SHCS faculty member. All school employees are required to address and document allegations of abuse.

Consequences for a student found to have falsely accused another as a means of harassment or bullying range from behavioral intervention to suspension or expulsion.

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 incident 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 in high regard when determining consequences 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.

After-School Detention: grades 6-8 – This is a scheduled time, typically on Tuesday from 3:30-4:15, 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 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.

Suspension will also be applied when a student commits an infraction serious enough to warrant an in school or 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 a Readiness Meeting.
Before returning to school, the student will have a Readiness Meeting with school administration to determine 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.

My Aplus Uniforms 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 that the students follow the uniform code. Parents may be contacted 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, have exhibited a uniform infraction that will result in a 5 point deduction from the week's conduct grade. Parents will be notified.

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.

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
Jumpers, Skirts, Skorts		
PK-2	Plaid Jumper	Plaid 60
3-5	Plaid Skort or Skirt	Plaid 60
6-8	Skort or Skirt	Navy

Skirts/Skorts should be no shorter than 3" above the knee. Please measure.

Polo's, Oxfords, Blouses (SHCS official logo required)		
All	Short or Long Sleeve Polo	White or Gray
All	Short Sleeve Dry Fit	Gray
PK-5	Short or Long Sleeve Peter Pan	White

3-8	Short or Long Sleeve Oxford	White
6-8	3/4 Sleeve Oxford	White

Sweaters (SHCS official logo required)

All	Cardigan, V-Neck Sweater, or Vest	Maroon, Navy, or Gray

Outerwear (SHCS official logo required)

All	Fleece Jacket, ¼ or full zip jacket	Maroon or Navy
All	Crewneck or ¼ zip Sweatshirt	Maroon, Navy, or Gray

Pants and Shorts (SHCS official logo required)

All	Girl's and Women's Pants (Pleated or Flat)	Navy
All	Girl's and Women's Shorts (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

Accessories

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 Gray, Navy, White, or Black

Girl Dress Uniform:

3-5: Plaid Skort or Skirt, White Knee Socks, Oxford Shirt or Peter Pan Blouse, Maroon, Navy, or Gray Sweater (optional)

6-8: Navy Skort or Skirt, White Knee Socks, Oxford or 3/4 Sleeve Oxford Shirt, Maroon, Navy, or Gray Sweater (optional)

Boys Dress Uniform:

3-5: Navy Pants, Oxford, Maroon, Navy, or Gray Sweater (optional)

6-8: Navy Pants, Oxford, SHCS Tie, Maroon, Navy, or Gray Sweater (optional)

Winter months are from December 1st - February 28th. During winter months, girls are required to wear knee socks, tights/leggings (please wear socks to match your leggings), or pants. Boys are required to wear long pants.

Acceptable shoes include:

- mostly solid white, black, navy, or gray athletic shoes
- solid black, brown, or navy leather shoes (non-athletic)
- 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 stud -type and no larger than ½ inch in width. **No hoops or dangling earrings.**
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. **Smart watches are not allowed.**
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.

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 8th grade only.
3- Only girls may wear pale pink or clear nail polish (no glitter is permitted). French manicures with white tips are acceptable.

Hair

1- Hair must be neat, clean, combed, above the eyebrows, and must not draw undue attention.
2- Hair should be natural in color.
3- 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.
4- Hair bows, hair bands, or scrunchies must be in good taste and match the uniform.

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 (i.e. students should not wear black undergarments under a white shirt).
- 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 not have a visible manufacturer's logo.
- Outerwear or sweaters may not be tied around the waist or shoulders while in church.
- Hats, sunglasses, etc. are not to be worn inside.

DRESS CODE FOR NON-UNIFORM DAYS

- Clothing should be modest, in good condition, neat, clean, and fit properly.
- The hemline of skirts should be no shorter than 3 inches above the knee.
- Clothing should be free of inappropriate slogans, pictures, or references as determined by administration.
- Undergarments should not be visible; shirts should cover midriff and not be tight.
- Shorts should fit properly. Boys and girls' shorts should extend past their fingertips. Running shorts are not permitted unless worn over bike shorts which extend past the fingertips. Bike shorts may not be worn alone.
- Pants/jeans should fit properly and not have rips above the knee.
- Shirts worn with leggings should be tunic length and extend past their fingertips. No t-shirts with leggings.
- 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 100.4º 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 100.4º 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.

Children should not return to school unless they are symptom free for 24 hours (without the aid of medication).

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/infection 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 100º 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).

General Health and Well-Being Policies

A) Health Examination and Vaccinations

To ensure that all students have up-to-date health exams and vaccinations, schools shall require health examinations and proof of immunization of each student in accordance with the regulations of the Tennessee Department of Education and the Tennessee Department of Health. *(Diocesan policy 1320).*

B) Health Requirements: Employees & Students

To ensure that all students and employees in the Diocese of Knoxville conform to local county health department regulations, principals/presidents shall keep on file a copy of the local county health department regulations concerning students and employees. Student health information should be verified at least annually to ensure that the information is current. (*Diocesan policies 1330 & 3120).*

C) Notification of Communicable Diseases

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 the 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).*

D) Attendance

School attendance is required by state law; therefore, schools must keep accurate and complete attendance records *(Diocesan policy 1030).*

E) Absence due to Illness

Persons are required to remain out of school until the following conditions are met:

- He/she has not had a fever for at least 24 hours without fever reducing medications
- He/she has not vomited for at least 24 hours without the aid of medication

F) Extended Absence due to Illness

If students are not able to be physically at school, the school will work with families to create an education plan to ensure the students are progressing in their education.

G) Notification of Contagious Illness

While protecting the privacy of individuals, the school will notify parents of a particular grade or class that there has been a student with a contagious illness. Guidance about this illness will be provided from the health department.

H) Infection Prevention Education

Faculty and staff will implement infection prevention education including hand hygiene, physical distancing, facial coverings, and spending time outdoors for students and families in a developmentally appropriate manner. (Health and Wellness Curriculum, Policy 1350)

I) Hygiene and Sanitation

- The school will adhere to safe cleaning and disinfecting protocols with EPA-approved products for use against viruses.
- Hand sanitizers containing at least 60% alcohol will be readily available for use by students and staff.
- Students and faculty will be reminded to frequently wash their hands with soap and water for at least 20 seconds. Young children will be appropriately supervised when using hand sanitizers and other cleaning products.

J) Facial Coverings/Masks

The diocese strongly supports the personal decisions of families and individuals regarding COVID-19 vaccinations and other protective measures such as appropriately fitting facial masks. Therefore, face-mask usage will be at the discretion of the parents and employees.

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. 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.

B. 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.

C. 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. Any student scheduled to attend detention must serve their detention before attending practice or playing in a game.

D. Academic Requirements
Students should maintain a class average of 70 or higher in each subject to participate in sports. If a student's grade falls below a 70, to be eligible to continue participating in athletics, the student must work with parents, teachers, coaches, and/or administration to show weekly academic improvement.

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. Additional forms, including cardiac awareness information and concussion statement, must also be on file.

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

The spectator will…

- 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. 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 to the cafeteria.

Students should not trade or share food in the cafeteria for safety and health reasons.

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 - grades can be viewed for 3rd-8th grade
3. School Website
4. Weekly eNews (emailed to parents)
5. Facebook, Twitter, & Instagram (periodic postings as a means of communication/engagement with parents)
6. Pre-K-5: Friday Folders (sent home each Friday, includes teacher notes, school information, etc.) In an effort to conserve resources, some school-wide communications will be sent home with the youngest child in the family enrolled at SHCS. SHCS provides a Friday Folder for each child; a $3.00 replacement fee is charged for lost folders.
7. Report Cards
8. Updates of School Board meetings
9. Minutes of Parent Teacher Ministries meetings
10. Grades Pre-K - 5 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 - teachers should respond within 24 hours not including weekends
2. Send a note with your specific request or concern
3. Phone call to school and leave a message for the person with whom you wish to speak
4. In order to prevent interruption of class time, or to prevent interruption of a teacher's schedule, all meetings and conferences should be made by appointment.
5. Participation in Parent Teacher Ministries meetings
6. Attending the School Board meetings - requests to attend the School Board meetings must be submitted two weeks in advance
7. 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 distract 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 their class during the program.

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 has direct application to a unit of work studied by the students.

Each child who participates in any field trip must obtain a 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.

If a student becomes ill, exhibits symptoms of a contagious disease, is running a fever, vomits, etc. the parent may be called to pick up the child immediately.

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.

Parents who cannot afford to send their child to an off campus trip should contact the SHCS business manager. We will make every effort possible to allow all students to attend educational outings.

All chaperones must comply with the Diocese of Knoxville Policy and Procedure Relating to Sexual Misconduct. The teacher sponsoring the field trip must submit a list of chaperones to the principal at least 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

Students are prohibited from using their **cell phone**s, or other electronic devices, while they are on campus during the 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 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 grade. 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 and other electronic devices with internet/communication capabilities are not permitted to be worn by students on campus during the school day. It is the goal with this policy to afford each student the ability to focus solely on their education and to be present in the environment around them. If a device is worn to school, the teacher may confiscate the device, and the parent will be notified and must 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 grade.

VII. EXTENDED DAY CARE/CLUB EAGLE PROGRAM

Club Eagle Program- Club Eagle offers after school care (dismissal - 6:00 p.m.) for Pre-K -8. Club Eagle operates throughout the year. Summer program 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 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 emergency, it is required that you enroll in "PLAN D." For more information please call 865-584-8882.

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 are separate from annual tuition.

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
1. Books and fees are billed separately, not added to tuition
2. There are 4 payment plans:
    i. Annual payment in full.
    ii. Semi-annual payments
    iii. Quarterly Payments
    iv. 10 Monthly Payments

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

Should a question or concern arise, the parent should contact the teacher involved before discussing the matter with anyone else. Oftentimes, 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. Please 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. PARENT TEACHER MINISTRIES (PTM)

The Parent Teacher Ministries 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 Ministry. 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 Ministry is to be of service to SHCS and to provide a better understanding between parents and teachers. To accomplish this, the Ministry 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 PTM also provides a representative to the School Advisory Board. The PTM 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 lifetime learners.

Library Hours: Monday, Tuesday, Thursday, and Friday – 7:45 a.m. - 4:00 p.m.; Wednesday 7:45 a.m. - 3:00 p.m.

Students may visit the library after school between 3:30-4:00 if accompanied by an adult.

Library Classes: Kindergarten-4th grade students may check out two books if they do not have any overdue books. 5th-8th grade students may check out four books if they do not have any overdue books.

Behavior in the Library: Students are expected to be courteous and to respect fellow students, school staff, the library facility,

and library materials. The library is a place to study, read, write, browse, and check out books.

Loan Period and Renewals: Books are checked out for a one week loan period, but may be renewed per student need. Students must return books each week in order to check out new books and to allow other students access to their books. Students are responsible for the care of all library materials checked out to them.

Overdue Books: Please remind your child to return books on time. Overdue notices will be sent home in Friday folders. Note: Students who have overdue books will have check-out privileges suspended 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. If lost books are returned within the school year, a refund will be issued.
Technology in the Library: Users of any technology devices are held to the technology policy of Sacred Heart Cathedral School 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 East exit. 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.**

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: 7:45 am - 4:00 pm; Wednesdays: 7:45am – 3:00 pm. To ensure a secure campus, parents must sign in at the office between 7:55 a.m. and 3:30 p.m. Only faculty and staff should be in the school building before or after these times unless a conference has been previously scheduled.

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

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 advisory in nature.

The School Board is composed 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 USE

Agreement for the Use of Computers, iPads, and Telecommunications

THE PROVISIONS OF THIS AGREEMENT APPLY IN ALL CASES TO SCHOOL PROVIDED DEVICES AND TO ALL PERSONAL ELECTRONIC DEVICES USED BOTH THROUGH THE SCHOOL NETWORK AND THROUGH OFF-CAMPUS ACCESS.

All students attending SHCS use the internet as a learning tool, and all students will abide by the Cardinal Rules, the rules of Digital Citizenship, and all laws regarding appropriate use of the internet.

The use of the school's internet connectivity resources and equipment is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.
Students should never access, save, or send anything that they would not want their parents or teachers to see. Serious infractions of internet use both at school and off-campus may result in removal from SHCS and will be reported to law enforcement, as mandated by the law.

Definitions - **Electronic communication** includes, but is not limited to, the following: communications or depictions through email, text messages, direct messaging, private messaging, website postings, or social media, whether they occur through the school's equipment, connectivity resources (e.g. Wi-Fi), **or using a personal device (off campus).**

Social media is defined as any form of online publications or presence that allows interactive communication, including, but not limited to, social networks, apps, blogs, internet websites, internet forum, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, TikTok, Vine, Whatsapp, YouTube, Google+, Flickr, and others.

ACCEPTABLE USAGE:
Students are responsible for appropriate behavior on the internet just as they are in a classroom or on campus grounds. Communications on the internet are often public in nature. General school rules for behavior and communications apply. It is expected that the students will comply with school policy as referenced in the Parent/Student Handbook and the specific rules set forth below.

Whether the communication occurs within or outside of school property (during or after school hours), when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion. Violations of the school's electronic communication policy will be addressed in conformance with the school's disciplinary policy and in accordance with the Diocese of Knoxville Catholic Schools Policy, state, and federal laws.

The school reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices, or other electronic communication equipment of any type.

Limited Access - Students may access only those websites to which, according to school policy, they have been given permission. The school follows state and federal laws regarding the use of filters on school computers connected to the internet. Students may access websites that have been specified by the teacher for a specific class activity. **If any student wanders outside of the boundaries of the site specified by the teacher or by school policy, this will be considered a severe policy infraction and may result in disciplinary action.**

Privacy - Users of the school's equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on that equipment, or using connectivity resources.This includes personal files. Administrators and/or teachers may review activity to maintain system integrity and ensure that students are using the system responsibly.

Storage capacity - Employees and students are to store all materials as specified by the technology coordinator or classroom teacher.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto a school computer or iPad unless they have permission from the school's technology coordinator. Nor should any student copy other people's work or intrude into other people's files.

Prohibited electronic communication - The following types of electronic communication are prohibited: (1) electronic communication of a sexual nature; (2) electonic communication that does, or intends to, threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community; (3) any action that violates the school's community, regardless of where the electronic communication occurs or originates from.

Electronic communication by/ between students - The school provides education on digital citizenship for students.

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. This includes intentional damage, disassembly, damage due to negligence, and/or misuse. 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. All handbook regulations apply to the use of the SHCS network, internet, and electronic resources.

Students and parents are required to sign a technology agreement which includes the following:

Student Acceptable Use Guidelines

The following are guidelines to maintain your status as a student in good standing at SHCS:

1. I will not use social media, any computer, or other electronic device to harm other people or their work.
2. I will not alter (change the school settings) or damage the school's network, equipment, or resources in any way.
3. I will not interfere with the operation of the computers by installing software, shareware, or freeware.
4. I will not violate copyright laws.
5. I will not view or display offensive/obscene messages or pictures.
6. I will not share passwords by giving or asking for the password of a fellow classmate.
7. I will not waste limited resources such as storage space or printing capacity.
8. I will not trespass into another's computer or work files.
9. I will not access unauthorized sites.
10. I will notify an adult immediately if I encounter materials which violate the rules of appropriate use, even by accident.
11. I understand that I will be held accountable for my actions; consequences could range from losing the privilege of using electronic devices, to being reported to the authorities for criminal behavior.
12. I will report to the principal or teacher any information learned from social media that could affect someone's reputation, health, life and/or safety.

SHCS will remain in compliance with policies set by the Diocese of Knoxville and local, state, and federal laws, including reporting violations such as bullying/harassing/sexting to the proper authorities.

Student User Agreement

As a user of the school's computer network and as a representative of the school's mission and values, I agree to comply with the above stated rules to conduct myself using electronic communication within or outside of school property, during or after school hours, in a manner that does not jeopardize the safe environment of the school or is contrary to Gospel values.

Parent Permission

As the parent(s)/guardian(s) of a student at SHCS I have read the information regarding the appropriate use of electronic communication and the school network resources. I will support the school in their disciplinary actions if my child does not abide by the above rules.

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:

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:

It is critical that parents/guardians be familiar with and adhere to the directed procedures. Information about parking lot procedures is listed below.

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.
- 7:30-7:45 am arrival: Students may be dropped off in front or back. Students should report to the gym and be released at the first bell at 7:45 am. The tardy bell rings at 7:55 am.
- After 7:55 am students are tardy. A parent must accompany all Pre-K-5 students 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:

- 2:45 pm dismissal: 2:45 pm 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. 2:45 pm dismissal families may enter campus no earlier than 2:30 pm (1:45pm on Wednesdays) to ensure safety and traffic flow.
- 3:15 pm dismissal: 3:15pm pick-up will be at both the front and back using the North and South bridges. 3:15 pm dismissal families may enter campus no earlier than 3:00p m (2:15 pm 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.
- 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/guardians must sign in at the office between 7:55 a.m. and 3:15 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.

The school reserves the right to restrict volunteers on and off campus at school related events and activities.

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 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.

SACRED HEART
CATHEDRAL SCHOOL
EST. 1956

Please print and return the signed sheet by Friday, August 26, 2022.

Dear Parents,

After you have read the Parent Student Handbook for the 2022-2023 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 updated withdrawal policy on page 9.

Student's Name	Student's Homeroom
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____
Printed Parent Name

_____ _____
Parent's Signature Date